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Administrative Personnel Policies

4.P.01 General Qualifications and Standards

To provide united effort, the authority for the administration of Lake Washington Institute of Technology rests with the president of the college who derives this authority from the board of trustees. Responsibilities include the formulation of policy and procedures requiring board approval, the development of all recommendations for board action, and the implementation of board policies, procedures, and other actions.

1. The term "administrator" shall mean full-time administrative employees of the college who are contracted and exempt under the provisions of the Revised Code of Washington.

2. Administrative personnel shall have advanced training or experience relevant to assigned duties.

3. Administrative personnel, including the chief vocational educational officer or another individual assigned that responsibility, and all other subordinate educational administrative personnel, must have been employed as full-time instructors for at least three academic years or have equivalent administrative, leadership, or teaching experience in industry or other public agencies.

4. Administrative personnel must have had at least two calendar years of accumulated experience in the capacity of a supervisor in business, industry, a public agency, or an equivalent volunteer community service.

5. Administrative personnel must have demonstrated to the college a commitment to and understanding of technical education.

Adopted April 12, 1995

4.P.03 Hiring

Recognizing the importance of the services provided by Lake Washington Institute of Technology, the hiring of competent, highly qualified and effective administrative staff is a primary goal. In accordance with professional hiring practices, recruitment of qualified candidates should include:

1. The available position will be advertised regionally as well as in appropriate agencies and organizations.

2. A screening committee comprised of the immediate supervisor of the administrative position, the director of personnel services, and one other administrator as appropriate, will review the applications of all candidates and select a pool of candidates for interview.

3. A selection committee comprised of individuals representing the diversity and various segments of the college community will interview the candidates selected from the pool.

4. At least two candidates interviewed by the selection committee will be recommended as finalists to the president.
4.05 Compensations

It shall be the policy of the board of trustees that administrators be compensated commensurate with their job responsibilities as determined by the president.

Adopted February 12, 1992
Revised April 12, 1995

4.07 Evaluation

The board of trustees recognizes the need to develop and maintain a highly effective administrative staff.

As part of the development of the administrative staff, a yearly evaluation of all administrators shall be conducted by the appropriate supervisor which provides timely, effective, and written feedback on administrative performance, and shall address the attainment of specific and measurable goals established early in the academic year.

Adopted February 12, 1992
Revised April 12, 1995

4.09 Leave Provisions—Generally

1. All types of leave shall be requested and documented on appropriate forms approved by the college.

2. Records of all types of leave accumulation and usage shall be kept by the director of personnel services.

3. Any accrual type leave shall continue to accrue during usage of any such leave.

4. Leave accrual and use proration shall mean a percentage based upon an administrator's percent of full-time employment. Additionally, it shall mean an administrator who is not in pay status for any reason for greater than ten (10) days per month shall not accrue leave; otherwise the entire month's accrual shall be credited to his or her account.

Adopted February 12, 1992
Revised April 12, 1995

4.11 Annual Leave

1. Accrual

   A. Administrators accrue two (2) days of annual leave per month from the date of hire or promotion into an administrative position.

   B. The college president accrues annual leave in accordance with the terms of
his or her contract of employment.

2. Accumulation

A. Administrators are encouraged to take all days of annual leave each year.

B. Unused annual leave may be accumulated up to a maximum of thirty (30) days (forty-four days for administrators defined in 4.P.11.4.B(2). However, there are two methods which allow vacation leave to be accumulated above the maximum:

(1) An administrator may accumulate vacation leave in excess of the maximum each fiscal year; however, if the leave is not used prior to the administrator's anniversary date of each year, the leave in excess of the maximum will be automatically extinguished and considered to have never existed.

(2) If an administrator's request for annual leave is deferred by the president or Board of Trustees, then the maximum vacation accrual will be extended to avoid loss of annual leave in excess of the thirty (30) days. In no case will a deferral beyond the administrator's anniversary date exceed one hundred and eighty (180) calendar days in duration.

C. Any deferral will be reported to the director of personnel services or designee and noted in the employee's personnel file.

3. Usage

A. All annual leave must receive prior approval by the president or his/her designee in advance of the effective date. Leave should be requested at least two weeks in advance.

B. Administrators must receive approval from the president to be on leave more than fifteen (15) days at one time.

C. Annual leave shall be scheduled at a time convenient to the college, the determination of which shall rest with the president or his/her designee. When possible, leave will be scheduled in accordance with the wishes of the employee in any amount up to his/her earned leave credits.

4. Annual Leave Cash Out

A. Cash payment in lieu of accumulated annual leave may be made up to a maximum of thirty (30) days under the following conditions:

(1) Upon resignation, except in cases where an administrator transfers to another Washington state agency, in which case his/her leave balance will also be transferred to the receiving agency;

(2) Upon layoff or dismissal;
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(3) Upon retirement; and

(4) At death.

B. Cash payment in lieu of accumulated annual leave may be made in excess of the thirty (30) days limit under the following conditions:

(l) The administrator gives timely and proper notification of his/her intent to retire or resign (except in cases of a transfer to another state agency) and the president (or the board of trustees, in the case of the college president) defers the administrator request for leave by a “statement of necessity” such that the deferral prevents the administrator from using annual leave accumulation in excess of thirty (30) days.

(2) The administrator is a member of the PERS I, TRS I, or TIAA/CREF retirement system and was employed by the college (or its successor district) prior to October 1, 1984; in which case the maximum cash payment for accumulated annual leave shall be the maximum allowed by the retirement system in computing pension benefits. Currently, this amount is two years of vacation benefits or a maximum of forty-four (44) days).

5. Transfer of Annual Leave

Administrators transferring to the college from another state agency or state community college shall be eligible to transfer annual leave.

Adopted February 12, 1992
Revised June 10, 1992
Revised April 12, 1995
Revised August 13, 1997
Revised June 24, 2004
Revised June 8, 2009

4.P.12 Personal Leave

1. Administrative staff shall be eligible for up to three (3) days of personal leave with pay per year.

2. Personal leave shall not accrue from year to year.

Adopted October 4, 2004

4.P.13 Sick Leave (Illness and Injury)

1. Accrual

   A. Full-time contracted administrators shall accrue sick leave at the rate of one (1) day for each calendar month they are employed or on approved, paid leave.
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B. Part-time contracted administrators shall earn one prorated day of sick leave per month.

2. Accumulation

Each administrator’s unused leave shall accumulate from year to year without limit so long as they are continuously employed by the college.

3. Usage

A. The employer reserves the right to request reasonable proof in the event of leaves for illness or injury.

B. Sick leave shall be allowed an administrator up to the amount of the earned balance under the following conditions:

(1) Because of, and during, illness, disability or injury which has incapacitated the administrator from performing required duties.

(2) By reason of exposure to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public, and the condition is verified by appropriate health officials.

(3) For the purpose of lengthy medical, dental or optical appointments if arranged in advance with the employing official or his designee.

4. Reporting

The administrator shall notify the immediate supervisor at the earliest appropriate time after determining the necessity of sick leave usage. If unable to contact the appropriate supervisor at that time, arrangements shall be made for the next best appropriate means of communicating to the supervisor the reason sick leave is necessary and any information relating to coverage of assigned duties, the estimated leave time, where and when contact may be made during such leave, and any other information necessary. Attempts shall be made to minimize the disruption or inconvenience to the college that might result from the administrator's leave.

5. Attendance Incentive Program

Pursuant to applicable statute, administrators may cash in unused sick leave days in excess of an accumulation of sixty (60) days at a ratio of one (1) full day’s pay for each four (4) full accumulated compensable sick leave days consistent with the following rules and administrative procedures:

A. Days cashed in during January of each year shall be limited to any compensable days earned the previous calendar year less sick leave days actually utilized during such period.
B. Days cashed in upon death or retirement shall include all compensable days as herein defined which have not previously been cashed in. Retirement shall be determined pursuant to the applicable retirement system. For the purposes of TIAA/CREF, retirement due to age shall not be considered to have occurred prior to attainment of age fifty-five.

The provisions of this policy shall be administered in accordance with state law and applicable state rules and regulations.

Adopted February 12, 1992
Revised April 12, 1995

4.P.15 Emergency Leave

1. In the event the spouse, child or immediate family of an administrator is ill or injured and the presence of the employee is required at the place of illness or emergency, the administrator may be granted leave with full pay for not more than five days per contract year, except as otherwise provided by law.

2. Use of emergency leave shall result in a deduction from accrued sick leave.

3. Emergency leave shall not accrue from year to year.

Adopted February 12, 1992
Revised April 12, 1995

4.P.17 Bereavement Leave

1. Leave up to a maximum of five (5) days per bereavement shall be granted in the event of a death in the immediate family.

2. Leave time to pay last respects to very close deceased friends may be granted for a partial day.

3. Bereavement leave is a paid leave which shall not accrue from year to year. Bereavement leave is not deducted from accrued sick leave.

Adopted February 12, 1992
Revised April 12, 1995

4.P.19 Child Care Emergency Leave

1. Child care emergency is defined as a situation causing an administrator's inability to report for or continue scheduled work because of emergency child care requirements, not a sick child. Emergency child care is limited to three days sick leave, vacation leave and leave without pay each per calendar year. For extended coverage under the Family and Medical Leave Act, see 4.P.23.

2. Child care emergency leave shall not accrue from year to year.

Adopted February 12, 1992
Revised April 12, 1995
4.P.23 Parental Leave

In accordance with the Pregnancy Act of 1978 and WAC 162-30-020, the college has the following parental leave policy:

1. An administrator who temporarily vacates a position due to parental or family leave is on official leave status. The vacated position can be filled temporarily, but cannot be filled permanently unless the leave exceeds six months.

2. An administrator on parental or family leave should not be placed in any other status other than that acquired prior to such leave. An administrator will be returned to the original position or a like position with like pay, and will be entitled to reinstatement of the balance of all previously earned service credits and other benefits upon return from parental or family leave.

3. Parental leave shall not accrue from year to year.

Adopted February 12, 1992
Revised April 12, 1995

4.P.25 Family and Medical Leave

In accordance with the Family and Medical Leave Act (P.L. 103-3), and in addition to any other leave provisions applicable to administrative staff, every administrator shall have the right to take up to a combined total of twelve (12) weeks of leave without pay per fiscal year in connection with (1) the birth and first year of care of a child; (2) the adoption or foster parent placement of a child; (3) the serious health condition of an administrator's spouse, child, or parent; and (4) the administrator's own serious health condition. When medically necessary, leave may be taken intermittently or on a reduced leave schedule (a leave schedule which reduces the number of hours per workday). The taking of leave intermittently or on a reduced leave schedule shall not reduce the total amount of leave to which the employee is entitled. The following provisions apply to this leave policy:

1. An administrator shall be eligible to use the provisions of this policy if he or she was employed or compensated for twelve hundred and fifty (1250) hours or more during the immediately preceding fiscal year.

2. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves continuing treatment by a health care provider or inpatient care in a hospital, hospice, or residential medical care facility.

3. A "parent" means a biological parent or de facto parent. A "child" means a biological, adopted, or foster child, a stepparent, or a child standing in loco parentis, who is (1) under 18 years of age; or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

4. While an administrator is on family and medical leave, the college and the administrator shall continue to make their respective contributions to the administrator's benefit so that the administrator shall continue to receive benefits just as if he or she were not on leave.
5. When foreseeable, the administrator must provide thirty (30) days notice of the date when the leave is to begin, unless circumstances dictate otherwise, in which case the administrator shall provide such notice as is practical.

6. The college may require the administrator to provide certification from his or her health care provider, or a family member's health care provider as to (1) the date that the condition commenced, (2) the duration, (3) the necessity for the administrator's leave, and (4) the administrator's inability to perform his or her job functions. Upon return to work, the college may require the administrator to provide certification from his or her health care provider that he or she is able to resume work.

7. The administrator shall return to the position held when the leave commenced, or to an equivalent position if the previous position no longer exists.

8. If the administrator chooses not to return to work for reasons other than a continued serious health condition, the college may recover from him or her the premium that the college paid for his or her health coverage.

9. Family and medical leave shall not accrue from year to year.

Adopted April 12, 1995

4.P.27 Civil Duty Leave

1. Leave of absence with pay may be granted administrators to serve jury duty, as trial witnesses, or to exercise other subpoenaed civil duties, except for absences due to the employee's status as a party in litigation with the college or as a party to personal litigation.

2. Administrators shall reimburse the institution for all compensation received for such civil duty, exclusive of expenses incurred.

3. Civil duty leave shall not accrue from year to year.

Adopted February 12, 1992
Revised April 12, 1995

4.P.29 Military Leave

1. Administrators who are members of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States are entitled to military leave not to exceed fifteen (15) days each calendar year when ordered to active duty for training. Such leave is in addition to other leaves listed above and shall be with pay. (RCW 38.40.060)

2. Administrators are eligible for leaves greater than the fifteen (15) days per year of military leave provided with pay and such leave shall be without pay. (RCW 73.16.010 -.035)

3. Military leave shall not accrue from year to year.

Adopted April 12, 1995
4.P.31 Professional Meeting and Conference Leave

1. Administrators may be granted leave for attendance at official institutes, conferences, and/or professional meetings. Such leave approval shall be determined by the employee’s supervisor.

2. The purpose of such leave must be to add to the professional capabilities in the administrator's field.

3. The administrator's regular duties shall not suffer unduly or disproportionately to the benefits anticipated from the leave activity.

4. Leave for professional meetings and conferences shall not accrue from year to year.

Adopted February 12, 1992
Revised April 12, 1995

4.P.33 Leave Without Pay

Leave of absence without pay extends from the time an employee's leave commences until he/she returns to continuous service.

1. Educational Leave
   A. Upon approval by the president, leave of absence without pay may be granted to any full-time administrator for the purpose of attending an institution of higher learning.
   B. The application for such leave shall contain a statement of the plan of study and name of the institution the administrator plans to attend.
   C. Such applications should be filed by April 1 for leave scheduled to start the next academic year.
   D. Upon being granted such leave, the administrator shall be eligible to maintain State Employees Benefits Board approved insurance programs at the administrator's own expense throughout the leave period.
   E. Educational leave shall not accrue from year to year.

2. Leave of Absence
   A. A leave without pay for compelling personal reasons may be granted to a full-time administrator for up to one year upon approval of the president.
   B. Absence leave shall not accrue from year to year.

3. Other Leave Without Pay
   Leave of absence without pay may be allowed for any of the following reasons:
A. Conditions applicable for leave with pay;

B. Parental leave; and

C. Leave for government service in the public interest except that administrators shall receive normal pay for military leave of absence taken pursuant to RCW 38.40.060.

D. Other leave without pay shall not accrue from year to year.

_Adopted February 12, 1992_  
_Revised April 12, 1995_

4.P.35 Sabbatical Leave

1. Purpose

Administrative sabbatical leave is designed to benefit the college and its students by providing administrative employees with the opportunity to engage in activities leading to professional growth and revitalization. Such leave would allow eligible employees an extended period of time free from normal contractual obligations in order to pursue legitimate professional goals. This purpose is consistent with the provisions of RCW 28B.10.650 as they now exist (or hereafter amended) and with this college's commitment to the professional development of its employees. Appropriate uses of sabbatical leave would include formal study, travel, work experience in one's administrative area, or any other activity which would contribute substantially to the improvement of administrative abilities.

2. Eligibility

Sabbatical leave may be granted for one, two or three quarters after completion of six (6) years of full-time contractual services as an employee of the college. Employees awarded sabbatical leave will be eligible for additional award after a second six (6) year period of full-time employment, inclusive of time on sabbatical leave. It is not intended that sabbatical leave be accrued. Without regard to level of use, the individual's eligibility will be reset at three quarters on each six year anniversary.

3. Approval

All sabbatical leaves require the approval of the president and the board of trustees. The number of sabbatical leaves approved by the president and the board of trustees shall not exceed one full-time administrative employee at any one time.

4. Compensation

A. Administrators are encouraged to seek outside funding support for their sabbaticals. Compensation from the college during leave shall be up to 72% of the recipient's daily contractual salary for the year in which the leave is taken, but shall not exceed the average of the highest quartile of a rank order of salaries of all full-time teaching faculty holding academic year contracts at the college.
B. Total sabbatical cost, including the cost of replacement personnel, shall not exceed 150% of employee's annual salary with benefits.

C. Sabbatical leave salary from the college may be negotiated downward if outside funding plus sabbatical leave pay from the college exceed 100% of the recipient's full-time contractual salary for the period of the leave. In all cases remuneration will be in compliance with RCW 28B.10.650.

5. Procedure

A. An application for sabbatical leave will include reasons for requesting the leave and a detailed sabbatical leave plan which must be submitted to the president. Sabbatical leave requests shall be submitted no fewer than 120 days prior to the beginning of requested leave.

B. Sabbatical leave shall be awarded according to the following criteria:

1. The value of the proposed activity to the enhancement of the administrative program of the college.

2. The value of the proposed activity to the professional growth and development of the applicant.

3. The past contribution of the applicant (years of service, range of service) to the college.

4. The applicant's demonstrated resources and ability to carry out his/her sabbatical plan and goals.

C. Guidelines and procedures for sabbatical leave, including application forms, rating procedures and reporting requirements will be established by the president.

D. In the event that the number of approvable applications exceeds the number one, the president shall name a first and second alternate to replace a leave recipient should an employee not accept a sabbatical leave grant.

6. Leave Contract

A. When the president and the board of trustees grant a sabbatical leave, the recipient shall sign a contract with the college specifying:

1. The length of sabbatical leave, including start and end dates.

2. The amount of sabbatical payment.

3. A commitment to perform according to the approved sabbatical leave plan.

4. That the recipient will return to employment at the college for a period at least commensurate with the amount of leave granted.
Failure to comply with this provision shall constitute an obligation of the recipient to repay to the college any remuneration received from the college during the leave.

5. That the recipient will submit a written report to the president within 60 days upon returning from leave, summarizing the work completed during the sabbatical leave and describing how the new knowledge will be used.

B. Non-compliance with the above terms of the leave contract will be in accordance with according to RCW 28B.10.650.

7. Employee Rights

A. The time spent on sabbatical leave shall be recognized as equivalent to time spent as a full-time employee of the college.

B. With the exception of annual vacation leave, all other benefits shall accrue to the administrator on sabbatical leave.

8. Exceptions

This policy is not meant to be restrictive but rather inclusive. Therefore, exceptions to this policy may be made by the president and the board of trustees on a case-by-case basis.

Adopted February 12, 1992
Revised April 12, 1995

4.P.39 Professional Development and Training

It shall be the policy of the board of trustees to provide a professional development and training program for administrators. The program will be supported by budget allocation on an annual basis. The program will be designed to:

1. Enhance knowledge and skills of all administrators;

2. Provide opportunities for administrators to gain the skills necessary for successful performance of job descriptions;

3. Provide training which will result in the most effective and economic assignment of administrators for accomplishing institutional goals; and
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4. Provide opportunities for administrators to gain the skills necessary for upward mobility.

Adopted February 12, 1992
Revised April 12, 1995

4.P.41 Personnel Files

Copies of materials in official personnel files shall be confidential and shall be restricted for use by appropriate administrators or when otherwise required by law.

Excluding confidential college placement files and confidential recommendations from previous employers, administrators, or their designee, shall have access to all materials in their personnel files during normal business hours. An administrator shall be notified of any request either oral or written for access to their personnel file except for administrative use as described above. Copies of materials in personnel files may be requested, provided forty-eight (48) hours notice is given.

Material which might adversely affect employment may be placed in the personnel file only after allowing the administrator to read the material and append to it answers to any charges, complaints, or statements involved. The administrator shall then sign the material, but such signature shall not necessarily imply agreement with the statements contained therein.

Each administrator will have only one official personnel file which will be the one kept in the Personnel Services office.

After a period of five years, materials may be removed from the file at the request of the administrator, unless it is demonstrated that such information may be related to a violation of federal law/regulation or state law/regulation. At such time, materials may also be removed by the college.

Adopted February 12, 1992
Revised April 12, 1995

4.P.43 Termination

On or before April 1 of each year individual administrators will be notified of their continued employment for the following college year. An administrator does not have any contract or other property right in continued employment beyond the term of his or her contract.

Adopted February 12, 1992
Revised April 12, 1995
4.A.01 General Duties and Responsibilities

1. All administrators have duties and responsibilities in common. The general duties and responsibilities of each administrator include:

A. Plan, organize, and administer the activities of his or her office efficiently.

B. Keep informed on new developments relating to his or her function and maintain a creative and experimental attitude toward change.

C. Recommend the organizational structure and staffing complement of his or her unit.

D. Recommend the selection of personnel for the unit.

E. Establish and maintain in the unit a climate which encourages the development of personnel, the retention of competent personnel, and a high level of morale.

F. Maintain a reporting relationship to the immediate supervisor, keeping the supervisor informed of activities of the unit, apprising the supervisor particularly of major or unusual developments, and seeking his or her advice and counsel.

G. Promote an integrated effort in the administration of the college by cooperating with other administrators and staff through the coordination of activities and programs.

H. Maintain effective relations with faculty, students, community, and other educational institutions.

I. Interpret board policies, college regulations, procedures, and programs accurately and constructively.

J. Recommend the budget for his or her office or division and, within limitations or approvals established by the board or president, administer the unit budget.

K. Serve on committees, cabinets, and councils as directed by board policies, college regulations and procedures, the immediate supervisor, or the college president.

L. Attend professional meetings as approved or directed by the immediate supervisor.

M. Perform any other duties assigned or delegated by the immediate supervisor or the college president.

N. Complete the payroll exception time report form when necessary and submit it to the personnel office.
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Administrative Personnel Administrative Procedures

O. Ensure that staff who report to him or her complete payroll exception time report forms when necessary and submit them to the personnel office.

2. Specific position descriptions for administrative personnel may be found in this chapter at 4.A.50. The following are general responsibility designations in accordance with board policy 4.P.01:

A. The executive vice president of instructional services shall serve as the college's chief vocational educational officer.

B. Subordinate educational administrative personnel includes instructional administrators and associate administrators.

April 17, 1995

4.A.03 Employment Procedures

1. A position description and personnel requisition form are prepared by the administrative unit head, approved by the appropriate vice president or president, and submitted to the personnel services office.

2. The personnel services office advertises the position, receives applications, monitors application screening process, selects with the supervisor of the position appropriate members for an ad hoc screening committee and interview committee, and sets interviews for the finalists.

3. An ad hoc screening committee composed of one or two administrators and the director of personnel services is selected by the president or his or her designee.

4. The ad hoc screening committee screens applications, and selects five to ten candidates to be interviewed by the interview committee.

5. The interview committee interviews finalists, and prepares a recommendation of the top two, and preferably three if possible, candidates as finalists to the president.

6. The administrative unit head and/or the director of personnel services makes reference checks and prepares a report on findings to accompany the committee's recommendation to the president.

7. The credentials of the two or three top candidates and the comments of the interview committee are reviewed by the president, and the president determines whether to interview any or all of the finalists.

8. The final hiring decision is made by the president.

9. The personnel services office prepares an administrative contract (which is signed by the president) and accompanying paperwork, tenders the college's official offer to the successful candidate, and notifies unsuccessful candidates.

April 17, 1995
4.A.05  Administrative Work Schedules

Administrative work schedules are communicated to the employee at the time of hire. Supervisors may change work schedules or approve flexible or alternate work schedules depending on the needs of the department.

April 17, 1995
Revised May 25, 2010

4.A.06  Delegation of Authority

1. Under the administrative authority as delegated by the board of trustees under RCW 28B.50.140, WAC 495D-104-030, and other applicable authorities, and except as otherwise provided by that board, the president delegates and sub-delegates authority to college officers and employees as follows:

A. Appointing Authority

The executive vice president, instructional services, vice president, administrative services, and vice president, student services are authorized to appoint salaried or hourly employees where such positions are approved by the president and where such appointments do not exceed approved budget capacity or the budget authority of that officer. This appointing authority includes authority to supervise, discipline, and dismiss such employees, except as limited by an applicable collective bargaining agreement or other contract or law. Appointment of full-time faculty and contracted administrators are reserved to the president.

B. Contracting Authority

Execution of contracts, work orders, partnership master agreements, training agreements, interlocal agreements, personal services contracts, and similar instruments (e.g., purchase requisitions and orders which create multi-year obligations) which obligate or create an actual or potential liability for the college is delegated to the vice president for administrative services, with the following exceptions:

(1) Execution of instructional services addenda to existing partnership master agreements is delegated to the vice president responsible for the management of the agreement, except that such addenda shall not amend a partnership master agreement.

(2) Execution of client services contracts is delegated to the vice president responsible for the management of such services.

Approval of contracts requiring expenditures shall not exceed approved budget capacity for that fiscal year, without the president’s approval.

Approval of contracts for capital projects is delegated to the vice president for administrative services.
Excluded from any delegations of authority are the execution of contracts exceeding $250,000 in amount, which are reserved to the president.

C. Grant Approval Authority

Execution of grant applications, acceptances, or other similar grant-related instruments which obligate or create an actual or potential liability for the college is reserved to the president, except in his absence is delegated to the vice president for administrative services. Approval of grants requiring non-grant-funded expenditures shall not exceed approved budget capacity.

D. Purchasing Authority

Execution of purchase orders or other similar instruments which obligate the college is delegated to the vice president for administrative services and to the supervisor of purchasing. In the absence of the supervisor and vice president for administrative services, the controller may approve such orders and instruments.

Administrative staff with budget responsibility are authorized to issue purchase requisitions the cumulative amount of which are not to exceed the approved budget capacity for which each is responsible, with individual amount limitations to apply as published in Appendix 8 of the college’s Policies & Procedures Manual. Administrative staff with budget responsibility are not authorized to issue purchase requisitions for multi-year purchases which have the effect of a lease agreement.

E. Disbursement Authority

Disbursement of college funds pursuant to college purchase orders, state invoice vouchers, or other similar instruments is delegated to the vice president for administrative services, controller, and director of budget services in consonance with the written delegation dated March 1, 1993, or as revised.

All of the foregoing authorizations and delegations are indefinite in duration, but may be limited or revoked by the president at any time, either orally or in writing.

2. In the absence of the president, delegation of authority is assigned as follows:

A. executive vice president, instructional services
B. vice president, administrative services
C. vice president, student services
D. vice president, institutional advancement
E. director, human resources
F. dean, general education, hospitality & service industries
G. dean, information technology services
H. dean, manufacturing & transportation technology

April 17, 1995
September 1, 1998
4.A.07 Administrative Evaluation

1. The Evaluation System

   A. By July 1 of each year, each administrator, in collaboration with his or her direct supervisor, will develop a statement of goals that embodies the expectations of the supervisor and the institution for the administrative position in question.

   B. Each administrator will be evaluated every year.

   C. The evaluation process will occur between July 1 and June 30 each year.

   D. By June 1, the administrator will complete a self-evaluation and report on the annual goals developed for his or her position.

   E. It is the responsibility of the administrator's supervisor to evaluate the self-evaluation and identify any concerns which may not have been addressed on the written form.

   F. The supervisor will develop an evaluation of the administrator, including input gathered from the written documentation.

   G. The supervisor will meet with the administrator being evaluated to review the administrator's self-evaluation materials and the supervisor's evaluation.

   H. By June 30, the supervisor will submit the completed evaluation to the president and the personnel services office.

   I. The president will review the completed evaluation of each administrator with his or her supervisor and will review future job expectations.

2. Administrative Improvement Procedure

   A. If, on the basis of this evaluation process, the administrator's performance has been found to be deficient, the administrator's supervisor and the president will meet with the administrator to discuss concerns and expectations for improvement.

   B. During this meeting, specific expectations, evaluative criteria, and time tables for further evaluation will be developed. A copy of these documents, collectively identified as a plan of improvement, will be placed in the administrator's personnel file.

   C. During the course of the ensuing year, meetings will be scheduled between the administrator and his or her supervisor to evaluate the administrator's progress toward completion of his or her plan of improvement.

   D. Should the administrator's supervisor determine that inadequate improvement is demonstrated, he or she may recommend to the president non-
renewal. Should the president concur with a recommendation of non-renewal, notice of the decision not to renew the administrator's contract will be provided to him or her no later than April 1. A copy of these documents will be placed in the administrator's personnel file.

April 17, 1995

4.A.09 Leave Provisions—Generally

1. Prior to taking any leave which is subject to prior approval, the administrator completes a personnel leave request form and submits it to his or her immediate supervisor for approval.

2. All leaves other than annual and sick leave require the approval of the director of personnel services.

3. At the conclusion of any leave for which prior approval is impractical, such as emergency leave, the administrator completes a personnel leave request form and submits it to his or her immediate supervisor for approval.

4. At the conclusion of any leave, the administrator is required to submit to his or her supervisor a payroll exception time report documenting the actual type(s) and hours of leave(s) taken.

5. In the event of prolonged leaves or emergency situations which make it impractical for the administrator on leave to submit appropriate leave request or payroll exception report forms, the supervisor may submit the necessary leave request and payroll exception time reports in the stead of the absent administrator, or may submit a memorandum of explanation to the payroll services office in order to ensure that accurate and correct pay is paid in a timely fashion.

April 17, 1995

4.A.11 Annual Leave

1. Prior to taking annual leave, the administrator completes a personnel leave request form and submits it to his or her immediate supervisor for approval.

2. For leave of more than two days, at least two weeks' advance notice of the intention to take leave should be given to the immediate supervisor.

3. For leave of more than three weeks, at least two weeks' advance notice of the intention to take leave should be given to the immediate supervisor and the president of the college must also approve the personnel leave request form prior to submission to personnel services.

4. If the leave is approved, the personnel leave request form is signed by the immediate supervisor and submitted to the personnel services office. If the request is denied, the personnel leave request form is signed by the immediate supervisor and returned to the administrator with reasons for denial noted in writing.
5. In scheduling leave, administrative staff should take care to avoid times of peak activity within their area of supervision.

6. Upon return to work, and no later than the next payroll date, the administrator must complete a payroll exception time report form and submit it to his or her immediate supervisor for approval. It is then submitted to the payroll services office.

April 17, 1995

4.A.13 Sick Leave (Illness and Injury)

1. Sick Leave Usage

A. When the need for sick leave arises, the administrator should immediately contact the office of his or her immediate supervisor to explain the circumstances. It is not necessary to submit a personnel leave request form for occasional illnesses.

B. Upon return to work, and no later than the next payroll date, the administrator must complete a payroll exception time report form and submit it to his or her immediate supervisor for approval. It is then submitted to the payroll services office.

C. For extended illnesses in excess of five days, the administrator should submit a request for disability leave with the appropriate accompanying information.

2. Attendance Incentive Program

Administrative employees may be eligible to cash out portions of their accrued sick leave. Part-time hourly contracted or part-time annually contracted administrators are eligible for participation in the sick leave compensation incentive program where provided by statute.

A. Definitions

For the purposes of administering these rules, the following definitions will apply:

(1) "Eligible employee" means full-time annually contracted administrative employees entitled to earn, accumulate, and use sick leave granted by policies of the college as now or hereafter adopted.

(2) "Sick leave" means a leave of absence with pay granted pursuant to RCW 28B.50.551 for illness, injury, bereavement, or emergencies.

(3) "One day's monetary compensation" means the salary of an employee received for each full day of service, exclusive of supplemental pay for additional duties, extracurricular service, moonlight teaching, stipends, retirement incentives, grants, or fringe benefits such as premiums for health or other forms of insurance.
(4) "Previous year" means the period commencing January 1 and ending December 31 of any year preceding an eligible employee's request to be remunerated for unused sick leave.

(5) "Retirement" means the termination of employment by an eligible employee due to age or physical disability and the eligibility to claim funds on deposit with the retirement system.

(6) "Account" means the account to which all compensable sick leave days are credited.

B. Transferred-In Leave

The college accepts transferred leave in the compensable sick leave account as determined by the community or technical college, state agency, common school district, or other agency from which such leave is transferred in accordance with applicable statute.

C. Sick Leave Use

(1) No deduction in pay will be made, up to the total number of days of accrued sick leave.

(2) For emergency leave use deductions from accrued sick leave will be charged to compensable days.

(3) For all other sick leave, deductions from accrued leave will be charged against compensable days until such account is exhausted.

(4) Persons absent beyond the total number of days of accrued sick leave will have their pay deducted at the per diem of their annual contract for each day of absence.

(5) In the event a person is absent beyond the total number of days of accrued sick leave, prior to having their pay deducted at the per diem of their annual contract for each day of absence they may elect to use annual leave days up to the amount accrued.

D. Maximum Accrual

Pursuant to applicable statute, each full-time administrative employee's sick leave allowance will accumulate from year to year without limit.

E. Annual Compensation for Unused Sick Leave

(1) In January of each year, and at no other time, an administrative employee whose year-end sick leave balance in the account exceeds sixty (60) days may choose to convert sick leave days accrued in the previous calendar year which have not been used during the year to monetary compensation.
A. The number of days converted may not exceed one day per month worked.

B. Any employee who chooses to convert sick leave days must submit a written request to the personnel services office by January 31. (Forms are available in the personnel services office.)

(2) No sick leave days may be converted for compensation which would reduce the calendar year-end balance in the account below sixty days, except by reason of separation due to retirement or death.

(3) Monetary compensation for converted compensable days will be at the rate of one full day's pay for every four days converted. Partial days of eligible sick leave will be converted on a pro-rata basis. The amount of the employee's full day's pay will be based on the employee's salary at the time of conversion and in accordance with applicable OFM rules.

(4) Days cashed in on January 1 of each year will be limited to any compensable days earned the previous calendar year less sick leave days actually utilized and deducted from the employee's account during such period.

(5) All converted days will be deducted from the employee's sick leave account balance.

F. Remunerable Unused Sick Leave Upon Retirement or Death

(1) Eligible employees, at the time of separation from state service due to retirement because of age or physical disability, or the estate of a deceased eligible employee, may elect to convert all eligible, accumulated, unused compensable sick leave to monetary compensation.

(2) Days cashed in upon death or retirement will include all compensable sick leave days as herein defined which have not previously been cashed in.

G. Re-granting of Leave

Sick leave accumulated at Lake Washington Institute of Technology prior to leaving the employment of the college will be re-granted to an employee if the employee is re-employed by College District 26 within five years.

H. Limitations on Payments

(1) No combination of circumstances may result in more than one compensable day being earned per month.
(2) An employee who separates from the district for any reason other than retirement or death will not be paid for accrued sick leave.

(3) Compensation for unused sick leave will be excluded from computations of retirement allowance; therefore, no contributions are to be made to the retirement system for such payments, nor will such payments be reported as compensation for retirement purposes.

April 17, 1995

4.A.15 Emergency Leave

1. In order to use emergency leave, the situation confronting the administrator shall be of such a nature that pre-planning is not generally possible, and it is one which is serious, essentially unavoidable and of importance, and not one of mere convenience.

2. The administrator must inform his or her supervisor and shall at that time identify the situation and request emergency leave.

3. Emergency leave, without any deduction from salary, may be determined and granted by the president for days in excess of five days in extreme and unusual circumstances unless prohibited by law, and where adequate sick leave accrual exists to permit uninterrupted salary payments. All emergency leave is deducted from accumulated sick leave.

4. Upon return to work, and no later than the next payroll date, the administrator must complete personnel leave request and payroll exception time report forms and submit them to his or her immediate supervisor for approval. Both are submitted to the personnel services office for final approval.

April 17, 1995

4.A.17 Bereavement Leave

1. Bereavement leave is intended for bereavement in an administrator's immediate family, which is defined as the administrator's spouse, the administrator or administrator's spouse's children (including adopted children, step-children, and children in the custody of and residing in the home of the administrator), parents, siblings, grandparents, grandchildren, or any relative living in the household.

2. Bereavement leave of less than one full day may be granted to pay last respects to deceased close friends.

3. Normally such leave would be granted for a maximum of five days. Requests for extension may be considered by the president.

4. When the need for bereavement leave arises, the administrator should immediately make contact with his or her immediate supervisor to explain the circumstances.

5. Immediately upon return to work, the administrator must complete a personnel leave request form and submit it to his or her immediate supervisor for acknowledgment. It is then submitted to the personnel services office for approval.
6. Bereavement leave shall not be deducted from either the administrator's accumulated sick leave or annual leave balances.

April 17, 1995

4.A.19 Child Care Emergency & Adoption Leave

1. When the need for child care or adoption leave arises, the administrator should immediately contact his or her immediate supervisor to explain the circumstances.

2. In the case of an emergency situation, immediately upon return to work the administrator must complete a personnel leave request form as well as a payroll exception time report and submit them to his or her immediate supervisor for approval of the exception report and the request. The forms are then submitted to the personnel services office for approval.

3. In the case of non-emergency circumstances, the administrator must complete a personnel leave request form prior to taking the leave and submit it to the immediate supervisor for approval. It is then submitted to the personnel services office for approval.

April 17, 1995

4.A.23 Parental Leave

1. When the need for parental leave arises, the administrator should immediately contact his or her immediate supervisor to explain the circumstances.

2. The administrator must complete a personnel leave request form prior to taking the leave and submit it to the immediate supervisor for approval. It is then submitted to the personnel services office for approval.

3. In cases of parental leave of up to six months, the administrator will return to the position from which the leave was taken. In cases of parental leave of longer than six months the administrator will return to a similar position for which he or she is qualified.

April 17, 1995
4.A.25 Family and Medical Leave

1. When the need for family and medical leave arises, the administrator should immediately contact his or her immediate supervisor to explain the circumstances.

2. The administrator must complete a personnel leave request form prior to taking the leave and submit it to the immediate supervisor for approval. It is then submitted to the personnel services office for approval.

3. In cases where family and medical leave is used, the administrator will return to the position from which the leave was taken. In cases where the administrator’s position no longer exists, he or she will return to a similar position for which he or she is qualified.

4.A.27 Civil Duty Leave

1. An administrator called to serve on jury duty, as a trial witness, or exercising other subpoenaed civil duties must complete the personnel leave request form in advance of the leave, submit it to his or her immediate supervisor for approval, who then forwards it to the personnel services office for approval.

2. The administrator must remit to the college all compensation received for such duty, exclusive of actual expenses incurred. Such remittance should accompany the submission of the payroll exception time report(s) submitted at the conclusion of the leave.

4.A.29 Military Leave

1. In the event an administrative staff member is notified of his or her requirement for military service, he or she must contact the immediate supervisor to make arrangements for the leave. Such leave requests must be approved by the supervisor and by personnel services.

2. Upon return from approved military leave, the administrator must submit payroll exception time reports for the leave period.

4.A.43 Terminations and Resignations

Administrative employees work under annual contracts, and resignations would normally take place at the end of the fiscal year. Professional ethics suggest that administrative employees would notify the appointing authority (the college president) of their intent not to continue employment past the end of the academic year. Letters of notification should be submitted to the immediate supervisor with a minimum of a one month notice. Copies of the letter should also be submitted to the personnel services office.

1. Administrators work at the pleasure of the president.
2. Administrators' contracts are subject to non-renewal at any time for any reason deemed appropriate by the president.

3. Reasons may or may not be given, at the president's discretion.

4. Any administrator whose contract is not renewed shall be prior to April 1 of the year prior to the end of his or her existing contract.

April 17, 1995

4.A.50 Position Descriptions/Organizational Chart

The chart of the college's organization structure may be found in the Staff Handbook. Administrative staff members' position descriptions follow.

President
Executive Vice President, Instructional Services
Vice President, Administrative Services
Controller
Dean, Curriculum and Special Projects
Division Dean
Assistant Dean
Director, Personnel Services
Director, College Relations
Director, College Development
Executive Assistant

June 30, 1997
PRESIDENT

Summary

The president is the chief executive officer of Lake Washington Institute of Technology District 26 and shall act on behalf of the board of trustees in any and all matters which concern the administrative functions of the college. The president reports directly to the board of trustees of Lake Washington Institute of Technology District 26.

Scope of Responsibility

The board of trustees delegates to the college president its authority and responsibility to administer College District 26 in accordance with laws, policies, and rules approved or sanctioned by the board of trustees. At the operational level, the president has final administrative authority over all matters affecting the college district.

Essential Functions

- Organize all of the functions of the college district in an effective and efficient manner consistent with the college philosophy and mission;
- Develop and maintain education and training programs necessary to achieve the college mission and goals;
- Establish and maintain effective communication and working relationships with faculty, staff, administration, community, other agencies, and peers;
- Establish and maintain a community relations program that includes effective relationships with the media, a planned marketing program, active participation in business and community activities and organizations, and communications with the local public school systems and other higher education institutions;
- Establish and maintain an effective legislative relations program that includes communication with local legislators on issues of importance to the college, participation in technical and community college system legislative activity, informing the college staff of legislative issues, and, as appropriate, involving college staff, faculty and students in legislative affairs;
- Provide leadership in assessing business and community education needs, the formal evaluation of the college’s educational programs, long-range planning activities to project and plan for future educational programs, services, enrollment levels, personnel and facility needs of the college, and the development of innovative curricula to meet changing business and community needs;
- Use the special privileges and advantages accruing to the office of the president for the enhancement of the college;
• Participate in professional development activities to keep abreast of new and innovative practices and programs;

• Prepare and present the annual operating and capital budgets and the college’s allocation and supervision of all appropriated and other funds;

• Establish and maintain a personnel program that recruits and selects highly qualified and capable employees, conducts fair and equitable employment selection and promotional practices, promotes professional development for college staff, supports and pursues good faith relations with employee groups and associations, and provides opportunities for college staff to be represented in college governance;

• Ensure that the college’s policies and practices uphold the dignity of each member of the campus community and do not discriminate on the basis of race, sex, age, national origin, physical disabilities or personal beliefs and preferences;

• Establish procedures to thoroughly review, in accordance with accepted standards of equity and due process, any allegations of unethical behavior or incompetencies against any member of the campus community;

• Serve as secretary to the board of trustees, submitting policy recommendations to the board regarding matters of importance to the college, providing background information for the board in advance of meetings, carrying out the policies of the board, assisting the board in understanding its legal responsibilities, and actively supporting and promoting the goals established by the Board;

• Provide the planning and development of the means for securing and maintaining the resources necessary for the achievement of the college’s mission at the highest possible level of quality, including the presentation to appropriate funding agencies of the needs of the institution;

• Formulate and submit all reports required by the board and by state and national agencies; and

• Assume responsibility for the areas of authority which are delegated to the president by the board of trustees.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
EXECUTIVE VICE PRESIDENT, INSTRUCTIONAL SERVICES

Summary

The executive vice president reports to the college president and acts on the president’s behalf when requested. The executive vice president is responsible for leadership of the instructional program of the college. This is a contracted, exempt management position.

Scope of Responsibility

The executive vice president shall, within delegated authority from the president, create and maintain an efficient and effective instructional program consistent with the college mission and sensitive to diverse student needs. The foregoing shall be achieved by providing supervisory leadership to a team of administrators, supervisors, and managers who implement planned and coordinated front-line leadership while working with faculty and students directly.

Essential Functions

- Organize all of the functions of the instructional program in an effective and efficient manner consistent with the philosophy and mission of the college;

- Coordinate and communicate with the president, vice president of administrative services on all necessary business, personnel and student management matters of program nature on a daily or weekly basis to provide input and/or leadership direction as appropriate;

- Develop the instructional program vision, goals and character of teaching through ongoing participation with labor and industry advisory committees, faculty and staff recommendations, student feedback and related national or international published research. Hire faculty of the highest character, subject content of knowledge, industry expertise, and respect for students through use of open recruitment and advertisement practices, screening applicant files carefully and interviewing extensively and thoroughly checking references in conjunction with personnel;

- Establish and maintain instructor inservice programs for orientation to the classroom and continuing professional growth programs to maintain or improve teaching methods and subject content currency for tenured faculty;

- Assure program evaluation and faculty evaluation systems are maintained, and updated as necessary to reflect modern measurement tools and practices;

- Establish and maintain controls to assure professional growth plans are maintained on all faculty and instructional staff consistent with state statute. Establish and maintain systems of tenure review and when necessary, make recommendations for non-renewal of continuing contract status to the president consistent with bargained language and state statute;

- Establish and maintain community relations by serving on selected chamber and/or service club committees, boards or other related group activities that promote the college and its programs.
• Coordinate with the director of college development on any communications, proposal, grants, gifts, or projects of mutual agreement or delegated by the president;

• Coordinate with the director of college relations on the development of any public information regarding the college’s instructional program;

• Establish and maintain contact with legislators representing the college district in coordination with the president;

• Establish and maintain communication with State Board for Community and Technical College’s staff on all matters relating to the college and its instructional program in particular;

• Establish and maintain communication with the instructional commission and the related councils on vocational education, adult education, library directors, student services, etc. by reading any appropriate minutes or meeting records and/or appointing appropriate staff to attend all meetings relating to the business of the college;

• Write and maintain the college’s northwest accreditation reports and records; directly manage the federally required student job placement follow-up system (until automated with the higher education system), directly maintain the instructional course curricula approval system, read and review all advisory committee minutes for audit compliance, read and review all course information for the college catalog, review the Adviser or other publications for purposes of consistency across all publications for students and program audit federal and state requirements;

• Write the Carl Perkins Annual Federal Vocational Local Plan;

• Attend all regularly scheduled college cabinet meetings, instructional team meetings, curriculum steering committee meetings, office staff meetings and board of directors meetings; and

• Manage the instructional program budget and the instructional office budget. Responsible for monitoring all instructional grant budget management within established procedures.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
CHAPTER 4

Administrative Personnel Administrative Procedures

VICE PRESIDENT, ADMINISTRATIVE SERVICES

Summary

The vice president, administrative services reports directly to the college president and is chief administrative officer of administrative services and planning functions of Lake Washington Institute of Technology District 26. This is a contracted, exempt management position.

Scope of Responsibility

The vice president serves as treasurer of the board of trustees, and reports directly to the college president. The vice president supervises the functions of human resources, financial services, student services, computer services, food service, child care center, bookstore, budget services and computer services.

Essential Functions

- Direct administrative services and planning functions to achieve goals with budgeted funds and available personnel; plan and organize workloads, staff assignments; develop goals and objectives; direct changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and regulations;

- Establish and implement policies, procedures, and standards for the efficient and effective operation and maintenance of assigned functions; assure guidelines and procedures are consistent with the college mission and goals, in compliance with applicable regulations, and responsive to the needs of staff and students;

- Oversee the financial well being of the college district as chief financial officer. As such, the vice president will direct the annual budget development process of the college; supervise the efficient management of financial affairs; assure compliance with appropriate accounting practices and submission of timely and accurate financial reports; and monitor all fiscal operations;

- Serve as treasurer to the board of trustees. As such, the vice president will provide the president and board of trustees with accurate financial information; accept as appropriate all gifts to the college under the policy established by the board and the guidelines of the college;

- Develop, in support of the president, a campus-wide planning process and providing planning leadership and directions for the college; developing short- and long-range plans, goals and objectives including priority setting and enrollment, program and resource planning and conducting research and trend analysis for studies, reports and recommendations; developing and presenting planning statements for the college; facilitating small group planning sessions for the board, college committees and outside groups;

- Direct the selection, supervision, development and evaluation of assigned staff; establishing work rules and performance standards; conducting or overseeing performance evaluations, and initiating and implementing disciplinary actions as warranted. The vice president will provide leadership for
the training and motivation of subordinates in order to make full use of individual capabilities and to meet college growth and demands;

- Represent the college and administrative services division on various college, system, and community committees and organizations to exchange information, coordinate operations, provide technical advice and input, and promote the college at all levels; and

- Coordinate legal issues with the assistant attorney general assigned to the college; maintaining, updating, and publishing policy and procedure manuals for the district. Also responsible for monitoring records retention and disposal practices, and supporting collective bargaining efforts.

- Establish and maintain community relations by serving on selected chamber and/or service club committees, boards or other related group activities that promote the college and its programs.

- Establish and maintain contact with legislators representing the college district in coordination with the president;

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
DIVISION DEAN

Summary

The division dean for instructional services reports to the executive vice president for instructional services and acts as a first-line supervisor assigned for instructional programs. This is a contracted, exempt management position.

Scope of Responsibility

Deans provide education and training in the following curriculum areas: occupational preparatory, occupational supplementary, continuing education, customized training, community service and general education from basic skills throughout advanced level courses. Supervise and evaluate faculty and staff assigned to the programs and/or courses. Provide leadership for assigned college programs, services, and activities to facilitate the education of Lake Washington Institute of Technology students. Supervises 15 to 20 full-time faculty, assigned part-time faculty, and support staff.

Essential Functions

- Monitor and improve instructional effectiveness; i.e., working with an instructional team establishes individual and program goals and objectives, research and recommend new or modified programs, conduct program reviews, accreditation coordination; encourage and facilitate staff development;

- Recommend for hire, orient, train, direct, and evaluate performance of, and, when necessary, recommend plans of improvement, discipline or discharge of subordinate personnel; assist subordinates with difficult employee relations problems; mediate student/instructor conflicts; serve on tenure committees;

- Determine faculty instructional assignments; develop quarterly class schedule, and submit to executive vice president for instruction; analyze faculty workload and staff allocations, and determine workload modifications when necessary;

- Develop, implement and monitor budgets; i.e., works with instructional staff to develop budget requests, review, approve, and monitor budget expenditures and reallocations for all assigned budgets;

- Supervise operation and maintenance of college facilities and equipment in program areas for safe and effective use;

- Participate in or supervise various activities or committees related to instructional development including program advisory committees, faculty meetings, college instructional team meeting, college committees and other related activities;

- Procure donations and grants; i.e., contact potential equipment and service donors, assist faculty with the development and procurement of federal, state, and private grants;
- Implement and interpret policies and procedures; i.e., research and resolve staff inquiries, assure fulfillment of staff and agency contracts, ensure completion of appropriate forms;

- Maintain knowledge of current trends and developments in the field by reading appropriate journals and books, and by attending conferences and meetings; and

- Represent the college in community activities and in business and industry relations; i.e., attend selected Puget Sound area educational, professionals and technical associations for the purpose of linking college programs to these community-based organizations for program development and partnerships.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
DEAN, CURRICULUM AND SPECIAL PROJECTS

Summary

The dean, curriculum and special projects is responsible to provide support services to the executive vice president of instructional services. This is a contracted, exempt management position.

Scope of Responsibility

As a staff administrator, the dean, assessment and curriculum provides specific support in the areas of curriculum, scheduling, grants, staff development, enrollment management, budget planning, research and development, accreditation, marketing, public relations and information dissemination, and special projects.

Essential Functions

- Coordinate the review and analysis of instructional curriculum;
- Directly supervise development of the quarterly and annual class schedule; revises and analyzes instructional schedule; works cooperatively with instructional personnel to develop quarterly and annual schedules;
- Provide leadership for instructional services personnel for staff development activities including inservice programs, workshops and printed information to update staff in new and/or innovative teaching strategies and methodologies;
- Recommend for hire, orient, train, direct, and evaluate performance of, and when necessary, recommend plan of improvement of subordinate personnel;
- Develop analysis of faculty workload and staff allocations for executive vice president of instructional services;
- Assist executive vice president for instructional services with implementation and monitoring of budgets;
- Supervise operation and maintenance of college facilities and equipment in instructional services office areas for effective and safe use;
- Participate in or supervise various activities or committees related to instructional development such as program advisory committees, faculty meetings, instructional team meetings, college committees and other related activities;
- Coordinate grant activity for Instructional Services;
- Implement and interpret policies and procedures, research and resolve staff inquires;
• Maintain knowledge of current trends and developments in technical education; and
• Represent the college in community activities and in business and industry relations.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
CONTROLLER

Summary

The controller reports directly to the vice president of administrative services and has administrative responsibility for college accounting, funds management, risk management, capital management, inventory management, financial aid, and payroll management activities. This is a contracted exempt management position.

Scope of Responsibility

The controller directly supervises the accounting services, financial aid, and payroll services departments. The controller’s responsibilities include planning, management, and auditing of state operating, capital funds, and cash management accounts, accounting activities including revenue and general ledger accounting, accounts payable, customer accounts (receivables), student accounts, expenditure transfers, cashiering, and payroll operations. The controller is principally responsible for accurate operation of the college’s integrated and automated financial management system. The controller also has responsibility for the college’s audit compliance, local and state reporting requirements, banking relationships, retail contract vendor performance, and other related financial management duties.

Essential Functions

- Serve as chief fiscal officer to effectively and efficiently manage financial planning, money, payroll, and property accounting systems; develop and maintain systems to properly account for all college funds and property, report on all financial activity, and audit all college accounts and records; in coordination with the college’s budget director, ensure that the college’s allocations are not overspent or underspent;

- Recommend for selection, train, motivate, and annually evaluate on a timely basis assigned staff; develop and monitor in cooperation with staff annual growth/professional development plans; back up accounting staff as needed;

- Serve as liaison with and advise department administrators regarding accounting rules, policy interpretation, and related compliance issues;

- Develop and manage the college records retention and archival operations;

- Serve as the college’s risk manager and internal control officer;

- Manage all financial processes consistent with requirements of the Washington State Auditor’s Office, Office of Financial Management, and State Board for Community and Technical Colleges and the planning, budgeting, and financial needs of the college;

- Effectively use and be able to train staff in use of personal computers and mainframe-based computer applications as necessary to conduct college accounting operations;
• Analyze and evaluate the impact of proposed budgetary and fiscal process changes; assist in the establishment of institutional fiscal rules and procedures;

• In coordination with the college’s budget director, maintain the college’s chart of accounts;

• In consultation with the college’s budget director and purchasing supervisor, develop, distribute, and maintain the college’s annual fiscal calendar;

• Maintain accurate and timely accounting systems and methods for state funds management, cash management, capital accounts management, required and optional reports consistent with state standards and procedures. Ensure that monthly and quarterly reconciliations are correctly completed on a timely basis;

• Develop and review the payroll services operations budget with responsible staff;

• Supervise and audit all aspects of the performance of college retail contract vendors; e.g., contractors operating the college bookstore

• Anticipate and supervise preparation of audit reports, corrective actions, activities to discover discrepancies or potential noncompliance; initiate and monitor response to auditor inquiries and suggestions;

• Approve all college checks, vouchers, notes, negotiable instruments, and other payments and financial actions subject to college policy and procedure, and supervise timely reconciliation of college bank accounts;

• Prepare all financial reports; respond to college system information requests;

• Participate in college system professional conferences and inservice activities;

• Assist the vice president of administrative services as necessary; and

• Assume and effectively discharge other duties as assigned by the vice president of administrative services.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

Rev. 2/00
DIRECTOR, PERSONNEL SERVICES

Summary

The director of personnel services reports to the vice president of administrative services in personnel matters. This is a contracted, exempt management position.

Scope of Responsibility

This position is responsible for initiating, implementing, coordinating, and maintaining a human resource and records management program in compliance with the state Higher Education Personnel Board, the State Board for Community and Technical Colleges, state and federal affirmative action policies and with agreements negotiated between the board of trustees and employee associations. The position is also responsible for all labor relations issues for the college.

Essential Functions

- Provide guidance to departments in the area of employee discipline, grievances and layoffs;
- Participate in the collective bargaining process and is chief negotiator and works directly with the president’s cabinet in the development of negotiations, positions and parameters;
- Draft, analyze and revise job descriptions of classified positions;
- Assist in the establishment of institutional personnel rules, benefits, policies and procedures;
- Develop and submit for filing all state and federal reports related to personnel;
- Act as advisor in negotiations with bargaining representatives for classified and faculty negotiated agreements;
- Assume responsibility for all full- and part-time faculty, classified and administrative staff personnel files; ensure the accuracy and safety of personnel file contents; ensure the proper maintenance of disciplinary files separate from personnel files;
- Direct the coordination, implementation and maintenance of the college payroll/personnel management system which includes leave posting and filing, job status and job accounts for all staff;
- Submit claims management under loss control as it relates to Washington State Department of Labor and Industries, OSHA and WISHA regulations;
- Assume other duties as assigned within the scope of the basic responsibilities of this specific position;
- Develop and publish an affirmative action plan; develop and maintain a record of appropriate administrative actions in fulfillment of the college’s affirmative action plan;
- Serve as the college’s Title IX, Section 504 and ADA compliance office; conduct investigations and serve as grievance hearing office in accordance with applicable board policy and administrative procedure; coordinates responses to inquiries from other agencies on discrimination complaint matters;

- Develop, implement, and monitor the college’s comprehensive staff development program in cooperation with instructional services and administrative services staff and representative of faculty and classified groups; administer the college’s staff development budget in accordance with the biennial staff development plan;

- Coordinate all interview screening committees, activities, preparing and training as needed the participants for participation in quality interview teams;

- Serve as the college’s MIS reporting team to help ensure accurate data input, integration, and reporting in coordination with instructional computer services, and admissions and registration staffs;

- Coordinate college unemployment claims management in concert with state agencies and private contractors serving to support the college;

- Monitor and advise managerial staff on special working conditions in cooperation with Labor and Industries representative and/or private agencies consulting with the college; and

- Prepare, disseminate, and train staff to comply with state ethics rules; maintain compliance records in support of the college’s ethical practice compliance efforts.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
DIRECTOR, COLLEGE RELATIONS

Summary

The director of college relations reports to the college president and is responsible for counsel and leadership in public affairs, public relations, and marketing. This is a contracted, exempt management position.

Scope of Responsibility

This position’s scope includes the development of public information and the selection of appropriate channels for dissemination, implementing communications tactics, issues analysis and recommending strategies for gaining support for the college. This position collaborates with the director of college development to create and execute public relations programs.

Essential Functions

- Lead the college’s strategic marketing plan acquiring research data and building consensus for recommended tactics. Integrate implementations of the marketing plan’s many facets. Lead and develop special purpose teams, both between departments and within the college relations department. Provide appropriate support to department members to increase their understanding of job responsibilities and their relationship with the college mission. Select, supervise and evaluate college relations staff members;

- Provide public relations counsel to the president and chief administrators, developing plans and content for communications;

- Create and maintain a media relations program including the preparation of press materials and organizing press opportunities to enhance the college’s image; develop a plan for communicating through the press in emergent situations;

- Direct the production of employee communications; publicizing events and issues relevant to the workplace so that employees are well informed and can better serve the college’s constituents;

- Produce and distribute accurate, timely publications for specific target audiences such as the course schedule, two quarterly newsletters, brochures, the college’s catalog;

- Direct the production and maintenance of college communications tactics such as videos, advertising, and an Internet web site for timely, accurate, interactive, useful and attractive communications to target audiences;

- Control the creation and dissemination of college communications materials in all mediums to assure integrity of the college’s logo, logotype and other graphic standards;

- Coordinate with other college units to present special events such as open houses, advisory committee or legislative gatherings, dedications and graduation;
• Provide counsel and assistance to other departments in their promotional efforts;

• Develop public affairs strategy and tactics in concert with the college’s president, trustees, and the State Board for Community and Technical Colleges to provide legislators with information on relevant college and higher education issues;

• Propose budget recommendations for college-wide initiatives and maintain the college relations budget;

• Represent the college in appropriate community activities and organizations such as service clubs, chamber of commerce functions, trade shows and recruiting fairs; and

• Participate in meetings of the Washington Association of Community and Technical Colleges Public Information Commission; develop formal and informal networking relationships with industry professionals to enhance the reputation and awareness of the college as well as for professional development;

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
CHAPTER 4

Administrative Personnel Administrative Procedures

DIRECTOR, COLLEGE DEVELOPMENT

Summary

The director of college development reports to the college president and is responsible for addressing the purpose and meeting the annual goals of the Lake Washington College Foundation. This is a contracted, exempt management position.

Scope of Responsibility

The director will work with the college to identify and select members of the community to serve on the Foundation, and provide leadership to the foundation board as it relates to the development of a comprehensive fundraising program, including annual giving, major gifts, planned giving and special events. Responsible for establishing an annual work plan and developing the necessary activities, programs and services necessary to complete the work plan. The director will provide assistance to the college as it relates to developing community relationships.

Essential Functions

- Identify and select foundation board members.
- Development of foundation board members.
- Capital campaigns.
- Grant proposals.
- Scheduling and carrying out special events.
- Developing goals and master plans.
- Conducting needs assessments and feasibility studies.
- Developing networks and contacts with community, business and governmental agencies.
- Prepare annual budget showing expenditures and revenue.
- Recruit and supervise paid and volunteer staff.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
EXECUTIVE ASSISTANT

Summary

The executive assistant reports directly to the president of Lake Washington Institute of Technology District 26. This position acts on behalf of the president in any and all matters which concern the administrative functions of the college. The executive assistant performs a complete variety of duties within the president's office and accomplishes all duties necessary to relieve the president of office details and/or routine administrative matters. This position will provide administrative support to the board of trustees and handle a broad scope of confidential information. Work is performed under infrequent supervision. This is a contracted, exempt management position.

Scope of Responsibility

Individual assigned to this classification is expected to be skilled in a wide range of matters and to perform independently and efficiently in accordance with established and general policies and procedures requiring regular interpretation. Work situations are varied and require thorough knowledge of the college's and department's functions, policies, and practices. Supervision is normally infrequent and the individual assigned to this position is expected to plan their own work sequence. Individual will exercise considerable independence of action in administrative matters, preparing correspondence, handling inquiries from students, college employees, board of trustees, legislators, State Board for Community and Technical Colleges, and the general community, in a tactful, pleasant and thorough manner. This position may direct the activities of employees of lower classification or student aides and volunteers; may allocate work, determine priorities as necessary, and check-in process and completed work for accuracy.

Essential Functions

- Organize all of the functions of the president’s office in an effective and efficient manner consistent with the college philosophy and mission;

- Use the special privileges and advantages accruing to the office of the president for the enhancement of the college;

- Assume responsibility for the areas of authority which are delegated to the executive assistant by the president;

- Relay assignments and information relating to local, state and federal proposals, issues, grants, budgets, legislation and directives to the administrative team as directed;

- Review incoming correspondence and distribute as appropriate;

- Arrange and organize events, ceremonies, meetings;

- Attend meetings and conferences as directed;
• Prepare own correspondence and draft correspondence for the president;

• Serve as recording secretary for college cabinet; prepare agendas, minutes, reports and records;

• Serve as recording secretary for president’s cabinet; prepare agendas, minutes, reports and records;

• Arrange president’s travel; record and process expense reports as appropriate;

• Handle inquiries and complaints directed to the president’s office, and/or coordinate response efforts;

• Inform the president of significant items requiring attention; maintain support systems necessary for other agencies, chambers of commerce, service clubs, etc., in which the president participates;

• Participate in professional development activities to keep abreast of new and innovative practices and programs;

• Perform other related tasks as appropriate;

• Serve as recording secretary for the board of trustees; prepare agendas, minutes, reports and records;

• Arrange board of trustees travel; record and process expense reports as appropriate;

• Serve as confidential secretary to the board of trustees, and perform attendant duties;

• Maintain support systems necessary for other associations in which the board of trustees participates;

• Establish and maintain effective communication and working relationships with faculty, staff, vice presidents, board of trustees, college relations, college foundation, the community, other agencies (e.g., WACTC, TACTC, SBCTC), and peers;

• Provide legislative liaison and tracking; and

• Serve as editor of twice-weekly college Bulletin (staff and student newsletter).

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.
4.S.07 Administrative Evaluation Form

ADMINISTRATIVE EVALUATION

SCHOOL YEAR 1997-98

Date of Conference:

__/__/__ Beginning of Year
__/__/__ Mid Year
__/__/__ Year End

The information supplied in this instrument should be held in strictest confidence.

When it is completed, please distribute as follows:
1. Person being evaluated
2. Immediate supervisor
3. Personnel file

PERSON BEING EVALUATED

Name:
Position:
Department:
Location:

EVALUATOR

Name:
Position:
Department:
Location:

Signature of Person Being Evaluated Date
Signature of Evaluator Date

Both signatures are required. Signing of this instrument acknowledges participation in, but not necessarily concurrence with, evaluation conference.

HRS-029-6/93
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