

E. Employment and College Policies

a. Absences/Late arrival

[Section B.a.xi.](#)

b. [Benefits](#)

For information about benefits, faculty should [contact Human Resources](#).

c. Bias Incident Report

[Section B.b.vi.](#)

d. Classrooms & Facilities

Faculty classes are assigned to rooms based on enrollment caps, scheduling, and availability. [Instructional Scheduling](#) manages classroom assignments. Classrooms have computers, projectors, doc cameras, and whiteboards. Some classrooms have hyflex modality capability, with tracking cameras and microphones. Faculty should [contact ITS](#) for information about the equipment in different classroom spaces.

Services like receiving, custodial, grounds, maintenance, mail services, office moves, recycling, and surplus are managed by the [Facilities Department](#). Facilities plans, designs, constructs, and maintains the physical facilities and environments of the College. They also maintain, operate, and improve campus buildings, grounds, utilities, and related services.

e. College Closure

The college is closed for federal holidays, professional development days, and other scheduled times off. [The academic calendar](#) shows campus closure dates.

For emergency closures, there are procedures in place as described in [section B.a.xi.5](#). During inclement weather, the safety of students and employees is critical. Faculty should review the [Alerts information](#) provided by Public Safety.

f. Computer Usage Policy

The Highline Computer Usage Policy is outlined in the [Highline Policies](#). As stated there, “Highline College has a strong commitment to intellectual growth and extended access of educational resources and opportunities.” The following information is part of the [Computing Resources Appropriate Use Policy, policy 6010](#). Faculty are encouraged to read the entire policy:

Faculty are expected to use college computing resources with respect for the public trust and in accordance with policy and procedures established by the College and its operating units. This policy applies to all employees, students, and the general public when using the college’s computing resources. It is each individual’s responsibility to use these resources in a manner that is efficient, ethical and legal.

In this policy, computing resources are defined as those computers (e.g.; personal digital assistants, laptops, desktops), peripherals, software, networks, electronic messaging systems (email, voice mail, facsimile), and imaging systems operated by or for the benefit of the students and employees of the College.

All users of Highline’s computing resources shall adhere to both the letter and spirit of this policy, to ensure a predictable and secure computing environment for all and compliance with Washington State ethics rules, statutes and regulations as well as the mission, policies and procedures of Highline College.

Links to relevant statutes, rules and policies:

1. [RCW 42.52.160](#)
2. [WAC 292-110-010](#)
3. [Executive Ethics Laws and Rules](#)
4. [Title 132 WAC](#)
5. [Executive Order 91-10](#)

Failure to comply may result in loss of access to College computing resources, as well as administrative, civil or criminal action under Washington State or federal law.

g. Expense Reporting

i. Travel

When faculty want to use PD funds to travel to conferences and other professional development events, it’s recommended that they work with the administrative assistant in their division to complete the necessary paperwork. Faculty should first complete the [PD Funds Form](#) and send it

electronically to their division administrative assistant. From there, each division may have a slightly different process, which is why it's recommended to work with the administrative assistant.

- If traveling, make sure details of the trip (dates, conference information, airfare, costs, documentations, etc.) are all noted on the form. If you need to add links or more information, please attach that information. You will need to know the exact cost of the trip and/or purchase to fill out the form.
- If you want the administrative assistant to purchase your registration, please provide the PD form along with a list of materials or documents (registration link for conference) showing the registration to be purchased.
- Once completed, submit the PD form to the administrative assistant who will then confirm your PD funds balance and the amount remaining. They will then sign-off on the form and forward it to the Division Chair (and copy the faculty member) for approval. The administrative assistant must sign-off on the amount before the Division Chair will approve funding. If a Division Chair submits a PD request, then the [VPAA](#) will sign the form.
- If the Division Chair approves the PD funds, they will return a signed copy to both the requestor and the administrative assistant.
- Faculty are required to fill out a new [PD Funds Form](#) for each instance of travel. For example, if you have two separate trips, they would each require a new form. But one trip with many different expenses would only require one form.

ii. Other

When faculty want to use PD funds to purchase books, memberships to professional organizations, etc., it's recommended that they work with the administrative assistant in their division to complete the necessary paperwork. Faculty should first complete the [PD Funds Form](#) and send it electronically to their division administrative assistant. From there, each division may have a slightly different process, which is why it's recommended to work with the administrative assistant.

- If purchasing, make sure details of the purchase (item, costs, shipping, etc.) are all noted on the form. If you need to add links or more information, please attach that information. You will need to know the exact cost of the purchase to fill out the form.
- If you want the administrative assistant to purchase your registration or materials using their Pcard, please provide the PD form along with a list of materials or documents (registration for professional

organization membership, list of books with ISBNs, etc.) showing the items to be purchased.

- Once completed, submit the PD form to the administrative assistant who will then confirm your PD funds balance and the amount remaining. They will then sign-off on the form and forward it to the Division Chair (and copy the faculty member) for approval. The administrative assistant must sign-off on the amount before the Division Chair will approve funding. If a Division Chair submits a PD request, then the [VPAA](#) will sign the form.
- If the Division Chair approves the PD funds, they will return a signed copy to both the requestor and the administrative assistant.
- Faculty are required to fill out a new [PD Funds Form](#) for each purchase. For example, if you have two separate supply purchases, they would each require a new form.

h. Low Enrollment/Class Cancellations

Department coordinators schedule classes for the upcoming quarter. Using enrollment trends, department coordinators work with division chairs, who are members of the Executive Cabinet, to manage low enrolled classes and class cancellations. Executive Cabinet and Academic Affairs set enrollment thresholds each year. Currently, the enrollment thresholds at least through the Winter 2024 quarter are:

- 16 students as the minimum enrollment threshold in 100 and 200 level classes, unless a class has a lower cap.
- BAS courses at the 300 and 400 level have a minimum enrollment threshold of 12.
- I-BEST FTEs are calculated at 1.75.

If a class is low-enrolled, the class has sometimes been allowed to run. The department coordinator will make this decision in consultation with the division chair. The class can be offered under the low-enrolled class section of the [HCEA 2022-2025 Contract](#) (Section 207.10), if the class is NOT part of a full-time load. Another exception is if the class is the last of a series and students need it to graduate.

Even though department coordinators try to accommodate all faculty as much as possible, as stated in Section 208 of the [HCEA 2022-2025 Contract](#), classes may be canceled at the discretion of the college because of insufficient enrollment or other extenuating circumstances. If a part-time faculty's class is canceled, payment may vary with the type of assignment but will generally follow this schedule:

- If canceled prior to one week before the starting date of the class, no payment will be made.
- If canceled within one week of the starting date of the class, payment will be prorated on the basis of one class session.
- If canceled any time after the initial class session, payment will be based on a fractional part of the contract completed.

If a class is low-enrolled the week before the quarter begins, it is typically canceled. If this occurs, full-time faculty will be assigned to another class to fulfill their contractual obligation, which could result in a part-time faculty losing their assigned class.

i. Personal and Family Leave

i. Personal Leave

Section 613 of the [HCEA 2022-2025 Contract](#) overviews the cases in which faculty might take personal leave. Personal leave can be used for reasons of a personal nature. All faculty have three (3) personal leave days by the first contracted day of fall quarter of each academic year. Any faculty member that becomes employed after the first day of instruction in fall quarter shall be granted 1 day of personal leave for each remaining quarter in the same academic year. Faculty that become employed by the first day of instruction in Winter quarter shall be granted 2 personal leave days. Faculty that become employed by the first day of instruction in Spring quarter shall be granted 1 personal leave day.

There are caveats to the use of personal leave. It must be used in the same academic year it is granted; otherwise it will expire on the last day of the same academic year. Personal days shall not carry over to summer quarter or from one academic year to the next. Personal days can't be used immediately before or after any legal holiday granted by the state. In addition, they can only be taken in full-day increments and no more than 2 personal days shall be taken per quarter.

When the need for leave is foreseeable, eligible faculty must give the College a minimum of 2 weeks notice by requesting personal leave in the [ctCLink system](#). When the need for personal leave is NOT foreseeable, eligible faculty are expected to give the College as much notice as is reasonable and practicable. Faculty must also ensure all appropriate measures have been taken to meet course outcomes without any additional cost to the College. Appropriate measures include completing

the class coverage form process, but does not include obtaining class substitutes.

ii. Family Leave

The [HCEA 2022-2025 Contract](#) includes sections on different types of family leave. Section 607 overviews the Family Medical Leave Act (FMLA), which is a federal law that provides faculty who meet the eligibility criteria with unpaid leave of up to 12 work weeks for one of the following reasons:

- A serious medical condition that makes the employee unable to perform the essential functions of the job.
- The birth or adoption of a child or placement of a foster child.
- The serious medical condition of a child, foster child, spouse, legal domestic partner, legal ward or parent that requires care from the employee.
- Any qualifying military exigency of a spouse, child or parent on active duty or called to active duty.

The Washington state Family Leave Act (FLA) is described in [Section 608](#). Under the FLA, employees are eligible for the same leave, amount, and reasons as the Federal FMLA. In addition, the FLA surpasses the Federal FMLA by providing additional benefits for pregnant women.

Paid Family Medical Leave (PFML) is a Washington state law and is summarized in [Section 609](#). Under the PFML, Washington employees may apply for Paid Family Medical Leave when a serious health condition prevents them from working or when they need time to care for a family member, bond with a new child, or spend time with a family member preparing for military service overseas. Employees must meet eligibility criteria in accordance with RCW 50A.04. The College designates paid time off (sick leave, personal leave and shared leave) as a supplemental benefit and will not affect the PFML benefit payment.

[Human Resources](#) can provide additional information and support for these different family leave options.

j. Professional Leave/Sabbatical

Section 610 of the [HCEA 2022-2025 Contract](#) contains details of the local policy on Professional Leave and Growth & Enrichment Leaves. Faculty should review that

section carefully before submitting an application, particularly Sections 610.1, 610.1.3, and 610.2, which outline procedures and criteria used by the Professional Leave Committee in considering leave requests.

Per Section 610.1 in the HCEA-HC Agreement 2022-2025, the criteria for Professional Leave “include the requirement that the faculty member be tenured.” Per Section 610.2, the criteria for Growth & Enrichment leave “do not include a tenure requirement.”

k. Sick Leave

Sick Leave is discussed in Section 604 of the [HCEA 2022-2025 Contract](#). As stated there, each full-time faculty member accumulates 8 hours of sick leave per month for use in the following month, unless such faculty member is in leave without pay status for more than 10 days in any month.

Sick leave is cumulative (does not expire) with no limit on the amount that can be accrued. Part-time faculty members earn sick leave on a monthly basis. The rate of accrual shall be (instructor’s percent of full-time load) x (8 hours), for each calendar month in which the faculty member is employed.

Section 604 also covers Sick Leave for Self, Sick Leave for Family or Household Members, and Sick Leave in Excess of Five Days. Faculty should request sick leave through [ctcLink](#).

l. Summer Teaching

There may be opportunities for faculty to teach during the summer quarter. However, as outlined in Section 209 of the [HCEA 2022-2025 Contract](#), “summer quarter assignments are considered separate from the basic contracted obligations of the individual full-time faculty member and the College.” Summer quarter assignments are based on the needs of the college as determined by the department coordinator and division chair. If a faculty’s department is offering summer quarter classes, full-time faculty may volunteer to contract as part-time faculty for summer teaching. Faculty choosing to contract as part-time faculty will be paid according to their current part-time faculty column placement per section 205 and will have the same responsibilities as part-time faculty per section 300.

If teaching summer quarter classes, full-time faculty may choose to be paid a base salary for the summer session that is based on 17% of normal base salary for the year preceding the summer session for 10 credits or credit-equivalents. Faculty who choose the 17% option agree to participate in institutional responsibilities outlined in

209.2.3. Full-time faculty scheduled to teach summer quarter will be asked by the Office of Instruction (after course construction) as to which rate/obligation they would like to be paid no later than May 15. Information regarding the workload expectations connected with both pay rates will be communicated.

Summer quarter faculty assignments will be rotated in an equitable manner among all tenured and tenure-track faculty members within a department who wish assignments and who are qualified for the assignments available. Each department has their own procedures for summer quarter faculty selection that are subject to the CAO's approval. In developing the schedule, tenured and tenure track faculty will be given preference over lecturers and part-time faculty for all classes for which tenured and tenure track faculty are qualified. Once registration for summer quarter begins, full-time faculty whose course(s) are canceled may not bump part-time faculty. The determination of the faculty members' qualifications shall reside solely with the CAO.

In some cases, stipends may be awarded to some summer faculty to assume additional responsibilities for those divisions with heavy summer workloads (new program implementation, programs with special admissions challenges, large and/or complex class schedules, etc.). Division Chairs or individual faculty members may initiate requests for these additional duty stipends. Requests for these stipends will follow the normal approval channels and dates used in the class schedule building process. The decision to fund or not fund these requests will be made prior to the first day of student registration for the summer quarter. The need for and authorization of these services will be determined by the appropriate Vice President. These stipends will be identified on the Summer School Agreement. Additional duty stipends paid according to the instructor's placement on the part-time salary schedule will be awarded during the summer to faculty who assume additional duties regardless of credits taught in summer school. A faculty member may decline any or all additional summer assignments except those associated with normal Division Chair duties.

m. Teaching Overload/Moonlights

Section 210 of the [HCEA 2022-2025 Contract](#) Full-time focuses on overloads and moonlights. These are class assignments beyond a faculty's regular full-time appointment. If faculty accept an overload or moonlight, they will be considered part-time academic employees for that portion of their service.

Due to the shared governance, advising, assessment, service and other non-instructional responsibilities of full-time faculty, moonlight appointments are normally limited to no more than 5 credits or credit equivalents per quarter, and they are assumed to involve work outside of regular business hours. Unless otherwise approved by the CAO in writing, moonlight appointments are limited to:

- online sections,
- weekend sections,
- classes with a weekday face-to-face meeting time that begins at 7am or earlier,
- classes with a weekday face-to-face meeting time that begins at 4pm or later.

College 101 (COL 101) is exempt from these scheduling requirements.

Lecturers accepting part-time employment beyond their regular 40 credits or 40 credit equivalents during the academic year (moonlight) will be considered part-time academic employees for that portion of their service. During the quarter when the lecturer would normally have a 10-credit course load, up to 5 moonlight credits may be assigned in sections meeting during the 8am-4pm times. Moonlight appointments for lecturers are normally limited to no more than 5 credits or credit equivalents per quarter and they are assumed to involve work outside of regular business hours.

Class observations may be conducted or student evaluation surveys may be administered in sections taught by a full-time faculty on a part-time or moonlight basis based on department practices.