

MONITORING REPORT FOR EL-3 Treatment of Employees

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-3 Treatment of Employees." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.
President, Columbia Basin College

October 2, 2023

Date

POLICY STATEMENT: With respect to the treatment of paid and volunteer staff, the President may not cause or allow conditions which are unlawful, unfair or undignified. Accordingly, the President shall not:

- 1. Operate without written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.**

INTERPRETATION: I interpret this to mean that the College will have documented policies available for all employees and volunteer staff, including those related to personnel procedures, grievance resolution under applicable collective bargaining agreements, complaint resolution under College policy and state or federal law, and mechanisms for review to protect against wrongful conditions such as nepotism.

Compliance will be demonstrated when the College has documented policies and language in applicable collective bargaining agreements available for all employees, including those related to personnel procedures, complaint and grievance resolution, and those that protect against wrongful conditions such as nepotism.

EVIDENCE: The College maintains a list of policies, guides, and procedures on both the [external website](#) and the [employee intranet](#). They are organized in ten categories, including "Human Resources", which documents personnel procedures and includes Policy 3-170, Nepotism. The "General" category includes Policy 1020, Non-Discrimination & Harassment Policy and

Procedure, and Policy 1030, Title IX Grievance Policy. Collective Bargaining Agreements for WPEA and AHE also include documented grievance procedures for classified staff and faculty alleging contract violations.

2. Discriminate against any staff member for expressing an ethical dissent.

INTERPRETATION: I interpret this to mean that the College will not discriminate or retaliate against any employee or volunteer staff who expresses an ethical dissent regarding decisions and actions by the College.

Compliance will be demonstrated when the College intentionally seeks feedback, comments, and concerns from employees and responds appropriately to all claims of discrimination or retaliation against those expressing an ethical dissent.

EVIDENCE: The College intentionally seeks feedback, comments, and concerns through a variety of methods, including but not limited to monthly all-campus Coffee and Conversation, Administrative Council meetings, Faculty Senate meetings, WPEA Labor Management Communication Committee meetings, AHE Labor Management meetings, employee surveys, campus climate surveys, etc. The College has not received any substantiated claims of discrimination or retaliation against anyone expressing an ethical dissent. Information related to claims of discrimination and retaliation is available from the Office of Human Resources & Legal Affairs.

3. Hinder, prevent, or restrict the exercise of academic freedom.

INTERPRETATION: I interpret this to mean that the College builds a culture of support for the exercise of academic freedom as articulated by the American Association of University Professors (AAUP) for faculty in teaching, students in learning, and the institution as a whole.

Compliance will be demonstrated when the College provides processes for employees and students to express complaints about a lack of or violation of academic freedom and the College takes appropriate action for any substantiated findings.

EVIDENCE: The College has not received any substantiated complaints claiming a violation of academic freedom. Information related to employee complaints and grievances is available from the Office of Human Resources & Legal Affairs. Information related to student complaints is available from the Office of Instruction.

4. Hinder or prevent employees from using established grievance procedures.

INTERPRETATION: I interpret this to mean established grievance procedures for employees will be documented and communicated, and that employees will be encouraged to use them when applicable.

Compliance will be demonstrated when the College has documented grievance procedures available for all employees and they are encouraged to use them when applicable.

EVIDENCE: The College has documented grievance policies and procedures available on our website, including Policy 1020, Non-Discrimination & Harassment Policy and Procedure, and Policy 1030, Title IX Grievance Policy. Collective Bargaining Agreements for WPEA and AHE also include documented grievance procedures for classified staff and faculty alleging contract violations. All new employees are trained on College policies during onboarding and on an ongoing basis throughout their employment. All new supervisors are trained on collective bargaining agreements, including grievance procedures, and are routinely provided updates regarding substantive changes. Training schedules are available in the Office of Human Resources & Legal Affairs.