



Biennial Review of Yakima Valley College Compliance with the Drug-Free Schools and Communities Act of 1989

The [Drug-Free Schools and Communities Act of 1989, Public Law 101-226, EDGAR Part 86](#), requires a biennial compliance review. Yakima Valley College completed the following review and certifies the college's drug and alcohol abuse and prevention program includes measures addressing prevention, use, possession, delivery, sale, and being visibly under the influence of illicit drugs and alcohol by students and employees.

This report reviews documents and activities in effect July 1, 2018 through June 30, 2021. In the future, YVC will return to a biennial schedule.

Topics reviewed for compliance in this report:

- Resources available for employees and students
- Policy inventory
- Written annual notifications provided to students and employees
 - Content of messages
 - Distribution methods
- Policy and program effectiveness
- Consistency of enforcement
- Recommendations

Biennial Review committee:

- Executive Director of Human Resources and Equity
- Dean of Student Services
- Faculty Counselor
- Director of Auxiliary Services
- Campus Safety and Security Supervisor

Resources reviewed:

- Administrative policy [4.31 Drug-Free Campus](#)
- Annual Security Report
- Board of Trustees policy [4.31 Drug-Free Campus](#)
- Campus Clarity/EVERFI online resources
- Code of student rights and responsibilities [WAC 132P-33](#)
- Collective bargaining agreements
- [College catalog](#)
- Human Resources annual reminders 2017 and 2018
- YVC Cares

Resources Available for Employees and Students

Policy Inventory

Administrative policy [4.31 Drug-Free Campus](#)

Administrative policy [4.31 Drug-Free Campus](#) directs the college to provide employees and students annual notification of the following:

- Standards of conduct that clearly prohibit the unlawful manufacture, possession, use, or distribution of illegal drugs, marijuana and/or alcohol by students and employees on YVC property or as any part of YVC activities.
- A brief identification of known legal sanctions under local, state, and federal law for unlawful manufacture, possession, use, or distribution of illegal drugs, marijuana and/or alcohol.
- A brief description of the risks associated with the use of illegal drugs, marijuana and/or the abuse of prescription drugs or alcohol.
- A brief description of the drug and alcohol counseling, treatment, and rehabilitation programs available to YVC students and employees.
- Notification that sanctions will be imposed, consistent with all laws, collective bargaining agreements and the student code of rights and responsibilities up to referral for prosecution.

Annual Security Report

The Annual Security Report, available on the [college website](#) and in hard copy from the Safety and Security Office, includes the annual numbers of arrests and disciplinary actions for drug violations. Also included is a summary of college policies regarding drugs and alcohol, including references to the source documents.

Board of Trustees policy [4.31 Drug-Free Campus](#)

The Board of Trustees policy [4.31 Drug-Free Campus](#) directs that an ongoing program of education, assistance, and training be conducted to prevent the use of illegal drugs, marijuana and/or the abuse of prescription drugs or alcohol by students and employees of the college.



The policy affirms that Yakima Valley College complies with Public Law 100-690, and the Drug Free Schools and Communities Act of 1989 (Public Law 101 226) by providing information and following policies for the purpose of preventing and addressing alcohol and drug abuse.

Yakima Valley College prohibits the possession or use of alcohol, marijuana and illegal drugs, on campus and in all off-campus locations where classes, seminars, workshops, meetings, and college-related activities are offered.

Sexual harassment awareness and prevention training

The State Board for Community & Technical Colleges, YVC and most other system colleges contracted with Everfi.org for products developed within their Campus Clarity and Foundry suite. The suite includes awareness and prevention information via an online platform with modules tailored to student audiences. Special focus on drug and alcohol abuse is found in the module “Partying Smart.”

In addition, campus reporting contacts are listed, support and services within the community, campus sexual misconduct policy and campus drug and alcohol policy.

All enrolled students with valid e-mail addresses are mailed a link to the student module, excluding students notified in the prior year. These invitations are sent following students’ new student orientation.

Code of student rights and responsibilities WAC 132P-33

Washington Administrative Code 132P-33 Code of Student Rights and Responsibilities (WAC 132P-33) documents student behavior rights and responsibilities, including Family Educational Rights and Privacy Act (FERPA) provisions, academic honesty, appeals, and grievances. The Code is reviewed periodically for updates and edits. Institutional policies and procedures are shared with students with the assistance of the Student Life Office, first introduced to students at New Student Orientation.

Drug and alcohol violations:

WAC 132P-33-410 (2) (b): "Sexual misconduct" is prohibited sexual- or gender-based conduct by a student including, but not limited to: Sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping or otherwise incapacitated due to alcohol or drugs;

WAC 132P-33-440 (10): Alcohol and drug violations.

(a) Alcohol. The use, possession, delivery, or sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) Marijuana. The use, possession, delivery, or sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter [69.41 RCW](#), or any other controlled substance under chapter [69.50 RCW](#), except as prescribed for a student's use by a licensed practitioner.

Collective bargaining agreements

The collective bargaining agreements are available at <https://www.yvcc.edu/human-resources/employment/#contracts>.

College catalog

The policy section of the [college catalog](#) includes Drug Free Workplace Act of 1988 and Drug Free-Schools and Communities Act of 1989 policy commitments, where to locate information about the health risks of drug and alcohol abuse and policy guidance regarding potential disciplinary sanctions.

Human Resources annual reminders

The Executive Director of Human Resource Services and Equity emails each an employee with annual reminders addressing the college's Drug Free Workplace Act of 1988 and Drug Free-Schools and Communities Act of 1989 policy commitments. Appendix A displays a sample reminder. More details about these reminders are included in the following section of the report, Drug and Alcohol Abuse Prevention Programs and Services.

YVC Cares



YVC Cares is the campus' behavioral intervention team. YVC Cares complements the current student discipline process and campus safety procedures. The purpose of the team is prevention and early intervention when student behaviors indicate a potential concerns, including the potential of alcohol or substance abuse.

Faculty and staff are encouraged to report unusual behaviors to YVC Cares, such as:

- Sudden grade problems or dramatic change, such as consistently performing well in class to unaccountably performing poorly
- Excessive absences after previously demonstrating consistent attendance
- Significant change in physical appearance:
 - Swollen, red eyes
 - Marked change in personal dress or hygiene
 - Falling asleep in class
 - Unusual or exaggerated emotional responses
- Uncharacteristic behavior which pushes the limits of acceptable classroom behavior

The YVC Cares' e-mail Inbox is scheduled to be checked daily. Concerns found to be of an emergent nature will receive priority attention. Less urgent concerns are recorded and the information is prepared for the next YVC Cares meeting.

YVC Cares meets at least monthly to review concerns, assess threat levels and refer matters for investigation or other follow-up. Ad hoc meetings occur when a report deems immediate attention. At a minimum, members include: Dean of Student Services, Director of Trio Student Support Services, Supervisor of Campus Safety and Security, Director of Auxiliary Services (includes Housing), Coordinator for Student Life, one Yakima campus faculty counselor and one Grandview campus faculty counselor. .

Drug and Alcohol Abuse Prevention Programs and Services *Effectiveness*

Counseling Services:

Faculty counselors are available for drop-in appointments in-person, on phone or by e-mail. Starting March 2020, faculty counselors were also available through teleconferencing. They are available:

- Through scheduled appointments. All faculty counselors have appointment times when students can schedule a specific time that fits into their schedule. Appointments are available upon request.

- Through drop-in visits. The faculty counselors built drop-in times into their weekly schedules, when students can walk-in and be seen by a counselor or advisor during open hours of the center. Referrals to community resources are made as needed.
- Through email inquiries. An identified faculty counselors spends time each day answering academic questions through email inquiries from the Contact Us link on the college's web page.

YVC's faculty counselors provide short-term counseling. If it is determined long-term services are needed, including assessment or treatment of alcohol or substance abuse, referrals are made to community providers. Many local community resources and contact information for students needing long-term or specialized services are listed on the college's website in the [Yakima and Lower Valley Resource Guide](#). The resources include:

- Alcoholics Anonymous (Central Washington Central Office and Lower Valley)
- Barth & Associates Barth Clinic
- Comprehensive Healthcare (Detox)
- Dependency Health Services
- Drug Rehabs.org Hotline
- Merit Resource Services
- Riel House (Women and Children)
- Substance Abuse and Mental Health Services Administration's Helpline
- Sundown M Ranch
- Triumph Treatment Services
- Veteran's Substance Abuse Treatment
- Yakama Nation Comprehensive and Treatment Program

This list of resources is also available to students on the department's website and in printed form from the counseling offices.

Students are encouraged to stay in contact with YVC's faculty counselor in the event support is needed for the student's academic interests. When possible, a case management approach is used, such as is done for Passport to Careers and Supporting Students Experiencing Homelessness. In these programs, effectiveness is measured in terms of student retention, persistence and completion.

Faculty counselors are also available to host or plan prevention and awareness trainings. These events would typically be collaborative effort with the Student Life department.

Employee Assistance Program (EAP)



YVC does not currently offer an Employee Assistance Program.

Sexual harassment awareness and prevention training

In the July 1, 2016 to June 30, 2018 Drug Free Schools Biennial Review, it is reported that the February 2017 participation rate was only 1.2%. As of September 2020, that rate increased to 43%. During this timeframe, training invitation letters were updated, the training platform migrated to new technology and the training was increasingly emphasized during new student orientation. The college effectively increased participation.

Annual Notification

All *employees* have access to e-mail. At the beginning of a new academic year, YVC disseminates annual notifications via e-mail with duplicated posts to the college intranet. Copies of this notification are provided to all new hires and are available in the Human Resources department.

Students who plan to earn a YVC degree or certificate provide their preferred e-mail address when applying for college admission. At the beginning of a new academic year, YVC disseminates annual notifications via e-mail with duplicated posts to the college intranet. These annual notifications are also available on the college website under [Consumer Information](#). Throughout the academic years, drug and alcohol policies and procedures are included in quarterly new student orientations with free online training made available to all new students who have a valid e-mail address.

Students in the Student Residence Center (SRC)

Residents are required to read the SRC [Housing Manual](#) which includes campus drug and alcohol policies and procedures. The manual available on the college website. A printed copy is available in the SRC office.

Students attend a mandatory new resident orientation. During the orientation, students learn more about the policies as outlined in the manual. Each student must acknowledge an agreement which states, “The student expressly agrees that the possession, use, or consumption of alcoholic beverages or, being under the influence of alcoholic beverages or illegal drugs as defined by RCW 69.50, the Uniform Controlled Substances Act, is prohibited in the YVC SRC and the adjoining grounds. I understand that violation of the Alcohol and Drug Policy will result in my drug removal from the SRC.”

Recommendations

After review of the college’s alcohol and other drug policies and programs, the primary recommendations are as follows:

- For students taking classes through the College and Career Readiness division, continue supplementing EVERFI’s free online training with YVC-developed educational

opportunities. This is particularly important for English language learners.

- Continue to schedule awareness and prevention events that augment the online training available from EVERFI. Determine if community partners are interested in collaborating. Consider hosting events during the federally-designated [Substance Abuse Prevention Month](#).

Consistency of Enforcement Sanctions

Electronic and paper files document *students'* alleged behavior violations, subsequent investigations and sanctions. The files are available through the dean of student services' office.

Reported drug and alcohol violations declined during this review period. An unduplicated count of eleven students were investigated for the following violations:

WAC	Short description	Violations 2018-19	Violations 2019-20	Violations 2020-21	Total Violations 2018-21
WAC 132P-33-440 (10) (a)	Alcohol	1	2	2	4
WAC 132P-33-440 (10) (b)	Marijuana	3	0	1	4
WAC 132P-33-440 (10) (c)	Drugs	0	2	1	6
TOTAL Number of Students		4 students	4 Students	3 Students	

Disciplinary sanctions were consistent yet varied based upon factors of age (minor in possession vs. of legal age and providing for minors) and safety risks.

Residents of the SRC and student athletes who violate program policies may receive additional or separate disciplinary sanctions in accordance to the nexus with the program.

Summary - Federal Compliance

This biennial review demonstrates YVC meets all requirements of the Drug-Free Schools and Communities Act of 1989.

The college actively developed and implemented programs for the prevention of students' and employees' unlawful possession, use or distribution of illicit drugs and alcohol. Programs include:

- Annual notification of conduct standards
- Sanctions for violating federal
- State and local law and campus policy
- Description of health risks associated with alcohol or drug use
- Available treatment options

Notifications and sanctions are consistent. The college is committed to effectiveness.



Appendix A

From: Angie Foster <afoster@yvcc.edu>
Sent: Monday, October 19, 2020 8:13 AM
To: Angie Foster <afoster@yvcc.edu>
Cc: Steven Sloniker <ssloniker@yvcc.edu>
Subject: Yakima Valley College - 2020 / 2021 Policy Reminder

2020 / 2021 POLICY REMINDER NOTICE

NON-DISCRIMINATION & AFFIRMATIVE ACTION

YVC supports the ideals of diversity and is committed to an environment free of discrimination. As such, YVC is an equal opportunity / affirmative action employer committed to providing equal opportunity and non-discrimination to applicants and employees regarding race, color, creed, religion, national origin, sex, sexual orientation and/or gender identity, age, marital status, the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, genetic information, or any other prohibited basis. The YVC Board of Trustees recently updated the college's policy to include recent changes in state laws. ([YVC Policy No. 4.37 Nondiscrimination Statements](#))



KEEP YOUR INFORMATION CURRENT IN “RAVE”, YVC’s EMERGENCY & CLOSURE ALERT SYSTEM: Yakima Valley College is using RAVE Mobile Safety for our emergency notification system. Employees will receive approved YVC emergency alerts and communications via text and email. YVC employees are automatically subscribed to RAVE. The default delivery method is email. Employees will receive the alerts to their YVC email. If you prefer to receive a text message to your cellphone you can log in and add your telephone number. You are responsible for managing your contact information and communication preferences.

Notifications for Weather Closure:

In the event that classes are cancelled due to weather the college will contact local media outlets including television and radio stations in Yakima and Tri-Cities. Be sure to listen for clarification on whether the closure is for Yakima Campus, Grandview Campus, or one of our learning centers. The notice will also include information about whether day and/or evening classes are affected. The college will resume regular business hours the following day unless otherwise notified. RAVE alerts, schoolreport.org and the YVC website will also be used to communicate weather closures and updates. For more information, please visit these websites: YVC <http://www.yvcc.edu/alerts>; YVC Emergency Procedures: <http://www.yvcc.edu/emergencyprocedures>;

CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP)

If you are eligible for health coverage from your employer, but are unable to afford premiums, some states (including Washington) have premium assistance programs that can help pay for coverage. These states use funds from their Medicaid or CHIP programs to help people who are eligible for employer-sponsored health coverage, but need assistance in paying their health premiums.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a state (including Washington state) you can contact the Washington state Medicaid office at 1-877-543-7669 or <http://hrs.a.dshs.wa.gov/premiumpymt/Apply.shtm> to find out if premium assistance is available. If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out to apply.



If you qualify, you can ask the State if it has a program that might help you pay the premiums for an employer-sponsored plan. Once it is determined that you or your dependents are eligible for premium assistance under Medicaid or CHIP, your employer's health plan is required to permit you and your dependents to enroll in the plan – as long as you and your dependents are eligible, but not already enrolled in the employer's plan. This is a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance.

COLLEGE LOGO & REQUIRED STATEMENT BY THE OFFICE OF CIVIL RIGHTS

All college materials directed at students or the general public, with the exception of instructional documents (syllabi, exams, handouts, etc.), must include the YVC logo and the shortened continuous statement. Resources are available on the Community Relations website: www.yvcc.edu/communityrelations to help with this new requirement. You can download logos, reference the college graphics style guide, access templates, and request help in formatting your department's documents. Please contact the Community Relations Director, Dustin Wunderlich at 574-6870 or Communication Consultant 2, Stefanie Menard at 574-4646 or email your questions to communityrelations@yvcc.edu.

COPYRIGHT

The principles of copyright laws, including the Copyright Act, are designed to promote the creation, publication, and use of works of the intellect. They include both the exclusive rights of copyright owners and certain exceptions including the doctrine of "fair use." Under copyright law, certain photocopying of copyrighted works for educational purposes may take place without permission of the copyright owner. ([YVC Policy No. 3.01 Copyright](#)). All academic employees and others that copy material are urged to read the full text.

DRUG & ALCOHOL-FREE WORKPLACE

Consistent with the Federal Drug-Free Workplace Act of 1988, the College will endeavor to maintain a drug and alcohol-free workplace. Accordingly, it is a violation of college policy to unlawfully manufacture, possess, use, or distribute illegal drugs, marijuana and/or alcohol by students and employees on YVC property or as any part of YVC activities by employees in any facility of the College, on any College premises, or at any activity operated or supervised by the College. Any employee violating this rule shall be subject to disciplinary action. Any academic employee shall be required to notify the College of any criminal-drug-statute conviction for violation occurring in the workplace. Such notification shall be in accordance with the requirements of the Act. ([YVC Policy No. 4.31 Drug-Free Campus](#))

EQUIPMENT USE

The use of state equipment is restricted by law and regulation to official state business, on and off campus, RCW [43.19.1917](#). [RCW 42.20.020](#) provides that any public officer using any person or property under his/her control for personal benefit at any time or place is guilty of a gross misdemeanor. ([YVC Policy No. 1.12 Equipment Use](#))

ETHICS

To protect the public interest, college employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the college only to advance the public interest. Employees are independently liable for their ethical decisions. In-depth information on the Washington Ethics Law is available through an [on-line Ethics manual](#) or by accessing the [Washington State Ethics Board website](#). ([YVC Policy No. 1.05 Standards of Ethical Conduct](#))



This obligation requires that all employees:

1. Protect the integrity of the college by being independent and impartial in the exercise of their duties, avoiding the use of their position for personal gain or private advantage. (This includes not taking any item, regardless of apparent value, even those items intended for disposal or in the trash.)
2. Promote an environment free from fraud, abuse of authority, and misuse of public property.
3. Create a work environment that is free from all forms of unlawful discrimination and harassment.
4. Treat members of the campus community and the community at large with respect, concern, courtesy, and responsiveness.
5. Protect confidential information to which employees have access.

HOURS OF WORK / REST PERIODS / MEAL PERIODS FOR HOURLY AND CLASSIFIED EMPLOYEES

Hours of work, rest periods and meal periods for hourly and classified employees are guided by Washington State minimum wage laws and the collective bargaining Agreement. In addition, [WAC 296-126-092](#) provides that most employees shall be provided at least one (1) thirty (30) minute meal period that starts between the second (2nd) and fifth (5th) hour after they begin work. Employees working three (3) or more hours longer than their normal work day shall be allowed at least one (1) thirty (30) minute meal period prior to or during their overtime period. A rest period of at least ten (10) minutes (fifteen (15) minutes for classified employees) shall also be provided for each four (4) hours of work time. The rest periods shall be scheduled as near to the midpoint of the four (4) hour period as possible and may not be combined with other meal or rest periods, or to leave early at the end of the day.

Overtime eligible employees should not conduct work, use college e-mail or access their college computer outside of scheduled work hours without prior written authorization from their supervisor. All time worked should be accurately recorded in the semi-monthly time & leave (TLR) report.

For faculty, administrative and exempt employees, you are responsible to be present during your assigned core hours as provided in your collective bargaining agreement or the YVC employment code. If you have any questions about the application of these rules, please contact Human Resource Services.

INTERNET & E-MAIL USAGE:

The College continues to maintain policies regarding use of copyrighted material, equipment, software protection and ethical practices, all outlined elsewhere in this reminder. While these policies form the formal rules regarding downloading & use of information via the Internet and/or e-mail, some practical guidelines may be helpful. To protect yourself and others, never share your password or use someone else's because you are responsible for information used under your name and/or password.

In accordance with [RCW 42.52.160](#), no employee may use college electronic information resources for the private benefit or gain of that employee or any other person unless the use either is part of the employee's official duties or is consistent with applicable ethics rules. Employees may use these resources to send personal messages which are incidental to a legitimate college business purpose, are insignificant in cost and resource usage and are brief and not disruptive, and provided they comply with all other requirements of state law. The best "rule of thumb" is to remember any citizen can request to see the contents of your e-mail, computer or other documents.

Examples of permissible incidental personal use include:

1. Notice of public interest and public service events, such as Lectures, Combined Fund Drives, blood drives, or notices of official college gatherings (lunches, birthdays, receptions, etc.). Please do not use the "e-mail all users" function with this information.
2. Inclusion of an incidental message-such as "happy birthday" in person-to-person e-mail message that was otherwise sent for an official business purpose.
3. The loading of a personal picture to a screen saver, provided the picture is not downloaded via e-mail, is not otherwise offensive in nature, and is not so large as to slow down your computer.

4. Brief and occasional use of Internet or e-mail for personal use such as having a school age child e-mail a parent at work to let them know they arrived safely home.

Examples of prohibited computer use include:

1. The downloading of personal work, graphics or other information using college e-mail. While a very small amount of personal usage is considered allowable, any usage for personal gain can be an automatic violation of state ethics laws regardless of the amount.
2. Use of college Internet for personal or non-official business use. We recommend you use caution when using college systems and equipment to research, inquire about, bid on, or otherwise purchase personal goods and/or services. While quick and/or infrequent use of your work computer for personal business has been ruled by the Ethics Board to be allowable, your personal information could also be disclosable as a public record. Also prohibited are the use computer resources for union, third party non-profit or political purposes; and using e-mail to “broadcast” information not part of official duties to lists of individuals. These are considered personal business transactions using state resources.
3. Use of college Internet systems and/or equipment to download and/or install unauthorized software on college computers; including music, music software and/or Internet radio stations, screensavers (especially those such as “web shots” that frequently download large amounts of data overloading the system, often with viruses attached). While the Ethics Board is currently reviewing their policies in this area, their current rules prohibit streaming of music for more than quick and/or infrequent usage. This includes logging into your YVC college account to use college Wi-Fi to download and play music on your personal devices such as your cell phone.
4. Excessive use of resources. Use of e-mail to “broadcast” information not part of their official duties to lists of individuals.

Most importantly, please remember that virtually all information that comes to your public computer through the Internet and/or e-mail is public. That means that the college may view any of your internet traffic and/or e-mail at any time. E-mail messages, either on the server or in computer folders is similarly subject to disclosure. While the College would normally only view your information as needed to fix hardware or software problems, and doesn’t want to be the “internet police,” we also have an obligation to investigate and report any unusual usage.

REPORT CHILD ABUSE/NEGLECT – ALL YVC EMPLOYEES ARE “MANDATORY REPORTERS”

State laws ([RCW 26.44](#)) protecting abused and neglected children make it mandatory that YVC employees report suspected child abuse and/or neglect. To insure the safety of persons covered by this law, we are asking that you report any suspicions to both your supervisor and the Department of Social & Health Services (DSHS). Please review the DSHS information to familiarize yourself with the provisions of this requirement.

PARKING

Paid parking is available at the cost of \$1 per day for anyone that wishes to utilize any one of our nine “pay by the day” parking lots to include lots A, B, F, I, L, N, O, P, Q & R. These permits are good all day until midnight. The valid permit must be placed face up on the dash and is transferrable to any of the pay by the day lots for that valid date.

As a special note, [visitor permits](#) are available online in the YVC Portal for staff to issue to persons visiting campus. To validate the permit, please fill out the pertinent data on the visitor permit to include the visitor’s name and your name for authorization. Employees and students may not be issued a visitor permit.

POLITICAL ACTIVITIES ON CAMPUS PROHIBITED

As state employees, it is important we not engage in political activities as part of our work. The Ethics Act, specifically [RCW 42.17.190](#) and [WAC 292-110-010\(5\)](#) prohibits public employees from using state resources for political or lobbying activities, including any use of work time or equipment. This, of course, does not mean we cannot support political activities unless you are using state resources or work time. Examples of activities that could result in a finding against individuals and/or YVC include use of internet, e-mail, photocopy equipment or building usage to



promote a political stance. Individuals are certainly free to sign petitions during non-work hours, but the College has a practice of not allowing anyone, employees or not, to approach individuals seeking to engage them for a non-academic purpose. If you have questions about this please contact either the President's Office or Human Resource Services.

POLICIES AND PROCEDURES

A complete listing of the policies and procedures can be found on the YVC Staff Portal [here](#). If you have questions regarding campus policies, please contact the Human Resource Services Department at 574-4670.

SAFETY

The YVC Security website is: <https://www.yvcc.edu/services/safety-security/>. We encourage you to make yourself familiar with emergency, safety and security precautions on campus.



Emergency Planning: The YVC Emergency Preparedness Plan is designed to give guidance in case of an emergency. The emergency procedures outlined are intended to prevent injury to persons and property. Not all emergencies can be anticipated, so use reasonable and prudent discretion as situations arise.

In the event of an emergency, immediately call 911, and then contact Campus Security at 574-4610 for assistance. To review YVC's emergency procedures, visit: <https://www.yvcc.edu/services/safety-procedures/>. Also available online are building maps showing emergency exits: <https://www.yvcc.edu/contact/>. College employees have the obligation to understand and know what actions to take during an emergency. If employees have any questions they should contact their supervisors.

Fire Drills: YVC has been working with the Yakima Fire Department to review and enhance our fire preparedness. As part of this effort, we will periodically conduct fire drills. Please treat these drills as you would a real emergency. Detailed information, including evacuation procedures, can be found under the Fire section of the [Emergency Preparedness Plan](#).

Employee Safety & Safety Committee: There is a new section for Employee Safety on the [YVC security website](#). Here you will find the Accident Prevention, Hazardous Communication, and Exposure Control plans. Also, you will find current and archived copies of minutes from the Safety Committee. If you would like to be a member of the safety committee, please contact Mike Lane at 574-4610.

SEXUAL HARASSMENT / TITLE IX / VAWA ACT RESPONSIBILITIES

YVC prohibits sexual harassment in any form. U.S. Department of Education / Office of Civil Rights (OCR) guidelines regarding acts of sexual harassment and sexual assault are now potentially considered violations of Title IX and the Violence Against Women (VAWA Act). These new federal guidelines require the reporting, investigation and mitigation of any suspected sexual harassment and/or sexual assault. If you believe you are a victim or have information about someone being harassed, it should be immediately reported to Human Resource Services as a Title IX incident. The office number is 574-4670.

SICK LEAVE REPORTING

We all run into times when we can't work due to illness, injury or other legitimate reason as allowed by your negotiated contract or other rules. When it happens, you are reminded you should always call your supervisor as soon as you know you won't be able to work. For those positions which require a substitute replacement, you should contact your supervisor at least two (2) hours prior to the normal start of your workday. Unless other prior arrangements are made, you should call in every day you are absent. In some cases, your supervisor may ask you for a physician's note to verify your reason for absence. If your physician placed limitations on your return, or you need an accommodation,



please provide a copy of the doctor's note to Human Resource Services as far in advance as possible, but in all cases before you return to work.

SOFTWARE PROTECTION

Reproducing computer software without authorization violates the United States Copyright Law and is a federal offense. The money paid for a software product represents a license fee for the use of one copy -- it does not represent an authorization to copy, unless otherwise indicated in the licensing agreement. It is the responsibility of each YVC employee purchasing computer software to be knowledgeable of the license agreement governing the individual software program and to use the software in accordance with said license agreement. ([YVC Policy No. 2.10 Software Protection](#))



WHISTLEBLOWER ACT

The Whistleblower Act provides an avenue for state employees to report suspected improper governmental activity. Employees are encouraged to bring any concerns they have regarding improper activity to their supervisor, or in the case of improper activity by their supervisor to the next level of authority. The Act does not authorize the State Auditor's Office to investigate personnel actions for which other remedies exist, such as employee grievances. Public officials who you may report violations are [Dr. Linda Kaminski](#), President; [Mr. Tomas Ybarra](#), Vice-President for Instruction & Student Services; [Dr. Teresa Rich](#), Vice-President for Administrative Services; and Mr. Steven Sloniker, Executive Director of Human Resource Services. For more information, see the [Washington State Auditor's Office](#) website.