



# Workforce Education Division

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## New Employee Handbook 2021-2022

This handbook will provide new WED employees a list of resources that will help individuals navigate process and procedure in the WED Division and at Yakima Valley College.





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## WELCOME

Welcome to Yakima Valley College (YVC) and the Workforce Education Team!

We are excited for you to join our efforts in preparing individuals for their career pathway of choice and educational goals. YVC is a great place to work and we encourage you to connect with the resources available in this handbook and information in the faculty/staff portal.

The information provided in this handbook will provide an overview of some college and division specific policies and processes that you may need as you acclimate yourself to YVC's campus culture.

You have joined a comprehensive two-year college, with the approval to offer Applied Baccalaureate degrees. YVC is also a designated [Hispanic Serving Institution](#) of higher learning, which plays a large role in our commitment to students of all backgrounds, including an emphasis on Latinx (Hispanic) students with a focus on equity and inclusion. We appreciate your future contributions to our campus community and commitment to excellence in education.

Again, welcome to Yakima Valley College. We hope you have a rewarding and productive experience at YVC.

Sincerely,

Skye Field  
Dean Workforce Education & Applied Baccalaureate Programs  
[sfield@yvcc.edu](mailto:sfield@yvcc.edu)  
509-574-4748



## GENERAL INFORMATION

### YVC Leadership and YVC Organizational Chart

Dr. Linda Kaminski serves as President for Yakima Valley College. Serving as Vice President of Instruction and Student Services is Dr. Jennifer Ernst, and Vice President of Administrative Services is Dr. Teresa Rich.

[YVC Organizational Chart](#)

### YVC Mission & Strategic Plan

[YVC Mission](#)

[YVC Strategic Plan](#)

### WED Mission Statement

Workforce Education Division Prepares students for careers in the evolving workplace and promotes lifelong learning. **Adopted September 2015**

### WED Degrees and Certificates

[WED Degrees and Certificates](#) can be found on the Workforce Education Division SharePoint site located in All Resources on the Faculty and Student Portal. When clicking on the link above you will need to sign in to view content.

### WED Organizational Charts

[WED Organizational Charts](#) can be found on the Workforce Education Division SharePoint site located in All Resources on the Faculty and Student Portal. When clicking on the link above you will need to sign in to view content.

### Department SharePoint Pages & Websites

Many departments have internal SharePoint sites (webpages) where information is collected for communication among divisions and departments. These SharePoint sites are available in the [Faculty/Staff Portal](#). There are also external websites for many departments. Some of the pages you will want to visit are listed below.

- [Workforce Education Division](#) Internal SharePoint
- [Workforce Education Division](#) External Website
- [Instruction & Student Services](#) Internal SharePoint
- [Arts & Sciences](#) Internal SharePoint
- [Arts & Sciences](#) External Website
- [College & Career Readiness](#) External Website
- [Student Services](#) External Website
- [Grandview Campus](#) External Website



- [Technology Services](#) Internal SharePoint (Help Desk) need help with your technology, complete a Help Desk ticket here.

## **Campus Maps**

- [Yakima Campus](#)
- [Grandview Campus](#)

## **Calendars**

There are several calendars faculty and staff need to be aware of. The Academic Calendar and Instructional Days Calendar can be found on the VPISS Internal SharePoint site. When clicking on those two links you will need to log into the faculty/staff portal.

- [Academic Calendar](#)
- [Instructional Days](#)
- [Important Dates \(Quarterly\)](#)

## **YVC Phone & Contact Lists**

[Department Listings and Staff Directory](#)

[WED Division Main Department Contact Phone List](#)

## **YVC Services & Resources**

### **Disability Support Services**

[Disability Support Service](#) (DSS) arranges accommodations, makes available a barrier-free campus, and educates the campus community about disability.

### **Print Shop**

Yakima Valley College has a Print Shop available to faculty and staff for a variety of printing projects. For more information or to submit a work order visit this [link](#).

### **Technology Services – HELP DESK**

If you need assistance with your YVC technology (laptops, phones etc.) browse through information online or submit a work order through the [Help Desk](#).

### **Parking**

Visit the [Safety & Security website](#) for more information about obtaining a parking permit for campus staff and faculty.



## Community Resource Guide

The YVC Counseling and Advising Office maintains a [community resource guide](#) that may assist you in serving students. This guide provides information regarding food assistance in our community, mental health services and other community resources.

## Policies, Procedures, Forms and/or Documents

### Acceptable Technology Use

[Administrative Procedure 6.02 Acceptable Use of Technology Resources](#)

[Administrative Procedure 6.03 Acceptable Use of YVC Computers](#)

[Administrative Procedure 6.05 Messaging Usage and Retention](#)

[Administrative Procedure 6.06 Software Licensing Compliance](#)

[Administrative Procedure 6.09 Network Web Space Usage](#)

### FERPA (Family Educational Rights and Privacy Act)

For more information about FERPA and where to find the FERPA release form visit the [registration website](#).

- To complete FERPA training visit this [link](#).
- Click here for the [FERPA Faculty/Staff Handbook](#).

### Long Distance Phone

Often times you will need a long distance code to contact other colleagues at CTC's in Washington State or to connect with students in our service district.

[Scan Authorization Request Form](#)

[Administrative Procedure 1.29 Telephone \(Long Distance Access\)](#)

### Collective Bargaining Agreements

The collective bargaining agreements can find be found on the YVC webpage under Human Resources.

- [Faculty Collective Bargaining Agreement](#) AFT-Y
- [Exempt Collective Bargaining Agreement](#) –AFT-YPS
- [Classified Staff Collective Bargaining Agreement](#) WPEA

[YVC Policies and Procedures](#) – this internal site houses YVC's policies and procedures

### Leave/Absence/Reporting

For the Workforce Education Division several items must be completed when an employee either requests time of or has an emergency illness. All faculty and staff must complete a "Leave Request Form" and send it to your immediate supervisor.



- [Leave Request Form](#)
- TLR (Time and Leave Reporting)

Classified, exempt, part-time hourly and administrative staff complete time and leave reporting on a bi-monthly basis. Faculty follow the leave request form process for the division.

### **WHO TO NOTIFY IN CASES OF ILLNESS OR OTHER EMERGENCIES**

**To ensure Division is notified in a timely manner call the Division Sick Line at 509-574-4755.**

#### Yakima Campus

**All administrative exempt, classified and/or part-time hourly employees** should always e-mail or call their direct supervisor (see WED organizational chart) in the WED Division whenever they will be absent.

- Dean WED Division: Skye Field [sfield@yvcc.edu](mailto:sfield@yvcc.edu) or 509-574-4748
- Director Workforce Education: Yesenia Rodriguez [yrodriguez@yvcc.edu](mailto:yrodriguez@yvcc.edu) or 574-4744

**Faculty** must report/request leave from their direct supervisor, Dean of Workforce Education. A call must also be placed to the Division Sick Line if the faculty member is sick and will miss class to address course/class notification (when courses are on campus) and for when the Division may receive questions from students.

#### Grandview Campus

If your temporary work station is located on the Grandview campus, please notify your direct supervisor first then contact the Grandview Campus Front Office at 509-882-7000 and/or Julie Gabriel at 509-882-7009

### **PAPERWORK FOR ABSENCES**

Please complete a Leave Request form whenever you are absent. The Leave Request form is found in the "Forms" folder on the YVC faculty/staff portal. Submit the leave requests to your direct supervisor either via email and/or hard copy at least one week prior to your absence for approval.

Questions about absences please contact Dianna Gadley [dgadley@yvcc.edu](mailto:dgadley@yvcc.edu) or Yesenia Rodriguez [yrodriguez@yvcc.edu](mailto:yrodriguez@yvcc.edu)

## **Community Relations**

Community Relations Department handles the communications, public relations, website design, and publications on-campus.

All print projects distributed to students or the community must be approved by the Community relations Department.

Looking to promote your department or event? We can help with photography services, media relations, graphic design, and more. There is no cost for our services; however, costs may be incurred when printing materials or dealing with outside vendors.



Need help brainstorming your marketing strategies, publications, and materials? Do you have a YVC story that needs to be told? Community Relations Department is the Yakima Valley College's in-house marketing and communications "agency".

[Administrative Procedure 2.09 College Publications and Promotional Materials](#)

[Administrative Procedure 2.15 Posting and Publicity](#)

## Travel

There are five terms you should be aware of regarding travel at YVC: In-district travel, out of district travel, out of state travel, travel authorization (prior to travel) and travel expense voucher (upon completion of travel).

In-district travel is when an employee travels within the college service district on college business, for example to the Grandview campus or visiting employers within the local area. Travel authorizations for in-district travel must be completed each academic year. Out of district travel is anything else, usually conferences, workshops or meetings that take an individual out of our district area. All travel must be approved prior to traveling. The process can take some time, so faculty and staff are encouraged to plan ahead. Upon completion of travel, travel expense vouchers must be completed. Visit the internal Travel site and review the [Travel Handbook](#) for specific processes.

[Administrative Procedure 1.30 Travel](#)

## Emergency Information

### COVID 19 Procedures

To find information about [COVID and Campus Re-entry procedures](#) on the Yakima Campus visit the YVC website. There are specific requirements to access campus at this point in time. This includes prior permission to come to campus from Administration and then subsequent completion of online health attestations every time you arrive and depart from campus.

### WED Division Campus Access Request

Please visit the link to request campus access in the WED Division until further notice:

<https://www.cognitofrms.com/YakimaValleyCollege6/WEDCampusAccessRequest>

## Emergency Information

Visit YVC's [Safety & Security website](#) for more information on emergency protocols.

There are four emergency plans that one should review:

- Emergency Preparedness Plan
- Hazard Communication Plan
- Exposure Control Plan
- Accident Prevention Plan





### *Emergency and Weather Alerts*

Yakima Valley College uses an application for email and text messaging alerts in the event of emergencies and weather closures. It is called RAVE Alert System. YVC also posts alerts on the website, YVC social media and the local news stations. [Click here](#) to sign up for the RAVE Alert System.

### **YVC Cares**

TO REPORT A CONCERN [CLICK THIS LINK](#) OR FIND THIS INFORMATION IN THE FACULTY/STAFF PORTAL

Recent incidents of violence on college campuses have compelled many institutions to designate a group of faculty and staff to monitor student behavior and intervene sooner than previously thought necessary. Some behavior is of concern but perhaps does not yet rise to the level of a disciplinary or safety infraction. YVC's designated group to address such concerns is called YVC Cares.

YVC Cares is a Behavior Intervention Team which complements the current student discipline process and campus safety procedures. Faculty and staff are encouraged to report suspect behaviors to YVC Cares.

**Do not report immediate health or safety concerns to YVC Cares. Report immediate threats to Campus Security, 574-4610, and/or 911. YVC Cares does not replace the role of the Campus Security.**

The YVC cares e-mail Inbox is 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.