

**GENERAL PERSONNEL POLICIES**

**EMPLOYMENT PRINCIPLES**

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-1

Approved 11/16/83

Revised 07/15/87

### **EMPLOYEE SELECTION**

The Coast Community College District seeks to employ only persons who are highly qualified for the jobs and positions on the District's administrative, instructional, support services, and plant operation staffs.

Selection of employees shall be accomplished in strict compliance with the principles embodied in California and Federal legislation concerning fair employment practices and civil rights, and shall be based solely on consideration of applicants' qualifications for the intended assignments without prejudice toward the applicants' age, color, creed, marital status, national origin, race, sex, or status as a Vietnam era veteran. Reasonable accommodation will be made to an employee's religious practices or handicap.

Placement on the appropriate wage schedule or salary schedule shall be established for each applicant selected, with the applicant's concurrence, before an employment recommendation is processed for Board action.

Each applicant recommended for a District position which requires certification shall possess or be eligible for a currently valid and applicable credential. Such credential shall be registered with the Orange County Superintendent of Schools prior to rendering service in the District.

Employment recommendations may be presented to the Board prior to applicant compliance with the requirements concerning credentials, radiographic examination, and fingerprint records, but, as these requirements are conditions of District employment, no employment agreement shall be completed until these requirements are satisfied.

Each staff recommendation for employee selection shall be reviewed by the Chancellor, and shall be presented for Board action only with the Chancellor's concurring recommendation. The Chancellor's presentation shall include the applicant's qualifications, identification, the proposed assignment, and specification of the proposed rate of pay.

Members of the immediate family of employees may be employed by the Coast Community College District. Employment and assignment of such persons shall be such that an employee may not serve as a judge or advocate in any situation involving a relative. Members of the "immediate family" shall mean child, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchild of the employee or employee's spouse, the spouse, son-in-law, daughter-in-law of the employee, or any person living in the immediate household of the employee.

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050-1-1.1  
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### **WAGES, HOURS OF EMPLOYMENT AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

All policies set forth in this Manual that relate to wages, hours of employment and other terms and conditions of employment as defined in Government Code Sections 3540 et seq are subject to the applicable provisions of the EERA (Government Code Sections 3540 et seq).

The Coast Community College District will meet and negotiate when appropriate on such matters with exclusive representatives of employee organizations. An agreement reached on "wages, hours of employment, and other terms and conditions of employment" (Government Code Section 3543.2) may result in modification to the policies set forth in this Manual and, if so, will prevail over the terms of this Manual.

Government Code 3540 et seq  
Government Code 3543.2  
Educational Employment Relations Act - EERA

050-1-1.2  
Approved 11/16/83

### **STATE SUMMARY OF CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT OR CERTIFICATION PURPOSES**

Penal Code Section 11105 (b) (10) authorizes school districts to have access to State Summary Criminal History information for employment or certification purposes. Education Code Sections 87405, 87408, 88022, and 88023 prohibit the district from employing persons who have been convicted of certain sexual or narcotic violations or who have been determined to be a sexual psychopath.

The Chancellor, or designee, is authorized to request access to State Summary Criminal History information as provided in Section 11105 of the California Penal Code solely for the purpose of determining whether an applicant for employment with the District or an employee of the District has been convicted of a sexual or narcotic offense or is registered as a sexual psychopath.

Penal Code 11105 (b) (10)  
Education Code 87405, 87408, 88022, 88023

**GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-1.3  
Approved 11/16/83

**AUTHORIZATION FOR THE CHANCELLOR TO EMPLOY CERTIFICATED  
TEMPORARY STAFF**

The Chancellor is authorized to employ certificated temporary employees, subject to subsequent ratification by the Board.

050-1-1.4  
Approved 11/16/83

**AUTHORIZATION FOR THE CHANCELLOR TO EMPLOY CLASSIFIED STAFF**

The Chancellor is authorized to employ classified employees, subject to subsequent ratification by the Board.

050-1-1.5  
Approved 11/16/83  
Revised 08/22/90  
Revised  
9/20/06

**AUTHORIZATION FOR THE CHANCELLOR TO ACCEPT WRITTEN RESIGNATION  
FROM**

**CERTIFICATED AND CLASSIFIED PERSONNEL AND DATE OF RESIGNATION**

Written employee resignations shall be deemed accepted by the Board and shall be binding on the date received by the Chancellor or designee. The last day of work for resigning employees shall be as specified in the employee's resignation or, if not specified, on the date the resignation is received by the Chancellor. For faculty positions, the last day of work for resigning employees will be no later than the end of the school year in which the resignation is received. The Board shall be informed of such a resignation by no later than the next regular Board meeting.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-1.6  
Approved 02/05/03

### **DISCIPLINE AND DISMISSALS - ACADEMIC EMPLOYEES**

It is the policy of the Coast Community College District for the Chancellor or designee to implement procedures and practice as provided in the Education Code regarding discipline and dismissal of Academic employees.

Education Code Sections 87669, 87732

050-1-1.7  
Approved 02/05/03

### **DISCIPLINE AND DISMISSALS - CLASSIFIED EMPLOYEES**

It is the policy of the Coast Community College District for the Chancellor or designee to implement procedures and practice as provided in the Education Code regarding discipline and dismissal of Classified employees.

Education Code Section 88013

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-1.8  
Approved 02/05/03

### **DELEGATION**

It is the policy of the Coast Community College District Board of Trustees to employ a Chancellor as the Chief Executive Officer with designated responsibility for the business and educational programs of the District. The delegation of authority to the Chancellor is subject to confirmation by the Board of Trustees and shall remain in effect until revoked by the Board.

Education Code Section 70902(d)

050-1-1.9  
Approved 02/05/03

### **NEPOTISM**

It is the policy of the Coast Community College District that employees shall not participate in making recommendations or decisions affecting the employment, retention, tenure, work assignments, performance, promotion, demotion, or compensation of another employee to whom he/she is related by blood, marriage or adoption.

Government Code Section 12920 et seq., 1090 et seq.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-2

Approved 11/16/83

Revised 06/01/88

Revised 11/28/90

Revised 12/10/03

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The Coast Community College District is committed to the concept and principles of providing equal opportunity in employment and education for all persons and prohibiting discrimination based on race, sex, color, religion, age, national origin, handicap, marital status, or Vietnam-era veteran status. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement, and treatment of employees, students and the general public.

The Coast Community College District strongly supports the concept of an Equal Employment Opportunity program which provides for taking aggressive and positive steps in the recruitment and selection of qualified under-represented minorities and females.

The Coast Community College District understands and accepts the extremely high priority need of having an ethnically diverse work force to provide a quality educational experience for students. The District will utilize every means possible to achieve the statewide target of 30% ethnic representation in the employment of new hires.

The Coast Community College District believes that in order to effectively address and comply with federal and state mandates and guidelines on Equal Employment Opportunity and Staff Diversity, the Board of Trustees, administration, faculty and classified staff must recognize that Equal Employment Opportunity and Staff Diversity is a shared responsibility and all must be held accountable for application and enforcement of the policies within their area of authority. It is through our combined fair and equitable efforts that the Coast Community College District will achieve established Equal Employment Opportunity and Staff Diversity goals and objectives.

The Coast Community College District will continue to make Equal Employment Opportunity and Staff Diversity efforts to ensure that the recruitment, screening, selection, hiring, and promotional processes are in accordance with principles of equal opportunity. In addition to employment, this plan shall also address the treatment of students on campuses in accordance with District-wide Equal Employment Opportunity efforts.

#### Legal References:

Title VI, Title VII, Title IX, of the United States Civil Rights Act

Executive Order 11246, as amended by Executive Order 11375

Title 5, Sections 53000-53052

Sections 87100-87107 of the California Education Code

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-3

Approved 11/16/83

Revised 07/05/84

Revised 03/19/86

### **EMPLOYEE REMUNERATION**

The Board establishes the salary of the Chancellor.

The Board annually establishes the salary rate for the Vice Chancellor, Business Affairs; for the Vice Chancellor, Human Resources; and for the Presidents.

The Board establishes the salary rate for other managers in accordance with District Management and Supervisory/Management salary schedules.

The Board annually reviews the pattern of anticipated District income and disbursement, examines prevailing rates of pay for positions and jobs comparable to those in the District, and then establishes salary schedules and rates of pay for all District employees represented by an exclusive representative or not identified in the preceding paragraphs. The Board shall establish the salary rate for all employees in a collective bargaining unit through negotiation with the unit's authorized representative in accordance with the Educational Employment Relations Act (EERA). The salary rate for all other employees shall be established in accordance with applicable law.

Educational Employment Relations Act - EERA

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-4

Approved 02/05/03

### **SALARY DEDUCTIONS**

It is the policy of the Coast Community College District that authorized salary deductions for employees will be permitted within the limit of federal and state law. Such salary deductions will include mandatory costs and may include approved deferred compensation plans and other deductions approved by the Board.

Education Code Sections 87040, 87833, 87834, 88167

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050-1-4.1  
Approved 11/16/83  
Revised 11/15/84  
Revised 04/04/85

### **PAYROLL DEDUCTIONS**

The Board authorizes the Vice Chancellor, Business Affairs, to make payroll deductions for employees who contract for 50 per cent time service or greater for the following purposes following specific written instructions from the concerned individual:

- Savings account with fully chartered Credit Unions, deductions for which are approvable by the Orange County Department of Education.
- Contributions to a group-action charitable fund, such as United Fund or Community Chest, which disburses contributions to a wide variety of community-service agencies.
- Premium payments for personal insurance plans authorized by the District.
- Voluntary payroll deduction as a means by which District employees may contribute to the Coast Community College District Foundation; Orange Coast College Foundation; Golden West College Foundation; and/or Coastline Community College Foundation, Student Scholarships/Loans Funds.
- As determined by the District and consistent with or authorized by applicable law, including the Educational Employment Relations Act.

Educational Employment Relations Act - EERA

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050-1-5

Approved 11/16/83

Revised 10/15/91

### **EMPLOYEE RECOGNITION**

The Board of Trustees shall recognize employees for years of service in five year increments. This policy will be phased in over a period of several years. Employees celebrating completion of their 20, 25, 30, or 35 years of service on June 30, 1991, will be honored during the 1991-92 school year. In subsequent years, employees who are celebrating completion of their 5, 10, or 15 years of service on June 30 of the phase-in year will be honored.

## **GENERAL PERSONNEL POLICIES**

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050-1-5.1  
Added 06/20/84

### **EMERITUS STATUS**

The Board of Trustees of the Coast Community College District reserves the right under special circumstances to honor certificated retirees of the District by bestowing upon such individual(s) the term emeritus. The emeritus designation shall have no contractual obligations, nor shall there be any compensation connected with such title.

In order to be considered for emeritus designation, the employee must have served the District for at least 15 years in a particular field of endeavor and shall be retiring at the end of the school year in which the title is bestowed, or must have previously retired from the District. The Board at its own discretion may bestow the emeritus title on any certificated employee with 15 or more years of service. The emeritus designation is not, however, automatic and must be acted upon individually in each case.

## GENERAL PERSONNEL POLICIES

(Employment Principles)

050-1-6

Approved 11/16/83

Revised 01/08/86

Revised 06/01/88

Revised 11/28/90

Revised 04/21/93

### SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of the Coast Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student or who is otherwise authorized to transact business or perform other acts or services on behalf of or for the Coast Community College District to engage in sexual harassment as defined below.

Within the Coast Community College District, sexual harassment is prohibited regardless of the status and/or relationships the affected parties may have.

#### Definition

##### Definition of Sexual Harassment

Sexual harassment occurs when unwelcome sexual advances are made, sexual favors are requested, or other verbal/physical conduct of a sexual nature is made, either explicitly or implicitly, a term or condition of an individual's educational or employment status and has the purpose of having negative impact or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

#### Specific Examples

For the purpose of further clarification, legal experts say the following behavior, if unwelcome, can be construed as sexual harassment:

1. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones.
  - A. Written. Includes but is not limited to suggestive or obscene letters, notes, or invitations.
  - B. Verbal. Includes but is not limited to derogatory comments, slurs, jokes, epithets.
  - C. Physical. Includes but is not limited to assault, touching, impeding, or blocking movement.
  - D. Visual. Includes but is not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.

## GENERAL PERSONNEL POLICIES

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Cont'd

3. Making reprisals, threats of reprisals, or implied threats of reprisals following rejection of sexual harassment. The following are examples of such reprisals:
  - a) Within the Work Environment. Either implying or actually withholding support for an appointment, promotion, or change of assignment. Included as part of a reprisal would be recommending a poor performance evaluation or that the employee will not be kept beyond an employment probationary period.
  - b) Within the Educational Environment. Either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.

### Guidelines

The Coast Community College District will appoint sexual harassment and affirmative action officers at each of the district units within the district for the purpose of handling all sexual harassment complaints through the established informal and formal complaint procedures.

All complaints of sexual harassment and discrimination will be investigated in compliance with district complaint procedures. Throughout the investigative process, the confidentiality of all parties concerned will be protected within the limits and requirements of the law. All employees will report incidents of sexual harassment brought to their attention in accordance with approved district procedures. Retaliation against any person filing a complaint is prohibited and shall result in disciplinary action.

### Sanctions

Employee Sanctions - If sexual harassment charges against an employee are deemed valid, in accordance with district policies and procedures, and/or bargaining agreement, and/or Educational Code, the district may impose sanctions such as verbal reprimands, enrollment in training programs pertaining to sexual harassment issues, written reprimands, reassignments, demotions, suspensions without pay, and dismissal from employment, depending upon the findings of the investigative process and/or hearing(s). In addition, cases involving alleged criminal misconduct will be referred to the county district attorney for possible criminal prosecution. All personnel are entitled to due process and the district will endeavor to ensure that the rights of the alleged accuser be protected.

Student Sanctions - If sexual harassment charges against a student are deemed valid, in accordance with the District Student Code of Conduct, the district may subject the student to disciplinary action including verbal reprimands, written reprimands, dismissal from class and/or other college activities, suspension or expulsion from the district. In addition, cases involving serious misconduct may be referred to the county district attorney for possible criminal prosecution.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-6

Cont'd

### **Notification**

The district will provide annual notice of the Sexual Harassment Policy to students, employees, and others who may be affected while conducting business with the district. Posters which contain the basic legal requirements shall be posted in places readily accessible to students, job applicants, existing employees, the general public, and vendors.

### **Legal References**

Section 703, Title VII of the United States Civil Rights Act as interpreted by the United States Equal Employment Opportunity Commission, 29 CFR 1604.11.

Section 7287.6, Sub-chapter 2, Chapter 2, Division 4, Title 5 of the California Code of Regulations.

Subsection 1 (commencing with Section 53000), Section 2, Chapter 1, Division 4, Title 5, Part VI of the California Administrative Code.

Sections 87105 and 87106 of the California Education Code.

Title IX of the 1972 Educational Amendments and Regulations (45 CFR Part 86).

Section 504 of the Rehabilitation Act of 1973 and Regulations (45 CFR Part 84).

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-6.1  
Approved 02/05/03

### **WORKPLACE VIOLENCE PLAN**

The Board of Trustees is committed to creating and maintaining an environment that is free from disruptive, threatening, and violent behavior. It is the policy of the Coast Community College District to provide a learning and work environment free of violence and the threat of violence. The Chancellor or designee will determine administrative procedures for employee training, effective handling of workplace violence incidents, and constructive methods of conflict management.

Cal/OSHA: Labor Code §§ 6300, et seq.

8 Cal. Code Regs. § 3203

"Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code §§ 273.6 and 12021)

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-6.2  
Approved 01/19/05  
Revised 02-20-08

### **COMPUTER AND ELECTRONIC RESOURCES SYSTEMS ACCEPTABLE USE POLICY**

The Coast Community College District (“District”) owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, and access to the internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the “District Network.” This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

This Policy applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Policy covers the use of all District computer equipment and communication systems in computer labs, classrooms, offices, libraries, and the use of the District equipment, servers, systems, and networks from any location. If any provision of this policy is found to be legally invalid it shall not affect the other provisions of the policy as long as they can be effective without the invalid provision.

#### **Ownership Rights**

This Policy is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components with it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.

#### **Privacy Interests**

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, shared governance, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate, and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private. Nonetheless, the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and fax communications, consistent with State and Federal statutes. The District will also provide voice mail protection to the extent required by the Federal Wiretap Act.

#### **District Rights**

System administrators may access user files or suspend services they manage without notice only: (1) to protect the integrity of computer systems; (2) under time-dependent, critical operational circumstances; (3) as required by and consistent with the law; or (4) where evidence exists that violations of law or District Policy or Procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on evidence that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board policy and/or to protect system integrity.

#### **User Rights**

While the District monitors electronic usage as part of its normal network operating procedures, the

District does not routinely inspect or monitor users' computer hardware or files, email, and/or telephone message system, nor disclose information created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.

### **User Responsibilities**

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and not otherwise contrary to District policies or procedures.

"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in the attached Administrative Procedures.

All users of the District Network must read, understand, and comply with this Policy as well as the accompanying Administrative Procedures, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Policy.

### **Enforcement of the Policy**

The Board directs the Chancellor or designee to enforce all existing federal and state laws and District and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Policy will be dealt with in the same manner as violations of other District policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Such violations may be subject to appropriate personnel action and/or criminal investigation.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures found in the accompanying Administrative Procedures.

Students who do not observe the requirements of this Policy may be in violation of the Student Code of Conduct and subject to student discipline.

This Policy and Administrative Procedures shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty.

**COMPUTER AND ELECTRONIC RESOURCES SYSTEMS**  
**ACCEPTABLE USE PROCEDURE**

The District is responsible for making these procedures and the policy that they implement readily accessible to all users prior to their use of the District Network. Abuse of computing, networking or information resources contained in or part of the District Network may result in the loss of access to the District Network. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable District or college policies, procedures, State and Federal laws, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

District employees and students accused of violating this Board Policy have the right to representation. Absent a negotiated agreement to the contrary, State statutes will apply.

Examples of behaviors constituting abuse which violate this Board Policy include, but are not limited to, the following activities:

**System abuse**

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, a program intended to take control of the computer(s), or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, zombie software and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse in violation of the accompanying Board Policy.
- Forging e-mail messages and/or forwarding email specifically marked as confidential.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources by file sharing schemes, participating in e-mail chains, spamming, and/or excessive bandwidth usage.
- Intentionally accessing, downloading, displaying, uploading or transmitting obscenity or pornography as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California Computer Crime Laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.
- Using the District Network for online gambling.
- Using the District Network for political purposes shall be subject to state and federal law and Board of Trustees approval where the law is permissive.

**Harassment**

- Using the telephone, e-mail or voice mail to harass or threaten others.

- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Using the District Network to publish false or defamatory information about another person.

### **Commercial use**

• Using the District Network for any commercial activity, other than incidental or traditional commercial use, without written authorization from the District. “Commercial activity” means for financial remuneration or designed to lead to financial remuneration. Examples of “incidental or traditional commercial use” include but are not limited to:

- Electronic communication between an instructor who is an author of a textbook and her/his publisher.
- Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop, for which that staff member might receive an honorarium.
- Electronic use by a student of the District Network to seek a part or full time job or career related to the student’s field of study, or to assist her/him in applying for such work.
- Electronic communication by a staff member to inform a colleague about his/her child’s candy bar fundraising sale for the child’s school.
- Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.

### **Copyright**

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on District Web sites in violation of copyright laws.
- Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.
- Illegally downloading the “codes” to copyrighted material even if the software in question is not downloaded.

### **Exceptions**

The interaction of a user’s personal computing equipment, connected to the District Network, is subject to the procedures in this document. Contents of a user’s personal computing equipment are subject to search by the District only by legal warrant.

There may be times when a District employee may be exempted from certain provisions of these procedures in order to perform their duties or assignments that are an established part of their job.

Should an employee be directed by a supervisor to perform an activity they believe may be in violation of this policy, or if they are given a directive which inhibits the employee in performing his/her duties or assignments, the employee may request that the directive and/or permission for exception be put in writing and signed by the supervisor.

Activities by technical staff as authorized by appropriate District or college officials that take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for

incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional and does not interfere with or burden the District's resources. Likewise, the District will not purposefully surveil or punish use of the network for union business-related communication between employees and their unions.

**Complaints by Bargaining Unit Employees or Students Regarding Enforcement of the Electronic Use Policy**

A bargaining unit employee who asserts that the District or District personnel have violated this policy may file a grievance per that user's current collective bargaining agreement. A student who asserts that the District or District personnel have violated this policy may file a grievance per his/her college's student grievance procedure.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-7

Approved 11/16/83

### **BOARD PRIVILEGE**

The Board of Trustees and/or the Chancellor may at any time establish a committee of Board members, administrators, faculty, and/or classified employees to study any matters concerning employer-employee relationships.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-8  
Approved 11/16/83

### **CONFERENCE ATTENDANCE**

Within the financial resources of the District, the Board encourages conference attendance by District and College representatives for institutional representation and growth as well as for professional development of the individuals concerned.

050-1-9  
Added 03/28/84

### **USE OF DISTRICT MAILBOXES**

District employees shall have the right to use District mailboxes insofar as they exist for communication with other District employees, provided, however, that all such communication shall be non-commercial in nature and provided, further, that if such communication is electoral or political in nature, within the scope of Education Code Section 7054, that such right shall be restricted solely to placing such material in the individual employee's local campus or District mailbox and shall not extend to the use of the District's inter-campus mail service.

Education Code 7054

050-1-10  
Added 02/20/85

### **POLICY ON PROVISION OF PARKING SPACE**

The Board authorizes the issuance, without charge, of one parking permit each academic session to each employee of the District, including Board Members.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-11  
Approved 01/22/86

### **DEFERRED TAXATION ON CONTRIBUTIONS TO CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM (STRS)**

The Coast Community College District will implement the provisions of Section 414(h) (2) Internal Revenue Code by making employee contributions to the State Teachers' Retirement System on behalf of its employees who are members of the State Teachers' Retirement System. "Employee contributions" shall mean those contributions to the State Teachers' Retirement System which are deducted from the salary of employees and are credited to individual employees' accounts.

The contributions made by the Coast Community College District to the State Teachers' Retirement System, although designated as employee contributions, are being paid by the Coast Community College District in lieu of contributions by the employees who are members of the State Teachers' Retirement System.

Employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the Coast Community College District to the State Teachers' Retirement System.

The Coast Community College District shall pay to the State Teachers' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.

The amount of the contributions designated as employee contributions and paid by the Coast Community College District to the State Teachers' Retirement System on behalf of an employee shall be the entire contribution required of the employee by the Teachers' Retirement Law (California Education Code Sections 22000, et seq.).

The contributions designated as employee contributions made by Coast Community College District to the State Teachers' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the State Teachers' Retirement System.

Internal Revenue Code Section 414(h) (2)  
California Education Code Sections 22000, et seq.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-12  
Approved 01/22/86

### **DEFERRED TAXATION ON CONTRIBUTIONS TO CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)**

The Coast Community College District will implement the provisions of Section 414(h) (2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20615 to the Public Employees' Retirement System on behalf of its employees who are members of the Public Employees' Retirement System. "Employee contributions" shall mean those contributions to the Public Employees' Retirement System which are deducted from the salary of employees and are credited to individual employees' accounts pursuant to California Government Code Section 20615.

The contributions made by the Coast Community College District to the Public Employees' Retirement System, although designated as employee contributions, are being paid by the Coast Community College District in lieu of contributions by the employees who are members of the Public Employees' Retirement System.

Employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the Coast Community College District to the Public Employees' Retirement System.

The Coast Community College District shall pay to the Public Employees' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.

The amount of the contributions designated as employee contributions and paid by the Coast Community College District to the Public Employees' Retirement System on behalf of an employee shall be the Public Employees' Retirement Law (California Government Code Sections 20000, et seq.).

The contributions designated as employee contributions made by Coast Community College District to the Public Employees' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the Public Employees' Retirement System.

Internal Revenue Code Section 414(h) (2)  
California Government Code 20615  
California Government Code 20000, et seq.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-13  
Approved 01/16/85

### **EMPLOYEE DEFERRED COMPENSATION PLAN ORANGE COUNTY TEACHERS FEDERAL CREDIT UNION**

A Deferred Compensation Plan has been adopted and established with the Orange County Teachers Federal Credit Union. This plan is available to any employee of the District who wishes to defer income until retirement for the purpose of deferring Federal and State income taxes on said income. This Plan shall be in accordance with Federal and State law regulations. The Chancellor, the Vice Chancellor for Business Affairs, and/or the Vice Chancellor of Human Resources are authorized to execute all Participation Agreements with District Employees and all necessary agreements with the Orange County Teachers Federal Credit Union.

Internal Revenue Code Section 457  
State of California Government Code Section 53609

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-14  
Approved 06/01/88  
Revised 11/28/90

### **GENDER EQUITY POLICY STATEMENT**

It is the policy of the Coast Community College District to provide an educational, employment, and business environment free of discrimination based on gender.

It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Coast Community College District, to engage in sex discrimination as defined below. Sex discrimination is a violation of Gender Equity.

Within the Coast Community College District, sex discrimination is prohibited regardless of the status and/or relationships the affected parties may have.

Gender Equity is fair and equal treatment of individuals in all educational and employment environments. It is inclusive of all programs and benefits within the institutions of the District. Gender Equity describes an educational environment in which a student is not limited in the enjoyment of any right, privilege, advantage, or opportunity because of gender.

The District will provide annual notice of its Gender Equity Policy to students, employees, and others who may be affected while conducting business with the District.

The Carl Perkins Vocational Education Act of 1984 (Public Law 98-524).  
Subpart A, Subsection 401.13 and Subpart E, Subsection 401.56, Part VII of the U.S. Department of Education Regulations.  
Subsection 703(a) (1) and (2), Title VII of the Civil Rights Act of 1964.  
Subchapter 6, Chapter 2, Division 4, Title 2 of the California Administrative Code.  
Article 4, Section 87100 of the California Education Code.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-15

Approved 02/07/90

Revised 06/24/98

Revised 12/10/03

Revised 01/19/05

Revised 09/20/06

### **DISTRICT SMOKING POLICY**

No public employee or member of the public shall smoke or use any tobacco product inside a District building, District vehicle, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a District building.

Each college and/or the District Office, through a shared governance process may adopt regulations more stringent than this policy to include but is not limited to smoking in designated areas only, smoke-free zones beyond 20 feet, or smoke free campuses. Such regulations will be forwarded to the Chancellor for review, and subsequently submitted to the Board of Trustees for approval prior to implementation.

Government code Section 7597

# **GENERAL PERSONNEL POLICIES**

(Employment Policies)

050-1-16  
Approved 06/20/90

## **RIGHTS OF ADMINISTRATORS INVOLVING FACULTY TENURE: POLICIES AND PROCEDURES**

### **Preamble**

It is the philosophy of the Coast Community College District that most persons hired as administrators should have previous faculty experience, for this experience will help them relate the immediate administrative problems that they must deal with every day to the process of education of the students.

In order to properly balance the rights of students, administrators, and faculty, and in accordance with Education Code Section 87458, the Coast Community College District adopts the following policies and procedures for the Rights of Administrators in Regards to Faculty Tenure.

### **I. Application of this Policy to Staff**

This policy does not apply to certificated administrators hired before the effective date for these sections of Assembly Bill 1725 (June 30, 1990). Administrators hired after the effective date can acquire the right to become first-year probationary faculty members as provided by Education Code Section 87458 and in accordance with the provisions of this statement.

An employee, when assigned from a faculty position to an administrative position, retains his or her status as with regard to faculty tenure. The assignment of such an administrator to a faculty position shall be done in accordance with the policies stated in Sections II and III below.

### **II. Classifying Positions as to Faculty Tenure Rights**

Each administrative position shall be clearly defined in regard to its potential faculty tenure rights by joint agreement of the administrations of the district and colleges and the academic senates of the colleges, as represented by the Academic Senate Presidents Council, and submitted to the Board for approval.

A. The administrative positions shall be classified:

1. As not possessing potential faculty tenure rights, or

## **GENERAL PERSONNEL POLICIES**

(Employment Policies)

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2. As possessing potential faculty tenure rights, i.e. eligibility of an administrator holding that position for future assignment to a probationary faculty position, if the administrator, at the time of assignment to faculty status:
  - a. Is already tenured in the district as a teacher, or
  - b. Is "qualified," i.e. has the necessary minimum education and experience, and
  - c. Has served as least two years as an administrator, and
  - d. Is not being discharged "for cause."
  
- B. The determination of classification of each administrative position shall be made before the position is filled. If changed conditions warrant a change in classification of the faculty tenure rights of the position, the classification may be changed as specified above.

### **III. Certifying the Administrator's Qualification**

- A. Academic Senate Review:
  1. At the time of initial hiring, or upon the petition of the administrator for review of his or her qualifications, the Board, or its designee, shall notify the academic senates in a timely manner that a review of the qualifications of the administrator for a faculty tenure position is necessary.
  2. The academic senate of each college which offers courses in a discipline for which the administrator claims he or she is qualified shall select two faculty members from that discipline, or a related discipline, to form an ad hoc district-wide committee to examine the administrator's qualifications as specified in II.B.1 below. The committee shall certify to the Board of Trustees the discipline for which the administrator is qualified.  
  
If the administrator claims qualification in more than one discipline, such a district-wide committee shall be formed for each discipline claimed.
  3. In making their final decision as to the administrator's qualifications, the Board shall rely primarily on the judgment of the ad hoc committee(s) representing the academic senates. A written record of the Board's decision, including the views of the academic senates, shall be available for review, pursuant to Education Code Section 87358.

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### **B. Qualifications Requisites:**

After June 30, 1990, a person hired into an administrative position that carries faculty tenure rights and who did not have faculty tenure in this district at the time of that assignment may be declared eligible for assignment to a first-year probationary faculty position provided that he or she meets all of the following requirements:

1. The administrator is deemed by the academic senates to have met the qualifications for one or more disciplines or service areas, that is, he or she has experience and preparation similar to that which would be expected of a newly hired faculty member, either:
  - a. At the time of hiring, or
  - b. During the course of district employment, after the administrator has submitted evidence to the district that he or she has become qualified; and
2. The administrator has served in this district a total of at least two years in a position that is listed as having faculty tenure rights, and that service has been satisfactory; and
3. The administrator is being dismissed for reasons other than cause, e.g. due to the elimination of the current position as part of an administrative reorganization or as part of a reduction in force among administrators; or
4. The administrator requests assignment to an available faculty position.

### **IV. Assignment to a Faculty Position**

The Board of Trustees shall have the right to determine the college or location to which the administrator shall be assigned. However, in order to protect the administrator, the students, and the faculty, the following considerations shall be taken into account:

- A. The assignment shall not cause the layoff of any tenured or tenure-track faculty member unless the administrator has faculty tenure in the district.
- B. The administrator shall be assigned to a discipline in which he or she has met the minimum qualifications, and also, whenever possible, all of the following conditions exist:
  1. There are sufficient assignments currently held by temporary or adjunct faculty in the discipline or service at one college or location to make a full-time assignment for an additional faculty member, or there is an intention by the district to increase the staff; and

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2. The administrator has professional experience in the discipline or service to which he or she is being assigned; and
  3. The administrator has an interest in this discipline or service as indicated by a written statement of his or her own preference for this assignment.
- C. At the time when it is determined that the administrator will be assigned faculty status, the academic administration, the academic senate, and the discipline shall jointly assist him/her in the updating of knowledge and skills.

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050-1-17  
Approved 06/20/90  
Revised 01/25/95

**FACULTY HIRING POLICY AND PROCEDURES**

**For**

**Coast Community College District**

**Effective July 1, 1990**

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Full-time Faculty Ethnic Distribution  
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Faculty Position Description  
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### **PURPOSE OF HANDBOOK**

The intent of this Handbook is to describe the faculty hiring policy and procedures for the Coast Community College District. This manual will provide assistance for all employees involved in hiring faculty in the Coast Community College District.

This document includes the State and District philosophy in regard to hiring, our commitment to staff diversity, qualifications for new hires, detailed procedures for recruitment and selection of new faculty within our District.

The Appendix includes sample hiring forms, checklists, and various aids to assist those directly involved in the hiring process.

This policy and its procedures are subject to review and revision by the Academic Senates or the District and can be altered if mutually agreed upon by all parties. Your suggestions for change and "new ideas that worked" should be forwarded to your college Academic Senate President or the Office of Human Resources for possible inclusion in future revisions. In the Spring of 1991 the Academic Senate Presidents and the District will meet to discuss any proposed revisions.

### **PHILOSOPHY**

It is the policy of the Coast Community College District to ensure academic quality through the adoption of procedures and guidelines for hiring college faculty who can teach well, who are experts in their field, skilled in responding to the varied learning needs and abilities of our student population, who can perceive the importance of and participation in the life of the College and who are sensitive to and themselves represent the racial and cultural diversity of the special populations serving community colleges.<sup>1</sup>

The Coast Community College District Board of Trustees represented by the administration has the principal legal and public responsibility for ensuring an effective hiring process.<sup>2</sup> The faculty, represented by the Academic Senate, has an inherent professional responsibility in the development and implementation of the policies and procedures governing the hiring process<sup>3</sup> which is to ensure the quality of its faculty peers.<sup>4</sup>

It is the intent of the Coast Community College District for both faculty and administrators to participate cooperatively and effectively in all appropriate phases of the process.<sup>5</sup>

1-5 AB 1725, Section 4 (s) (4) and 4 (t) (2) (cite only)

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(Employment Principles)

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### **AFFIRMATIVE ACTION PLAN POLICY STATEMENT**

The Coast Community College District is committed to the concept and principles of providing equal opportunity in education and employment for all persons and to prohibit discrimination based on race, sex, color, religion, age, national origin, handicap, marital status, or Vietnam-era veteran status. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement, and treatment of employees, students and the general public.

The Coast Community College District strongly supports the concept of this Affirmative Action program which provides for taking aggressive and positive steps in the recruitment and selection of qualified under-represented minorities and females.

The Coast Community College District understands and accepts the extremely high priority need of having an ethnically diverse work force to provide a quality educational experience for students. The District will utilize every means possible to achieve the statewide target of 30% ethnic representation in the employment of new hires.

The Coast Community College District believes that in order to effectively address and comply with federal and state mandates and guidelines on Affirmative Action and Staff Diversity, the Board of Trustees, administration, faculty and classified staff must recognize that Affirmative Action and Staff Diversity is a shared responsibility and all must be held accountable for application and enforcement of the policies within their area of authority. It is through our combined fair and equitable efforts that the Coast Community College District will achieve established Affirmative Action and Staff Diversity goals and objectives.

The Coast Community College District will continue to make Affirmative Action and Staff Diversity efforts to ensure that the recruitment, screening, selection, hiring, and promotional processes are in accordance with principles of equal opportunity.

#### **Legal References**

Title VI, Title VII, Title IX, of the United States Civil Rights Act

Executive Order 11246, as amended by Executive Order 11375

Title 5, Sections 53000-53052

Sections 87100-87107 of the California Education Code

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(Employment Principles)

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### **FACULTY QUALIFICATIONS**

All candidates must possess the minimum qualifications described in the disciplines list approved by the Board of Governors of the California Community Colleges. The equivalency process provides an alternative method of meeting the minimum qualifications for hire as a faculty member. In this context "equivalent" means "the same as" or "equal to" the qualifications on this list. The Search Committee for each position will determine if a candidate meets the minimum qualifications or their equivalent. Each advertised position will include a statement of Minimum Qualification and may include a statement of Desirable Qualifications.

Minimum Qualifications are those required by the State to teach in the discipline, as well as additional qualifications determined by the Search Committee. (If, for example, when hiring someone to teach piano, the College would require music qualifications as well as piano qualifications). Additional minimum qualifications should be those considered to be essential to success in the position and include subject area knowledge and competency, teaching and communication skills, commitment to professional growth and service, and a potential for overall college effectiveness. These qualifications should ensure that the college faculty are sensitive to the racial and cultural diversity in the colleges, are themselves representative of that diversity, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations served by community colleges.<sup>1</sup>

Desirable qualifications may include the following:

1. Academic qualifications beyond the minimum set by law and regulation if these qualifications would provide the basis for better teaching or other service without adversely affecting the staff diversity goals.
2. Pedagogical skill as demonstrated by relevant experience, education and effectiveness as a teacher, counselor, librarian, or other faculty member.

If a candidate deemed qualified through the equivalency process is hired as a faculty member, this person will be considered the same in all respects as someone qualified by meeting the requirements as stated on the list of disciplines. This includes placement on the salary schedule and determination of Faculty Service Area(s). A file will be kept in the Personnel Department at the District Office of those candidates who met the minimum qualifications through the equivalency process.

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### **RECRUITMENT PROCEDURES**

#### **Recruitment**

In the next five years, as many as 25 percent of all full-time community college faculty in California will be eligible for retirement. These replacements and expected enrollment growth mean that more than 10,000 new full-time faculty will be needed by the year 2005. This need to replace faculty presents community colleges with the extraordinary opportunity to begin correcting the ethnic and gender imbalance that currently exists statewide between faculty (15% minority, 41% female, 1% disabled ) and the student population (29% minority, 57% female, 4% disabled). (See Appendix for CCCD illustration.) Finding qualified faculty will be more of a challenge than ever before. Therefore recruitment efforts for full-time faculty in our District must become a much higher priority than in the past.

#### **Purpose of Recruitment**

Recruitment shall be an active process intended to increase the number of applicants for full-time faculty positions in the District. Every effort shall be made to comply with the District's Affirmative Action plan and State mandates regarding hiring of under-represented groups.

##### **A. Role of the District**

The District shall assign specified individuals to oversee and coordinate efforts to advertise and recruit applicants for District positions. Advertisement and recruitment responsibilities shall include, but not be limited to, the following:

1. Coordinate and establish a current bank of advertising resources, including newspapers, journals, magazines, newsletters, associations, county, state, and federal employment agencies, women and ethnic minority groups, graduate schools, and chairpersons at colleges and universities.
2. Recommend the appropriate advertising resources for each advertised position and coordinate the advertising of the position through those resources. (See Appendix for resources.)
3. Promote District hiring needs and policies by meeting with local, statewide, and out-of-state groups and individuals interested in employment opportunities with the Coast Community College District. Appropriate activities would include but not be limited to, contacting college placement bureaus, attending job fairs, speaking to business organizations, visiting high school faculty, and generally promoting District employment opportunities in the public sector.
4. Work closely with campus personnel to identify recruitment possibilities and needs for each advertised position.

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5. Report to the appropriate campus Search Committee on advertising and recruitment activities at the opening and closing of each advertised position.
6. Assist potential applicants and newly employed personnel with information about local housing, schools, spousal employment opportunities, transportation, and other practical, domestic concerns affected by the advertised position.

### B. Campus and Faculty Participation

The District shall encourage and provide for the active participation of faculty in recruitment efforts. Such participation may take the form of meeting with prospective applicants or representative groups to promote or explain advertised positions in detail, the advertisement of open positions at conferences and workshops, the mailing or distribution of flyers to representative individuals or groups, or other activities which would assist recruitment.

### C. Advertising

With the understanding that timing is of major importance in successfully recruiting a large and diverse population of applicants for any advertised position, these guidelines shall apply:

1. The authorization process for anticipated advertised positions shall commence as early as possible. To insure the maximum time for recruitment and hiring procedures, authorizations for new positions for the forthcoming year should be made in the fall semester whenever possible.
2. All job announcements for faculty positions in the District shall include as requirements:
  - a. The minimum qualifications set by the state.
  - b. Education and/or experience equivalent to the minimum qualifications.
  - c. Sensitivity to or experience in working with multi-cultural or multi-lingual students.
  - d. Ability to contribute to campus and district-wide professional responsibilities and activities.
  - e. Ability to complement existing staff, student and community demographics in terms of professional and personal skills.

In addition, the above criteria shall be included among those used by the Search Committee and Selection Committee to paperscreen or interview candidates.

3. All job announcements shall refer to the Equivalency Procedure. (See Appendix for sample.)

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4. All positions shall be regularly advertised for a **minimum of thirty** working days. Positions may be advertised for less than thirty days when hiring deadlines, faculty schedules, or other concerns make longer advertising inadvisable. Any changes in the original length of time a job is advertised shall be discussed between the District Affirmative Action Officer and the chair of the Search committee before being implemented.
5. In order to ensure full participation of faculty in the recruitment and hiring process and to provide maximum exposure of the advertised position to potential candidates, every effort shall be made for positions to close no later than four weeks before the end of the semester in which they are advertised.
6. Notice of vacancy forms filed with the campuses to initiate authorization for new positions shall include campus recommendations for advertising resources in common use. Search committee members are encouraged to enhance the list when it is practical to do so. (See the list of current advertising resources in the Appendix.) Copies of the list of District advertising resources shall be available to faculty ahead of time so they may make such recommendations to the District.
7. The District, in cooperation with the Search Committee and Selection Committee, shall make every effort to see that the steps required for hiring new faculty are completed as nearly as possible in accordance with the "Full Time Faculty Hiring Procedure" in this handbook.

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### PURPOSE OF FULL-TIME FACULTY SEARCH COMMITTEE AND SELECTION COMMITTEE

The hiring process for faculty involves a cooperative, joint effort of faculty and administration. Two committees are involved in the hiring process for faculty. Each committee has a complementary contribution to make. The respective roles of the committee are defined below.

THE FOLLOWING EMPHASES MAY BE USED BY BOTH COMMITTEES AND ARE NOT MUTUALLY EXCLUSIVE.

#### **Search Committee may emphasize:**

1. Expertise in the subject matter.
2. Ability to effectively teach in the subject matter.
3. Demonstrated interest and ability in evaluating student educational progress and welfare.
4. Understanding of student needs and the ability to integrate these needs with discipline content.
5. Commitment to education as a profession requiring on-going study and research.
6. Ability to work effectively, and professionally with one's colleagues.
7. Educational background, experience, and personal characteristics that will enhance the existing discipline faculty.

#### **Selection Committee to interview the finalists may emphasize:**

1. Potential to serve the institution in additional capacities - e.g., new program development, accreditation experience, international education, grants, multi-cultural experience, relationship with high schools, additional qualifications for teaching in other faculty service areas.
2. Demonstrated expertise on community college education issues (e.g., lecturer, author, consultant, school in residence.)
3. Reference checks on finalists.
4. Ability to work with student organizations.
5. Educational background, experience, and personal characteristics that have the potential to make an significant contribution to the college community.

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### **FULL-TIME FACULTY PROCEDURES FOR SEARCH COMMITTEE AND SELECTION COMMITTEE**

It is the obligation of the Search Committee and Selection Committee to evaluate each candidate fully, impartially, and only in terms of qualifications specific to the position and made known as such to candidates. In addition, since employment is a sensitive process, it is incumbent upon all Committee members, and those associated with such processes, to maintain the highest degree of confidentiality through its entirety. To reveal information which has been discussed in Committee other than with appropriate district personnel would only compromise the process and individuals associated. Any concerns regarding the process should be directed to the Committee Chair, the Vice Chancellor for Human Resources, or the Affirmative Action Officer or designee.

#### **A. Composition of Search Committee.**

1. One discipline administrator shall be appointed by the President or designee to the Committee. When appointed, the discipline administrator shall inform the Academic Senate of the job opening. The discipline administrator will initiate formulation of the committee.
2. The committee shall include three discipline faculty members
  - a. Discipline administrator will request volunteers from all contract and regular (probationary and permanent) discipline faculty members.
  - b. If there are more volunteers than appropriate, the volunteers will determine the membership.
  - c. In the event there are not three volunteer faculty from the discipline, the discipline faculty and administrator may request volunteers from other full-time or adjunct faculty in the college or other colleges in the District.
3. Members of under-represented groups will be included whenever possible in relation to gender and ethnicity.
4. The Committee may choose to include additional District and non-District full-time and adjunct faculty, administrators, classified staff, students, or members of the community as appropriate, noting however, that faculty must be in the majority. All such members shall share full committee responsibilities. Small committees are encouraged due to the training and time demands necessary.

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### **B. Responsibilities of the Search Committee**

#### **Committee Chair:**

1. Implement the procedure under "Responsibilities of the Search Committee."
2. Notify the District Affirmative Action Officer or designee, Academic Senate President, and the Dean of Instruction (or Dean of Students for counselors) of the composition of the Committee.
3. Ensure all materials are returned to the District Human Resources Office.
4. Arrange for interviews and all meetings of the Committee.
5. Set schedules and make arrangements for Committee meetings.

#### **Administrator:**

1. Review the role of the Search Committee.
2. Provide the Committee with screening and selection instructions.
3. Ensure the Committee reviews and complies with the guidelines established in the District Affirmative Action Policy and Plan.
4. Review established Equivalency Procedures.
5. Contact the District Office of Human Resources for the name of any District full-time faculty member who has requested a transfer according to the Agreement between the District and the CFE.

#### **Search Committee:**

1. The Committee shall elect its chair.
2. Committee members shall:
  - a. Commit to time required to complete the process.
  - b. Attend all meetings and interviews. If a committee member is unable to attend a scheduled meeting, he/she shall not have any further involvement with the search process.
  - c. Review, understand and comply with the District Affirmative Action Policy and Plan.
  - d. Familiarize itself with the search processes.

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3. Meet with the District's Affirmative Action Officer or designee before the screening of applicants to review the Affirmative Action procedures which are outlined in the District Affirmative Action Plan.
4. Develop the job announcement, including additional requirements and qualifications. The District Affirmative Officer or designee and the Search Committee Chair will discuss and agree upon any changes in the job announcement.
5. Develop application paper screening criteria which will be reviewed by the District's Affirmative Action Officer or designee. The District Affirmative Action Officer or designee and the Search Committee Chair will discuss and agree upon any changes to the application screening criteria.
6. Determine equivalencies for minimum qualifications, if necessary.
7. From the job announcement, develop interview questions which will be reviewed by the District's Affirmative Action Officer or designee. The Committee is encouraged to also consider demonstrations, a writing sample, or alternative forms of evaluation.
8. Interview current full-time District faculty member who has requested a transfer according to the Agreement between the District and the CFE.

### C. Screening of Applicants

1. Application materials are collected by the District Human Resources Office.
  - a. A log of all names of persons submitting applications is maintained and sent with the applications to the Search Committee.
  - b. Ensure an adequate pool in terms of total members and number of candidates from under-represented groups.
  - c. In the event of an inadequate pool the District Affirmative Action Officer or designee shall meet with the Chair of the Committee and the Discipline Administrator to discuss whether to proceed or consider other alternatives. If the Chair is the Discipline Administrator, a faculty member from the Search Committee will be included in the discussion.

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2. Application materials required by Job Announcement are then forwarded to the Search Committee for consideration within one week after the job announcement closing.
    - a. Materials are checked for completion and minimum eligibility, including equivalencies, as advertised in the position announcement.
    - b. After the committee identifies those candidates who meet the minimum eligibility requirements, this list shall be checked by the Affirmative Action Officer or designee to ensure adequacy in terms of total members and number of candidates from under-represented groups.
    - c. In the event of an inadequate pool the District Affirmative Action Officer or designee shall meet with the Chair of the Committee and the Discipline Administrator to discuss whether to proceed or to consider other alternatives. If the Chair is the Discipline Administrator, the Search Committee will select a faculty member from the Search Committee to be included in the discussion.
    - d. Paper screening forms are completed by all Committee members.
    - e. Every attempt shall be made to include qualified representatives of under-represented groups as candidates.
    - f. Committee shall meet to discuss candidates and resolve any discrepancies.
    - g. Determine candidates to be interviewed.
  3. The pool of candidates selected by the Committee for interview based on the job announcement is then checked by the Affirmative Action Officer or designee to ensure adequacy in terms of total members and number of candidates from under-represented groups.
  4. In the event of an inadequate pool the District Affirmative Action Officer or designee shall meet with the Chair of the Committee and the Discipline Administrator to discuss whether to proceed or to consider other alternatives. If the Chair is the Discipline Administrator, the Search Committee will select a faculty member from the Search Committee to be included in the discussion.
- D. Interview of Candidates
1. Determine which members will ask which approved questions.
  2. Ask all approved questions of each candidate.
  3. Schedule approximately the same amount of time for each candidate.

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4. Maintain consistency during the interview process for comparison validation.
  5. Make written comments for each response on the interview form.
- E. Final evaluation by the Search Committee
1. The Committee shall evaluate candidates according to the approved criteria.
  2. The Committee shall select three preferred candidates any of whom would be acceptable as colleagues. The names and all the interview materials will be forwarded to the District's Affirmative Action Officer or designee. In the event of an inadequate pool the District Affirmative Action Officer or designee shall meet with the Chair of the Committee and the Discipline Administrator to discuss whether to proceed or to consider other alternatives.  
  
In the event there are not three preferred candidates, the Screening Committee Chair and the Administrator of the unit shall meet with the President and a representative from the Affirmative Action Officer or designee to discuss whether to proceed or consider other alternatives. If the Chair is the Discipline Administrator, a faculty member from the Selection Committee will be included in the discussions.
  3. The Committee may rank the preferred candidates and will select the faculty representative to the Selection Committee. The faculty representative to the Selection Committee has the responsibility to inform the Selection Committee of any rankings of the preferred candidates after the final interviews have been completed and before a final decision is made.
- F. Selection of Final Candidate by Selection Committee
1. The President or designee and two members of the Search Committee (one faculty member selected by the Search Committee and the Discipline Administrator of the Faculty Hiring service area) will interview the candidates. The Dean of Instruction (or for counselors, Dean of Students) and one additional faculty member from the Search Committee may participate at his/her option. Realizing that the search process involves considerable time, a small Selection Committee is encouraged.
  2. The Selection Committee prepares the final interview questions and forwards them to the District's Affirmative Action Officer or designee for review.
  3. After the interviews have been completed, the Selection Committee will discuss the candidates and give consideration to all finalists. The faculty representative to the Selection Committee will then inform the Selection Committee of the preferred candidates' ranking as determined by the Search Committee.

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(Employment Principles)

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4. As a result of the discussion of the candidates and disclosure of the Search Committee ranking, the President selects the successful candidate subject to validation of references.
5. If the Search Committee's first choice is not selected for the position, the President will meet with the Search Committee to discuss the reasons, at the request of the faculty representative to the Selection Committee. Such a meeting will be held prior to the position being offered to the candidate.
6. The President or designee will offer the candidate the position, subject to District approval.
7. The President recommends the candidate to the Chancellor.

### **PROCEDURES FOR TEMPORARY FULL-TIME FACULTY**

The selection of any temporary full-time faculty will be determined by using the procedures for new adjunct faculty.

### **FULL TIME FACULTY TIMELINE FOR HIRING PROCESS**

The District, in cooperation with the Search Committee and Selection Committee, shall make every effort to see that the steps required for hiring new faculty are completed as nearly as possible within the following timeline.

#### Week 1

- Campus decision to hire.
- Notification to faculty and Academic Senate of position opening.
- Request for committee volunteers by discipline administrators.

#### Week 2

- Meeting of faculty Search Committee.
- Meet with Affirmative Action Officer or designee to review the Affirmative Action Plan.
- Transmittal of announcement to District and notification to the Search Committee chair of any recommended changes by District prior to advertisement.

#### Weeks 3 - 4

- Processing of job announcement by District.
- Advertisement and recruitment for the advertised position.

#### Weeks 4 - 6

- Submission of paperscreening criteria and interview questions to District by the Search Committee.
- Approval of paperscreening and interview criteria by District.
- Submission of final interview questions to District by Selection Committee.

#### Week 10

- Affirmative Action review of the pool by the District.

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Weeks 11 - 12

- Receipt and processing of applications by the District and distribution to the Search Committee. Search Committee will be notified if a candidate has applied for a job at more than one of the Colleges in the District.
- Determination of Minimum Qualifications and Equivalency in the Search Committee.
- Paperscreening by the Search Committee.
- Interviews scheduled.

Week 13

- Interviews by the Search Committee.
- Committee selects preferred candidates.

Week 14

- Interviews by the Selection Committee.
- Reference validation on final candidate.
- Hiring recommendation to District for Board approval.

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Revised 07/23/96

Revised 12/09/98

### ADJUNCT FACULTY HIRING PROCEDURES

#### OVERVIEW

The purpose of this section is to specify procedures that will be used:

1. To develop a **District Adjunct Faculty Applicant Pool** organized by discipline areas,
2. To implement a **College-based Search Committee** that will interview and select adjunct faculty,
3. To implement a **College-based Equivalency Committee** to determine adjunct faculty "equivalencies" in discipline areas,
4. To implement **Emergency Hiring Procedures** for adjunct faculty.

#### I. DISTRICT ADJUNCT FACULTY APPLICANT POOL

The Adjunct Faculty Applicant Pool is composed of faculty applicants who have applied for an adjunct teaching position with the Coast District. As specified in the following section, the applications of candidates for this Applicant Pool will be accepted on a continuous basis throughout the year and as a result of specific advertisements, will be organized by discipline, and will be sent to College Search Committees that are seeking candidates for vacant adjunct teaching positions. Faculty who are in this **Applicant Pool** have not been interviewed by a College Search Committee, and their "equivalencies" to minimum qualifications have not been determined.

##### A. Application Period

Adjunct faculty candidates will be able to apply to the District for teaching positions at any time during the year. The District will maintain this continuous application process.

##### B. At least two times a year, the District will advertise to recruit candidates for discipline areas in which:

1. A College has requested an advertisement **or**
2. There are an inadequate number of candidates in the Applicant Pool **or**
3. There is an inadequate number of candidates from under-represented groups in the Applicant Pool.

##### C. Application Contents

All Adjunct Faculty candidates will be asked to limit their application packets to the following contents:

1. District Adjunct Application Form and four copies of (items 2, 3, 4)
2. Cover letter that contains a personal statement addressing their qualifications for the subject(s) to be taught. (not to exceed of two pages)
3. Resume (not to exceed two pages)

## **GENERAL PERSONNEL POLICIES**

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4. If applicable "Request for Equivalency Determination" form and supporting documentation,

(supporting documentation and original transcripts will not be required or accepted until specifically requested.)

### **D. Files for the Adjunct Applicant Pool.**

1. All applications received on a continuous basis and as a result of specific advertisements will form an Adjunct Faculty Applicant Pool.
2. District Office of Human Resources receives applications, logs into the applicant tracking system, and forwards appropriate copies to each College Affirmative Action Office.
3. Copies of application materials for all candidates in this Applicant Pool will be maintained by the College Affirmative Action Office and provided to College Search Committees as requested; the original applications remain on file at the District for incorporation into the official personnel files upon hire.
4. Applications received at the District will be filed by discipline and maintained for two years.

## **II. COLLEGE HIRING COMMITTEE**

It is the obligation of the College Hiring Committee to work in a timely manner to evaluate each candidate fully, impartially, and only in terms of qualifications specific to the position. In addition, since employment is a sensitive process, it is incumbent upon all Committee members, and those associated with such processes, to maintain the highest degree of confidentiality through its entirety. To reveal information which has been discussed in Committee to other than appropriate District/College personnel would compromise the process and individuals associated with it. Any concerns regarding the process should be directed to the Committee Chair, the Vice Chancellor for Human Resources, or the College Affirmative Action Officer or designee.

- A. The academic deans in conjunction with respective department chairs and/or subject matter specialists will regularly review all applications on file and may hire any person who has met the state's minimum qualifications or has been approved by the colleges' equivalency committee. Every attempt shall be made to include qualified candidates of underrepresented groups.
- B. All new adjunct hires must be evaluated under the provisions of the CFE/AFT or the CCCA/CTA/NEA contract evaluation procedures. Those found to be satisfactory could be offered a teaching assignment for the next semester.
- C. This process would eliminate most emergency hires.

**III. COLLEGE-BASED EQUIVALENCY COMMITTEES**

There are two options for the composition of the college equivalency committees: division-based or discipline based. Ordinarily, the equivalency committee would be organized by college divisions (see Section A); however, an individual discipline area of a college may choose to form a discipline-based equivalency committee (see Section B).

A. Composition of the College-based Divisional Equivalency Committees:

The term "division" is defined as an academic grouping of related disciplines/subjects/faculty assignments within a related field of study. It is not meant to be interpreted as geographical or site based grouping of faculty.

1. There should not be more than two faculty from one discipline/subject matter on any division committee, and consideration should be given to the breadth and diversity of committee composition.
2. There shall not be less than three full-time tenured faculty members.\*  
\* Should there be less than three full-time faculty members within a division, the committee composition shall reflect the ratio of full-time to part-time within that division so long as there is at least one full-time tenured faculty member. If there are no full-time faculty members within the division the Academic Senate President shall solicit and appoint a full-time tenured faculty member from a related discipline to serve on this equivalency committee.
3. The length of service will be for two years, and membership shall be staggered. (In the first year, two of the seats will be determined by lot to be one year)

B. Composition of the Discipline Equivalency Committee:

A discipline is defined as a subject area that has been adopted the Academic Senate of the California Community Colleges, as approved by the Board of Governors.

1. A discipline may decide to establish a discipline- specific equivalency committee.
2. A **Discipline Equivalency Committee** shall consist of three (3) faculty members selected by the discipline faculty.
3. At least two (2) of these faculty members shall be qualified and teach/work within the discipline. The others may be from related areas.
4. Not more than one (1) member of the Discipline Equivalency Committee may be on the search committee.
5. The provision for full-time/part-time ratio shall apply to the Discipline Equivalency Committee.
6. Length of service shall be two (2) years.
7. Election results shall be reported to the Academic Senate for confirmation.

## GENERAL PERSONNEL POLICIES

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### C. Selection of Divisional Equivalency Committee

1. The discipline/division administrator and the Academic Senate will jointly solicit nominations for faculty members willing to be elected to their divisional equivalency committee.
2. Each college division will elect a minimum of five (5) faculty from within their division to serve on an as needed basis for a period of two years. A Division may vote to increase the size of this committee to adequately address concerns of breadth and diversity.
3. Elections will be conducted by the Academic Senate in a manner consistent with its election procedures for other faculty positions.
4. Elections results will be presented to the Academic Senate for confirmation.
  - a. The Senate will vote to confirm or they may elect to return the results for reconsideration.
  - b. The Senate will identify the reasons why it wants the committee composition reconsidered. These reasons may include, but are not limited to: elections which may not produce a committee membership with enough breadth of faculty subject matter specialty to adequately assess equivalencies for all related disciplines within the division; a perceived process or procedural irregularity; and/ or the lack of sufficient diversity within the committee membership.
  - c. An alternative to non-confirmation of an election available to the Senate in such circumstance would be to vote to expand the size of a particular divisional committee and conduct another election for additional members.
5. The committee shall elect a chair who will coordinate the dissemination of all materials.

### D. Evaluation of Equivalency

1. Any candidate applying under the provisions of equivalency who is selected for interview by the search committee shall have his/her application materials forwarded to the equivalency committee for evaluation prior to the interview.
2. Evaluations shall be done in a timely manner (within 7 working days), either individually or in a committee meeting, so as not to delay the interview process.
3. Evaluations shall be done using the Equivalency Evidence Validation Form (Appendix A).
4. The committee members shall review the applications and the materials submitted by candidate to support his/her request for equivalency.

### E. Voting on Equivalency

## GENERAL PERSONNEL POLICIES

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1. If more than one faculty member votes to withhold equivalency, equivalency will not be granted. The committee chair shall then call a meeting of the committee as a whole to discuss the candidate's documentation.
2. When individuals are granted equivalency by one college they will be certified as equivalent for all colleges within the district.
3. The committee chair shall forward the committee's decision to the Search Committee Chair and the College Affirmative Action Office of either:
  - a) granting equivalency
  - or
  - b) not granting equivalency.
4. If the applicant has not been granted equivalency, the application shall be pulled from the pool and given no further consideration by that college search committee.

### F. Training

The Affirmative Action Officer and the President of the Academic Senate (or designee) shall jointly develop and conduct a two hour training session for all committee members and Educational Deans on the concept and procedures related to Equivalency.

## IV. EMERGENCY HIRING PROCEDURES

The emergency procedure is intended to be rarely used. An emergency exists when there is no suitable candidate in the hiring pool who is available to teach a particular subject **and** there is not sufficient time to follow the normal procedure. In this case, the discipline/division administrator may interview and hire a qualified candidate (i.e., hold the appropriate credential, meet the minimum qualifications, or has been granted equivalency by one of the college's in the District) directly from current applicant files or other sources.

The following rules shall apply:

- 1) The applicant may be hired for a maximum of one academic year which may be as follows: two consecutive semesters and one consecutive summer. The following examples would comply:
  - a) fall, spring, summer
  - b) spring, summer fall
  - c) summer, fall, spring
- 2) The candidate must be evaluated in the first semester of instruction.

**GENERAL PERSONNEL POLICIES**

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**Appendix A**  
(Side 1)

**COAST COMMUNITY COLLEGE DISTRICT**  
Equivalency Committee Determination

Applicant

Discipline

**TYPE OF EQUIVALENCY REQUESTED:**

**Academic Course Work** - Including Degrees, Internships, and Licenses

I certify that I have reviewed all documents related to this applicants request for an equivalency determination and that in my professional judgment this candidate's experience is in fact equivalent ( equal ) to all course work, qualifying examinations or thesis requirements normally completed by an individual completing the minimum requirements expected at an accredited institution in this area of study.

**Minimum Experience** (Where Applicable)  
- Work Experience, Teaching Experience and Special Qualifications

I certify that I have reviewed all documents related to this applicant's request for an equivalency determination and that in my professional judgment this candidate's experience is in fact equivalent ( equal ) to the work experience normally gained by an individual who has completed the minimum work experience listed in this job description. This candidates work history and professional experience has adequately prepared him/her in a manner similar to that expected of other candidates who have met the formal minimum requirements advertised for this position.

I further certify, that in my professional judgment, this candidate's experiences have fully prepared him/her to teach all subjects which this district currently offers in the field of study for which this equivalency will qualify this candidate.

Name \_\_\_\_\_ College

YES  No

Signature

Date

**GENERAL PERSONNEL POLICIES**

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**Appendix A**

(Side 2)

**EQUIVALENCY EVIDENCE VALIDATION**

Please review the application material and check all areas below that are pertinent. Equivalency shall be granted based on the criteria below.

- Degrees
- Transcripts w/ course descriptions
- Continuing education
- Certificates
- Credentials
- Licenses
- Job related experience
  
- Letters of reference
- Records of performance
- Publications/reviews
- Portfolio/exhibitions
- Awards/honors
- Recognition
- Internships
- Apprenticeships
- Community service
- Other

**GENERAL PERSONNEL POLICIES**

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**COAST COMMUNITY COLLEGE DISTRICT  
COLLEGE DIVISIONAL OR DISCIPLINE EQUIVALENCY COMMITTEE  
CANDIDATE EQUIVALENCY DETERMINATION**

Applicant Name:

Position Applied For:

**College Equivalency Committee Vote Tally:**

\_\_\_\_\_ YES VOTES                      \_\_\_\_\_ NO VOTES

**BASED ON MY TABULATION THE VOTES OF THE COMMITTEE MEMBERS:**

\_\_\_ COMMITTEE AGREES TO AWARD EQUIVALENCY

\_\_\_ MORE THAN ONE COMMITTEE MEMBER HAS VOTED WITHHOLD  
EQUIVALENCY, THEREFORE EQUIVALENCY IS DENIED.

Equivalency Committee Chair

\_\_\_\_\_ Date  
Signature

College

**GENERAL PERSONNEL POLICIES**  
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**A P P E N D I X**

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(Ethnic Distribution Pie Charts are available from the Human Resources Office -- 84710)

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

Opening Date: May 10, 1990

Closing Date: June 7, 1990

5:00 p.m.

**Position Description: INSTRUCTOR IN ART HISTORY  
AND STUDIO ARTS**

Contract (tenure-track), full-time  
two-semester per year position.

**Location: Orange Coast College**

**Start Date: August 17, 1990**

**Performance Responsibilities:**

1. Teach a variety of Art History survey courses from the prehistoric to contemporary periods.
2. May also teach a studio course such as Exhibition Design, Sculpture, or 3-D Design as part of the assignment.
3. Fulfill the professional responsibilities of the position of instructor.

**Minimum Qualifications:**

1. Possess the California Community College credential required for this subject area OR
2. Master's Degree in Fine Arts, Art or Art History OR
3. Bachelor's in any of the above AND Masters in Humanities OR
4. The equivalent education and/or experience that is at least equal to #2 or #3 above.

**Desirable Qualifications:**

1. Successful teaching experience working with diverse students who are similar to the community college student population.
2. Previous college-level teaching experience.
3. Strong background in and ability to communicate with introductory students in the field of Art History.
4. Demonstrated commitment to teaching lower division students.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **Instructor in Art History and Studio Arts**

**#43-O-90**

Additional Application Requirement:

1. Current resume of professional experience.
2. Portfolios or slides may be requested at time of interview.  
DO NOT send these materials with application.

#### **Salary:**

The **annual salary range** is \$22,844 to \$52,742, plus a stipend of \$1,562 for possession of an earned Doctorate from an accredited institution. Appropriate placement on this salary schedule is based upon preparation and years of experience.

#### **Employee Benefits:**

The District provides a comprehensive benefits program. Dental and vision care plans for employees and dependents, and life insurance and income protection plans for employees are fully paid by the District. A variety of medical plans covering employees and their dependents are available, with the District paying the major portion of the cost.

#### **Application Procedures:**

The completed application for this specific position must be submitted directly to the Coast Community College District Office of Human Resources, 1370 Adams Avenue, Costa Mesa, CA 92626, **Attention: Applicant Processing**. Application forms may be obtained at the Office of Human Resources or will be mailed upon request by calling (714) 432-5008. Because of possible postal delays, it is suggested when feasible you personally obtain the application form, complete all portions and return it before the closing date deadline. The District will consider only individuals who submit a completed application.

**NOTE:** Staff members are encouraged to apply for promotional positions. Applications and selection procedures are the same as for applications from outside the college.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **Position Description - Instructor**

The primary duty of instructors shall be to teach assigned courses within the approved curricular program.

As an art and a learned profession, teaching imposes complex and diverse obligations which vary, both in importance and susceptibility to precise description. Instructors shall be assigned to teach courses within their area of professional training and expertise. They shall discharge the following responsibilities at an optimum level of proficiency:

1. To help the students fulfill their maximum potential in mastering course content.
2. To instill in students a respect for excellence and a desire to pursue it.
3. To develop in the student a respect for differing points of view.
4. To maintain a thorough and up-to-date knowledge in the Instructor's regular teaching field, to plan courses and to revise such plans when appropriate.
5. To maintain a fundamental knowledge of instructional materials and techniques, and methods of student evaluation.
6. To maintain high standards of professional conduct and ethics appropriate to the instructor's professional position.
7. To adapt appropriate methods and materials of teaching to meet the needs of students, consistent with the maintenance of quality education.
8. To teach courses in general conformity with official course outlines.
9. To provide students with written course objectives, with an explanation of grading standards, and with periodic opportunities for the students to evaluate their progress based on these objectives and standards.
10. To maintain reasonable availability to students, including the maintenance of office hours.
11. To respond to student inquiries, or to refer students to appropriate personnel when solution of their problems requires it.
12. To support student activities through appropriate participation, including club advisorship and/or acting as an advisor to student activities.

## **GENERAL PERSONNEL POLICIES**

### (Employment Principles)

13. To engage in no outside employment or other activities that will impair the effectiveness of professional service and to desist from authorizing or permitting any commercial exploitation of the instructor's professional position.
14. To adhere to class and examination schedules and to follow proper fiscal and student accounting procedures.
15. To maintain records required by the college and report grades and attendance in a timely manner based on college procedures.
16. To submit timely requests for necessary textbooks, materials, and equipment.
17. To perform assigned committee work and to attend meetings called by the college, as long as such obligations are reasonable.
18. To take reasonable precautions against the theft, deterioration or destruction of department facilities, equipment and supplies.
19. To observe safety standards appropriate to his instructional obligations, and to instruct students accordingly.
20. To respect the academic freedom of student to express their opinions on controversial matters germane to the subject matter of courses taught, subject only to the maintenance of appropriate classroom decorum and the time constraints necessary to implement the attainment of course objectives.

Items 10, 12 and 17 are not applicable to adjunct faculty members.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **SEARCH COMMITTEE CHECKLIST**

We, the undersigned, have completed the following:

1. Attempted and/or selected Search Committee Members from under-represented groups specifically considering gender and ethnicity.
2. Elected chair.
3. Developed job announcement.
4. Met with the District's Affirmative Action Officer or designee to review Affirmative Action Plan, including procedures, District and College goals, pool diversity, State regulations, and suggested affirmative action questions.
5. Followed established District Equivalencies Procedures.
6. Reviewed search processes and forms.
7. Developed application screening criteria which was reviewed by the District's Affirmative Action Officer or designee.
8. Developed interview questions from job announcement which was reviewed by the District's Affirmative Action Officer or designee.
9. Checked application materials for completion and minimum eligibility.
10. Completed paperscreening forms.
11. Determined candidates to be interviewed.
12. Determined which members would ask which questions.
13. Asked all approved questions.
14. Completed interview rating forms, including written comments.
15. Evaluated each candidate fully and impartially.
16. Recommended candidates to Selection Committee.
17. All members attended all Committee Meetings.

### **COMMITTEE MEMBERSHIP**

Chair  
Member  
Member  
Member  
Member

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **ADVERTISING RESOURCES**

#### **Newspapers**

Arizona Republic  
Asia Week  
Chicago Tribune  
Daily Pilot  
Dallas Morning News  
Del Mundo  
Denver Post  
Filipine News  
Honolulu Advertiser  
Honolulu Star  
Houston Chronicle  
Kashu  
Korean Daily News  
La Opinion  
Long Beach Press Telegram  
Los Angeles Times (All Editions)  
Los Angeles Sentinel  
Miniodonas  
Native American Press  
Navajo Times  
Orange County Register  
Rafushimpo  
San Diego Union Tribune  
San Francisco Chronicle  
San Francisco Examiner  
San Jose Mercury Times  
San Juan Star (Puerto Rico)  
Seattle Times  
The Daily News  
Watts Times

#### **Magazines/Other**

AACJA Careerline  
ACCA  
Affirmative Action Newsletter  
Affirmative Action Register  
Art Search  
Aviation Weeks & Space Technology  
Black Issues in Higher Education  
California Job Journal  
Chronicle of Higher Education  
College Times  
Community College Weekly  
Computer World

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(Employment Principles)

Daily Variety  
Educational Challenge  
Electronic Media  
Employee Finder/CASBO  
Hispanic Link  
Hispanic Hotline  
National Cinema Network  
The News (California Association of Community Colleges)  
Papago Runner

### **JOB ANNOUNCEMENT**

#### **Outside Distribution**

Regular mailing list of one-hundred and eighty (180) colleges, job developers, placement centers, and occupational centers throughout southern California.

Wide-range mailing list of one-hundred nineteen (119) colleges, placement centers, and rehabilitation centers throughout the state.

Affirmative Action mailing lists of forty-eight (48) is comprised of organizations providing ethnic services, training centers, placement agencies other agencies serving women and minority groups.

Job Summary (weekly) is a summarized list of all open positions mailed each Friday to two-hundred (200) offices (combined regular and wide-range mailing lists).

#### **Inside Distribution**

District-wide distribution consists of one-hundred and ninety-eight (198) campus offices, departments and staff members.

Job Summary - Distributed weekly to Management and supervisory staff for posting.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **COAST COMMUNITY COLLEGE DISTRICT EQUIVALENCY DETERMINATION**

For the Position Of:

Applicant's Name:

**INSTRUCTIONS:** THE INFORMATION REQUESTED BELOW IS REQUIRED OF ALL CANDIDATES **NOT HOLDING THE STATED MINIMUM QUALIFICATIONS**, WHO ARE SEEKING CONSIDERATION ON THE BASIS OF EQUIVALENCY. CANDIDATES MAKING APPLICATION UNDER THE EQUIVALENCY BASIS, SHALL SUBMIT THIS SUPPLEMENT AS WELL AS ALL OTHER MATERIALS SPECIFIED UNDER "APPLICATION PROCEDURE" ON THE VACANCY ANNOUNCEMENT. REFERENCES TO RESUMES AND MATERIAL OTHER THAN ADDITIONAL SHEETS REQUIRED TO COMPLETE THIS FORM WILL NOT BE ACCEPTABLE.

1. List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.
2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.
3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance/exhibitions, honors/awards, etc.)
4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.

**GENERAL PERSONNEL POLICIES**

(Employment Principles)

5. List relevant memberships and/or organizational activities that should be considered to determine equivalency.
  
6. List the name, address and phone number of three (3) references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications.
  
7. Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS ARE COMPLETE, TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT.

Signature \_\_\_\_\_ Date

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **AFFIRMATIVE ACTION GUIDELINES**

District/College practices have been carefully reviewed to ensure that equity and access are assured in the employment process to enable the District/College to select the qualified candidate for appointment from the most diverse pool feasible. The following standards are in force within in the District's employment process.

1. Application forms are in compliance with local, state, and federal statutes regarding employment discrimination.
2. Questions concerning marital status, dependency or child care obligations are neither asked of the applicant nor investigated.
3. Assumptions about a particular individual's willingness or ability to relocate are not made.
4. Personnel involved in reviewing applicants are routinely instructed that information about race, age, sex, or ethnicity may not be considered as part of an applicant's evaluation.
5. Questions asked of applicants are limited to those relating to specific job qualifications and performance requirements such as experience, skills, and educational background appropriate to the specific position for which the individual is applying.
6. A separate record is maintained showing the ethnic background and sex, when known, of applicants for employment. Additionally, an interview summary for all applicants who are interviewed is maintained, indicating: recruiting source, date(s) of interview(s), sex, and ethnic background. The name of the individual selected is shown on this summary as well as the names of the individuals involved in the screening and selection process. Reasons for nonselection of an applicant are shown on an individual disposition form.
7. Throughout the search and selection processes, the responsible administrator and/or chairperson shall seek approval at various stages from the Staff Diversity/Affirmative Action Officer or designee so corrective action may be taken, if necessary, to ensure compliance in the Staff Diversity/Affirmative Action Program.
8. Selection of unqualified/overqualified persons on grounds of race, age, sex, ethnicity, handicap or status as a Vietnam-era veteran constitutes discrimination and is prohibited. Similarly to terminate, demote, or displace a person on these grounds in the name of Staff Diversity/Affirmative Action is also discriminatory and prohibited.

Affirmative Action is achieved through enrichment of the selection pool to assure diversity. This ensures recruitment, appointment, and promotion of a varied population for vacancies created by normal growth and attrition in existing positions.

## **GENERAL PERSONNEL POLICIES**

### **(Employment Principles)**

9. The Affirmative Action Officer or designee will provide training to ensure full compliance with all District selection and Affirmative Action policies, goals and procedures. The Affirmative Action Officer or designee may also assist in the search and selection of candidates.
10. Each Search or Selection committee establishes a selection procedure which includes a review of qualifications for appointment and the development of a standard set of job-related questions to be used during the interview process. For each division and each position, qualifications will vary; however, there can be no disqualification based on race, age, sex, ethnicity, or handicap. Affirmative Action does not require either the consideration of applicants of lesser qualification or of applicants who are not qualified or physically capable of assuming the responsibilities of the position.
11. Since deviation from policy and procedure can result in legal liability, the Staff Diversity/Affirmative Action Officer or designee has the authority to suspend the process if he/she determines such action is necessary. If, in the opinion of the Staff Diversity/Affirmative Action Officer, the composition of the candidates interviewed does not adequately represent ethnic minorities and women as a result of the recruiting and screening process, additional steps may be taken. This includes extending or reopening the position, expanding the geographic recruitment area, and establishing recruitment teams. In such instances, those who had applied earlier will continue as candidates unless determined not to have the minimal qualifications.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **INTERVIEW QUESTION GUIDELINES**

**Questions and inquiries utilized during an interview shall not discriminate against any individual on the basis of race, color, sex, ethnic or national origin, religion, age, or handicap. No questions or inquiries may be utilized if they produce an adverse effect on the equality of treatment accorded all applicants.**

**What Cannot Be Asked. Omit questions that are not employment related, or necessary for discharging the duties of the position; such as:**

1. Age or date of birth.
2. What are your plans for marriage? Currently living with your husband/wife? How long married/divorced/separated? Still see your ex-husband? Is your present husband your children's father?
3. Name of spouse, spouse's address, or place of employment.
4. Children's names. How old are the children? Who takes care of them? How many children are there? Do you have children? Are you pregnant? Do you plan to have children?
5. Parent's name, father or mother's surname, maiden name. Parent's place of employment, place of residence, whether they own or rent.
6. Are you naturalized? U.S. born? Where were you born? Where were your parents born? Your spouse's birthplace? Any kind of question that would divulge lineage, ancestry, national origin, birthplace, etc.
7. Your religion; name of rabbi, priest or minister; can you work Saturdays, Sundays; what religious holidays are observed?
8. Previous address, how long at present address, persons residing at address, whether rent or own, relocation attitudes unless required by the job.
9. Have you ever had any property repossessed/foreclosed?
10. Finances, financial obligations, loan wage attachments, personal bankruptcies. Have wages ever been garnished?
11. How did you finance your education?
12. What is the lowest salary you would accept?
13. Is your family dependent upon your working? Do you have to work? How does your husband feel about your working?

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

14. Do you own a car? How will you get to work?
15. Ever arrested? Ever had trouble with the law?
16. Don't ask about organizations, clubs, societies, or lodges (employment-related professional organizations OK).
17. Height or weight, unless an actual job requirement. Do not request a photograph even if stated optionally.
18. No questions are permitted concerning race, color of skin, color of hair or eyes.
19. You may not ask questions regarding physical disabilities or handicaps, general medical condition, health or illnesses. Do not ask questions pertaining to present or past receipt of workers' compensation.
20. Inquiry into general military service. Do you have an honorable discharge from military service?
21. Recreation, hobbies, or social preferences.
22. Personal dress, grooming or related practices.
23. Use of tobacco, alcohol or other stimulants.
24. Friends or relatives employed by Coast Community College District.
25. Political association, activity or voting record.
26. Views on supernatural, mystical or psychological phenomena.
27. Views on current local, national, or world affairs.
28. Personal cultural beliefs, awareness or commitment.
29. Name or address of a relative to be notified in case of emergency.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

**Questions relevant to education, training, experience, competency and professional growth may be asked if they create no adverse effect. The bulk of the interview should be specifically on knowledge, skills and employment experiences. The following are a list of sample interview questions:**

### **Work History**

1. What were your major responsibilities on your last or present position?
2. Why did you go to work there?
3. What problems or problem areas did you encounter in your present position? What areas of frustration have you encountered in present or previous positions?
4. In what areas did you excel or do particularly well?
5. How did your immediate supervisor regard your work, how did coworkers view it?
6. Why do you want to leave your present position? Please be frank and specific.
7. What did you like about that job, the people, or employer?
8. What did you dislike about that job, the people, or employer?
9. What kind of people do you find difficult to work with?.
10. What do you think you accomplished most in that position?
11. What do you consider to be important about a position?
12. If you were in that supervisor's position, what changes or improvements would you make? Why?
13. What do you look for most in a position?
14. What do you look for most in a supervisor?
15. Describe what you would consider a difficult supervisor?
16. What is there in your overall background that you think would enable you to perform well in this position?

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

### **Education**

1. What have you done to prepare yourself for employment as a \_\_\_\_?
2. What were the most significant things you got out of your formal education or training?
3. In what subjects did you have your greatest difficulty?

### **Goals**

1. What are your career/professional objectives?
2. What would you like to be doing five or ten years from now?
3. How long have you had this plan in mind? Why is it a good plan?
4. What fields interest you other than the one you are in?
5. If you were starting all over what other fields would you consider?
6. What things help a person become successful?
7. When will you be available to begin?
8. Are you familiar with the job expectations and requirements?
10. What are your qualifications for this position?
11. What do you know about our organization?

## **GENERAL PERSONNEL POLICIES**

### **Self-Evaluation**

1. How would you make the best contribution to an employing organization?
2. What are your strengths?
3. Where do you need to improve the most? What are you doing about it?

**Open-ended questions and further elaboration may be encouraged by using such words and phrases as:**

1. How did you happen to...?
2. For example, for instance...
3. Would you say...and why?
4. Why?
5. What prompted your decision?
6. What influenced you to...?
7. Could you explain?
8. Please go on, please elaborate.
9. That's interesting.
10. I'm not clear on that, could you...
11. While on the subject...
12. Speaking of...
13. Anything you would like to add?
14. When did you...?
15. Where did you go next?



**GENERAL PERSONNEL POLICIES**  
(Employment Principles)

No. 5

Rating

Comments:

No. 6

Rating

Comments:

No. 7

Rating

Comments:

No. 8

Rating

Comments:

No. 9

Rating

Comments:

No. 10

Rating

Comments:

**GENERAL PERSONNEL POLICIES**

(Employment Principles)

**APPLICANT NO:** \_\_\_

**PAPERSCREENING SUMMARY FORM**

CANDIDATE \_\_\_\_\_ POSITION NO.

**RATING RECAP**

COMMITTEE :							
Criteria							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Subtotal							

**TOTAL:**

**RECOMMENDATION:** Based on this evaluation, this candidate should:

1. \_\_\_ Be interviewed.                      2. \_\_\_ Not be given further consideration.

**GENERAL PERSONNEL POLICIES**

(Employment Principles)

**BRIEFLY JUSTIFY DECISION:**

---

Chairperson

Staff Diversity/AA Facilitator

**GENERAL PERSONNEL POLICIES**

(Employment Principles)

APPLICANT NO.  
NAME OF APPLICANT:  
INTERVIEWER:

POSTION APPLIED FOR:  
JOB NO.  
DATE OF PAPERSCREENING

**INTERVIEW RATING FORM**

**INSTRUCTIONS:**

Please use the format below to note **key** information regarding responses to questions by interviewees. The level of experience, knowledge, skill, and ability is to be rated on a scale of 1-10, 1 being the lowest and 10 being the highest. Written comments must be stated to support each rating.

**Question**

No. 1 Rating

Comments:

No. 2 Rating

Comments:

No. 3 Rating

Comments:

No. 4 Rating

Comments:

No. 5 Rating

Comments:

**GENERAL PERSONNEL POLICIES**  
(Employment Principles)

No. 6 Rating

Comments:

No. 7 Rating

Comments:

No. 8 Rating

Comments:

No. 9 Rating

Comments:

No. 10 Rating

Comments:

**GENERAL PERSONNEL POLICIES**

(Employment Principles)

**INTERVIEW SUMMARY FORM**

**APPLICANT NO:**

CANDIDATE \_\_\_\_\_ POSITION NO.

**RATING RECAP**

COMMITTEE :							
Criteria							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Subtotal							

**TOTAL**

**RECOMMENDATION:** Based on this evaluation, this candidate should:

1. \_\_\_\_ Be interviewed. 2. \_\_\_\_ Not be given further consideration. 3. \_\_\_\_ Be offered position.

**GENERAL PERSONNEL POLICIES**  
(Employment Principles)

**BRIEFLY JUSTIFY DECISION:**

---

Chairperson

---

Staff Diversity/AA Facilitator

Date

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

**50-1-17-1**

Approved 11/19/07

Revised 04/15/09

Last Revised 4/22/09

### **SEARCH AND SELECTION OF THE COAST COMMUNITY COLLEGE DISTRICT EXECUTIVE MANAGEMENT EMPLOYEES Effective 11/19/07**

- Chancellor -**
- Vice Chancellors –**
- College Presidents -**

#### **POLICY**

This Policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Further, this Policy is intended to respect all applicants who apply for a position in the Coast Community College District (CCCD), as well as the students, community members, and employees who serve on the Search and Selection Committees. The need for senior administrators hiring and staffing recommendations within the Coast Community College District is the responsibility of the District Chancellor. The CCCD culture requires that there be a process of determination of position need and ultimately a recommendation to the Board of Trustees with consultation between the Chancellor and the Board of Trustees.

The purpose of this policy is to provide a framework and hiring standard for the selection of the best people to join the Coast District family of employees, so that ultimately our students and community will be served in an exemplary way.

The Search Committee, after constituted, will prepare a job description in consultation with the Vice Chancellor of Human Resources, set minimum qualifications based on state law, and list desirable qualifications. Prior senior executive job descriptions and announcements will be made available to the Search Committee. All members of the Search Committee, before actual paper screening, will undergo training by the Human Resources Department and will receive a copy of the District's hiring policies.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

### **ADMINISTRATIVE PROCEDURES**

#### **Announcement of the Position**

The position shall be open for a minimum of 30 working days. The recruitment period will be extended where the applicant pool has fewer than 6 minimally qualified applicants. Announcements will state that if reference letters are included with their application packet, the letters will be used as part of the determination as to whether the applicant may receive an invitation for an interview.

Executive management employees refers to the positions of Chancellor, Vice Chancellors, and College Presidents.

#### **Search and Selection Committees Composition**

##### **CHANCELLOR**

The Search Committee for the position of Chancellor is as follows:

- Two Board members appointed by the Board of Trustees
- One community member appointed by the Board of Trustees
- One College President appointed by the Chancellor or the Board of Trustees
- Three Academic Senate representatives appointed by the Senates of the three colleges
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) appointed by CCCA/CTA
- One administrative representative appointed by Coast District Management Association (CDMA)
- One Confidential employee appointed by the Confidential employees

TOTAL: 13 members

Advisor: Vice Chancellor, Human Resources or designee of the Board of Trustees

The Search Committee shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified to the Selection Committee. If in the consensus of the Search Committee through the Chair is that fewer than 3 candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees.

## **VICE CHANCELLOR**

The Search Committee for the position of Vice Chancellor is as follows:

- One Board member appointed by the Board of Trustees
- One community member appointed by the Board of Trustees
- One Vice Chancellor appointed by the Chancellor
- One College President appointed by the Chancellor
- Three Academic Senate representatives appointed by the Senates of the three colleges
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) appointed by CCCA/CTA
- One administrative representative appointed by Coast District Management Association (CDMA)
- One Confidential employee appointed by the Confidential employees

TOTAL: 13 members

Advisor: Chancellor or designee.

The Search Committee members shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified to the Selection Committee. If in the consensus of the Search Committee through the Chair, is that fewer than 3 candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees, with the advice of the Chancellor.

## **PRESIDENT**

The Search Committee for the position of College President is as follows:

- One Board member appointed by the Board of Trustees
- One community member appointed by the Board of Trustees
- \*One representative from the college filling the position, appointed by the sitting college President
- One College President appointed by the Chancellor
- Three Academic Senate representatives from the college filling the position, appointed by the Senate
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) from the college filling the position, appointed by CFCE
- One representative of Coast Federation of Educators (CFE) from the college filling the position, appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) from the college filling the position, appointed by CCCA/CTA
- Two administrative representatives appointed by the Coast District Management Association (CDMA) of the College Unit

TOTAL: 13 members

Advisor: Chancellor or designee

\*In special circumstances, the Chancellor shall appoint this representative.

The Committee members shall select the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified for the position to the Selection Committee. If in the consensus of the Search Committee through the Chair is that fewer than 3 candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees, with the advice of the Chancellor.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

### **Responsibilities**

The Chancellor is responsible for:

1. After seeking input from the members of Chancellor's Cabinet, determining position needs and making such determinations as recommendations to the Board of Trustees.
2. Supporting the pursuit of diversity throughout the entire Search and Selection processes.
3. Articulating the District's needs regarding the position to the Search and Selection Committee Members.
4. Assisting the Search Committee in the creation of the position announcement for all positions except Chancellor.
5. Ensuring the integrity of the procedures established by this Policy.

The Vice Chancellor for Human Resources is responsible for:

1. Developing Search and Selection procedures that support this Policy.
2. Providing training to all members of Search and Selection Committees to ensure that the activities of the committees comply with applicable state and federal laws and regulations, this Policy, and the Human Resources search and selection procedures developed to support this Policy. This training will include providing each member of the Search and Selection Committees with a written copy of the District Executive Management Hiring Policy and the Human Resources Search and Selection procedures.
3. Supporting the Coast District's pursuit of diversity in the hiring of employees
4. Facilitating the implementation of the procedures established by this policy, including being a resource to the Search and Selection Committees when requested to do so by a committee or committee member.
5. Ensuring that only applications that are received by the closing date of the position are forwarded to the Search Committee.
6. Coordinating the recruitment/advertising campaign for the position.
7. Providing logistical and clerical support as needed to the Search and Selection Committees.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

8. Reviewing the paper-screening criteria and interview questions for the Search Committee, and the interview questions for the Selection Committee to ensure compliance with local, state, and federal laws.
9. Coordinating the reference-checking phase of the Selection process.

The Search Committee members are responsible for:

1. In consultation with the Chancellor, creating the recommended position announcement/job description. The creation of the position announcement/job description will include the determination of the minimum and desired qualifications for the position. For the position of Chancellor, the position announcement/job description will be created in consultation with the Board of Trustees.
2. Supporting the pursuit of diversity throughout the Search process.
3. Selecting the Chair of the committee.
4. In consultation with the Vice Chancellor for Human Resources, determining the calendar plan for the steps in the search process, including the days and times of all committee meetings and an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Reviewing all applications to determine the minimum qualifications for the position have been met.
6. Determining paper-screening criteria based upon the position's required and desired criteria as stated in the position announcement and paper-screening each application that meets the minimum qualifications for the position. Applications that do not meet the minimum qualifications as stated in the position announcement shall not be considered by the Search Committee.
7. Determining which applicants will be invited to an interview based upon the accumulated results of the paper-screening process.
8. Determining interviewing criteria.
9. Interviewing each interviewed applicant equivalently, respectfully, and conscientiously.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

10. Discussing the relative strengths and weaknesses of the applicants interviewed. Professional experience by individual committee members with applicants shall be shared by committee members as a part of this discussion.
11. Recommending the most highly qualified applicants to the Selection Committee. If the Search Committee is unable to recommend a minimum of three (3) applicants to the Selection Committee, the position will be reopened for additional applicants.
12. Excusing committee members for the remainder of the process if they are unable to attend every meeting and interview.
13. Respecting the confidentiality of the Search process.

The Chair of the Search Committee is responsible for:

1. Setting agendas and conducting all meetings of the committee.
2. Representing the Search Committee to the Vice Chancellor for Human Resources, the Chancellor, and the Board of Trustees.
3. Serving as the Search Committee's representative to the Selection Committee.

The Selection Committee members are responsible for:

1. Respecting the work of the Search Committee by interviewing every applicant forwarded by the Search Committee for their consideration.
2. Supporting the pursuit of diversity during the Selection process.
3. Creating interview questions for the finalist applicants.
4. Developing an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Interviewing all applicants equally, respectfully, and conscientiously.
6. Recognizing that the Search Committee did not have access to any reference checking information provided to the Selection Committee.
7. Respecting the confidentiality of the Selection process.
8. Selecting the candidate who best fulfills the requirements of the position.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-18  
Approved 09/05/90

### **POLICY ON SEXUAL ASSAULT**

#### **Statement of Philosophy**

All people who participate in programs and activities of the Coast Community College District have the right to do so under safe conditions without physical or psychological threat. Toward that end, the District, through its three colleges, offers a comprehensive program of education and service to minimize the risk of sexual assault to all citizens who use its facilities.

The Coast Community College District considers sexual assault as a major offense. Identified sexual offenders who are required to register with local law enforcement officials (California Penal Code 290) may be restricted from using certain facilities and programs of the District.

#### **Definition of Sexual Assault**

This policy deals with sexual assault as defined in the following three subsections. Please refer to CCCD Policy 050-1-6 (Sexual Harassment) and CCCD Policy 030-10-1 (Student Code of Conduct) for related issues.

**Sexual Battery:** When you touch an intimate part of another person for the purpose of sexual arousal, gratification, or abuse when that person is unlawfully restrained and the touching is against the will of the person being touched you can be found guilty of sexual battery. When you force another person to commit sexual battery, you can be found guilty of sexual battery. (California Penal Code 243.4)

**Rape:** Rape is forced sexual intercourse. It is about power, control, and anger. It is not about sex. Rape can be completed with any sexual penetration (including a foreign object), no matter how slight.

The California Penal Code defines rape in Chapter 1 (commencing with Section 261) of Title 9, Part 1.

When you have sexual intercourse under the following circumstances with a person, you can be found guilty of rape.

- (1) You know that person cannot give legal consent because of a developmental or physical disability or mental disorder.
- (2) You force yourself on that person by means of violence or threat of bodily injury.
- (3) You give that person drugs or alcohol that prevent that person from resisting.
- (4) You know that the person is unconscious during the act of sexual intercourse.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-18

Cont'd

- (5) That person erroneously believes that you are her or his spouse.
- (6) You threaten to retaliate against that person or any other person in order to force sexual intercourse.

Unlawful Sexual Intercourse: Sexual relations (intercourse) with a female who is not your wife and who is under 18 years of age is against the law (California Penal Code 261.5).

### **District Program for Dealing with Issues Surrounding Sexual Assault**

Each college shall operate a coordinated program dealing with the issue of sexual assault. The areas of emphasis are education, environment, and services.

**Education:** Each college will provide a multi-faceted Program of education, including appropriate behavior for men and women, sources of assistance for victims of sexual assault, and related matters. Aspects may include but not be limited to

1. Self-defense classes
2. Rape, date-rape, and sexual assault awareness weeks
3. Units on sexual assault in health education and human sexuality classes
4. Brochures and other printed materials made available at various locations throughout the college
5. Development of a buddy system for returning to cars at night
6. Notices on bulletin boards of sources of assistance for victims
7. Professional development programs for targeted groups of faculty, e.g., athletic coaches, adjunct faculty

**Environment:** Each college may regularly take such actions as necessary to provide safe facilities. Colleges may provide programs such as the following:

1. Annual safety survey conducted by the college sexual assault committee
2. Follow-up work to eliminate safety hazards
3. Escort services from classrooms and offices to the parking lots

## GENERAL PERSONNEL POLICIES

(Employment Principles)

050-1-18

Cont'd

**Services:** The colleges will provide a variety of services to assist victims of sexual assault.

1. College security officers or other college officials shall call local police, and paramedics if necessary, in the event of any incident that might be construed by them to involve sexual assault.
2. College officials may require a student, subject to the Student Code of Conduct, who is accused of sexually assaulting another student who is enrolled in the same class section to change class sections if the victim has filed a report with local police or is participating in the Victim/Witness Assistance Program. In addition, the accused student may be subject to actions as specified in the Student Code of Conduct.
3. The Student Health Service may offer the following services to student victims of sexual assault:
  - (a) Provide crisis intervention
  - (b) Prepare the victim for staff and police reports, as appropriate
  - (c) Arrange for a sexual assault counselor to serve as an advocate for the victim
    - (1) Prepare the victim for hospital assessment and collection of evidence
    - (2) Provide immediate medical attention
  - (d) Offer follow-up services for victims such as:
    - (1) Provide emotional support
    - (2) Assess current psychological needs regarding issues such as fear, anger, and sleep disturbance
    - (3) Assess disruption in primary relationships
    - (4) Provide campus and community referrals and encourage their use
    - (5) Provide group therapy sessions

### Committees on Sexual Assault

Each college of the Coast Community College District shall establish a committee to coordinate the elements of this policy or shall assign this task to an existing committee. The colleges shall publish information regarding committees assigned this task.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-18

Cont'd

The District shall establish a Coordinating Committee on Sexual Assault which shall include one representative of each college sexual assault committee. This committee shall meet at least once each year to coordinate college sexual assault programs.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-19  
Approved 02/21/96

### **DRUG AND ALCOHOL FREE WORKPLACE POLICY**

It is the policy of the Coast Community College District to provide an educational, employment and business environment free of the use and abuse of drugs and alcohol.

The District will implement the provisions of the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the California Drug Free Workplace Act of 1990 which require Federal grant recipients to provide a drug free workplace. The District will develop and publish procedures in accordance with the requirements of these Acts.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-20

Approved 02/05/03

### **COMMUNICABLE DISEASE**

It is the policy of the Coast Community College District that each employee will submit evidence of freedom from active tuberculosis upon initial employment and once every four years thereafter. Those employees in food service and/or child care positions will be tested annually.

Education Code Sections 87408, 87408.6, 88021

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

050-1-21

Approved 10/03/07

### **ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES**

When an employee has disclosed a disability as defined by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA), it is the Policy of the Coast Community College District to explore possibilities of reasonable accommodation prior to making any employment related decision, in accordance with applicable State and Federal laws.

An accommodation is reasonable if it does not impose an undue hardship on the District. Undue hardship is defined as actions that are excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.

At the District's request, the employee will be responsible for providing medical documentation which describes the employee's physical limitations in order to assist managers in understanding the nature of the employee's functional limitations which require accommodation. The medical information that is provided by the employee will be used by the District for the sole purpose of evaluating the employee's reasonable accommodations. The District will protect the medical information that is provided by the employee in accordance with applicable State and Federal laws.

The employee and manager/supervisor with the assistance of the college personnel office or the District's human resources office will participate in a timely, good faith interactive discussion concerning the functional limitations, the ability to perform the essential functions of the job with or without accommodation, and to determine the possibility of an effective accommodation. Employees will be afforded the opportunity to have a representative present during the interactive discussion.

Reasonable accommodation can include, but is not limited to, modifying job duties, changing the work shift, providing paid or unpaid leaves for medical care, accommodating schedules, modifying the work area, and providing mechanical or electronic aids.

The Chancellor or designee is authorized to establish guidelines to ensure consistent application of the Board's Policy.

#### Legal References

Americans with Disabilities Act  
Fair Employment and Housing Act

## GENERAL PERSONNEL POLICIES

(Employment Principles)

050-1-22  
Approved 6/18/08

### CATASTROPHIC LEAVE-SHARING POLICY FOR MANAGERS

**A. Purpose.** The Coast District Management Association would like to create a Catastrophic Leave-Sharing Program to give managers a chance to support their colleagues who are facing a qualified personal crisis, whether their own or that of an immediate family member. The program allows managers to provide assistance in the form of donated vacation leave. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

**B. Catastrophic Illness or Injury Defined.** Catastrophic illness or injury means an illness or injury that has been diagnosed, by a physician licensed to practice within the scope of his license, as life-threatening and expected to incapacitate the manager for an extended period of time, or that is life-threatening and incapacitates a member of the manager's immediate family in instances, requiring the manager to take time off from work for an extended period of time. In qualified instances relative to care for the family member, this leave would be used when taking extended time off from work creates a financial hardship for the manager because he or she has exhausted all his/her allotted sick leave for such purposes and other paid leave options such as use of accrued vacation time. Immediate family members are defined in the proposal to include only: the manager's spouse or registered domestic partner, children (under age 26, unmarried, and dependent on the manager for at least 51 percent of his/her support or legal dependents), and parents.

**C. The Donating Manager** must:

- be a manager of the Coast Community College District.
- have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual).

**D. The Receiving Manager** must:

- be a manager of the Coast Community College District.
- have exhausted all paid leave earned pursuant to the applicable personnel policies covering vacation, sick leave, and compensatory time off.
- not be currently receiving benefits from other disability compensation (short-term disability, long-term disability, workers' compensation).

**E. Nature of Donations.** Donations must:

- be of accrued vacation leave only;
- be anonymous;
- be entirely voluntary;
- be a minimum of eight hours (1 day) or more of the donor's accrued vacation leave.
- Not deplete a manager's accrued vacation for the sake of making a donation to the catastrophic leave bank.

**F. Establishing the Bank and Collection Deposits.**

- There will be an initial call from the District Human Resources with the assistance of the CDMA for donations to establish the bank.
- There will be subsequent regular and periodic calls for donations from CDMA.
- There will be calls for donations when the bank balance falls below 1200 hours.
- Donations from those eligible to donate will be accepted at any time.
- Forms will be available from District Human Resources and the CDMA website.

## **G. Review and Oversight.**

- Applications for Catastrophic Leave will be reviewed by a task force comprised of three (3) managers appointed by CDMA and District's Manager of Benefits as well as the Vice Chancellor of Human Resources or his/her designee.
- The task force will recommend approval or denial of catastrophic leave for a manager.
- To safeguard privacy, neither the name of the individual requesting the time nor the diagnosis will be shared with the full committee. Rather the Manager of Benefits will receive the applications and doctor's verification and will present the relevant facts to the full committee for review and approval/denial.

## **H. Catastrophic Leave Processes: The Receiving Manager's Application:**

- The requesting manager must submit a written request for Catastrophic Leave to the Office of Human Resources for the manager's own medically certified "serious, life threatening health condition" or the medically certified "serious, life threatening health condition" of the manager's immediate family.
- The application must be accompanied by a physician's statement that documents that a serious, life threatening illness/injury exists and estimates the duration of the illness/injury.
- The applicant must not be currently receiving benefits from other disability compensation (short-term disability, long-term disability, workers compensation).

## **I. Length of Leave.**

- The Catastrophic Leave Committee will approve allotments which will be minimally 10 working days (80 hours) and not to exceed 20 working days (160 hours), pending additional review and not less than 8 hours at a time.
- A new request must be submitted to the Catastrophic Leave Committee for hours in excess of 20 working days (160 hours). Continuation of catastrophic leaves must have an updated doctors' report.

## **J. Processing of Leave Donation.**

- A completed donation form must be signed by the donor and submitted to the Office of Human Resources.
- Initial donations to the Catastrophic Leave bank must be greater than or equal to eight (8) hours (1 day).
- **Once leave is donated, it becomes the property of the bank until the Catastrophic Leave Committee authorizes its allocation to an applicant. Donation is completely voluntary. Managers are cautioned to consider their own present and future needs when determining how many hours to donate.**
- Time is transferred on an hour for hour basis without regard to the salary of either the donor or the recipient.

## **K. Termination of Catastrophic Leave.**

- The recipient receives any type of disability pay (short-term disability, long-term disability, workers' compensation).
- The recipient terminates employment with CCCD.
- The need no longer exists (based on physician's recommendation).
- The bank runs out of hours.

## **L. Termination of Catastrophic Leave Program.**

- The hours in the bank will continue to be available based on the approved policies until the hours are depleted.

**Fraud Prevention in Financial Statements and Whistleblower Protection**

Board members, administrators, faculty, staff and students of Coast Community College District (District) are expected to adhere to all rules of conduct to this policy as established by state and federal law.

All Board members, management, faculty, staff and students are committed to prevent and deter fraud at the District. Fraudulent behavior would include:

- Fraudulent financial reporting
- Misappropriation/theft of assets
- Corruption, such as bribery, accepting kickbacks and other illegal acts
- Conflict of interest

The District and its employees have a responsibility for the stewardship of District resources and the public and private support that enables it to pursue its mission. The District is committed to compliance with the laws and regulations to which it is subject and to promulgating District policies and procedures to interpret and apply these laws and regulations in the District setting.

This policy is derived from the California Whistleblower Protection Act (Government Code Sections 8547-8547.12). Pursuant to this Act, a District employee may not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, nor (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District.

**EMPLOYEE ORGANIZATIONS**

## **GENERAL PERSONNEL POLICIES**

(Employee Organizations)

050-2-1

Approved 11/16/83

### **EMPLOYEE RIGHTS**

The Board recognizes that District employees, except those persons holding positions specifically excluded, shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. District employees shall also have the right to refuse to join or participate in the activities of employee organizations.

Board decisions concerning individual employees shall be made without regard for employee membership or non-membership in such organizations.

Government Code 3543

050-2-2

Approved 11/16/83

### **QUALIFICATION AS "EMPLOYEE ORGANIZATION"**

Qualifications of employee organizations shall be as is consistent with and authorized by the Educational Employment Relations Act (EERA).

Government Code 3540.1 (d)

## **GENERAL PERSONNEL POLICIES**

(Employee Organizations)

050-2-3

Approved 11/16/83

### **RECOGNITION OF EMPLOYEE ORGANIZATIONS**

Recognition of employee organizations shall be as is consistent with and authorized by the Educational Employment Relations Act (EERA).

Educational Employment Relations Act - EERA

## **GENERAL PERSONNEL POLICIES**

(Employee Organizations)

050-2-4

Approved 11/16/83

### **SPOKESPERSON FOR "RECOGNIZED" EMPLOYEE ORGANIZATIONS**

Each employee organization recognized by the Board for representation of District employees shall submit annually to the Chancellor, in writing, the names of persons selected to be the official spokesperson for the organization in relationships with the Board or its designated representative.

050-2-5

Approved 11/16/83

Revised 07/05/84

### **SPOKESPERSON FOR THE BOARD OF TRUSTEES**

The Vice Chancellor, Human Resources, shall be the official representative of the Board of Trustees to meet and negotiate with exclusive employee organizations to discuss matters of employer-employee relationships as defined in the educational Employment Relations Act (EERA).

Educational Employment Relations Act - EERA

## **GENERAL PERSONNEL POLICIES**

(Employee Organizations)

050-2-6

Approved 11/16/83

### **PUBLIC NOTICE OF COLLECTIVE BARGAINING PROPOSALS**

The policy of Coast Community College District is to inform the public of the issues that are being negotiated upon throughout the District's collective bargaining with exclusive representatives of District employees, that the public have full opportunity to express their views on the issues to the Board, and that the public be informed of the positions of their elected officials.

## **GENERAL PERSONNEL POLICIES**

(Employee Organizations)

050-2-7

Approved 04/11/84

### **COAST COMMUNITY COLLEGE DISTRICT MANAGEMENT ASSOCIATION**

An organization entitled the "Coast Community College District Management Association" has been formed for the purpose of working with the Board of Trustees on matters of mutual interest when considering professional, personal and educational issues affecting management personnel. The association has adopted a constitution and officers have been elected.

## **GENERAL PERSONNEL POLICIES**

(Employee Organizations)

050-2-8

Approved 11/02/88

### **ASSOCIATION OF CONFIDENTIAL EMPLOYEES COAST COMMUNITY COLLEGE DISTRICT**

An organization entitled the "Association of Confidential Employees of the Coast Community College District" has been formed for the purposes of working with the Chancellor and Vice Chancellor of Human Resources in order to formulate recommendations for the Board of Trustees. The Association has adopted a Constitution and By-laws and officers have been elected.

**EMPLOYEE ABSENCES**

## **GENERAL PERSONNEL POLICIES**

(Employee Absences)

050-3-1  
Approved 11/16/83

### **UNUSED SICK LEAVE**

Unused sick leave shall be cumulative without limit during an employee's unbroken term of employment with the District. All accumulated sick leave privileges shall be canceled, without cash value to the employee, when a person ceases to be a District employee, except that sick leave privileges accumulated by an employee may be transferred to another California public school district at the employee's request in accordance with Education Code requirements.

Education Code 87781, 87782, 87783, 87785, 88191, 88202

050-3-2  
Approved 11/16/83

### **DOCTOR'S VERIFICATION**

The Chancellor or his/her designee may, at his/her discretion, require an employee to provide a doctor's certification of illness to support the employee's claim to sick leave or extended sick leave benefits or because there is reason to have concern regarding the employee's ability to do the job because of physical or mental condition.

The Chancellor or his/her designee may, at his/her discretion, require an employee to provide a doctor's certificate of employee fitness for return to District assignments following an extended absence because of illness.

Education Code 87781, 88191

## **GENERAL PERSONNEL POLICIES**

(Employee Absences)

050-3-3

Approved 11/16/83

### **MATERNITY ABSENCE**

Absence from work of a person due to disability related to pregnancy, childbirth and related convalescence is to be treated as any other temporary disability of an employee, and covered by sick leave, and medical coverage shall be provided accordingly to all eligible employees.

Education Code 87766, 88193

**GENERAL PERSONNEL POLICIES**

(Employee Absence)

050-3-4

Approved 02/18/87

Revised 12/13/00

Revised 1/20/05

Revised 11/09/09

**CLASSIFIED/ADMINISTRATIVE HOLIDAY SCHEDULE**

**2009-2010**

July 3, 2009 (Friday).....	Independence Day
September 7, 2009 (Monday) .....	Labor Day
November 11, 22009 (Wednesday) .....	Veterans' Day
November 26-27, 2009 (Thursday/Friday) .....	Thanksgiving Holiday
December 21, 2009 - January 1, 2010 .....	Winter Holiday
January 18, 2010 (Monday) .....	Martin Luther King Jr. Day
February 12, 2010 (Friday) .....	Lincoln's Day
February 15, 2010 (Monday) .....	Washington's Day
April 2, 2010 (Friday) .....	Spring Holiday
May 31, 2010 (Monday) .....	Memorial Day

**EMPLOYEE INSURANCE/ANNUITY**

## **GENERAL PERSONNEL POLICIES**

(Employee Insurance/Annuity)

050-4-1

Approved 11/16/83

Revised 6/19/85

Revised 3/19/86

### **GENERAL PROVISIONS**

Those employed less than half time are not included in the District's insurance benefit package.

District paid major medical, dental, vision, and life insurance premiums for eligible retired employees and terminating members of the Board of Trustees will be continued until age 70. The retired employee may be required to pay for all or a portion of the cost of dependent insurance(s). To encourage the service of the highest caliber employees, the Board has extended fringe benefits, at no cost to the District, to Board members who have served the District less than twelve years.

A Survivor's Benefit Rider is provided for employees which grants continuing medical care for the dependents of a deceased employee for up to two years, or until the dependent spouse remarries or the age of the dependent children excludes them from coverage, whichever occurs first.

Education Code 88036

Government Codes 53200, 53201, and 53208

050-4-2

Approved 11/16/83

Revised 3/19/86

### **SALARY CONTINUATION INSURANCE**

Each employee who contracts for one-half time, or more, service to the District will be provided salary continuation insurance at District expense.

## **GENERAL PERSONNEL POLICIES**

(Employee Insurance/Annuity)

050-4-3

Approved 11/16/83

Revised 08/07/85

Revised 06/04/91

### **DENTAL CARE INSURANCE**

Each eligible employee and employee's dependent of the District (see "General Provisions" 050-4-1 for eligibility clarification) will be provided dental care insurance. The employee may be required to pay for all or a portion of the dependent coverage.

Each member of the Board of Trustees and their dependents, except the Student Trustee, may participate at District expense.

050-4-4

Approved 11/16/83

Revised 11/15/84

Revised 12/15/04

### **TAX SHELTERED ANNUITY**

The District will maintain a program whereby any qualified employee may request a contract amendment to have a portion of his or her salary deposited under a tax sheltered annuity plan or an approved deferred compensation plan.

## **GENERAL PERSONNEL POLICIES**

(Employee Insurance/Annuity)

050-4-5

Approved 11/16/83

Revised 06/19/85

Revised 08/07/85

Revised 06/04/91

### **OPTICAL CARE INSURANCE**

Each eligible employee and employee's dependent of the District (see "General Provisions" 050-4-1 for eligibility clarification) will be provided optical care insurance.

Each member of the Board of Trustees and their dependents may, except the Student Trustee, participate at District expense.

050-4-6

Approved 02/05/03

### **RETIREE HEALTH BENEFITS**

It is the policy of the Coast Community College District that employees who retire from the District with ten or more years of service will be afforded the same benefits under employment until the age of seventy and any other programs in effect at retirement. Retiree contributions to the benefit plan will remain the same as established at the time of retirement.

Education Code Sections 7000 et seq.