

CERTIFICATED EMPLOYEES PERSONNEL POLICIES

EMPLOYEE STATUS

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-1
Approved 01/14/87
Amended 02/04/88
Amended 11/05/88

**AGREEMENT BETWEEN COAST FEDERATION OF EMPLOYEES/
AMERICAN FEDERATION OF TEACHERS, LOCAL 1911,
AND COAST COMMUNITY COLLEGE DISTRICT
(FACULTY UNIT)**

(SEE NEXT PAGE FOR CONTRACT)

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-1
Approved 06/16/88
Last Amended 05/06/98

**AGREEMENT BETWEEN COAST FEDERATION OF EDUCATORS/
AMERICAN FEDERATION OF TEACHERS, LOCAL 1911,
AND COAST COMMUNITY COLLEGE DISTRICT**

(SEE NEXT PAGE FOR CONTRACT)

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-2
Approved 06/16/88

**AGREEMENT BETWEEN COAST CALIFORNIA TEACHERS
ASSOCIATION/NATIONAL EDUCATION ASSOCIATION
AND COAST COMMUNITY COLLEGE DISTRICT**

(SEE NEXT PAGE FOR CONTRACT)

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-3
Approved 02/15/84

EMPLOYMENT NOTICES

Each person appointed by the Board to be a contract or regular certificated employee of the District shall be notified of current salary placement and terms of employment.

New notices based on the District's fiscal year, beginning July 1, shall be sent to each continuing contract and regular certificated District employee (other than the Chancellor).

060-1-4
Approved 02/15/84

**CLINICAL CONTRACT PRE-PLACEMENT PHYSICALS HEALTH SCIENCE
PROGRAMS (GWC) ALLIED HEALTH PROGRAMS (OCC)**

Standard Clinical Contracts for Health Science Programs at Golden West College and Allied Health Programs at Orange Coast College require that the College will:

1. Require each instructor to have a pre-placement physical, to include a chest x-ray or T.B. skin test, urinalysis, and a CBC. In addition, require instructors assigned to O.B., Peds, and E. R. to have a Rubella Test.
2. Require each instructor to have an annual T.B. skin test or chest x-ray.
3. Maintain all records of pre-placement physical examination and annual T.B. test results.

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-5
Approved 02/15/84

EVALUATION AND IMPROVEMENT OF INSTRUCTION

District personnel policies are designed to improve instruction, to identify and retain effective members of the professional staff, and to provide assistance as appropriate for professional improvement.

Evaluation of all certificated personnel shall be systematically made.

Uniform standards and procedures shall be established and utilized for all contract and regular employees.

Education Code 87660, 87661, 87662, 87663, 87664
CFE/AFT, Faculty Unit Contract, Article VIII

060-1-6
Approved 02/15/84
Revised 07/15/87

TENURE

The District will grant regular employee status to certificated employees in accordance with provisions of the Education Code. Service under a provisional or internship credential, shall not be included in computing service for regular status.

Education Code 87449, 87472, 87607, 87608, 87609, 87610

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-7
Approved 02/15/84

RELATIONS BETWEEN DISTRICT AND CERTIFICATED EMPLOYEES

The District shall provide a uniform and equitable basis for employer/employee relations with the District and shall maintain open channels of communication.

Education Code 71079

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Approved 02/15/84

ACADEMIC DUE PROCESS

Faculty members of the Coast Community College District academic community are expected to govern their conduct in accordance with the laws of the State of California and the written policies of the Board of Trustees of the District.

In order to insure that each member of the certificated staff and administration will be given the full protection afforded under the constitutions and statutes of the United States and the State of California, the Chancellor shall establish and maintain administrative procedures which provide such due process as may be required by State or Federal law.

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-9
Approved 02/15/84

RETIREMENT

Certificated members of the District who are members of the State Teachers Retirement System, have attained the age of 70 years or more, and desire to continue in full employment may be appointed in annual increments by the Board of Trustees subject to provisions of the Agreement between the District and the elected representative. Employer and member contributions shall continue until retirement.

Education Code 23922
CFE/AFT, Faculty Unit Contract, Article XIX

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-10
Approved 05/05/93

FACULTY ROLE IN GOVERNANCE

The Board of Trustees of the Coast Community College District recognizes the Academic Senate(s) as the representative of the faculty in making recommendations to the administration of the college and to the governing board of the District with respect to academic and professional matters (Title 5, 53200[b]). The Coast Community College District is committed to shared governance and views its faculty as a rich professional entity with both knowledge and expertise in developing policy and procedure. The Board views Academic Senate(s) input as essential in the development of its policies dealing with academic and professional matters.

The Board of Trustees of the Coast Community College District, or such representatives as it may designate, will rely primarily upon the advice and judgement of the Academic Senate(s) in developing policies involving the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Policies for faculty professional development activities.

The Board of Trustees of the Coast Community College District, or such representatives as it may designate, will reach mutual agreement with the representatives to the Academic Senate in developing policies regarding the following academic and professional matters.

1. Degree and certificate requirements
2. Grading policies
3. Educational program development
4. Standards or policies regarding student preparation and success
5. District and college governance structures, as related to faculty roles
6. Faculty roles and involvement in accreditation processes, including self-study and annual reports
7. Processes for program review
8. Processes for institutional planning and budget development

In instances where the Board of Trustees and the Academic Senate(s) cannot reach mutual agreement, existing policy shall remain in affect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, but only for compelling legal, fiscal or organizational reasons (Title 5, 53203[d][2].)

When mutual agreement is not reached on an academic or professional matter, the Academic Senate(s) may place the issue on the Board of Trustee's agenda through the Chancellor's office.

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-10
cont'd

The Board of Trustees and the Academic Senate(s) shall develop policies on other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate(s).

Each campus *shall* develop procedures whereby the Academic Senate(s) and representatives of the Board of Trustees may address academic and professional matters in an expeditious manner.

The Board of Trustees and the Academic Senate(s) will review and, if necessary, revise this policy after one (1) year, to wit, October, 1994.

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-11
Approved 03/03/10

FACULTY HIRING POLICY

The goal of the Coast Community College District is to recruit, select and employ qualified, diverse faculty dedicated to providing students with educational opportunities and intellectual insights necessary to optimize their potential and achieve individual goals. This is achieved through consistent hiring processes that have integrity, are honest and cooperative, and that support diversity and the principles of equal opportunity employment. Hiring processes are compliant with Board Policy 050-1-1.

The Coast Community College District ensures academic quality through the adherence to established District procedures for hiring faculty, who are:

- experts in their field;
- skilled at teaching and creating an enriched learning environment;
- responsive to the varied learning needs and abilities of our students;
- engaged in the life of the college;
- committed to professional development;
- representative of the diverse communities we serve;
- sensitive to the needs of, and committed to the success of, the students, faculty, staff and community.

The Board of Trustees, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board and the academic senate and approved by the governing board.

Hiring quality faculty is accomplished through the development of fair and consistent screening criteria by committees, with diverse representation, that forward recommendations to the President or appropriate administrator. Recommendations for employment will be made through the Chancellor to the Board of Trustees. Coast Community College District hiring committee members will participate cooperatively and effectively in all appropriate phases of the hiring process.

The Coast Community College District prohibits discrimination based on race, color, sex, gender identity, religion, age, national origin, ancestry, sexual orientation, marital status, physical or mental disability, and/or veteran status.

Legal References:

42 U.S.C. §§ 2000d et seq. (Title VI)
42 U.S.C. §§ 2000e et seq. (Title VII)

20 U.S.C. §§ 1681 et seq. (Title IX)
Executive Order 11246, as amended by Executive Order 11235
Education Code Sections 87100-87105, 87360
Title 5, Sections 53000-53006 and 53020-53026

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Employee Status)

060-1-12
Approved 03/03/10

FACULTY QUALIFICATIONS

All candidates applying for a faculty position, whether full or part-time, must possess the minimum qualifications, which are required by the State to teach in the discipline. Minimum Qualifications are described in the State Chancellor's Office Publication *The Minimum Qualifications for Faculty and Administrators in California Community Colleges* ("Disciplines List") approved by the Board of Governors of the California Community Colleges. The Search Committee for each position will determine if a candidate meets the minimum qualifications. Each advertised position will include a statement of Minimum Qualifications and may include a statement of Desirable Qualifications.

An 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 the Disciplines List. Equivalency is determined by a faculty committee appointed by the Academic Senate and is consistent with the adopted District faculty hiring policy and procedure. If a candidate is deemed qualified through the equivalency process and 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 Disciplines List.

Desirable qualifications are those beyond the minimum qualifications and are determined by the discipline faculty, Search Committee and Academic and should be considered pertinent to success in the position. Desirable qualifications may include subject area knowledge and competency, teaching and communication skills, commitment to professional growth and service, and a potential for contributing to overall college effectiveness.

Desirable qualifications should ensure that the college faculty are sensitive to diversity, representative of the surrounding communities, and well prepared by training and experience to effectively respond to the educational needs of all the populations served by community colleges.

Desirable qualifications may include, but are not limited to, 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.
2. Pedagogical skill as demonstrated by relevant experience, education and effectiveness as a faculty member.

Legal References

Education Code Sections 87001, 87355-87360
Title 5, Sections 53400-53430

ABSENCES

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Absences)

060-2-1
Approved 02/15/84

SICK LEAVE

The sick leave allowance for certificated employees on specified full-time duty assignments shall be as follows:

Two-Semester Duty	10 days
Ten-Month Duty	11 days
Ten-and-a-half-Month Duty	11 days
Twelve-Month Duty	12 days

Employees on less than full-time duty will receive proportionate sick leave allowances.

Education Code 87781, 87782, 87783, 87785, 88191, 88202
CFE/AFT, Faculty Unit Contract, Article XIV

060-2-2
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EXTENDED SICK LEAVE

Regular certificated employees absent on extended sick leave (absent from District assignments, because of illness, for a period which exceeds the period of accumulated sick leave, with the absence beyond the accumulated sick leave period to be known as the period of extended sick leave) shall be continued on the District payroll at daily rates of pay during extended sick leave as provided by the respective agreements between the recognized representatives of full-time faculty, and part-time faculty.

The total period of absence because of illness for any certificated employee in any fiscal year cannot exceed 110 days (sick leave plus extended sick leave) unless an employee has accumulated more than 100 days sick leave privileges.

Education Code 87786, 88196
CFE/AFT, Faculty Unit Contract, Article XIV

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Absences)

060-2-3
Approved 02/15/84

ABSENCES FOR PERSONAL REASONS

Absence for personal reasons unless otherwise provided will result in salary deduction based on the number of days absent multiplied by the daily rate of pay of said employee.

Absence for personal reasons for a fractional part of a day will result in a pro-rata salary deduction.

Education Code 87815
CFE/AFT, Faculty Unit Contract, Articles XIV, XVII

060-2-4
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UNPAID LEAVES

Unpaid leaves of absence may be granted upon request to the Board of Trustees and the recommendation of the Chancellor. Such leaves will be considered, consistent with the California Education Code and the Agreement between the District and the elected faculty representative.

Education Code 87763, 87764, 87776
CFE/AFT, Faculty Unit Contract, Article XVII

060-2-5
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MILITARY LEAVES

A faculty member will be granted military leave in accordance with applicable state laws.

Education Code 87832, 87700
Military & Veterans Code 389, 395 et seq
CFE/AFT, Faculty Unit Contract, Article XVII

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Absences)

060-2-6
Approved 02/15/84
Revised 07/15/87

ADVANCEMENT ON SALARY SCHEDULE WHILE ON LEAVE

Advancement on the schedule shall occur according to clear-cut and well-defined procedures in the case of leaves of absence.

1. Step (or vertical) advancement shall be restricted to those faculty members actually under contract except as otherwise provided and in employee status with the District. This includes those on sabbatical leaves and those exchange teachers covered by Education Code Sections 87422 and 87423.
2. Columnar (or horizontal) advancement takes into consideration professional improvement which should make an instructor a better faculty member. This may include college credit, travel, or approved work experience.

Education Code 87422, 87423, 87763, 87764, 87767, 87768, 87769
CFE/AFT, Faculty Unit Contract, Articles XIV, XVI, XVII

060-2-7
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SABBATICAL LEAVE OF ABSENCE

A sabbatical leave of absence is a privilege accorded to qualified faculty members after six years of service to the District.

Requests for such leave will be considered in accordance with provisions in the Education Code and the Agreement between the District and the elected representative of the faculty.

Education Code 13453, 13464, 87763, 87767, 87768, 87769
CFE/AFT, Faculty Unit Contract, Article XVI

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Absences)

060-2-8
Approved 02/15/84

VACATION PERIOD FOR EMPLOYEES
CHANGING FROM TEN - TO TWELVE-MONTH SCHEDULE

Ten days of vacation with pay will be given to all certificated personnel who have had no vacation time and who have been employed by Coast Community College District on a ten-month schedule and are changed to a twelve-month schedule. Such vacation must be taken during the summer period when change in assignment is made effective.

Education Code 87763 and 87764

060-2-9
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INDUSTRIAL ACCIDENT AND ILLNESS LEAVES OF ABSENCE

The District shall grant leaves of absence for industrial accident or illness as defined by and in accordance with the California Education Code and in conformance with the contract between the District and the elected representative.

Education Code 13469.4, 87787
CFE/AFT, Faculty Unit Contract, Article XIV

CERTIFICATED EMPLOYEES PERSONNEL POLICIES

PROPERTY RIGHTS

CERTIFICATED EMPLOYEES PERSONNEL POLICIES
(Property Rights)

060-3-1
Approved 02/15/84

PROPERTY RIGHTS

In the absence of a separate, express and mutually acceptable contract to the contrary, a District employee shall have the exclusive property right to all materials enumerated by Title 17, U.S. Code (the Copyright Law).

An employee will not be assigned to develop or prepare work-made-for-hire materials on behalf of the District, either in lieu of or in addition to a regular assignment unless arrangements with the employee shall have been made by a separate and mutually negotiated contract.

In the event the employee wishes to obtain rights to such materials the employee may do so by having included in his special contract a provision for reimbursing the District for the complete cost of the materials to the District including wages, released time and/or supplies.

The District will neither recognize nor honor the claims of any employee to revenue from the District under an implied contract based upon the use of any materials developed by the employee and used by the employee or others within the District.

Title 17, U. S. Code
AFT Contract Article XXIII