

**CLASSIFIED EMPLOYEES**

**PERSONNEL POLICIES**

**EMPLOYEE STATUS**

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-1  
Approved 02/20/85  
Last Amended 08/05/98

**AGREEMENT BETWEEN COAST COMMUNITY COLLEGE DISTRICT AND  
COAST FEDERATION OF CLASSIFIED EMPLOYEES  
LOCAL 4794**

(SEE NEXT PAGE FOR CONTRACT)

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-1.1  
Approved 05/22/86  
Revised 09/12/96

**JOB CLASSIFICATIONS – CLASSIFIED**

Hard Copies sent from Human Resources

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-2  
Approved 08/12/87

**AGREEMENT BETWEEN COAST COMMUNITY COLLEGE DISTRICT AND  
INTERNATIONAL ASSOCIATION OF THEATRICAL AND STAGE  
EMPLOYEES, LOCAL 659**

(SEE NEXT PAGE FOR CONTRACT)

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-2.1  
Approved 05/22/86  
Revised 09/12/96

**JOB CLASSIFICATIONS – INTERNATIONAL ASSOCIATION OF THEATRICAL  
AND STAGE EMPLOYEES PERSONNEL**

Hard copies sent from Human Resources

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-3  
Approved 03/07/84

**HEARING REQUESTS BY CLASSIFIED STAFF**

**TEST ONLY**

The Board of Trustees does direct that all Hearings requested by classified personnel of the District shall be held before a hearing officer.

All such hearings for classified personnel shall be conducted in accordance with California Education Code and Government Code.

Education Code 72505  
Government Code 27720 et. seq. and 27727

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-4  
Approved 03/07/84  
Revised 04/17/85  
Revised 08/16/89  
Revised 06/20/07

**CLASSIFIED EMPLOYEES PROFESSIONAL DEVELOPMENT PROGRAM**

In order to maintain the standard of excellence established for the District, a professional development program has been established for the classified staff of the District.

CFE/AFT, Classified Unit Contract, Article 18

070-1-4.1

Approved 05/02/84

Revised 04/17/85

Revised 05/22/86

Revised 07/10/87

Revised 11/20/88

Revised 08/16/89

Revised 07/13/94

Revised 7/23/96

Revised 06/20/07

**COAST COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED EMPLOYEES PROFESSIONAL DEVELOPMENT**  
**PROGRAM GUIDELINES**

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## **I. HISTORICAL BACKGROUND**

In 1965, the Legislature recognized the principles of professional growth for classified employees by enacting Education Code Section 88220, "Retraining and Study." The intent of the article is to "encourage governing boards to utilize the article to enhance further study and retraining by classified personnel." In order to maintain the standard of excellence established for the District, a professional growth program was established for the Classified Staff of the District, effective July 1, 1976. Administrative operational procedures have been established and will be maintained.

## **II. PHILOSOPHY**

The Coast Community College District Board of Trustees (herein known as the District) recognizes the necessity of continued growth and learning within a changing environment. By providing the opportunity through Classified Professional Development for classified staff to expand their knowledge and increase their skills, the District Board of Trustees acknowledges that human resources and the individual potential for excellence will be greatly enhanced.

The support of the Classified Professional Development Program provides positive individual professional growth and contributes to achieving the mission of the District.

## **III. PROCEDURES**

Procedures as outlined in annual reports to the Board shall govern the work of the Committee unless a change is mutually agreed upon by the Federation and the District at the request of the Committee.

## **IV. DEFINITIONS**

Classified Staff - To be employed in non-academic positions.

Professional Development Committee - The committee designed to administer the Classified Professional Development Program (herein known as the Committee) of the District as provided for under established policies.

Professional Development - To work toward achievement of increased knowledge and capabilities related to employment with the District.

## **V. ELIGIBILITY**

- A. The Classified Professional Development Program is a voluntary program. It is not mandatory to participate in this program in order to receive promotion within the District.
- B. The employee must:
  - 1. Be employed on District payroll in a permanent position.

2. Have completed the initial probationary period of employment.
3. Meet eligibility requirements outlined in the programs offered.

## **VI. PROFESSIONAL DEVELOPMENT COMMITTEE**

### **A. Objectives**

The committee shall be charged with administration of the Classified Professional Development Program within guidelines approved by the Board of Trustees. The Committee shall recommend to the Board any additions, deletions, or revisions necessary after implementation of the program.

### **B. Membership**

The Committee membership shall be as follows:

1. Five members appointed by the District including a representative of the Office of Human Resources, serving ex-officio.
2. Seven members appointed by the Federation, according to the following formula:
  - a. Two representatives, Coastline Community College
  - b. Two representatives, Orange Coast College
  - c. Two representatives, Golden West College
  - d. One representative, District Offices (including KOCE, and D.I.S.)

All representatives will serve a one-year term, which may be renewed at the discretion of the UFCE. The Committee shall elect a chairperson each year. The representative of the Vice Chancellor for Human Resources shall serve as executive secretary to the Committee.

## **VII. PROGRAMS**

An employee may develop a plan for professional development under several programs. Requests which would enhance an applicant's current position or appear to be a necessary requirement of the applicant's department are not eligible for professional development funds. On the other hand, requests which could lead to advancement within the applicant's classified employment will be considered professional development. Plans must be submitted to the Committee for approval before date of event or class. Requests will be evaluated based upon the following:

1. Value to Classified, confidential and IATSE employee's potential advancement within the District's Classified/Classified Management units.
2. Clarity of goals.

3. Availability of funds. (A yearly maximum per employee will be established each year.)

Employees are encouraged to take District offered classes whenever possible.

The programs outlined below are in keeping with the spirit of the law and at the same time address new and innovative vistas of learning and development for the classified staff.

A. Academic Growth

Employees wishing to pursue formal coursework at an accredited institution must submit an application to the Professional Development Committee before the first day of class. If approved, reimbursement shall be made to the employee upon evidence of course/program completion with credit or a grade of "C" or better and must be submitted within 60 days of course completion.

The criteria for Options I, II, and III follows (NOTE: Only one option may be selected for each class):

1. Option I - Expense Reimbursement (Total reimbursement per employee not to exceed an amount set at the beginning of each fiscal year.)
  - a. Coursework is to be completed on the employee's own time and under one award option; cannot be submitted at a later time for inclusion under a second option.
  - b. Tuition reimbursement for classes will be for actual costs of tuition, books and mandatory fees, not to exceed the fiscal year maximum.
  - c. All courses required for a particular degree program will be considered for reimbursement provided that a school initiated education plan is on file with the Committee.

For applicants already in the midst of pursuing a degree (at the time of this revision), reimbursement will be considered if a school initiated education plan is submitted to the Committee including classes already completed and classes left to complete to finish the degree

2. Option II - Salary Differential

This option provides salary differentials based upon verification of certificates and/or degrees listed below. Work completed prior to entering the program will not be considered for salary differential. Differentials may be cumulative but are restricted to one in each category.

Credit Class-Based Certificates	
Certificate I (18-24 units)	1.00%
Certificate II (25+ units)	1.50%
*Professional Certificate/Exam (i.e., CPA, CPS)	1.50%
AA or AS	2.50%
BA or BS	2.50%
MA or MS	2.50%
Ph.D.	2.50%

\* Professional Certificate/Exam Option (such as Certified Professional Secretary, Certified Professional Accountant) will be granted by the Committee only if the applicant can demonstrate that the certification is equivalent to the rigor of the Credit Class-Based Certificates. Written material or presentation to the Committee by the applicant or appropriate representative to support the equivalency request may be required.

3. Option III - Released Time

This option provides replacement cost for released time necessary for one college level class per school term. All requests requiring released time must have the supervisor's approval. If a request is denied by the supervisor, a reason for denial must be given.

B. Vocational/Technical Education (Total reimbursement per employee not to exceed an amount set at the beginning of each fiscal year.)

Employees in a specialized program wishing to pursue technical coursework must submit an application to the Committee before the first day of class. This option requires a memorandum signed by a supervisor in the affected area stating that the requested course(s) module(s) are the best/only ones offered for the particular type of training/education required for that area of expertise. If approved, reimbursement shall be made to the employee upon evidence of completion and must be submitted within 60 days.

C. Professional Conferences (Total reimbursement per employee not to exceed an amount set at the beginning of each fiscal year.)

Approval to attend and participate in symposiums, organizational conventions, workshop programs, and similar activities is granted on an individual basis without loss of salary and with reasonable (based on current District policies) reimbursement of expenses incurred. A one-page synopsis of the activity will be required outlining the benefits received of attendance at said conference/activity and must be submitted within 60 days of completion.

An effort will be made to develop information sources for quality professional training programs pertinent to a wide variety of career interests and to disseminate such information to the classified staff. All requests requiring released time must have the supervisor's approval. If a request is denied by the supervisor, a reason for denial must be given.

D. Professional Leave of Absence (full, partial, or no pay)

The governing board of any community college district may grant any classified employee with at least seven consecutive years of service a leave of absence not to exceed one year for the purpose of permitting study by the employee. Employees with at least three years of service may be granted leaves of absence for the purpose of retraining to meet changing conditions within the District. Leaves of absence may be taken in separate six-month periods or in any other appropriate periods, rather than a continuous one-year period; provided that the separate periods of leaves of absence shall be commenced and completed within a three-year period. (California Education Code Sections 88220-88227)

Leaves of absence must be taken at no additional cost to the employee's departmental budget.

**VIII. PROGRAM FUNDING**

- A. The District will fund the Professional Development Program in accordance with the current employee agreements.
- B. Recommendations for the distribution of funds will be the responsibility of the Committee subject to and consistent with established policies and procedures of the District.
- C. The Committee will provide equal opportunities to each eligible staff member for participation in the program. If the number of requests received, which would collectively exceed the Committee's total year's allocation, the Committee reserves the right to review the requests in light of previous allocations and to first allocate funds to those who have not made prior requests during that year.

**IX. ANNUAL REPORT**

The Committee for Professional Development is to prepare and present an annual report to the Board of Trustees and Chancellor through the Office of the Vice Chancellor for Human Resources, no later than 90 days after the end of the fiscal year. This report shall consist of, but not be limited to, the following:

- 1. A summary of professional development programs that have been approved and are under way.

2. The number of classified employees funded by professional development programs.
3. A financial report showing the utilization of funds used for approved professional development programs by each District unit.
4. Appraisal of the quality and value of the Committee's sponsored programs.
5. A program plan for the upcoming fiscal year.

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-5  
Approved 03/07/84  
Revised 08/12/87

**RETIREMENT**

The California Public Employees Retirement System Old Age Survivors and Disability Insurance integrated plan applies to all qualifying classified employees (unless they belonged to the retirement system prior to the inception of the integrated plan and option to remain under the retirement system exclusively).

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

070-1-6  
Approved 03/03/10

**CLASSIFIED STAFF HIRING POLICY**

The goal of the Coast Community College District is to recruit, select and employ qualified, diverse classified staff dedicated to providing exemplary support necessary to maximize the success of the educational community in its service to students. This is achieved through consistent hiring processes that have integrity, are honest and cooperative, and support diversity and the principles of equal opportunity employment. Hiring processes are compliant with Board Policy 050-1-1.

The Board of Trustees, administration, faculty and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring quality classified staff who:

- understand their roles and responsibilities in advancing the mission of the colleges and the District;
- engage in the life of the college/District;
- commit to professional development;
- represent the diverse communities we serve;
- are sensitive to the needs of, and committed to the success of, the students, faculty, staff, and community.

Hiring quality classified staff is accomplished through the development of fair and consistent screening criteria by committees, with broad and 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  
Title 5, Sections 53000 - 53006, 53020-53026

**ABSENCE**

**CLASSIFIED EMPLOYEES PERSONNEL POLICIES**  
(Absence)

070-2-1  
Approved 03/07/84

**INDUSTRIAL ACCIDENT OR ILLNESS LEAVES**

The District shall grant leaves of absence for Industrial Accident or Illness as defined by and in accordance with Section 88192 of the California Education Code and/or the agreement between the District and the elected Representative.

Education Code 88192  
CFE/AFT, Classified Unit Contract, Article 17