

ASSET AND ACCESS CONTROL

The Board is committed to the safety of students, staff and faculty, as well as the safety and security of District facilities and assets. An essential element of security is maintaining adequate controls to ensure that District assets are accessed and used only by those authorized to do so, and that assets are returned and access inactivated when no longer required for conducting official District business. Therefore the tracking of District assets, including access to information technology systems and resources, access devices and the individuals to whom they are issued, is required.

Issuance of assets including information technology systems and resources, and access devices shall be limited, tightly controlled, and needs-based. Asset and access device holders shall be held accountable for, and shall maintain control of assets and access devices issued to them, ensure their proper use, report lost assets and access devices, and return the same to their supervisors when items are no longer required for the performance of official District business.

ACCESS CONTROL

Purpose

The purpose for this procedure is the protection of the lives and property of the campus community and the District. Maintaining accurate, effective access controls is critical to protecting the campus personnel and District assets. It is the practice of the District to issue access devices that are required for the routine performance of job duties, at the lowest level that will be effective for the type of access that is needed for any given purpose.

This procedure is in place to ensure:

- requests are properly authorized;
- an individual(s) requesting an access device(s) is receiving the lowest level of device that is effective;
- a process of accountability for the return of access devices exists;
- problems resulting from a lack of access device control are resolved; and
- there is accountability when CCCCDC Units have an access device control breach.

Scope

- A. This procedure is applicable to all personnel employed in any capacity by the District.
- B. For procedures related to technology resources refer to Business Procedure 10.54. For procedures related to asset control, refer to Business Procedure 10.55. For Employee Check-In, Employee Exit, and Asset and Access Device Assignment forms, refer to Business Procedure 10.56. These procedures are all related, and all should be reviewed when a new employee is hired by any CCCCDC Unit. When changes are made to this procedure, all related procedures should be reviewed to ensure they remain consistent.
- C. This procedure is applicable to the control of access to all forms of plant, property, and equipment.
- D. District employees need to be aware there are penalties for unauthorized duplication of access devices. California Penal Code, Section 469 states: Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any device to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

Definitions

- A. **Access Control:** Control of entry/exit to a controlled space by any means (mechanical or electronic), or control of the use of equipment and fleet vehicles.
- B. **Access Device:** Any device, whether mechanical or electronic, used to gain entry/exit to a controlled space, or that is required to use other plant, property and equipment.
- C. **Access Device, Controlled Space:** Any device, whether mechanical or electronic, used to gain entry/exit to a building, storage area, equipment yard, or other related controlled space.
- D. **Access Device Manager, Site:** An individual in the Police Services Department who manages the physical issuance of controlled space access devices, requests mechanical devices from buildings and grounds, and whose designee records distribution and return of devices and maintains access device control records.
- E. **Access Device Manager, CCCCDC Unit (See item G for definition of CCCCDC Unit):** Dean, senior dean, or department manager responsible for the area and authorized to sign access device requests on behalf of the unit.

- F. **Access Device Records:** Records maintained by CCCCDC Units and records managed by the Site Access Device Manager.
- G. **CCCCDC Unit:** An organizational element of the Contra Costa Community College District and its colleges and centers. As used in this procedure, it may be a department, division, college, campus, or center.
- H. **Electronic Access Device:** A digital card or device used by a computerized electronic access control system for providing entry/exit to a controlled space.
- I. **Electronic Access System:** A computerized system used to manage and operate electrically or electronically controlled devices that provide and track entry/exit from controlled spaces.
- J. **Mechanical Access Device:** Any mechanical device (hard key) used to operate a mechanism for entry/exit to a controlled area, or used to operate a vehicle or piece of equipment or machinery.
- K. **Mechanical Device System:** A hierarchical set of mechanical devices used to operate a mechanism for entry/exit to a controlled area. These locks and devices form the building master device system.
- L. **Minor Property Recorder:** A CCCCDC Unit appointed position responsible for gathering and recording the tracking and assignment data for equipment and fleet access devices held at the department or CCCCDC Unit level.
- M. **Operating Hours:** 6:00 a.m. to 11:00 p.m., Monday thru Saturday, on non-District holidays. Note: some instructional courses and special events are held during non-operational hours.

Principles

- A. Access devices are District property, and may only be used in the conduct of official business, and as governed by this and other District policies and procedures.
- B. Access devices will only be provided when required for the routine performance of job duties and responsibilities.
- C. All managers are responsible for the full implementation of this procedure within their respective areas. All minor property records are subject to audit by higher level managers and the Director of Internal Audit Services.
- D. Each employee is responsible for ensuring the security and proper recordkeeping of all assigned assets and access devices.
- E. Misuse or negligent use of access devices may result in the employee being held personally responsible for replacement or costs of re-securing access to controlled access areas.
- F. Assignment of access devices must be approved by a manager.
- G. Outside doors are to be locked after normal operating hours. Maintenance gates and chains are to be locked immediately after passing through.
- H. Unauthorized persons or suspicious activities are to be reported to the District Police Services Department immediately.
- I. In order to minimize loss or misuse of assets or access devices, all asset or access device holders shall leave assets and access devices in a secure location during non-working periods. A secure location is defined as a location that is protected by at least two levels of access security, such as a locked drawer inside a locked room of a building.
- J. Pursuant to District policies and procedures, employees may be subject to disciplinary action up to and including dismissal for violations of this procedure. The process and procedure for considering disciplinary action will follow the appropriate process and procedure for each employment classification.

Responsibilities**A. Access Device Holders**

1. Transfer or distribution of all access devices shall be per these procedures.
2. The transfer of access devices both within and between department personnel, faculty, and students is strictly prohibited. Internal transfer of access devices between departmental personnel, and from departing employees to new employees is strictly prohibited.
3. Loss, destruction, or theft of all access devices shall be reported to department managers immediately. Loss of access devices, shall also be reported to campus police immediately.
4. Faculty, students and staff shall not unlock a building or room for another individual unless the individual is known by them to have a legitimate need to enter. These requests can be referred to the department office or the Police Services Department.
5. Authorized access device holders are not allowed to let anyone into a building or controlled space after operating hours under any circumstances except for public safety personnel if required for an emergency.
6. Tags, markings, or other forms of identification that relate a controlled space access device to a specific building or space shall not be affixed to the device.
7. All new employees shall meet with their managers to go over the District New Employee Checklist found in Business Procedure 10.56, Exhibit A, and shall sign for items received in Part B of the form.
8. When terminating employment or transferring to another work location or campus, all access devices MUST BE RETURNED during the course of completing the Employee Exit Checklist found in Business Procedure 10.56, Exhibit B. The completed checklist shall be verified and signed by the authorizing unit manager. All access devices are to be returned to the campus Police Services Department by the access device holder as a part of the exit checklist process. The departing individual should copy all records supporting the number and type of access devices returned for future reference. Individuals failing to return assigned assets and access devices prior to their departure may be held financially liable through collection, civil, or criminal proceedings for failure to return District property.
9. Adjunct faculty members who are reasonably expected to teach again within a one-year timeframe do not need to complete an Employee Exit Checklist. All other departing faculty shall complete the Employee Exit Checklist and turn in all access devices prior to their last day on campus. Adjunct faculty that return to work within a one-year timeframe, that also need to be assigned an access device, shall be required to fill out only Part B of the New Employee Checklist.

B. Information Technology

1. District Information Technology department will create a Districtwide Asset and Access Device Database.
2. Provide designated unit Minor Property Records with access to and training on the use of the Asset and Access Device Database.

C. CCCCD Units

1. Hiring managers will ensure all new employees complete the New Employee Checklist, to ensure that employees have the proper tools, software, equipment and access devices required to perform their duties.
 - a. All CCCCD units shall designate, in writing, someone to act as the unit Minor Property Recorder. A copy of the designation letter shall be forwarded to the campus or District IT manager so that the Minor Property Recorder can be authorized to access the Asset and Access Device Database to input access device holder date.

- b. The designated Minor Property Recorder will enter data for assets and access devices that are not related to controlled spaces into the Districtwide Asset and Access Device Database. Records for the issuance of controlled space access devices shall be recorded by the Police Services Department at time of issuance.
 - c. Adjunct faculty that return to work following a single-year break shall only be required to fill out Part B of the New Employee Checklist, if they need to be assigned an access device.
 - d. By signing the New Employee Checklist, employees accept accountability for assets and access devices assigned for their use and safekeeping. Misuse, abuse, or negligent control of assets and access devices may result in the employee being held financially and/or legally liable for the loss of use and cost of replacement of District property.
2. When equipment or fleet vehicle access devices are distributed, the Minor Property Recorder will record the access device and to whom it is assigned using the Minor Property/Equipment Checkout Log, and the CCCCD Unit Asset and Access Device Manager will have the employee sign the form indicating accountability for the devices. Misuse, abuse, or negligent control of access devices may result in the employee being held financially and/or legally liable for the loss of use and cost of replacement of District property.
3. After the Asset and Access Device Assignment Log found in Business Procedure 10.56, Exhibit C, is signed, the Minor Property Recorder will enter the access device data into the Districtwide Asset and Access Device Database.
4. When an employee separates from a department, a college, or the District, managers and supervisors shall ensure the separating employee completes the Employee Exit Checklist, prior to their last day of assignment, or the employee may be held financially and/or legally liable for the loss of use and cost of replacement of District property.
 - a. At the end of each semester, unit Access Device Managers shall evaluate the status of all adjunct faculty. Adjunct faculty access device holders that are reasonably expected to teach again within a one-year timeframe shall not be directed to complete an Employee Exit Checklist. All other faculty device holders shall be directed to complete the Employee Exit Checklist and turn in all access devices prior to their last day on campus.
 - b. The designated Minor Property Recorder will provide a list of assets and access devices from the Districtwide Asset and Access Device Database and attach it to the Employee Exit Checklist. The CCCCD Unit Asset and Access Device Manager shall ensure all items are returned or otherwise accounted for in accordance with this and other college and District procedures.
 - c. After completion of the check-out procedure and when all assets and access devices have been returned, the Minor Property Recorder will update the Districtwide Asset and Access Device Database as appropriate.
5. It is the authorizing entity's responsibility to make every effort to secure assets and access devices from personnel terminating employment or transferring from the department or college. If efforts fail to obtain the assets or access devices, they should be considered lost, and treated as such, according to this and other District procedures related to lost property.
6. Division and Department Managers.
 - a. The CCCCD Unit Access Device Managers, in consultation with division and department managers and the Site Access Device Manager, must determine the level of access device control for their department or division that is appropriate for that organizational unit.
 - b. Senior deans or college vice presidents are responsible for advising the District Police Services Department and the Buildings and Grounds managers of the

individual(s) assigned the responsibility of CCCCCD Unit Access Device Manager, and their alternate(s). The notification should include the CCCCCD Unit Access Device Manager and alternate's work address, telephone number and signature (for future verifications).

- c. Division and department managers shall ensure compliance with related Board policies and this and other business procedures, and shall implement and maintain all required controls and records related to procurement, assignment, distribution, and collection of District access devices.

7. The CCCCCD Unit Access Device Manager

- a. The CCCCCD Unit Access Device Manager is responsible for developing adherence to and implementing the following.
 - 1) Report theft of devices to the District Police Services Department immediately upon the discovery of theft.
 - 2) Ensure the unit Minor Property Recorder maintains accurate records of all equipment and fleet vehicle access devices provided.
 - 3) Recover District devices from personnel, including students, whose employment or appointment is terminated or transferred to another department.
 - 4) Report any failure to recover a master access device of any level to the District Police Services Department, Site Access Device Manager, and Buildings and Grounds within 24 hours of the recovery failure.
 - 5) Retain equipment and fleet vehicle access devices in an approved, recessed (if possible), tamper-resistant lock box. (The Buildings and Grounds manager will provide specifications for approved lockboxes.)
 - 6) Participate in access device control record audits.

D. Buildings and Grounds

1. The Building and Grounds Manager is responsible for creating and maintaining a mechanical access device (key) system that ensures security to the campus access controlled spaces, and for coordinating new systems. Following are the duties.
 - a. Maintain the key control filing system and records regarding all hard key systems. Ensure these records are accessible to the District Police Services Department.
 - b. Fabricate all original keys. Buildings and Grounds creates all newly required mechanical devices.
 - c. Conduct all maintenance and repair work regarding mechanical locking systems.
 - d. Maintain schematics, codes, product standards, and service equipment.
 - e. Maintain computer database of all devices, locks, and associated building and space numbers or areas that they operate.
2. Consult with the Police Services Department's Site Access Device Manager and the Director of Internal Audit Services concerning master keys that are lost or stolen. For lost master keys, decisions to re-key or to duplicate keys are based on consultation between the Police Services Department and the college President. All re-keying will be administered through Buildings and Grounds, and new access device records will be created by the CCCCCD Unit Minor Property Recorders.
3. Restore physical security in a timely manner whenever key control has been compromised.

E. Police Services

1. The Director of Police, Safety, and Emergency Services (Chief of Police) has been designated as the overall authority and delegated the responsibility for building and space related access device control implementation, procedural compliance, and internal audits of device control. The Chief of Police will appoint the Site Access Device Manager.

2. The Site Access Device Manager is responsible for the following items.
 - a. Ensure the Police Minor Property Recorder completes and maintains a master device inventory process.
 - b. Direct Minor Property Recorder to conduct a device control record audit as needed.
 - c. Direct designated Police Services Department employees to audit departmental mechanical and automated access control systems and to assist CCCC Unit with maintaining effective device control.

Access Control and Device Hierarchy Authorization

- A. The hierarchy of the mechanical key systems generally utilizes the terminology below. However, when providing access to spaces using the electronic access system, the Police Services Department shall follow similar scope, area of access limitations, and approval authority as identified in this section.
 1. Great Grand Master (GGM), provides Districtwide access (electronic device only), which requires District Chancellor approval;
 2. Grand Master (GM), provides campuswide or sitewide access, which requires District Chancellor or college President approval;
 3. Master (M), provides buildingwide access, which requires approval of a vice president or senior dean.
 4. Sub-Master (SM), provides access to multiple spaces in a building, which requires approval of senior dean or dean, or as otherwise designated by the college President.
 5. Change (C) keys, devices which are the lowest level of devices in the access systems, which require Unit Access Device Manager approval.
- B. No employee may authorize access device issuance for themselves.
- C. Devices in these tiers will be issued strategically and at the lowest possible tier required for effective performance of duties. Acquisition of mechanical access devices is a partnership between the employee, the CCCC Unit administrators, the Buildings and Grounds department, and the campus police.
- D. Unless otherwise authorized in writing by a college President or the District Chancellor, no mechanical master keys of any level may be taken off campus.

Installation and Issuance

- A. Mechanical Access Devices
 1. Requests – All requests for issuance of mechanical access devices shall be submitted to the campus Police Services Department by the CCCC Unit Access Device Manager. The request shall be on a Key Request Form. The request form shall include justification for the work and the access device needed. This minimizes the scope for re-keying in the event the devices are lost or stolen. The CCCC Unit Access Device Manager shall identify what building/rooms/spaces where access is required. The campus Police Services Department, in consultation with Building and Grounds if necessary, will determine the lowest level of device required to provide such access.
 2. Safekeeping – The holder of an access device to any District facility assumes responsibility for the safekeeping of the device and its use. The device will not be loaned or made available to others. When leaving a campus area(s) or building(s) or the District Office after operational hours, employees shall ensure that all doors are secured.
 3. Vendors, contractors and non-District personnel needing access to portions of District property (telephone service, elevator service, vending, etc.) are issued access devices through the campus Police Services Department. Should the device be lost or not returned upon expiration of the period of usage, vendors, contractors and non-District personnel will be responsible for all re-keying costs to all affected facilities. Prior to access devices being issued, vendors, contractors and non-District personnel are

required to sign an agreement to pay all re-keying costs for areas affected by lost or non-returned devices.

B. Electronic Access Devices

1. Requests for electronic access devices shall come from the CCCC Unit Access Device Manager using the Device Request Form just like mechanical access devices. All electronic access devices will be issued by the campus Police Services Department. Should a CCCC Unit wish to issue access devices to students, they must verify and attest that the student is officially and legally enrolled in the college. An end date for devices will be required for students.
2. Access Devices will be issued to those requiring entrance after regular business hours or to electronic access-controlled spaces (telecommunications rooms, computer labs, etc.) as approved by the proper CCCC Unit authority.
3. Each person who is authorized to be in a campus building after operating hours is required to have their access device and identification with them at all times. This will enable them to enter and exit the building under non-emergency conditions. These items will also serve as authorization to be in the building should Police Services officers question your presence in the facility.
4. Certain classrooms' computer labs require the use of an access device to gain entry. If you are assigned to teach in one of these rooms, please ensure that your department has requested a modification to your access device rights so you will have access to these rooms. If you are a part-time faculty member and are teaching in one of these rooms, your department will need to process a Device Request Form to add access to each facility in which you are assigned to teach.
5. Additionally, there may be other interior rooms on campus that are departmental or sensitive in nature and are protected by the Access Device system. These include labs, server rooms, telephone switch rooms, IDF rooms, and mechanical rooms to name a few. Access to these areas is restricted and governed by the policies of the department(s) controlling those spaces.

C. Lost or Stolen Access Devices

1. Lost or stolen access devices **MUST BE REPORTED IMMEDIATELY** to the campus Police Services Department, the employee's manager, and the access device authorizing CCCC Unit so officials can assess the impact of such events against building/department security. In the case of stolen access devices, the device holder shall file a theft report with the campus police.
2. Any lost or stolen device can present major security issues. The Buildings and Grounds department shall perform a threat assessment and determine which accesses, if any, should be re-keyed.
3. All costs associated with re-keying and making new devices shall be borne by the access device holder or access device holder's CCCC Unit, not Buildings and Grounds. These costs can be substantial in the case of lost masters and sub-masters, which is why the Site Access Device Manager scrutinizes such requests to insure they are needed, proper authorizations are in place, and that the requester understands the risks involved.
4. A new access device request must be initiated for replacement devices.

D. Temporary Access Devices

1. Temporary access devices for visiting professors, temporary employees, students and contractors may be issued. The CCCC Unit Access Device Manager shall mark the appropriate areas of the Access Device Request Form when asking for temporary access devices. Electronic access devices will also require an expiration date that will be programmed into the computerized Access Services System. Devices will not function after that date.

E. Special Security Keying

1. Any areas that are requested to be taken off the master key system so they can only be opened with a unique key or key-system are done so by exception only and must be approved by the President and the Site Access Device Manager. This approval must be in writing with the CCCCC Unit acknowledging their responsibility for the areas "off key control." Requestors should note that they are obligated to make available duplicate keys for Building and Grounds and Police Services for emergency access. Additionally, it should be noted that there will be no custodial services performed in these spaces unless prior arrangements are made with the Custodial Manager.
2. Requests – All requests for installation of special security locks shall be made via written service request from a senior dean or vice president to the Site Access Device Manager.
 - a. Users/holders of these locks and access devices must be recorded in the Asset and Access Device Database.
 - b. An employee or CCCCC Unit needing a special security key will complete and sign a Key Request Form for each key issued. This form shall then be signed by the Site Access Device Manager, after which it will be routed to the campus Police Services Department once the duplicate special security keys are cut, they will be issued to the employee. All records will be kept by the campus Police Services Department.

F. Master Access Devices

1. The Site Access Device Manager, in consultation with the Buildings and Grounds Manager, and the CCCCC Unit Access Device Manager will review requests for these access devices to ensure the device requested is needed and make a recommendation regarding approval.
2. Routine Audit – Master, GM and GGM device assignments will be reviewed by the Site Access Device Manager and the CCCCC Unit Access Device Managers biannually on even years. The results of the biannual audit will be forwarded to the Chief of Police and college President.

Control of Non-Building Access Devices

- A. Each CCCCC Unit is responsible for equipment and fleet vehicle access devices issued within their CCCCC Unit, and an internal written inventory shall be maintained. Equipment and vehicle fleet keys shall be maintained in a locked "key cabinet" in secure location inside a lockable office inside a building. Key cabinet location and installation shall be approved by Police Services and Building and Grounds prior to the installation of the boxes. Unauthorized key cabinets, or key cabinets located in spaces other than as described in this paragraph, may be required to be moved at the CCCCC unit expense.
- B. Unless authorized in writing or by position-related exception, personnel are not authorized to carry equipment and fleet vehicle keys when not at work.
- C. For keys used by multiple parties, a traceable check-in/check-out process and log shall be established.
- D. A duplicate access device for equipment and fleet vehicle shall be maintained in a separate key cabinet. The duplicate storage cabinet shall be located in a separate space from the key cabinet used for normal operations.

ACCESS TO TECHNOLOGY ASSETS

Purpose

The purpose of this procedure is to define processes for granting access to and safeguarding the District's electronic assets. These technology resource assets include software as well as confidential and sensitive data contained on District and vendor networks and computers related to students, faculty and staff in addition to research and other intellectual property.

It is the practice of the District to provide necessary access to technology resources that are required for the performance of job duties. In order to facilitate access, the District Information Technology Department maintains a central account authentication system that is used at all sites for employees to identify themselves to network and other centrally managed software systems such as Colleague, email and learning management systems. Control of authorization within each of the Districtwide systems is provided on an as-needed basis upon approval from appropriate manager(s).

Maintaining accurate, effective access controls is critical to protecting District technology resources. Ongoing communications between managers, college/District Human Resources and the Information Technology departments is essential in maintaining viable controls.

This procedure is intended to ensure District compliance with governmental and contractual regulations including, but not limited to:

- Family Educational Rights and Privacy Act (FERPA);
- Health Insurance Portability and Accountability Act (HIPAA);
- California SB 1386 – California Database Breach Act; and
- Payment Card Industry Data Security Standards (PCI-DSS).

Scope

- A. This procedure is applicable to all personnel employed in any capacity by the District and to all software and electronic assets owned/rented by the District.
- B. For procedures related to access control devices, refer to Business Procedure 10.53. For procedures related to non-technology related assets, refer to Business Procedure 10.55. For Employee Check-In, Employee Exit, and Asset and Access Device Assignment forms, refer to Business Procedure 10.56. These procedures are all related, and all should be reviewed when a new employee is hired by any CCCC Unit. When changes are made to this procedure, all related procedures should be reviewed to ensure they remain consistent.

Access

Access to electronic assets will be granted at the minimum level required which allows for the routine performance of assigned job duties. Exceptions may be granted for cause and must be documented and authorized.

Recordkeeping

Maintaining accurate records of the access granted is critical to protecting District electronic assets. The District Information Technology Department will maintain records for tracking access granted, revised and revoked for Districtwide resources. Each college information technology unit, in conjunction with division managers, will be responsible for tracking and maintaining records on access to local technology assets.

Definitions

Technology assets (referred to as "technology" in this procedure) include software as well as confidential and sensitive data contained on District and vendor networks as well as on computers related to students, faculty and staff in addition to research and other intellectual property. The following definitions are used in this procedure.

- A. Returning employee: Any employee (classified, faculty or student worker) who has not received a pay check for two years and who is being processed for reactivation.
- B. College HRA: Human Resource assistant(s) at a college.
- C. Staff assistant: Human Resource staff assistant(s) at District Office.
- D. Districtwide technology: Any technology for which the District Information Technology Department is responsible or technology asset located in the District Information Technology Department.
- E. Local technology: Technology that is located and controlled at the campus, such as shared drives, projectors, presentation stations, printers etc.

Granting Access to Districtwide Technology

The following processes define how access to technology shall be granted to differing types of employee groups Districtwide.

- A. **New faculty (full- and part-time)**
 - 1. College HRA/staff assistant gathers the necessary forms
 - 2. College HRA/staff assistant enters basic information about new employee into Colleague
 - 3. Information entered into Colleague will trigger:
 - a. email/portal account creation;
 - b. auto-generated email back to dean requesting him/her to complete an 'account request' form; and
 - c. information sent back to dean by District Information Technology after account setup is completed.
- B. **New full-time classified employee**
 - 1. College HRA/staff assistant gathers the necessary forms
 - 2. College HRA/staff assistant enters basic information about new employee into Colleague
 - 3. Information entered into Colleague will trigger:
 - a. email/portal account creation;
 - b. auto-generated email back to manager requesting him/her to complete an 'account request' form; and
 - c. information sent back to dean by District Information Technology after account setup is completed.
- C. **New classified hourly employee**
 - 1. Manager sends a "request to process" to college HRA/staff assistant
 - 2. College HRA/staff assistant enters basic information about new employee into Colleague
 - 3. Information entered into Colleague will trigger:
 - a. email/portal account creation;
 - b. auto-generated email back to manager requesting him/her to complete an 'account request' form if employee needs access to Colleague; and
 - c. information sent back to dean by District Information Technology after account setup is completed.

4. College HRA/staff assistant sends a "requisition" to District Human Resources with an END DATE
 - a. District Human Resources will enter END DATE on the wage line
- D. Returning part-time faculty (teaching)
 1. District Information Technology will run process to identify part-time faculty entered into class schedule and do the following:
 - a. activate previously disabled email/portal account for faculty;
 - b. send email to campus HRA letting them know that a faculty member is returning;
 - c. send email to District Human Resources to activate a new wage line for the faculty member; and
 - d. assign new telephone voicemail box number.
- E. Returning classified hourly and returning part-time faculty (non-teaching)
 1. Manager sends a "request to process" to college HRA/staff assistant
 2. College HRA/staff assistant sends a "requisition" to District Human Resources with an END DATE
 - a. District Human Resources will create a new wage line with the new END DATE
 3. District Information Technology will re-activate employee access
 4. If position or location has changed, District Information Technology will disable the employee Colleague access (if they previously had one) until the manager submits a new request to District Information Technology.
- F. Student workers
 1. Manager sends a "student employment card" to college HRA/staff assistant
 2. College HRA/staff assistant sends a "student employment form" to District Human Resources
 - a. District Human Resources will enter END DATE of June 30th of fiscal year on the wage line
 3. Once a week, District Information Technology will deactivate anyone that has no active wage line
 4. Student workers shall not be granted access to confidential data, including the Colleague system
- G. Gratuitous workers
 1. Manager sends a "request to process" to college HRA/staff assistant
 2. College HRA/staff assistant sends a "requisition" to District Human Resources
 - a. District Human Resources will enter END DATE of June 30th of fiscal year on the wage line (zero pay)
 3. Gratuitous workers shall not be granted access to confidential data, including the Colleague system
 4. Once a week, District Information Technology will deactivate anyone that has no active wage line

Deactivation of Access to Districtwide Technology

The following processes define how access to technology shall be deactivated for differing types of employee groups Districtwide.

A. Part-time faculty (teaching)

1. During week ten of the fall and spring terms, District Information Technology will deactivate email/portal accounts for those that are not assigned to teach a section in current or future terms
2. Any telephone voicemail box will be deleted (new number will be assigned upon return)
3. Hourly classified and part-time non-teaching faculty
4. Once a week, District Information Technology will deactivate any employees that have no active wage line

B. Full-time employees

1. Accounts for full-time employees will be disabled the day after the employee's last day of work as specified in the resignation letter
2. Employees who retire from District will continue to have access to email but access to other systems/software will be removed as of their last day of work.

Removal of Employee Permissions from Districtwide Technology

The following process defines how access to technology accounts shall be removed for part-time and hourly employees Districtwide.

A. Part-time and hourly employees

1. In April of each year, any employee that has not been paid by the District within the past two years will be terminated in the Human Resources system and their accounts to email/portal will be deleted
2. Employees returning after two-year absences will follow the appropriate new employee procedure

Granting Access to Local Technology

College information technology, in conjunction with managers, will be responsible for providing access to local technology assets and maintaining appropriate records.

Deactivation of Access to Local Technology

College information technology will deactivate access to local technology for individuals that have been deactivated, as described above, from access to Districtwide technology.

Periodic Audit

These records are subject to periodic audit by Internal Audit Services.

ASSET CONTROL

Purpose

The purpose for this procedure is the protection of the lives and property of the campus community and the District. Maintaining accurate, effective asset controls is critical to protecting the campus personnel and District assets. It is the practice of the District to issue assets that are required for the routine performance of job duties at the lowest level that will be effective.

This procedure is in place to ensure:

- employees have the proper tools and equipment required to perform their duties;
- District assets are tracked; and
- assets are returned when no longer needed or when employees separate from the department, college, or District.

Scope

- A. This procedure is applicable to all personnel employed in any capacity by the District.
- B. For procedures related to access control devices, refer to Business Procedure 10.53. For procedures related to technology resources refer to Business Procedure 10.54. For Employee Check-In, Employee Exit, and Asset and Access Device Assignment forms, refer to Business Procedure 10.56. These procedures are all related, and all should be reviewed when a new employee is hired by any CCCC Unit. When changes are made to this procedure, all related procedures should be reviewed to ensure they remain consistent.
- C. This procedure is applicable to control of minor property and equipment and fleet vehicle access devices.

Definitions

- A. **Assets:** District assets generally fall into the following categories:
 1. **Plant, Property and Equipment:** Capitalized assets such as real estate and improvements to real estate, facilities, fixtures, furniture, machinery, vehicles with values of \$5,000 and up.
 2. **Minor Property:** Non-capitalized assets acquired or distributed for immediate use and having a unit cost of less than \$5,000. This is personal property required for use by and assigned to specific employees for the conduct of official District business that has a unit cost less than the threshold that requires it to be tracked in the District financial enterprise resource system. These are items assigned to individuals that have a ready resale value or could be desired as personal possessions, and are therefore especially subject to theft or misuse. As used in this procedure, minor property includes items such as purchase cards, gas cards, laptops and tablet devices, external hard drives, District-purchased cellular telephones, audio and video equipment, test equipment, portable power tools, cameras, portable projectors, telescopes, and binoculars.
- B. **Asset Records:** Asset records maintained by CCCC Units.
- C. **CCCC Unit:** An organizational element of the Contra Costa Community College District and its colleges and centers. As used in this procedure it may be a department, division, college, campus, or center.
- D. **Minor Property Recorder:** A CCCC Unit-appointed position responsible for gathering and recording the tracking and assignment data for minor property held at the department or CCCC Unit level

Principles

- A. Assets are District property, and may only be used in the conduct of official business, and as governed by this and other District policies and procedures.
- B. All managers are responsible for the full implementation of this procedure within their respective areas. All minor property records are subject to audit by higher level managers and the Director of Internal Audit Services.
- C. Assets will only be provided when required for the routine performance of job duties and responsibilities.
- D. Each employee is responsible for ensuring the security and proper recordkeeping of all assigned assets.
- E. Assignment of assets must be approved by a manager.
- F. In order to minimize loss or misuse of assets, all asset holders are strongly encouraged to leave asset devices in a secure location during non-working periods.
- G. Misuse or negligent use of assets may result in the employee being held personally responsible for the costs of asset replacement.
- H. Pursuant to District policies and procedures, employees may be subject to disciplinary action up to and including dismissal for violations of this procedure. The process and procedure for considering disciplinary action will follow the appropriate process and procedure for each employment classification.

Responsibilities

- A. Asset Holders
 1. Transfer or distribution of all assets shall be per these procedures.
 2. Transfer of minor property between internal department employees is allowable, but such transfer shall be recorded in the Asset and Access Device Database.
 3. Loss, destruction, or theft of all assets shall be reported to department managers immediately. Theft of assets shall also be reported to campus police immediately.
 4. All new employees shall meet with their managers to review the District New Employee Checklist found in Business Procedure 10.56, Exhibit A, and shall sign for items received in Part B of the form or on the Asset and Access Device Assignment form found in Business Procedure 10.56 Exhibit C.
 5. When terminating employment or transferring to another work location or campus, all assets MUST BE RETURNED during the course of completing the Employee Exit Checklist found in Business Procedure 10.56. The completed checklist shall be verified and signed by the authorizing unit manager. All access devices are to be returned to the campus Police Services Department by the access device holder as a part of the exit checklist process. The departing individual should copy all records supporting the number and type of access devices returned for future reference. Individuals failing to return assigned assets and access devices prior to their departure may be held financially liable through collection, civil, or criminal proceedings for failure to return District property.
 6. Adjunct faculty members that are reasonably expected to teach again within a one-year timeframe do not need to complete an Employee Exit Checklist. All other faculty members who are asset holders shall complete the Employee Exit Checklist and turn in all assets prior to their last day on campus. Adjunct faculty members that return to work within a one-year timeframe, who need to be assigned assets, shall be required to fill out only Part B of the New Employee Checklist.

B. Information Technology

1. District Information Technology Department will create a Districtwide Asset and Access Device Database.
2. Local Information Technology Department staff will record software and minor assets purchased through the Information Technology Department.

C. CCCC Units

1. Hiring managers will ensure all new employees complete Business Procedure 10.56 Exhibit B, New Employee Checklist, to ensure that employees have the proper tools, software, equipment and access devices required to perform their duties.
 - a. The designated Minor Property Recorder will enter data for assets and access devices that are not related to controlled spaces into the Districtwide Asset and Access Device Database. If an asset has a serial number, that number shall be entered into the database. Records for the issuance of controlled space access devices shall be recorded by the Police Services Department at time of issuance. Please refer to Business Procedure 10.53 for procedures related to controlled space access devices.
 - b. Adjunct faculty members returning to work following a single-year break shall be required to fill out only Part B of the New Employee Checklist if they need to be assigned assets.
 - c. By signing the New Employee Checklist, employees accept accountability for assets and access devices assigned for their use and safekeeping. Misuse, abuse, or negligent control of assets and access devices may result in the employee being held financially and/or legally liable for the loss of use and cost of replacement of District property.
2. When new minor property assets or equipment and fleet vehicle access devices are purchased or received, and if they are assigned to a individual employee, the Minor Property Recorder for the CCCC unit receiving the assets or devices will record the asset and to whom it is assigned using the Asset and Access Device Assignment Log found in Business Procedure 10.56 Exhibit C.
 - a. The CCCC Unit Asset and Access Device Manager will have the employee sign the form indicating accountability for the asset or access device. Misuse, abuse, or negligent control of assets may result in the employee being held financially and/or legally liable for the loss of use and cost of replacement of District property.
 - b. After the Assignment Log is signed, the Minor Property Recorder will enter the asset data into the Districtwide Asset and Access Device Database.
3. When an employee separates from a department, a college, or the District, managers and supervisors shall ensure the separating employee completes the Employee Exit Checklist, and returns all assets and access devices prior to his/her last day of assignment, or the employee may be held financially and/or legally liable for the loss of use and cost of replacement of District property.
 - a. At the end of each semester, unit managers shall evaluate the status of all adjunct faculty. Adjunct faculty asset holders who are reasonably expected to teach again within a one-year timeframe shall not be directed to complete an Employee Exit Checklist. All other faculty asset holders shall be directed to complete the Employee Exit Checklist and turn in all assets and access devices prior to their last day on campus.

- b. The designated Minor Property Recorder will provide a list of assets and access devices from the Districtwide Asset and Access Device Database and attach it to the Employee Exit Checklist. The CCCC Unit Asset and Access Device Manager shall ensure all items are returned or otherwise accounted for in accordance with this and other college and District procedures.
 - c. After completion of the check-out procedure and when all assets and access devices have been returned, the Minor Property Recorder will update the Districtwide Asset and Access Device Database as appropriate.
5. Biennially, all CCCC Unit managers shall complete a physical inventory of minor property recorded in the Asset and Access Device Database to ensure all items are accounted for, assigned to the proper employee, and that new items and items disposed of have been properly recorded in the database. Records of each inventory are subject to review. It is the authorizing entity's responsibility to make every effort to secure assets and access devices from personnel terminating employment or transferring from the department or college. If efforts fail to obtain the assets or access devices, they should be considered lost, and treated as such, according to this and other District procedures related to lost property.
6. Division and department managers shall ensure compliance with related Board policies and this and other business procedures, and shall implement and maintain all required controls and records related to procurement, assignment, distribution, and collection of District assets and access devices.

ASSET AND ACCESS CONTROL CHECKLISTS

The attached checklists shall be utilized in an effort to maintain adequate controls that ensure District assets are accessed and used appropriately.

Exhibit A, New Employee Checklist

Exhibit B, Employee Exit Checklist

Exhibit C, Asset and Access Device Assignment Log



Contra Costa Community College District

NEW EMPLOYEE CHECKLIST

Upon the conclusion of recruiting, interviewing and selection, the employee is to be referred to the Human Resources Assistant to receive his/her new hire packet. The new employee check-in process is to be initiated before the employee receives his/her date to report to work. Upon completion, the Human Resources Assistant will forward this checklist to the appropriate manager for completion. **Note:** All appropriate information MUST be discussed with each employee.

Employee Name/Employee ID:	Report Date/Date Entered in System:
Job Classification:	CCCCD Site and Unit:

Part A: To be completed by the campus Human Resources Assistant:

Item or Action	Done	Item or Action	Done
Completion of Hiring Forms		Performance Appraisal Schedule	
Parking Permit		Fiscal Year Calendar	
Explanation of Pay		Union Membership	
Explanation of Benefits		Union Contract	
Education Stipend		Personnel File and Records	
Probationary Period		Business Office Functions	


I have received a copy of the appropriate materials listed above and/or have had explained to me the information outlined. I understand this information concerning my employment with the Contra Costa Community College District.

Part B: To be completed by hiring supervisor/manager prior to the employee's first day of work and signed by employee upon receipt.

Item or Action	Done	Item or Action	Done
Telephone Functions Established: <input type="checkbox"/> Phone Number/Voice Mail established		<input type="checkbox"/> Campus Mailbox Established	
Network Access(es) Established: <input type="checkbox"/> Network Log-In established <input type="checkbox"/> District E-mail established <input type="checkbox"/> Added to appropriate E-Mail Distribution Lists: 1) CCC <Department Name> 2) Other _____		Manual(s) Discussed/Provided: <input type="checkbox"/> Business Procedures Manual <input type="checkbox"/> College Procedures Handbook <input type="checkbox"/> Curriculum & Instruction Manual <input type="checkbox"/> Gov Board/Admin Procedures Manual <input type="checkbox"/> HR Procedures Manual <input type="checkbox"/> Payroll Procedures Manual <input type="checkbox"/> Student Services Manual <input type="checkbox"/> Management, Supervisory, and Confidential Employees Personnel Manual	
Link/Address to District Request form: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/Default.aspx		<input type="checkbox"/> Employee Picture ID Badge/#	
Colleague Access Established: <input type="checkbox"/> Student System (ST) <input type="checkbox"/> Colleague Financials (CF) <input type="checkbox"/> Human Resources (HR) <input type="checkbox"/> Not applicable		<input type="checkbox"/> Procurement Cards/Number	
Access Devices Requested/Distributed ¹ <input type="checkbox"/> Building Access Device(s)/# <input type="checkbox"/> Office Access Devices (s)/# <input type="checkbox"/> Office File Cabinet Key(s)/# <input type="checkbox"/> Assets and/or Equipment Access Device(s) (Use of Access and Access Device Assignment Log is required)		<input type="checkbox"/> Company Issued Equipment: Complete the Property/Equipment Checkout Log on the reverse side. For example laptop, cell phone, tools, camera, library/media materials, etc.	
		Other:	

Signature of Employee:	Signature of District or College HR Assistant	Date

Signature of Manager:	Date:

 <p style="font-size: 1.2em; font-weight: bold; margin-top: 5px;">Contra Costa Community College District</p>	<h2 style="margin: 0;">EMPLOYEE EXIT CHECKLIST</h2>
Employee Name (print):	Employee ID #:
Action Reason: <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer <input type="checkbox"/> Other: _____	Last Day of Service:
	Location: <input type="checkbox"/> CCC <input type="checkbox"/> District Office <input type="checkbox"/> DVC <input type="checkbox"/> LMC <input type="checkbox"/> San Ramon <input type="checkbox"/> Brentwood
Employee Type: <input type="checkbox"/> Classified <input type="checkbox"/> Supervisor <input type="checkbox"/> Confidential <input type="checkbox"/> Faculty <input type="checkbox"/> Manager (Academic or Classified)	CCCCD Unit:

Manager Action:

Item	Action	Information
Network Access	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail address for action: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/ Indicate expiration date, as applicable.
Colleague Access	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail address for action: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/ Indicate Student System (ST), Colleague Financials (CF) or Human Resources (HR).
E-mail Account (Exchange/ Outlook)	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail addresses for action: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/ . Also e-mail your local Information Technology Manager.
Access Device(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Email Police Services regarding keys to building(s), offices and file cabinets, include Key # ¹
District-issued asset(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Applies to any college issued equipment, such as laptop, cell phone, etc. Review and complete Asset and Access Device Assignment Log.
Expense Reimbursement	<input type="checkbox"/> Prepared <input type="checkbox"/> N/A	Any final request for expenses to be reimbursed by employer.
Staff ID Badge	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Procurement and/or Gas Card(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Parking Permit	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Reset Password(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Email IT regarding clearing phone and/or e-mail messages.

Other items to be noted:

Employee Signature:	Date:
Manager (print):	
Manager Signature:	Date:

¹Attach additional sheet, if necessary

Human Resources Action:

Item	Action	Information
Final Paycheck Information	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Classified/Managers: Last workday of the month of exit. Faculty retirements: January 1 (fall) or June 30 (spring).
Final Absence Report	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	All known absences are communicated to District Payroll as soon as possible via a signed Absence Report.
Vacation Leave	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Included in final paycheck.
Sick Leave	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Can be converted to Credited Service if retiring. If leaving District, provide balance report.
Insurance benefits/COBRA	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	District Benefits Representative will be contacting exiting employee by letter. COBRA letter issued for employees not eligible for District-paid benefits.
Retirement information	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Retirement letter issued by District Benefits Representative. Provide CalPERS or CalSTRS checklist and/or information.
Unemployment Compensation	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	

Other items to be noted:

Forwarding Address for final paycheck/paystub and/or W-2 Statement:

Street Address:

City, State, Zip Code:

Contact Phone number:

Employee Signature:	Date:
College HR Representative (print):	
College HR Representative Signature:	Date:

Distribution: College HR

Manager

Employee

Human Resources Procedures

2014-15 Review, Series 2000 and 3000 Plus Miscellaneous – 1st Reading Gene Huff

Yellow Highlights = Minor revisions (i.e., titles, references, etc.)

HR Procedure Number	Title	Action Requested
2010.01	Academic Service	Delete (Information duplicated in HR2030.01)
2020.01	Academic Management Employee Orientation	Delete
2020.02	Academic Management Training and Development Program	Revise
2030.01	How to Employ Faculty Employment of Academic Employees	Revise
2030.02	Process for the Employment of Faculty	Delete
2030.03	Faculty Employment on Annual Salary Schedule	Revise
2030.04	Contracts for Faculty	Revise
2030.06	Student Success and Support (Matriculation) Program Faculty Employment	Revise
2030.07	Faculty Employment on Salary Schedule for Special Programs	Revise
2030.11	Participation in the Academic/Classified Management Evaluation Process	Delete
2040.02	Guidelines for Selection of Recruitment of a Replacements for an Academic Managers on Sabbatical Leave	Revise
2040.03	Vacation Pay at Separation for Academic Managers	Revise
2040.04	Interruption or Termination of Vacation Leave for Academic Managers	Revise - Title
2040.06	Industrial Accident or Illness Leave for Academic Employees	Revise
2040.08	Faculty Exchange Leave	Revise - Reference
2050.01	Paid Holidays for "C" Contract Faculty	Delete
2060.04	Faculty Load for Independent Study/Work Experience Assignments	Revise
2060.05	Guidelines for Payment of Overtime for Faculty Services	Delete
2060.07	Guidelines for Employment of Temporary Part-time Faculty	Revise
2060.08	Part-time Faculty Step Increments for In-District Service	Delete
2060.09	Guidelines for Employment of Temporary (Substitute) Faculty	Revise
2060.11	Banked Load	Revise
2060.12	Temporary Reassignment of an Academic Management/Supervisory Employee to a Higher Classification	Revise
2060.13	Employment of Hourly Academic Managers and Supervisors	Delete
2060.14	Placement on Academic/Classified Management Salary Schedule	Revise - Title
2060.15	Longevity Pay for Academic Managers	Revise
2060.16	Part-time Faculty Office Hours Program	Revise
2060.17	Base Dates for Academic Manager Step Increments	Delete
2070.01	Academic Employee Discipline/Dismissal	Revise
2080.01	Personnel Impact of Program Reviews	Revise
2090.01	Pre-retirement Reduction of Faculty Annual Workload	Revise
2090.03	Reporting Faculty STRS Retirement Dates for Fall Semester	Delete
2090.04	Faculty Internship Program	Revise
2090.05	Exchange Teachers	Revise - Reference
2090.07	Faculty Reassigned Time Guidelines	Revise - Reference
2090.10	STRS Service Credit for Faculty on FMEC Exchange Program Leave	Revise - Reference
3010.01	Employment of Classified Service and Exempt Positions Employees	Revise
3010.02	Coverage of Classified Service	Deleted (Information duplicated in HR2030.01)
3020.02	Establishment of a New Classification	Revise - Title
3030.01	Transfer Process for Local 1 Unit Members	Revise
3030.02	Classified Staff on Selection Committees	Revise

DELETE THIS PROCEDURE
Information duplicated in HR2030.01

ACADEMIC SERVICE

~~Academic employee refers to a person employed by a community college district in an academic position. An academic position includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the State Board of Governors.~~

Education Code 87001

DELETE THIS PROCEDURE

ACADEMIC MANAGEMENT EMPLOYEE ORIENTATION

Orientation provides new employees in management classifications a comprehensive overview of the organization and an introduction to their department that is located either at the college or District Office. Orientation of all new employees to the organization is required and is the official welcome from the college or District Office. The Human Resources Department (either at the college or District Office) and the hiring manager/supervisor will be responsible for the orientation of employees. A planned curriculum will contribute to the program's success.

First impressions of new employees affect future job satisfaction, competence and loyalty. An orientation program is a critical factor in shaping the work attitude. The attitudes formed in the early days on the job tend to persist and are not easily changed.

There are three parties who are the main stakeholders in the success of orientation:

1. Human Resources: Responsible for providing the necessary new employee documents and ensuring their accurate completion. Also sponsors the "New Managers Orientation" sessions.
2. New employees: Responsible for learning college or District policies and procedures, who need to know their surroundings, and who hope to grow in their jobs
3. Management: Responsible for providing a departmental and college or District Office orientation.

Procedure:

All new management employees to the District will be provided with a four-phase orientation to the organization, as follows:

1. Orientation to complete new employee documents conducted by the college or District Human Resources Office depending on the home base location of the employee (to be completed prior to the employee's first day of work).
2. A structured full day orientation to the organization (to be completed within 30 days of employment).
3. Orientation to the department and college where the employee will be physically located. This orientation is to be conducted by the hiring manager/supervisor (within the first week of work).
4. New Manager Orientation: This orientation provides managers with a tailor-made session specific to management responsibilities (offered once a quarter for all new hires as managers of the District or transfers into new management positions). Current managers are also encouraged to enroll as a "refresher" course.

The following pages provide a detailed outline of what will be covered in each of the orientation phases noted above.

Human Resources Orientation Outline For Management Employees

1. Orientation to New Employee Documents

a. Provide new employee with a packet of information and documents. The following is covered during this one-on-one meeting with a Human Resources Representative:

- 1) Welcome letter that confirms date of hire and starting salary
- 2) Benefit forms and brief overview of the following:
 - a) Health or tax-shelter annuity option
 - b) Dental
 - c) Vision
 - d) Life, supplemental life, extended life, and dependents- coverage
 - e) Salary continuance insurance
 - f) Employee Assistance Program
 - g) Liability insurance
 - h) STRS or PERS and FICA
 - i) Charity drives and contributions
 - j) First Metro 1 Credit Union
 - k) COBRA rights

b. Explanation of Pay

- 1) Starting salary and time periods to receive step increases
- 2) Pay periods and date of first check
- 3) Monthly absence reports as verification of attendance employee must check carefully
- 4) Payroll deductions mandated and voluntary

c. Parking permit and identification card (if applicable)

d. Types of Leaves (provide list of leaves and appropriate forms, if applicable)

- 1) Vacations
- 2) Sick Leave
- 3) Extended sick leave and difference pay
- 4) Bereavement leave
- 5) Jury/Court Leave
- 6) Military leave
- 7) Personal necessity leave
- 8) Industrial accident/illness leave
- 9) Educational conference/meeting leave
- 10) Leave without pay
- 11) Parental leave maternity, paternity and adoption

e. Holidays

- 1) New Year-s Day
- 2) Dr. Martin Luther King Jr. Day
- 3) Lincoln-s Birthday
- 4) Washington-s Birthday
- 5) Good Friday
- 6) Memorial Day
- 7) Independence Day
- 8) Labor Day
- 9) Veterans Day
- 10) Thanksgiving and the following Friday
- 11) Day before Christmas
- 12) Christmas Day
- 13) Day before New Years- Day
- 14) Five other Board approved days during winter recess

- f. Health screening paperwork and instruction provided for TB test and physical
- g. Fingerprinting is conducted with new employee
- h. Ensure that employee has phone number of new supervisor. Employee contact supervisor to schedule departmental orientation. If employee does not contact supervisor, then upon first day of hire supervisor will arrange a departmental orientation date with employee.
- i. New Manager Orientation: Date/time/location of up coming ~~Δ~~New Manager Orientation~~@~~ is provided to new employee and is already enrolled into the up coming session.
- j. Question and answer period
- k. Tour of the facility

2. New Employee Orientation to Contra Costa Community College District

- a. Districtwide Orientation to Organization
 - 1) Welcome and Introductions
 - 2) Overview of CCCCD
 - a) Big Picture/History
 - b) Mission/Vision/Goals, Culture, Questions & Answers
 - 3) Human Resources (Human Resources Brochure provided for contact information)
 - a) Recruitment/Classification/Compensation
 - b) Policies/Procedures
 - c) Equal Employment Opportunities and Affirmative Action
 - d) Employee Relations
 - e) Staff Organizational Development & Training courses offered
 - f) Worker=s Compensation
 - g) Benefits (PERS, FICA, Probationary Period, Dental, Vision, Life, Health)
 - 4) Bargaining Unit Overview
 - 5) Environmental Health and Safety & Police Services
 - 6) Employee Assistance Program
 - 7) Payroll Overview
 - 8) Wrap-Up, Evaluations

ACADEMIC MANAGEMENT TRAINING AND DEVELOPMENT PROGRAM

1. The goal is to improve student learning by improving organizational functioning.
2. One important way to improve organizational functioning is to improve the quality of performance by managers.
3. The quality of performance by managers is directly related to the quality of the managers' knowledge, skills, attitudes and personal characteristics required for effective and efficient management.
4. A comprehensive training and developmental program can help managers improve their knowledge, skills and attitudes, thereby enabling them to improve their performance or behavior.

1. New Manager Orientation

This orientation is offered on a quarterly basis to all new managers and existing District employees who are transferring into a management role. Existing District managers may also enroll as a "refresher" course. The following items are covered during this orientation:

- a. Employee Relations Overview (i.e. harassment, etc.)
- b. Labor Relations/Bargaining Unit Contract overview
- c. Payroll/timecards
- d. Recruitment overview (i.e. posting and filling vacancies, etc.)
- e. Classification/Compensation
- f. Staff Development Plan for employees
- g. Workers Compensation and a manager's responsibility
- h. Safety in the workplace and a manager's responsibility

2. Manager Developmental Program

A developmental plan can be created for individual managers or management groups, or as a whole in order to assess training as it relates to developmental needs. A plan is created and implemented to address those needs and reviewed regularly to assess progress on action items included in the plan. Individual management plans should be jointly developed between the individual manager and his or her supervisor. Progress towards meeting the objectives should be used as the partial basis for evaluating the manager in the subsequent year. Developmental plan formats can be obtained through the District Human Resources and Organizational Development Department at the District Office. Plans should include the following:

- a. Measurable objectives
- b. Activities that will meet the objectives
- c. Timeline for each objective to be met
- d. Person or persons responsible for assisting to achieve each of the activities

The plan for the management group can be developed by the same group. It should identify any group training or development activities, whether those activities take place on or off-site. The plan should take into account the needs identified by the college community as weaknesses in organizational functioning, as well as those common needs by the management group.

HOW TO EMPLOY FACULTY EMPLOYMENT OF ACADEMIC EMPLOYEES

EMPLOYMENT STATUS	WEEKLY LOAD	SALARY SCHEDULE	PAY BASIS	BENEFITS
Regular Employee First-year, Second-year, Third-year or Fourth-Year Contract Employee	More than 60% 67%	Faculty Salary Schedule	Annual Rate (or fraction thereof if less than 100%)	Health Insurance Dental Insurance Salary Continuance Insurance Life Insurance Vision Insurance Employee Assistance Plan
Temporary (Substitute) Contract Employee Long-term Substitute	a. More than 60% 67% for a full semester or year b. More than 60% 67% but less than a full semester or year	Faculty Salary Schedule Faculty Salary Schedule	Annual Rate (or fraction thereof if one semester and/or less than 100%) Per Diem Equivalent (or fraction thereof if less than 100%) Ed Code 87815	Health, Dental, Salary Continuance, Life and Vision Insurance Employee Assistance Plan Health Insurance (UF, Art. 21-9.5)
Temporary (Part-time) Employee Temporary (Substitute) Employee	60% 67% or less	Teaching Salary Schedule For Extended Day Program, Temporary (Part-time) Day Faculty and Summer Session*	Hourly Rate	Health, Dental Insurance if qualified under UF Contract (proportionate)

* For instructors. Use appropriate faculty salary schedule for others.

Academic Employees

- Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.
- Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisor or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professional in health services, DSPS and EOPS.
- The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Board delegates the authority to the Chancellor (or designee) to determine the extent of the District's needs for temporary faculty.

4. The District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Academic Titles

1. A tenured faculty member may use the title Professor or Instructor.
2. A probationary faculty member or a full-time faculty member who is non-tenure track may use the title Assistant Professor or Instructor.
3. A part-time faculty member may use the title Adjunct Professor or Instructor.

Education Code Section 87400, 87419.1, 87600, 87482.8
Title 5, Section 51025

DELETE THIS PROCEDURE

PROCESS FOR THE EMPLOYMENT OF FACULTY

The following procedures should be followed when processing the employment of faculty:

1. Monthly Faculty

Submit on appropriate forms for Board action when:

- a. Employing new first-year contract personnel
- b. Employing one-semester or one-year temporary contract (substitute) personnel

2. All Other Faculty

Includes extended day, summer session, special programs and projects, substitutes, counseling, extra services in the day program, and other services.

Submit on appropriate forms for Board action when the faculty member is not on a current employment list.

FACULTY EMPLOYMENT ON ANNUAL SALARY SCHEDULE

Faculty members who are employed for a permanent position on an annual salary schedule or basis shall be placed in one of the two following employee categories:

Contract - Probationary Employee (first-year, second-year, third-year or fourth year probationary employee)

Regular - Permanent Employee (an employee who has tenure or permanent status)

For continuing the employment or for the non-retention of a contract employee, one of the following actions must be taken.

Contract employee; first contract:

1. Enter into a contract for the following academic year, **or**
2. Grant tenure and rehire employee for second year and all subsequent years as a regular employee, **or**
3. Do not rehire - no hearing required, in which case the Governing Board must be furnished with:
 - a. all the evaluations, and
 - b. recommendations from President and Chancellor. (President's recommendations to Chancellor due on or before February 15.)

Whereupon the Governing Board must:

- a. take official action no later than March 15, and
- b. give academic employee written notice of non-renewal of contract and the reasons therefore on or before March 15.

Contract employee; second contract:

1. Enter into a contract for the following two academic years, **or**
2. Grant tenure and rehire employee for third year and all subsequent years as a regular employee, **or**
3. Not enter into a contract for the following academic year -- follow provisions for not rehiring probationary employee as per Education Code 87740 which requires proof of cause based on specified grounds and notice by March 15.

Contract employee; third contract:

1. Employ the probationary employee as a tenured employee for all subsequent academic years, **or**
2. Not employ the probationary employee as a tenured employee -- follow provisions for not rehiring probationary employee as per Education Code 87740 which requires proof of cause based on specified grounds and notice by March 15.

Education Code 87608, 87608.5, 87609

CONTRACTS FOR FACULTY

A "Contract of Employment" shall be completed whenever a faculty member's workload exceeds ~~sixty~~ 67 percent, this includes all faculty in a temporary contract, first-year contract, second-year contract and third-year contract status. Employees in a regular status will not be required to sign a "Contract of Employment."

**STUDENT SUCCESS AND SUPPORT
(MATRICULATION) PROGRAM FACULTY EMPLOYMENT**

Although **student success and support (matriculation)** funding is restricted, it is not considered "categorical" within the meaning of Education Code Section 87470 because the program has no sunset date and the funding is not temporary. This means faculty cannot be hired subject to Education Code Section 87470. They will be employed on a first-year contract basis (tenure track).

FACULTY EMPLOYMENT ON SALARY SCHEDULE FOR SPECIAL PROGRAMS

Faculty employed for special programs are governed by the following employment, pay and benefit plan provisions.

1. Employee Status - Education Code Section 87470 provides that service by a person as an instructor in classes conducted under contract with public or private agencies shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee. Accordingly, instructors working in special programs funded under contracts, such as MDTA and ROC, do not have probationary status. Supervisors, coordinators and counselors shall not be employed for special programs unless they are contract or regular faculty employed for the special programs on an extra service basis or are employed as temporary part-time faculty. The only exception are full-time positions funded from EOPS and DSPS. These positions are considered tenure track.
2. Payroll Deductions
 - a. Federal and State Income Tax: Federal and State Income Tax will be withheld on the basis of information furnished by the employee on Form W-4.
 - b. Retirement Fund:
 - 1) Faculty members working 60 hours or more in a pay period will be required to participate in the California State Teachers Retirement System.
 - 2) Deductions will be made at rates determined by the retirement system.
 - c. Medicare Insurance: Medicare contributions will be deducted at the rate established by the Federal government.
3. Group Insurance - The District will pay the cost for the employee and his/her family in a group health plan. This provision applies only to those working in a program of more than 18 weeks duration on at least a half-time basis and is subject to inclusion of the specific insurance benefit in the contract with the funding agency.
4. Holidays - An employee is entitled to pay for holidays if the following four conditions are met:
 - a. the holiday is one of the regularly scheduled working days;
 - b. the school calendar designates the day as an academic holiday (~~Christmas and Easter~~ Winter and Spring recess periods are not academic holidays);
 - c. the day falls between the beginning and ending dates of the special program as designated in the contract with the funding agency; and
 - d. payment for the holiday is approved and funds provided by the funding agency.
5. Sick Leave - If approved in the program budget, full-time employees (working forty hours per week) will be granted one day sick leave with full salary for each month worked. Part-time employees will be entitled to that proportion of one day per month as the hours worked per week bear to forty hours.

Sick leave is available for use on the first day of the month following the month in which it is earned.

In case of industrial accident or illness, the provisions of the United Faculty contract will apply.

6. Separation from the District

- a. Resignation: Special program employees desiring to resign should be requested to submit a letter of resignation.
- b. Termination: All special program employees whose services are being terminated by the District should be notified in writing no later than their last day of service.

DELETE THIS PROCEDURE

PARTICIPATION IN THE ACADEMIC/CLASSIFIED MANAGEMENT/SUPERVISORY EVALUATION PROCESS

Information for Management/Supervisory evaluations will be collected by way of the Behavioral Skills Survey (Appendix A-4 in the Management, Supervisory, and Confidential Employees Personnel Manual). The survey will focus on five areas appropriate to all managers/supervisor – Communication Skills, Leadership, Professional Knowledge and Expertise, Team Work, and Administrative Skills. The individual to be surveyed will be those who have direct knowledge of the manager-s/supervisor-s skills. When the survey is from a large constituency by random sample or other mutually agreed means, the individuals selected will be those who have had the most direct and substantial experience with the services provided by the managers/supervisor-s area. The individual questionnaires will be signed by the persons completing them.

The individuals to be interviewed/surveyed will include persons selected from the following categories designated for each position and will include all employees directly supervised. The selection of participants shall be as outlined in the Management, Supervisory and Confidential Employees Personnel Manual.

MANAGEMENT POSITIONS	PARTICIPANTS				
	Faculty	Managers	Staff	Students	Other
Academic/Student Services Manager					
Assistant Comptroller					
Buildings and Grounds Manager					
Central Services Manager					
Chief Accountant					
Chief of District Police Services					
College Bookstore Manager					
Comptroller/Assist. Chief Financial Officer					
Custodial Manager					
Dean					
Director of Admissions and Records					
Director of Admiss., Records & Relations w/Schools					
Director of Business Services					
Director of College Development					
Director of Community Relations & Mrktg.					
Director of Computer/Media Services					
Director of District Research					
Director of Enrollment Management					
Director of Facilities and Construction					
Director of Financial Aid					
Director of Human Resources					
Director of Information Technology					
Director of Instructional Support					
Director of International Education					
Director of Library Services					
Director of Marketing & Media Design					
Director of Matriculation and Research					
Director of Payroll Services					
Director of Planning, Research/Student Outcomes					

<u>MANAGEMENT POSITIONS</u>	<u>PARTICIPANTS</u>				
	<u>Faculty</u>	<u>Managers</u>	<u>Staff</u>	<u>Students</u>	<u>Other</u>
Director of Public Safety/Related Prgms					
Director of Purchasing					
Director of Special Programs & Svcs					
Director of Student Programs & Svcs					
Economic Devel. Program Manager					
Executive Dean					
Executive Director, Regional Training Institute					
Food Services Manager					
Foundation Director					
Manager of Audit Services					
Manager of Student Equity/Re-Entry Services					
Network Technology Manager					
Police Services Lieutenant					
Public Information Offcr/Spcl Asst to the President					
Satellite Business Services Manager					
Senior Academic Student Services Manager					
Senior Dean					
Senior Foundation Director					
Technology Applications Manager					
Vice President					

<u>SUPERVISORY POSITIONS</u>	<u>PARTICIPANTS</u>				
	<u>Faculty</u>	<u>Managers</u>	<u>Staff</u>	<u>Students</u>	<u>Other</u>
Administrative Analyst					
Bookstore Supervisor					
Cashier-s Office Supervisor					
Computer and Network Supervisor					
Counseling Office Supervisor					
Executive Coordinator					
Police Services Sergeant					
Principal Accountant					
Principal Administrative Analyst					
Principal Executive Coordinator					
Principal Human Resources Representative					
Principal Payroll Technician					
Principal Web Administrator					
RTI Accounts Manager					
RTI Key Accounts Manager					
RTI Senior Key Accounts Manager					
Safety and Environmental Health Coordinator					
Senior Administrative Analyst					
Senior Executive Coordinator					

The evaluation process established in the Management, Supervisory and Confidential Employee Personnel Manual Section 6.9.2 will be used by the Governing Board for the evaluation of the chancellor, college presidents, vice chancellors and executive director, RTI. The evaluation will include information collected by interview or survey from representatives of the faculty, other managers, classified staff and students in addition to all employees directly supervised.

**GUIDELINES FOR SELECTION OF
RECRUITMENT OF A REPLACEMENTS FOR AN
ACADEMIC MANAGERS ON SABBATICAL LEAVE**

1. The purpose of the sabbatical leave replacement program position will be broadly announced throughout the District.
2. At least one eligible manager from each college (more than one with approval of President) is encouraged to apply for a one-semester or one-year leave replacement position each year.
3. This program may be utilized in the area of cross-training of managerial employees. Therefore, College Presidents have first option to replace a manager with another manager if such action will serve to promote program goals.
4. Affected job descriptions will be reviewed by campus site managers and the Vice-Chancellor, Chief Human Resources Officer and Organizational Development at the time that sabbatical leaves are approved. for The purpose of revising minimum and desirable qualifications as necessary is to allow as much opportunity as possible to achieve program goals.
5. Currently utilized District and College employment procedures will be followed.

6. Sabbatical leaves for managers begin and end as follows:

One year:	July 1 – June 30
Fall Semester:	July 1 – December 31
Spring Semester:	January 15 – July 15

7.6. The District will arrange for overlap periods at the beginning and end of a manager's leave. The manager and replacement will work together for not more than ten (10) working days prior to and not more than five (5) working days after the leave for the purposes of orientation, training, debriefing and accomplishing smooth transitions.

8. Replacement managers will be evaluated at midpoint and at the end of their assignments.

VACATION PAY AT SEPARATION FOR ACADEMIC MANAGERS

Employees with unused vacation leave at the date of separation shall be paid for that time on a lump sum payment basis, excluded from PERS or STRS. The date of separation shall be the last day of actual service. There will not be any days carried over at the time of re-employment. On recall or rehire, vacation leave will, however, be earned at the former entitlement rate.

**INTERRUPTION OR TERMINATION OF VACATION LEAVE FOR
ACADEMIC MANAGERS**

An academic manager, may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and the statement of a licensed physician supporting the basis for such interruption or termination. Such requests and verifications shall be submitted to the President, Chancellor or ~~Vice Chancellor~~, **Chief Human Resources Officer and Organizational Development**, as appropriate.

INDUSTRIAL ACCIDENT OR ILLNESS LEAVE FOR ACADEMIC EMPLOYEES

1. An employee shall receive up to sixty days (60) leave with pay per injury for an industrial accident or illness. An industrial accident or illness is defined as one where the employee becomes ill or is injured while serving the District and the accident or illness is reported to the ~~Contra Costa County Schools Insurance Group (CCCSIG) in accordance with their regulations and the Contra Costa County Schools Insurance Group accepts responsibility for the treatment of the employee.~~ District's workers' compensation administrator.
2. ~~Industrial accident or illness leave shall commence on the first day of absence. Allowable leave shall not be accumulated from year to year. If an industrial accident or illness occurs at a time when the full sixty (60) days will overlap in to the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.~~
~~When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him or her for the same illness or injury.~~
~~Industrial accident or illness leave shall commence on the first day of absence.~~
3. When an employee is absent due to an industrial accident or illness, the employee shall be paid such portion of the salary due for any month in which the absence occurs. ~~as, w~~When added to the temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, ~~will result in a payment of not~~ the employee is not entitled to more than 100 percent of the employee's full salary. Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a ~~temporary disability indemnity award~~ a compensation award made under workers' compensation.
4. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in the Education Code, and the absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, the employee may elect to take as much of the accumulated sick leave which, when added to the temporary disability indemnity, will result in a payment to the employee of not more than the full salary.
5. Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.
6. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received ~~on account of the industrial accident or illness under the workers' compensation laws of this State.~~ The District, in turn, shall issue the employee appropriate salary warrants for payment of salary and shall deduct normal retirement and other authorized deductions.
7. **(The following text, #7, was copied from HR3090.12, #7)**
When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the position, the employee shall, if not placed in another position, be placed on a re-employment list for a period of thirty-nine (39) months. When available, during the 39-month period, the employee shall be employed in a vacant position in the class of the

previous assignment over all other available candidates except for a re-employment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with appropriate seniority regulations.

8. Any employee receiving benefits as a result of provided in this section shall, during periods of injury or illness, remain within the State of California unless the Board authorizes travel outside the State.
9. An employee who has been placed on a re-employment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.
10. The Governing Board shall require certification by the attending physician that the individual is medically able to return to and perform the duties of the position.

Education Code Sections 87765, 87780-87787

FACULTY EXCHANGE LEAVE

Each college President, or designate, is authorized to recommend to the Chancellor to give administrative approval to a regular or contract faculty member applying for a faculty exchange leave. The following kinds of leave may be considered for approval:

1. Leave with salary: in exchange for a faculty member whose salary is paid by the reciprocating school authority.
2. Leave without salary: when accepting a United States Government grant to teach in a national school abroad. The District will compensate the exchange faculty member according to the person's placement on the District salary schedule.
3. Leave without salary: accepting a United States Government grant to teach in a national school, an American-sponsored school, to study, or conduct research abroad.

Education Code Section 87422

DELETE THIS PROCEDURE

PAID HOLIDAYS FOR "C" CONTRACT FACULTY

~~The schedule of holidays for which a part-time (non-contract) faculty member or a contract or regular faculty member on an extra service basis is to be paid will be issued by the District Human Resources Office upon the settlement of the Academic Calendar.~~

FACULTY LOAD FOR INDEPENDENT STUDY/WORK EXPERIENCE ASSIGNMENTS

Most faculty loads are calculated upon percentages of time a faculty spends in scheduled classes and the instructional mode for each class (e.g. lecture hour : 15 = .067 load). Independent Study and Work Experience assignments do not require scheduled class and are, therefore, based upon weekly student contact hours which equate to units of credit. A full load for these assignments has been established to be 675 weekly student contact hours (units). The load factor, then, is $1 : 675 = .00148$ or .0015 per unit per student enrolled with .01 being the minimum load for 1 to 6 weekly student contact hours (units). The college schedulers responsible for entering faculty loads will use this factor to calculate and enter loads for all faculty who are assigned to Independent Study and Work Experience courses. Part-time faculty loads are to be based upon the total instructional assignment including Independent Studies and Work Experience courses and the total assignment shall not exceed **60% 67 percent** of a full-time load.

United Faculty Agreement, Article 7

DELETE THIS PROCEDURE

GUIDELINES FOR PAYMENT OF OVERTIME FOR FACULTY SERVICES

Extra pay for extra class assignments is authorized only when the teaching services occur entirely in the extended day and Saturday programs or for classes scheduled from 4:00 p.m. to 6:00 p.m. or 7:00 p.m., Monday through Friday. Extra pay for counseling services is authorized only when the extra services begin after 4:00 p.m., Monday through Friday. Extra teaching or counseling service during the day program Monday through Friday is compensated by the adjustment of work assignments in subsequent semesters.

Extra pay for services during the day program is authorized for:

1. Lecturers for externally funded grants.
2. Other academic services, such as, curriculum development, etc.

GUIDELINES FOR EMPLOYMENT OF TEMPORARY PART-TIME FACULTY

1. Employment of a new temporary part-time faculty member must be processed for Governing Board approval. Salary will be based on class and step placement on the appropriate faculty salary schedule for temporary employees.
 - a. Part-time faculty must complete a Withholding Tax Statement (W-4), PERS/STRS Retirement Information Sheet, Loyalty Oath, **Employment Eligibility Verification (I-9 Form)** and must submit a current tuberculosis clearance.
 - b. All part-time faculty must be processed for fingerprint clearance.
2. Temporary (part-time) faculty members should be assigned **60 67** percent or less of an FTE in any given semester. It is not permissible to exceed the limit in one semester and then "balance it out" during the following semester.
 - a. Note that "long term" substitutes must be counted in the percentage; however, "day-to-day" substitutes need not be included.
 - b. Concurrent assignments at other colleges in the District are counted when computing total load.
 - c. Faculty members teaching short-term courses or performing other academic services may balance their load over the weeks in a semester.
3. If an emergency occurs which requires the use of a part-time faculty member for more than **60 67** percent, the Senior Dean or Dean should submit a written request with District Human Resources to waive the **60 67** percent limitation. District Human Resources will forward the request to United Faculty for concurrence. If the request is granted, the college managers need to be certain that the faculty member does not exceed **60 67** percent during any of the following five semesters. Strict adherence to this policy is necessary to avoid having to employ a part-time faculty member who has not gone through the standard selection process, as a regular faculty member (as per Ed. Code limitations).
4. Checklist for Calculating and Monitoring Load for Temporary Faculty

Temporary faculty members are hired to teach classes for not more than 60%–67 percent of the hours/week measured against full-time equivalent for regular employees having comparable duties. This calculation projects the temporary employees' total yearly assignment to that of the regular full-time employee by semester and by year.

 - a. Excluded from calculation is substitute service on day-to-day basis; "day-to day" is substitute employment for a position temporarily and intermittently vacated by another faculty member.
 - b. Excluded from calculation is service as a classified employee, provided that services rendered as classified employee can be clearly and convincingly distinguished from service rendered as a faculty member.
 - c. Excluded from calculation is service rendered as a tutor, as tutoring is distinguished from classroom instruction.
 - d. Excluded from calculation is voluntary non-teaching service, such as meeting with students, etc.
 - e. Excluded from calculations is service rendered pursuant to the "Other Certificated Services" schedule, so long as duties are clearly and convincingly distinguished from classroom teaching duties and not counted towards FTE teaching load.
 - f. Excluded from calculation is any assignment worked during Summer Session. (Dates indicated on the annual academic calendar.)

- g. Service rendered in excess of 60%-67 percent but less than a full term (semester or year) may, pursuant to a contract, not qualify for reclassification as permanent employee.
- h. Calculation equals FTE by semester annualized by addition of fall and spring.
- i. With exception of Item g above, FTE cannot be greater than 60%-67 percent for any one semester.
- j. Counselors, librarians and cooperative education instruction are to be included in calculation.

Education Code Section 87400, 87482.8

DELETE THIS PROCEDURE

PART-TIME FACULTY STEP INCREMENTS FOR IN-DISTRICT SERVICE

The United Faculty agreement enables a part-time (non-contract) faculty member to accumulate credit for in-District academic service for salary step advancement. Service as a day-to-day substitute and service during the summer session are excluded. In addition, any time on leaves without pay will be excluded.

Part-time instructors must request advancement. The application form to request advancement on the salary schedule is used by the College Human Resources Assistant to report the verified service and equivalency to the District Human Resources Office.

United Faculty Agreement, Article 20.3

GUIDELINES FOR EMPLOYMENT OF TEMPORARY (SUBSTITUTE) FACULTY

1. The employment of a temporary (substitute) faculty member on a per diem or semester basis is permitted only to replace a faculty member who has been granted a leave for a semester or a year, or is experiencing long-term illness.
2. When the substitution is for a full semester or year for more 67% of a full-time assignment, employment will be processed for Board approval and issuance of a temporary faculty contract. Salary will be based on class and step placement on the Faculty Salary Schedule (one-half of the annual rate if full-time and the employment period is one semester).
3. No person, other than a person serving as a clinical nursing faculty shall be so employed for more than two semesters within any period of three consecutive years.

A person serving as temporary clinical nursing faculty may be employed for up to four semesters within any period of three consecutive years between July 1, 2007, and June 30, 2014*, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

4. When the substitution is for more than five consecutive school calendar days for more than 67% of a full-time assignment, employment will be processed for Board approval at a daily rate. Salary will be based on class and step placement on the Faculty Salary Schedule (annual rate divided by days of service in Board-adopted calendar).
5. Substitutions of five days or less for more than 67% of a full-time assignment and day-to-day substitutions will be reimbursed at the rate established by placement on the appropriate faculty salary schedule for extra services and temporary employees.
6. A temporary (substitute) faculty member whose assignment has exceeded 67% of the full-time assignment for permanent faculty having comparable duties shall be classified as a temporary employee and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

- * pending action by the budget conference committee to consider a budget trailer bill to extend the sunset date from June 30, 2014, to December 31, 2015.

Education Code Sections 87481, 87482, 87482.5, 87482.8

BANKED LOAD

1. Full-time faculty members may elect to bank both "A" contract overload and "A/C" contract hours during fall semester, spring semester and summer session. **Effective for the 2012-13 academic year,** the maximum amount of accumulated banked load allowed will be 3.0 semesters. Overload assignments for those exceeding the maximum must be paid at the "A/C" rate.
2. Notification of intent to bank must be given at the time the class schedule is submitted. **Faculty members may not reduce load by a full semester (1.0) banked load more than twice in any three-year period, including semesters prior to retirement. (Faculty with more than 2.0 semesters of banked load as of the end of the 2010-11 academic year are not restricted by the limit on using no more than two full semesters of banked load prior to retirement. A list of faculty meeting this criterion shall be kept by the District and United Faculty).** Upon receipt of a written notice from the Dean, District Human Resources will make the necessary adjustment to the faculty member's on-line load record to reflect the banking of classes.
3. A banked load may only be used when the department determines that suitable replacements are available, except that a faculty member may choose to reduce their overload the semester(s) prior to retirement solely at that faculty member's option. Initial recommendation for leave shall be submitted by the department with the schedule. Upon receipt of a written notice from the Dean, District Human Resources will make the necessary adjustment to the faculty member's on-line load record to reflect the usage of banked load.
4. Load banking credit may be used to augment the seventy percent (70%) salary paid during a full year sabbatical leave. **The District shall pay STRS credit equal to the percentage salary the faculty member is receiving.** A written request must be forwarded to District Human Resources by the faculty member indicating the intent to apply load bank credit for this purpose.
5. Banked hours will be paid in cash at the faculty member's "A/C" rate only at the time of retirement or other separation from employment. A written request must be forwarded to District Human Resources by the faculty member indicating intent to separate from employment and requesting to cash out existing banked load.
6. District Human Resources will confirm the amount of banked load available; make the necessary on-line load adjustments to reduce the faculty member's existing banked load; notify District Payroll of the necessary payroll adjustment or payoff amount; notify the ~~Comptroller~~ **Chief Financial Officer** of the reduction of banked load liability and notify the separating faculty member of the equated cash value.
7. The formula used for converting load for cash-out will be:

Existing variance divided by equated load factor* x 18 weeks x hourly rate

**Equated load factors are prescribed under Article 7.2 of the United Faculty Contract.*

TEMPORARY REASSIGNMENT OF AN ACADEMIC MANAGEMENT/SUPERVISORY EMPLOYEE TO A HIGHER CLASSIFICATION

Assignment to a Higher Classification for Academic Managers/Supervisors

Higher level duties shall be defined as a temporary assignment of duties such that, in the determination of the supervising manager and approved by District Human Resources the Chief Human Resources Officer, one is accountable for the full duties or a significant portion of the duties of a higher classification. The following steps shall be taken to establish extra duty status for additional responsibilities assigned.

1. The supervising manager shall submit a request to the next level manager for approval. The request shall provide information as to the scope of and reason for the assignment.
2. The next level manager should either approve or deny the request, and, if approved, forward the request to the location Human Resources Office for processing. The site Human Resources Office shall forward the recommendation to the Chancellor/President/Vice Chancellor (as appropriate) and to the District Human Resources Office.¹
3. If an employee is temporarily assigned to a higher level supervisory or management classification for a period that exceeds five days in a 15 calendar-day period, the employee shall be placed in the higher classification's salary grade and placed at the appropriate step of the higher grade that will provide the 5% percent increase above the employee's current compensation level that is expected in an out-of-classification situation. In determining the appropriate step placement, it is recognized that an employee could receive more than a 5% percent increase in compensation if the higher classification is so substantially higher on the salary schedule that Step 1 of the appropriate higher salary grade is more than 5% percent. It is also recognized that in placing a supervisory employee on the higher grade, a 5% percent adjustment could be between salary steps, and thus would require placement to the next higher step, resulting in a 7.5% percent adjustment.²
4. Employees working in a higher classification shall be credited with step advancement credit while working in the higher class. If an employee is working in a higher classification when a step advancement is due on July 1st, the employee shall receive the step advancement in the employee's regular classification and then shall have his/her out-of-classification placement simultaneously reevaluated to ensure that the employee is still receiving the appropriate adjustment for working in the higher classification.

¹ An employee who believes that he/she is working in a higher classification and has his/her request for out-of-class pay rejected at the site level, may appeal the decision to the Vice-Chancellor, Chief Human Resources Officer and Organizational Development.

² This is due to the fact that the Supervisory Salary Schedule has 2 1/2% percent between salary ranges.

DELETE THIS PROCEDURE

~~EMPLOYMENT OF HOURLY ACADEMIC MANAGERS AND SUPERVISORS~~

~~An hourly employee in a management or supervisory position is authorized only when there is a long term vacancy or absence due to an approved leave or illness. The person hired must be assigned to the exact position which was authorized.~~

~~Since there is no applicable hourly salary schedule, the employee's salary should be processed as a flat rate at the hourly equivalent of the first step of the position's monthly salary.~~

PLACEMENT ON ACADEMIC/CLASSIFIED MANAGEMENT SALARY SCHEDULE

Management salary schedule placement shall be as provided in the Management, **Supervisory and Confidential Employees** Personnel Manual.

Management, **Supervisory and Confidential Employees** Personnel Manual, Article 4.5

LONGEVITY PAY FOR ACADEMIC MANAGERS

The District shall provide on July 1st to all academic managers who have attained the appropriate full or partial years of ~~continuous~~ service a longevity pay allowance. ~~For longevity purposes, employment need not be continuous.~~

A five percent (5%) longevity step is granted at the beginning of the fiscal year at the eighth fiscal year of ~~continuous~~ employment in the District.

A two and one-half percent (2-1/2%) longevity step is granted at the beginning of the fiscal year at the tenth, fourteenth, sixteenth and twentieth ~~fiscal~~ years of ~~continuous~~ employment in the District.

~~If a probationary employee has a break in service, the base date for vacation and longevity pay will be extended by the period of the break in service. A furlough period, any absence without pay in excess of five days and a period of lay off are deemed a break in service for a probationary employee.~~

PART-TIME FACULTY OFFICE HOURS PROGRAM

1. Part-time faculty are eligible to participate each semester in the part-time faculty office hour program.
2. Payment is based on the following criteria:

Teaching .2 to .399	one-half hour paid per week
Teaching .4 to .599	one hour paid per week
Teaching .6 and above	one and one-half hour paid per week
3. Faculty must apply in writing to the Dean to qualify. The Dean will assist the faculty member in setting up a part-time office hour schedule and office space. Part-time faculty members must have and use a District email address to designate an office hour (or half hour) as on-line. The hour must be a regularly scheduled hour, posted along with on-campus office hours, during which the faculty member is available on-line to consult with and respond to students.
4. The Dean will forward time cards to District Human Resources to the college payroll office for each eligible part-time faculty member. The time card should reflect the total semester office hours to be paid.
5. Payment for the weekly part-time office hours will appear be in one lump sum at the end of each semester. on the 10th of the month payroll following submittal.
6. Office hours are paid each semester at the non-instructional salary rate.
7. If a faculty member's office hour falls on a holiday, the instructor is to be paid for that day.
8. In June of each academic year, District Human Resources will compile and forward data related to faculty participation in the Office Hour Program to the State Chancellor's Office for reimbursement.

United Faculty Agreement, Article 7.8.4
Education Code Section 87881

DELETE THIS PROCEDURE

BASE DATES FOR ACADEMIC MANAGER STEP INCREMENTS

Base dates for salary step increments for academic managers will be determined as follows:

First of month of employment if working on the first scheduled working day of the month, or the first of the month following date of employment if employed after first scheduled working day of month.

If a probationary employee has a break in service, the base date for increments will be extended by the period of the break in service. A furlough period, any absence without pay in excess of five days and any period of lay-off are deemed a break in service for a probationary employee.

If a permanent employee has a break in service, the base date for the annual step increment will be extended by the period of the break in service. Any absence without pay over sixty days and any period of lay-off are deemed a break in service for a permanent employee.

ACADEMIC EMPLOYEE DISCIPLINE/DISMISSAL

The most important elements to consider when attempting to discipline an academic employee are:

- a. Documentation;
- b. Evaluation; and
- c. Procedures to be followed.

Grounds and procedures for disciplining permanent academic employees (regular employees) are set forth in Education Code Section 87660 et seq.

1. Grounds

Education Code Section 87732 states:

No regular employee shall be dismissed except for one or more of the following causes:

- a. Immoral or unprofessional conduct;
- b. Any violation of Article 4 (commencing with Section 1140) of Chapter 3 of Title 1 of Part 4 of the Penal Code;
- c. Dishonesty;
- d. Incompetency;
- e. Evident unfitness for service;
- f. Physical or mental condition which makes him or her unfit to instruct or associate with students;
- g. Persistent violation of or refusal to obey the school laws of the State or reasonable regulations prescribed for the government of the community colleges by the Board of Governors or by the Governing Board of the Community College District employing him or her;
- h. Conviction of a felony or of any crime involving moral turpitude; and
- i. Conduct specified in Section 1028 of the Government Code (i.e., knowing membership in the Communist Party or of any organization which advocates the overthrow of the government of the United States by force or violence).
- j. Knowing membership in the Communist Party.

2. Procedures

Any contract or regular employee is subject to dismissal and the imposition of penalties on the grounds and pursuant to procedures set forth in Division 7, Chapter 3, Article 4 of the Education Code. (Education Code Section 87666)

The importance of following the code to the letter cannot be over stressed.

Probably the most frequent cause for discipline of an academic employee falls under the category "unprofessional conduct" [E.C. 87732 (a)]. Termination or discipline may not be acted on until the requirements of E.C. Section 87734 are met. These are:

- a. A "written 90-day notice";
- b. Specifying the nature of the unprofessional conduct (or incompetency);
- c. With such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for such charge; and

- d. The written notice shall include a recent evaluation.

Failure to meet the above requirements can mean that the 90-day period has to start over again. It is extremely important that when the charges are written, they not only spell out carefully the basis for bringing the charges, but that they are specific as to time, date and event triggering such charges.

This does not mean that the Governing Board cannot suspend an employee immediately for sex or narcotics offenses (E.C. Section 87670 and E.C. Section 87736), or for the other causes listed in E.C. Section 87732. However, procedural due process must be given. (See below.)

At the end of the 90-day period (please notice that under the code this means the preceding term or half school year, thus disallowing summer as part of the ninety day period), if the employee has not met the standards of improvement, procedures for suspension or dismissal may be initiated. (E.C. Section 87737 discusses the procedure for serving notice of the intent to initiate discipline.)

If improvement has been achieved, it is very important to keep all the documentation of the 90-day notice in the employee's personnel file. If the employee's conduct slips again, a new 90-day notice must be filed. Incorporate the charges from the first 90-day notice into the second notice in order to keep the statute of limitations from precluding their admissibility.

3. Determination of "Cause" Guidelines

Even though "cause" is defined in the Education Code, the terms, as applied to a given situation, are really very vague. The following guidelines should be observed if you wish to succeed in the disciplinary action:

- a. Is the conduct on which the imposition of discipline is to be based reasonably related to the safe and efficient performance of the job? (This is referred to as "nexus.")
- b. Was the employee given adequate forewarning of the negative consequences of the conduct?
- c. What impact does the conduct have on students, faculty, classified staff, administration, and/or community?
- d. Is the proposed disciplinary imposition timely? Has the conduct been going on for some time without reprimand? Without mention on evaluations? In other words, has the conduct actually been condoned?
- e. What, if any, extenuating circumstances surround this conduct? What response or motivation for the conduct has the employee provided?
- f. What prior help or assistance has been given to the employee in this area? Has everything been documented?
- g. Has a thorough and fair investigation been conducted before the initiation of the discipline?
- h. Was there sufficient evidence resulting from the investigation to prove the employee guilty of the charges?
- i. Are all rules, orders and discipline applied evenhandedly to all employees?
- j. Is the degree of discipline reasonably related to the seriousness of the offense?

Briefly summarized, the considerations are nexus, notice, fair and thorough investigation, proof, equal treatment, and appropriateness of proposed penalty.

4. Due Process

In all relations with employees, due process must be observed. Essentially, this means that the employee must be given NOTICE of the charges and the intent to act upon them, and OPPORTUNITY TO RESPOND.

It is important at each step of discipline, whether it is at the beginning of progressive discipline or at the stage where there is actual intent to dismiss, that all notice requirements in the various applicable sections of the code be observed. The most effective way to give notice is by personal service.

In the case of actual intent to suspend or dismiss, the employee has an opportunity to demand a hearing. When the situation reaches this stage, it is advisable to seek legal advice, because the chances are that the employee is also represented by counsel at this stage and mistakes can be crucial to the success or failure of the proposed disciplinary action.

5. Right to Union Representation

An employee has the right to union representation when he/she reasonably believes that the question of discipline might arise at a meeting with a supervisor or management. Government Code Section 3543.1(a) provides that:

Employee organizations shall have the right to represent their members in their employment relations with public school employers...[emphasis added] P.E.R.B. case law has provided interpretations of the scope of that provision, but when in doubt, it is advisable to permit the presence of a representative. Keep in mind that the employee is not entitled to a particular representative; especially if that means that a meeting must be postponed at the employee's option. If the employee is represented, it is often advisable for the administrator to have another person present also.

California case law has also upheld the right of an employee to have representation at a meeting dealing with a disputed evaluation. In an appellate decision [205 CalRptr 523, (1984)] the California Court of Appeal, First District, held that even though union representation should not be granted in the absence of showing that the employee had reasonable fear of discipline, an investigatory meeting conducted in an intimidating atmosphere before a high-level District administrator constituted circumstance exceptional enough to warrant granting employee's request for such representation. When it comes to litigating, each case will have to be decided on its own merits.

The collective bargaining agreement in effect should also be carefully studied concerning any provisions with respect to representation.

6. Evaluations

The most important aspect of evaluation is **DO IT!** Everyone knows that evaluations should be geared toward improving performance rather than being punitive in nature, but the problem with what is being done for the most part is that evaluations are either marked "satisfactory" without comments, or speak only in glowing terms of an employee's performance while "everyone knows" that the employee has major problem areas. When the time comes for imposition of discipline for poor performance, there is nothing either in the evaluations or in the employee's personnel file to substantiate the charges.

Another major problem with evaluations is failure to adhere to the procedures set forth in the collective bargaining agreement. This could pertain to failure to follow time lines, failure to hold pre-evaluation conferences and/or post-evaluation conferences if these are required under the contract, failure to conduct work station observation if required under the contract, etc.

A recent evaluation must be included in any disciplinary action such as suspension or dismissal pursuant to provisions of the Education Code.

7. Conclusion

It is possible to suspend or terminate a regular (tenured) academic employee. However, in order to make this possible, there must be **ADEQUATE DOCUMENTATION, EVALUATIONS**, and extreme care must be taken to follow all **PROCEDURES** carefully. Don't expect to terminate an employee on the first infraction of rules—use progressive discipline whenever appropriate, and make sure that there is documentation in the employee's personnel file.

Education Code 87669, 87732
Government Code 1028

PERSONNEL IMPACT OF PROGRAM REVIEWS

1. Voluntary/Involuntary Transfer (United Faculty Article 16.1 and 16.2) following Program Reviews

- a. Qualified volunteer sought first; greatest seniority given preference.
- b. If "no" to "a" above, qualified transferee involuntarily transferred based on District need **with the least seniority.** (Refer to Article 16.3 of the United Faculty Contract.)
- c. Transfer should occur only between the two colleges in which one is declared over staffed and the other understaffed.

2. Reassignment Due to District Program Reviews

- a. Those faculty displaced by a program review **process (District-wide process whereby management recommends future staffing needs)** that culminates in an elimination or reduction of a given program may displace faculty who have less **District-wide** seniority based on the District FSA Policy and AB1725 according to a districtwide seniority list produced by District Human Resources. The process of program review ~~would~~ **will** determine if reassignment ~~were~~ **is** feasible based upon established program need.
- b. If reassignment is possible, the affected faculty member shall present qualifications to the District Faculty Service Area Committee which will, in turn, make a recommendation on reassignment to the Chancellor. The Committee votes recommend whether retraining is necessary and, if so, what approach should be taken.
- c. Faculty members being reassigned into teaching areas from non-teaching areas or into non-teaching areas from teaching areas will follow the same outlined procedures ~~in terms of seniority and eligibility for provisional credentials~~ **as specified in the District FSA policy and AB1725.**

3. District Faculty Service Area Committee

- a. The District FSA Committee will be comprised of the United Faculty President and Vice Presidents, Academic Senate Presidents, College Presidents, the ~~Vice Chancellor for Chief Human Resources Officer and Organizational Development~~ **and one Instructional Dean** appointed by each College President. In the event that a vote becomes necessary, a tie vote shall be deemed a majority vote. The committee will make its recommendations to the Chancellor.
- b. **Responsibilities of the committee are:**
 - a-1) ~~M~~**make a recommendation for placement based on institutional needs and the faculty member's academic and/or professional experience;**
 - b-2) ~~F~~**follow the District FSA policy and AB 1725;**
 - c-3) ~~F~~**follow the developed appeal procedure;**
 - d-4) ~~V~~**verify all academic and professional experience; and**
 - e-5) ~~V~~**verify retraining.**

4. Reassignment Procedure

- a. **Before reassignment is necessary, efforts must first be made at the college level to provide a full load at that college for all contract or regular faculty.** Under most circumstances new assignments would be planned at least one semester in advance. These efforts would involve the appropriate dean exploring with the affected faculty member and the appropriate instructional or service unit the various alternatives for change in assignment in order to obtain a full load. Reassignment at this point will be the result of mutual agreement between the affected faculty member and the

appropriate dean.

- b. ~~Guidelines for District Faculty Service Area Committee~~ Reassignment matters not resolved at the college level will be referred to the District Faculty Service Area Committee. In these cases the Committee will make a recommendation for placement based on institutional needs and the faculty member's academic and/or professional experience.
- c. ~~Appeal Procedure~~ Decisions of the Chancellor may be appealed to the Governing Board by the affected faculty member.

3-5. Retraining

A faculty member who is subject to a reduction in force (RIF) may elect the retraining option.

- a. A faculty member shall be given up to 39 months to become eligible for an additional FSA. Retraining for the additional FSA shall occur in a discipline that is agreed to by the faculty member and the District FSA Committee.
- b. When the additional FSA is awarded, the faculty member shall be assigned to available duties within it, except that no full-time member of the faculty shall be replaced for all or any part of an AA@ contract assignment by a RIFed and retrained faculty member.
- c. During the time agreed to for retraining, the District will not fill an authorized position in the retraining FSA if the filling of that position will result in reducing the AC and C contract assignment available in the retraining FSA to less than 1.5 FTE districtwide.
- d. A faculty member who is RIFed for less than a full assignment and who accepts the remaining portion for the assignment with the District shall be paid at the AA@ contract rate for that part of a full assignment which is retained.
- e. A faculty member who is RIFed for less than ~~an a~~ full assignment and who elects the retraining option shall retain full employee fringe benefits for the duration of the training period defined and agreed to with the committee. A faculty member who has no faculty assignment may elect to continue on the District benefit plans, with carrier approval, at his/her own expense during the retraining period.

4.6. Layoff

- a. Reduction of Particular Kind of Service
 - 1) Based upon seniority within an FSA.
 - 2) Employee may request hearing.
 - 3) District may not retain any contract or other academic employee with less FSA seniority to render service which respondent is certified and competent to render.
 - 4) Employee may bump into FSA area of competence, based upon seniority.
 - 5) Possible that union may demand to bargain effects of layoff, but not the decision. (San Mateo CC 3 PERC 10080)
- b. Reduction in Attendance
 - 1) ADA is all schools of District for first six months/corresponding periods during previous two years.
 - 2) Corresponding layoffs in proportion to lack of funds.
 - 3) Based upon seniority within an FSA.
 - 4) Employee may request hearing.
 - 5) District may not retain any contract or other academic employee with less FSA seniority to render service which respondent is qualified and competent to render.
 - 6) Employee may bump into area of competence, based upon FSA seniority.
 - 7) Possible that union may demand to bargain effects of layoff, but not the decision. (San Mateo CC 3 PERC 10080)

- c. In 3a or 3b, terminated employees have rights pursuant to Education Code Section 87744:
- 1) For the period of 39 months from the date of such termination, any employee who in the meantime has not attained the age of 70 years shall have the preferred right to reappointment, in the order of original employment as determined by the board in accordance with the provisions of Section ~~87401~~ 87405 to 87424, inclusive, if the number of employees is increased or the discontinued service is reestablished, with no requirements that were not imposed upon other employees who continued in service. However, no contract or other employee with less FSA seniority shall be employed to render a service which the employee ~~is certified~~ meets qualifications and competent to render.
 - 2) The ~~aforesaid~~ school college right to reappointment may be waived by the employee, without prejudice, for not more than one school college year, unless the board extends this right, but such waiver shall not deprive the employee of his or her right to subsequent offers of reappointment.
 - 3) As to any such employee who is reappointed, the period of his or her absence shall be treated as a leave of absence and shall not be considered as a break in the continuity of his or her service, he or she shall retain the classification and order of employment he or she had when his or her services were terminated, credit for prior service under any state or district retirement system shall not be affected by such termination, but the period of his or her absence shall not count as a part of the service required for retirement.
 - 4) During the period of his or her preferred right to reappointment, any such employee shall, in the order of original employment, be offered prior opportunity for temporary service during the absence of any other employee who has been granted a leave of absence or who is temporarily absent from duty. However, his or her services may be terminated upon the return to duty of the other employee, the compensation he or she receives shall be not less than the amount he or she would have received if he or she were being reappointed, and that the temporary service shall not affect the retention of his or her previous classification and rights.
- d. Alternatives to Layoffs
- 1) Encourage early retirement
 - a) Waiver of benefit penalty
 - b) Severance benefits
 - 2) Sabbaticals for re-training
 - 3) Reduction in hours worked (negotiable)
 - 4) Work sharing
 - 5) Attrition
 - 6) Re-training
 - 7) Salary cuts (negotiable)
 - 8) Outplacement assistance
 - a) Assistance in mapping career course, based upon displaced employee's strength and job market;
 - b) Help in preparing resume;
 - c) Practice job interview;
 - d) Tips on how to adjust to new job.

Glossary of Terms

Affected Faculty Member: a faculty member not subject to layoff, who because of program review must be reassigned.

Faculty Service Area: established competency in a discipline. To be used to establish ~~Abumping rights@~~ in the event of full-time faculty layoffs.

Instructional or Service Unit: department and/or division

Program Review: process by which an instructional program is evaluated according to guidelines developed by mutual agreement between the Academic Senate and Management at each college. Program changes, future staffing needs and/or budget allocations may be recommended as a result of program review.

Reassignment: faculty displaced by a program review process that culminates in an elimination or reduction of a given program may displace faculty with less Districtwide seniority based on the District FSA policy and AB1725.

Education Code ~~87401~~ 87405 to 87424, 87743, 87744
United Faculty Agreement, Article 16

PRE-RETIREMENT REDUCTION OF FACULTY ANNUAL WORKLOAD

Conditions and eligibility for a pre-retirement reduction of a faculty annual workload are set forth in Article 14.2 of the United Faculty Agreement. The following guidelines and procedures are applicable:

1. The employee wishing to enter this program should submit a request in writing to the College President indicating the proposed schedule and load reduction.
2. If the request is approved by the College President, District Human Resources will submit it for Governing Board action.
3. After Board approval District Human Resources will prepare a "Contract of Employment" for forwarding to the faculty member for signature and return to District Human Resources.
4. If the approved assignment schedule involves "one semester on - one semester off," the employee should be advised by District Human Resources of his/her option to receive six or twelve monthly payments.
5. One semester assignments should accommodate first the needs of the college.
6. No assignment for one faculty member should be regarded as having established a precedent for future assignments.
7. Replacements for faculty on reduced workload must be employed on the hourly schedule.
8. The employee must have been employed full-time in the District for at least ten (10) years of credited service in a certificated position of which the immediately preceding five (5) years were full-time employment. ~~The five years preceding entrance into the program must be full-time service.~~ Any full-time approved leave of absence will not be considered a break in service. A partially compensated one-year sabbatical leave during the five years preceding the year in which an employee wishes to be assigned a reduced workload causes the employee to be ineligible for the reduced workload.
9. At the conclusion of the reduced workload period, an employee is not required to retire. The District is obligated to provide continued employment but at no greater amount than was provided during the period of reduced load.
10. The faculty member's intention to continue service for the following year under the reduced workload plan must be forwarded to the College President no later than February 15 of each calendar year. Mutual consent to the conditions noted above must be reached by March 15 for the following academic year. Participation must begin at the beginning of the academic year and must be for the entire academic year.
11. The California State Teachers Retirement System must receive and approve the pre-retirement reduction prior to the employee participating in the program.

DELETE THIS PROCEDURE

REPORTING FACULTY STRS RETIREMENT DATES FOR FALL SEMESTER

When a faculty member retires at the end of the fall semester and he/she completed the flex activities program during August, the retirement date will be December 31.

When the flex activities have not been completed during August, the retirement date will be the end of the fall semester.

The memorandum recommending acceptance of the retirement should indicate which month flex activities were or will be completed.

FACULTY INTERNSHIP PROGRAM*

1. ~~The Faculty Internship Program is designed to provide opportunities for members of under-represented groups (ethnic minorities, women, persons with disabilities) to become faculty. The purpose of the program is twofold:~~

The following text (1a) was moved to the first paragraph.

- a. ~~To enhance the recruitment of qualified persons into faculty positions, particularly in disciplines for which recruitment is difficult and for disciplines in which a shortage of qualified faculty is anticipated.~~
- b. ~~To enhance efforts toward building a diverse and representative faculty.~~

Faculty Internships offer a unique opportunity for qualified individuals with little or no previous formal teaching experience to prepare for a career in teaching at the community college level. For the colleges, Internships serve **(The following text was moved and revised from 1a above)** to enhance the recruitment of qualified persons **individuals** into faculty positions, particularly in disciplines for which recruitment is difficult and for disciplines in which a shortage of qualified faculty is anticipated.

2. ~~The Governing Board may establish a faculty internship program Pursuant to regulations adopted by the Board of Governors of the California Community Colleges, and may employ, as faculty interns, graduate students from accredited institutions of higher education or, in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications may be employed as faculty interns. Persons who meet the regular faculty minimum qualifications, but who lack teaching experience, may also be included in considered for an internship. programs.~~

3. A faculty intern must be enrolled in a master's or doctoral program at an accredited institution of higher education in the academic discipline to be taught and shall have completed one-half of the course work in a graduate program in an academic discipline.

For vocational disciplines the faculty intern must be within one year of obtaining an Associate Degree from an accredited institution and have six years of experience in a related field or possess an Associate's Degree and have five years of experience in the related field or be within one year of obtaining a Bachelor's Degree from an accredited institution and have two years experience in a related field.

4. Faculty interns shall submit a formal application packet which includes a completed Academic Application and original transcripts. Candidates will be selected in accordance with Policy for Hiring Part-time Faculty. Selected candidates will be invited for an interview. All interns must be processed through Human Resources for employment and be approved by the Governing Board ~~prior to participation in the program.~~

5. A faculty intern shall be limited to two years of participation in the program. The intern shall be employed as a temporary faculty member and will be paid on the ~~part-time Teaching~~ Salary Schedule for Extended Day Programs, Temporary (part-time) Day Faculty and Summer Session based on education and experience.

6. Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course. The mentor shall provide substantial direct in-class supervision and evaluation of the intern's teaching capabilities. ~~Mentors will be paid a set stipend per intern per semester from District staff diversity funds. Payment requests for Mentor Stipend should be forwarded to District Human Resources at the end of the semester.~~

Education Code 87487

~~*Program applies for the Spring 2002 Semester only per the Connerly decision. A committee will be formed to discuss faculty internships and procedures.~~

EXCHANGE TEACHERS

The District will pay for medical coverage (in existing health plans for employees) only--no dental, vision, life insurance, etc.--for visiting Fulbright Exchange Teachers, and their dependents, while they are working in the District. This coverage will be provided only when the visiting instructor is from a country with national health insurance who, therefore, would be without medical coverage while in the United States.

Education Code Sections 87422, 87423

FACULTY REASSIGNED TIME GUIDELINES

1. Faculty who receive reassigned time shall be responsible for performing the duties associated with the reassigned time assignment. Whenever possible, the college or District will provide a description of the position duties and responsibilities associated with the reassigned time. Reassigned time assignments shall be for a specified duration.

2. Computation of Faculty Reassigned Time:

When normal load hours are reassigned to other duties, the number of resulting duty hours is determined using the following formula:

$FTE \text{ reassigned} \times 35 = \text{weekly duty hours of reassigned time}$

Or conversely, the number of weekly duty hours expected from the reassignment is converted to FTE using the following formula:

$\text{Weekly duty hours of reassigned time} / 35 = FTE \text{ reassigned}$

3. Reassigned Time for District Academic/Faculty Senate Presidents

a. The District shall provide 1 FTE of reassigned time to each college for Academic/Faculty Senate President responsibilities.

4. Other Reassigned Time

a. Reassigned time for Statewide Senate activities will be paid based on statewide best practices.

b. Reassigned time for a Districtwide assignment shall be subject to the availability of a faculty member for the assignment and of an acceptable replacement as determined by the department and the college. Districtwide assignment will be funded by the requesting program or department. The college from which the faculty member is being reassigned will be provided with the equivalent hourly certificated budget to fund the replacement for the faculty member being reassigned.

United Faculty Agreement, Article 11

STRS SERVICE CREDIT FOR FACULTY ON FMEC EXCHANGE PROGRAM LEAVE

1. Full-time service credit for a period of leave under the Federal Mutual Educational and Cultural Exchange Program is available to employees. The employer will make the same contribution to the State Teachers' Retirement System that would have been paid for full-time service during that period and the District will make the contribution for the District and State costs.
2. To receive full-time service credit for the period of leave as provided under Education Code Section 22716, payments shall be made as follows:
 - a. The faculty member shall pay to the system additional contributions based on the compensation which is the difference between compensation earned, if any, and the compensation earnable during the period of leave in the amount of the member's regular contribution rate as applied to such compensations, and
 - b. The District shall pay to the system 8% of such compensation as employer and State cost of granting service credit.
3. Regular interest due on all contributions required under this procedure from the end of the school year during which the leave was taken until date of payment of such contributions shall be paid by the employee except that the District will pay the interest on the employer and State cost of granting service credit for leaves taken during 1975-76 and prior years if the service credit option is taken by the employee before June 30, 1977. If the employee pays the required contribution under this procedure by June 30 of the year in which the leave was taken, there is no interest charge.
4. For service credit, faculty members should communicate with the Chief of Records and Statistics Division, State Teachers' Retirement System.
5. The State Teachers' Retirement System will inform County Schools Office and the District Payroll Department of the amount to be paid and the manner in which it is to be paid. Members will complete a deduction form provided by the District Payroll Department authorizing payment of the extra contribution.

Education Code 22716