



**COMPTON COMMUNITY COLLEGE
DISTRICT**

**Employee's Policy and Procedures
Handbook**

**Office of Human Resources
Compton Community College District
1111 E. Artesia Boulevard
Compton, California 90221**

FORWARD

The manual is a consolidation of personnel policy and procedures for Compton Community College District (hereafter referred to as “District”).

The District is operating in an environment which is continuously changing. The maintenance process for this manual is designed to facilitate incorporation of those changes which affect personnel matters. Administrators responsible for updating this manual will monitor those processes which create most of the needs for policy change, such as:

- A. Changes in the laws in employer/employee relationships
- B. Directives from the Board of Governors for California Community Colleges.
- C. Certificated and Classified bargaining unit contracts
- D. The District’s Board Policies.
- E. Policies and procedures originating within this District’s administrative structure.

This manual is a guide for the District’s employees to ensure that we provide our students, clients and the community at large with the efficient and professional service they deserve.

TABLE OF CONTENTS

Section	Page
1 INTRODUCTION	
1.1 History of the El Camino College Compton Center	1
1.2 Statement of Values	1
1.3 Mission Statement	2
1.4 The Governing Board	2
1.4.1 Governance	2
1.4.2 The Provost/CEO	2
1.4.3 The Personnel Commission	2
1.4.4 Division of Human Resources	2
1.5 Purpose of This Handbook.....	3
1.6 Personnel Covered by This Handbook	3
1.6.1 Classified Personnel	3
1.6.2 Academic Personnel.....	3
1.7 Personnel Issues Incorporated by Reference	3
2 EMPLOYMENT	
2.1 Employment Definitions.....	3
2.1.1 Faculty	3
2.1.2 Classified.....	4
2.1.3 Confidential/Supervisory Employees	4
2.1.4 Educational and Classified Administrators.....	4
2.1.5 Categorical Program Employees	8
2.2 Equal Opportunity Employer	8
2.3 Merit Employment System.....	8
2.4 Employment of Relatives in Management Positions (Nepotism).....	8
2.5 Separations	9
2.5.1 Resignation	9
2.5.2 Disciplinary Action and Dismissal.....	9
2.5.3 Reduction in Workforce (Layoffs)	11
2.5.4 Expiration of Assignment.....	11
2.5.5 Hiring Process	11
2.5.6 Retirement	12
2.5.7 Exit Interview	12
3 COMPENSATION AND TIME ACCOUNTING	
3.1 Responsibility for Compensation Administration	12
3.2 Salary Schedules.....	12
3.3 Salary Adjustments.....	13
3.4 Salary Advances	13
3.5 Pay Periods and Pay Days.....	13
3.6 Hours of Work and Attendance.....	13
3.6.1 Basic Hours.....	13

	3.6.2	Attendance	13
	3.6.3	Tardiness.....	14
	3.6.4	Absenteeism	14
	3.6.5	Daily Break Periods	14
	3.6.6	Timekeeping	14
	3.6.7	Compensation for Sick Leave	15
4		BENEFITS	
	4.1	Types of Benefits	15
	4.1.1	Request for Vacation	16
	4.1.2	Schedule Resolution	16
	4.1.3	Calculation of Vacation Balance.....	16
	4.1.4	Vacation Restrictions and Limits	16
	4.2	Holiday Leave.....	17
	4.3	Unpaid Leave.....	17
	4.4	Sick Leave.....	17
	4.4.1	Sick Leave	17
	4.4.2	Notification	18
	4.4.3	Sick Leave Pay.....	18
	4.4.4	Use of Sick Leave	18
	4.4.5	Return from Sick Leave	19
	4.5	Judicial Leave.....	19
	4.6	Personal Leaves of Absence	19
	4.7	Sabbatical Leave	20
	4.9	Conference Attendance	20
	4.9.1	Expense Reimbursement	21
	4.9.2.	Travel Procedures.....	21
5		PERFORMANCE REVIEWS	
	5.1	Performance Evaluations	21
6		CONFLICT RESOLUTION AND GRIEVANCE PROCEDURE	
	6.1	Informal Grievance Procedure.....	22
	6.2	Formal Grievance Procedure.....	22
7		DISCIPLINE AND DISMISSALS	
	7.1	Discipline and Dismissals	22
	7.1.1	Academic Employees	22
	7.1.2	Classified Employees	23
8		MISCELLANEOUS	
	8.1	Personnel Records.....	23
	8.2	Outside Employment	24
	8.3	Soliciting.....	24
	8.4	Safety	24
	8.5	Smoking	24
	8.6	Security Practices.....	24

8.7	On-The-Job Injuries	24
8.8	Insurance Fraud (Workers' Compensation; Auto Accident; Medical/Dental Claims)	25
8.9	Emergency Notifications	25
8.10	Lock-Up Procedures	25
8.11	Unauthorized Use of District Keys	25
8.12	Requesting Keys	26
8.13	Lost and Found Articles	26
8.14	Campus Closure on Non-Operating Periods	26
8.15	Restrictions to Public Use of District Facilities	26
8.16	Personal Mail and Telephone Calls.....	26
8.17	Business Telephone Techniques..	26
8.18	District Property Stewardship	27
8.19	Conduct and Appearance.....	27
8.20	Employee Notices and Information Postings.....	27
8.21	Recognition of Illegal Acts.....	27
8.22	Press Releases/Dealing with the Press and Student Newspaper	28

9 RELATED POLICIES

9.1	Policy on Non-Discrimination and Equal Employment Opportunity.....	29
9.2	Policy on Sexual Harassment.....	30
9.3	Drug Free Workplace Policy.....	30
	9.3.1 Purpose	30
	9.3.2 Prohibitions	31
	9.3.3 Medically Authorized Drugs.....	31
	9.3.4 Drug Testing/Fitness for Duty Examinations.....	31
	9.3.5 Employee Assistance.....	31
9.4	Conflict of Interest Policy.....	32
9.5	Standards of Conduct Policy.....	32

10 APPENDICES

10.1	Policy and Procedures for Handling Complaints of Unlawful Discrimination..	35
10.2	Administrative Selection Procedures	46
10.3	Faculty Selection Procedures	54

1 INTRODUCTION

1.1 History of El Camino College Compton Community Educational Center

Compton Community College District was established in 1927 as a component of the Compton Union High School District. In 1950, voters approved a bond issue separating the college from the high school district. The new college campus was then constructed at the present site. At its peak, student enrollment approached 10,000. After many successful years, and several very challenging years, a chain of events eventually led to Compton College's loss of accreditation and the ability to offer classes and grant degrees with units that will transfer to other colleges and universities.

On July 24, 2006, the El Camino Community College Board of Trustees gave approval for El Camino College to proceed with negotiations for an agreement to provide educational and related support services to residents of Compton Community College District. In August 2006 the agreement was official, and El Camino College Compton Community Educational Center was established. The primary intent of the El Camino College District/Compton Community College District agreement is to assist with recovery and full accreditation.

El Camino College provides accredited instructional and related support, in addition to administrative services, to meet the needs of Compton students. El Camino College courses are taught at the Compton Center by Compton faculty.

Administration at the Compton Center is led by the Superintendent/President of El Camino College. The Provost/CEO oversees daily operations at the Compton campus, along with a state-appointed Special Trustee.

Through the agreement, residents of the Compton Community College District continue to have access to university transfer and vocational education opportunities, as well as financial aid, basic skills courses and related support services. The partnership between El Camino College and the Compton Community College District affirms their commitment to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age and Vietnam-era status.

1.2 Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of the Compton Community College District are the District's stability, its source of strength and its driving force. With this in mind our four core values are:

- **People** – We strive to balance the needs of our students, employees and community.
- **Respect** – We work in a spirit of cooperation and collaboration.
- **Integrity** – We act ethically and honestly towards our students, colleagues and community.
- **Diversity** -- We recognize and appreciate our similarities and differences.
- **Excellence** – We aspire to deliver quality and excellence in all we do.

1.3 Mission Statement

The Compton Community College District offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

1.4 The Governing Board

The Governing Board of the Compton Community College District consists of trustees elected by the constituencies of the service areas of the District.

1.4.1 Governance

The five members of the Board of Trustees of the Compton Community College District are elected for four-year terms. The Board is representative of the people of the District. Passage of AB 318 allowed the State Chancellor to issue an Executive Order authorizing the continuing authority of the Special Trustee to manage the District.

From September through June, the regular meetings, unless announced otherwise, are held on the third Tuesday of each month at 4:00 p.m. in the Compton Center's Board Room.

1.4.2 The Provost/CEO

The Provost/CEO is the Chief Executive Officer of the District and, by direction of the Special Trustee and the President of El Camino College, is responsible for the operation of the Compton Center. Among many duties and responsibilities the Provost/CEO has a crucial role in the design and implementation of the selection process for management personnel. The Provost may delegate this responsibility for preliminary recruitment, screening, and interview(s) to the Dean of Human Resources, but the final authority for the selection and recommendation of each final candidate remains the responsibility of the Provost/CEO.

As Chief Executive Officer, the Provost/CEO has the authority to make interim and acting appointments subject to approval and ratification by the Special Trustee.

1.4.3 The Personnel Commission

The Personnel Commission, overseen by the Special Trustee, has the responsibility for completing formal job analysis, recommending official salary ranges and selecting titles to fit classified positions.

Changes within the District since the passage of AB 318 now require the Special Trustee to oversee and approve all decisions regarding classified employees.

1.4.4 Division of Human Resources

The Division of Human Resources is responsible for all recruitment and hiring of academic personnel (faculty and administrators) as well as the monitoring of all activities relating to employee benefits, grievances, leaves and separations. Human Resources is also responsible for administering the District's personnel policies and procedures. The objective of this office is to create a productive, safe, and compliant work environment for all District personnel.

1.5 Purpose of This Handbook

This Handbook provides an outline of the policies, rules, and procedures for all District personnel. Any negotiated agreement with employee organizations, will take precedence if such agreements are in conflict with this Handbook at the time of publication.

1.6 Personnel Covered by This Handbook

1.6.1 Classified Personnel are employees assigned to five general areas of services:

1. Clerical, Fiscal, Secretarial, and Related Classes
2. Printing and Data Processing Related Classes
3. Instructional and Related Classes
4. Maintenance and Operations and Related Classes
5. Athletics and Related Classes

1.6.2 Academic Personnel are faculty and administrators who are required to meet minimum qualifications requirements as established by the State Chancellor's office. These include librarians and counselors.

1.7 Personnel Issues Incorporated by Reference

This Handbook covers the rules, policies and procedures that pertain to both "academic" and "classified" personnel.

Additional policies and procedures for both classified and academic personnel are included in the Faculty Handbook, Rules and Regulations of the Classified Service and bargaining union contracts.

Employment

2.1 Employment Definitions

2.1.1 Faculty – "Faculty" or "faculty member" means those employees of a District who are employed in academic positions that are not designated as supervisory or management. Faculty include, but are not limited to, instructors, librarians, counselors, community college health service professionals and individuals employed to perform a service that, before July 1, 1990, required non-supervisory, non-management community college certification qualifications (reference Ed. Code Section 87003).

It is the responsibility of the Academic Senate and faculty union to ensure faculty participation in the hiring and selection process of faculty and administrators; and it is the responsibility of the Provost/CEO to administer the regulations as set in the faculty contract and District hiring procedures.

Because El Camino College has the right to review a faculty member's qualifications and to determine if his or her assignment to the Compton Center is an appropriate one, no formal offer of employment shall be extended to any candidate until the Provost/CEO, acting in his or her capacity under delegated authority from El Camino College's Superintendent-President, has confirmed in writing that El Camino will accept the faculty member's assignment to the Center.

2.1.2 Classified employees are those who are employed in positions that are not academic positions. The employees and positions are known as the Classified Service.

The Classified Service does not include:

- positions which require certification qualifications;
- academic positions;
- part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment;
- full-time students employed part time, and part-time students employed part time in any federally or state funded program or work experience program.

The Board shall fix and prescribe the duties of the members of the Classified Service (see Education Code Section 88009.)

Before a short-term employee is employed, the Special Trustee, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of service. The Special Trustee may later act to shorten or extend the ending date, but shall not extend it beyond 120 days in a fiscal year.

The Special Trustee shall establish procedures to assure that the requirements of state law and regulations regarding the Classified Service are met.

The probationary period for classified employees shall be 6 months or 130 working days, subject to a 3-month evaluation and a 5-month evaluation.

2.1.3 Confidential Employees are confidential personnel who are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Supervisory employees are employees, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend that action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

2.1.4 Educational and Classified Administrators

“Educational administrator” means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators (Ed. Code Section 87002(b)).

Every educational administrator who has previously acquired tenured status as a faculty member retains that status. Every educational administrator who has not previously acquired tenured status as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated if all of the following apply:

1. The administrator has completed at least 2 years of satisfactory service, including any time previously served as a faculty member, in the District;
2. The termination of the administrative assignment is for any reason other than dismissal for cause; and
3. There is a discipline to which the administrator can legitimately be assigned, as determined pursuant to this procedure.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Provost/CEO and approved by the Special Trustee. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Provost/CEO.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the District.

The Provost/CEO may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions for a new term to commence on the effective date of the termination of the existing term of employment. The change must be approved by the Special Trustee.

If the District determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Classified Administrators are administrators who are not employed as educational administrators. Classified managers have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

Role of the Administrator

The primary role of each of the District's administrators is to provide responsible and effective leadership in support of the District's mission, vision, values, goals and objectives. This role includes oversight management of a specific division of campus operations in one of the following five areas:

1. Provost/CEO
2. Academic Affairs
3. Student Affairs
4. Administrative Affairs
5. Human Resources

Additionally, each administrator is responsible for managing day-to-day operations within the scope of established Board Policy, Administrative Policy, state and federal mandates, laws and regulations.

The role of administrators also includes the responsibilities of management skills and leadership toward improving existing District operations, developing new programs and providing new fiscal opportunities, among others.

Duties

Each administrator is responsible for managing and supervising the divisional operations of his/her assigned position. Administrators shall perform such other duties as prescribed by federal and state laws, mandates and regulations as well as Board Policies, management procedures, and as directed by his/her administrative leaders supervising each administrator.

Reasonable Expectations

Each administrator may reasonably expect to have:

1. a written description of his/her professional duties and responsibilities
2. periodic conferences on matters of mutual interest with his/her supervising administrator; and
3. a written evaluation scheduled and conducted in accordance with Board Policy.

Responsibilities

Administrative responsibilities include, but are not limited to, the following:

1. supervising certificated personnel;
2. planning and evaluating the effectiveness and needs of division operations;
3. responding to concerns and needs of all who are served (student, colleagues, general public, etc.);
4. developing and administering a division budget;
5. addressing the need for adequate facilities for the division and administered programs;
6. working collaboratively with colleagues to accomplish identified goals and objectives;
7. keeping abreast of current information and practices in his/her respective area(s) of expertise and updating one's knowledge through professional organizations

- and contacts;
8. participating in activities of the District's community and updating one's knowledge through professional organizations and contacts is encouraged;
 9. provide supervisory support, on and off campus, in appropriate areas, as the need arises; and,
 10. attend such meetings or render such other services as may be required for the effective performance of his/her duties.

Hours of Work

An administrator will typically be expected to average 40 hours per week.

Assignment, Reassignment, Transfer and Interim Appointments

Definition – The term “administrative assignment” as used in this section shall be defined to include administrative assignment, voluntary and involuntary transfers, and interim appointments made as a result of special circumstances or terminations. Initial assignment to an administrative position shall be based upon the needs of the District and the qualifications of the administrator.

1. Educational Administrator Reassignment. Board Policy 7250 provides for Educational Administrator reassignment rights.
2. Transfers for All Administrators
Voluntary transfer. Provided they meet the qualifications for the position, administrators may request to move to another position within their salary level or lower range position.
3. Acting/Interim Appointments
An administrator may be requested by the Provost/CEO to assume the duties and responsibilities of a higher administrative position. The administrator so designated shall be notified in writing of such action, and when assigned to a position on an interim basis shall have his/her salary determined as though he/she had been promoted to that higher position.

Upon the administrator's return to the former assignment, his/her salary shall be adjusted to the level to which he/she would have been entitled had he/she continued in the former assignment. Acceptance of such a temporary assignment shall not prohibit the administrator from applying for the position on a permanent basis, unless that administrator has signed an agreement with the District which precludes him/her from applying.

4. Reduction in Work Force (Education Code Section 87743)
An administrator who has been assigned pursuant to a reduction in force shall have priority to be considered for appointment to his/her former administrative position, if such position becomes available within 39 months after the effective date of assignment.

Education Code 88017. Expiration of specially funded programs or elimination of a bona fide classified administrator position. When as a result of layoff due to expiration of a specially funded program or bona fide reduction or elimination of service a classified administrator position is eliminated, he/she shall be given at least 45 written days notice prior to the effective date of layoff.

2.1.5 Categorical Program Employees are those employees who are employed through funds received for a research project, workshop, institute or other sponsored project through a grant or contract. Employment is subject to availability of funding and grant or contract duration.

2.2 Equal Opportunity Employer

Compton Community College District is an Equal Opportunity Employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachelle Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2140.

2.3 Merit Employment System

The Merit System (Civil Service) was established in 1883 by the Congress of the United States of America to replace the spoils system concept of rewarding political supporters with public jobs. In most cases, public employees of long-standing and good work records were dismissed without cause or due process in order to make way for a new administration. In an effort to eliminate partisan preference hiring, Civil Service laws have been passed to establish personnel commissions to formulate and enforce selection procedures.

Under the Merit System, the Personnel Commission recommends the candidates with the highest test scores for interview and final selection for hire by the District's Board of Trustees, under the authority of the Special Trustee.

The Office of Human Resources is directly responsible to the Provost/CEO for administering employment of classified personnel in accordance with Special Trustee directives.

After a classified candidate becomes a classified employee of the District, the Office of Human Resources becomes the primary service office for personnel services and actions between the employee and the District.

2.4 Employment of Relatives in Management Positions (Nepotism)

The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Section 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative [or domestic partner as defined by Family Code Section 297 et seq.]

Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security or morale, or involves other potential conflicts of interest. Reference: Government Code Section 12920 et seq., 1090 et seq.

2.5 Separations

Separation from District employment can occur for a variety of reasons, including resignation, disciplinary action, retirement and death. All separations must be channeled through the Human Resources Office.

2.5.1 Resignation

Resignation is an agreement between the District and the employee through the voluntary notice of resignation by the employee. All letters of resignation must be accompanied by the Notice of Resignation form available in Human Resources.

The Special Trustee hereby delegates to the Provost/CEO the authority to accept resignations on his/her behalf at any time. Resignations shall be deemed accepted by the Special Trustee when accepted in writing by the Provost/CEO. When accepted by the Provost/CEO, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Special Trustee for ratification.

2.5.2 Disciplinary Action and Dismissal

Disciplinary action and dismissal of the employee should be imposed only when absolutely necessary and after the appropriate progressive discipline steps have been taken or the employee has committed a crime that requires disciplinary action including dismissal.

The District practices a program of progressive discipline. Progressive discipline is not applicable in every instance where disciplinary action is warranted. Along with Board policies, rules and regulations and the Education Code, the District uses the FRISK (Factual Impact Suggestions/Directives/Knowledge) model of progressive discipline:

- Oral Warning/Conference
- Written Warning
- Letter of Reprimand

- Unsatisfactory Evaluation
- Suspension without Pay
- Dismissal

A permanent member of the Classified Service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

No person in the permanent classified service shall be demoted or removed except for reasonable cause designated by rule of the commission as detrimental to the efficiency of the service. This section shall not be construed to prevent layoffs for lack of work or lack of funds.

Persons employed in the Classified Service may be suspended, demoted, or dismissed for any of the following causes:

1. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty, discourteous treatment of the public or of fellow employees, or any other willful failure of good conduct tending to injure the public service, or any willful and persistent violation of the provisions of the Education Code or of rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission pursuant to it; provided that specific instances must be set forth as to any of the causes enumerated under this heading.
2. Dishonesty, habitual drunkenness, immoral conduct, or addiction to the use of narcotics.
3. Political activities engaged in by an employee during his assigned hours of employment.
4. Conviction of a serious crime by a court of law; a record of one or more convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading information on application forms or examination and employment records concerning material matters.
5. Frequent unexcused absence or tardiness.
6. Illness leaves, when habitually taken for trivial indispositions.
7. Continuing illness of a disabling nature after the exhaustion of illness leave and leave of absence privileges.
8. Failure to report for review of criminal records or for health examination after due notice.
9. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.

10. Membership in the Communist Party.
11. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which would have precluded acceptance as an eligible for assignment.
12. Abandonment of position (10 working days of unexcused absence).

Reference: Education Code Section 88121, 88122

2.5.3 Reduction in Workforce (layoffs)

Layoffs are terminations resulting from reorganization, a reduction in support funds, or the deletion of work functions. Should this occur, the District follows seniority guidelines contained in the faculty and classified agreements.

Reference: Ed. Code Sections 88014, 88015, 88127; Ed. Code Section 87743

2.5.4 Expiration of Assignment

Employees may be hired on a contract or a temporary assignment with a known date of appointment expiration as defined either by the employee contract period of the funded program, or by policy limiting an employee's time in a temporary status.

2.5.5 Hiring Process

For specifics on initiating the hiring process, please refer to the Administrative Selection Procedures for Faculty and Administrative Positions located in Section 10.2 of this Handbook.

Each manager is required to submit a Personnel Assignment Request (PAR) form for all new employees and for changes in funding for a position. The PAR form is used for budgeting and position control purposes. The completed form must include:

- Department
- Title of Position
- Justification
- Name of Employee
- Funding Source Information

The form must be approved by the division dean, Human Resources and budgeted by the Business Office. The PAR form is available on the District's website (go to "My ECC"). All employee assignments are listed on the monthly board agenda for approval by the Special Trustee.

Upon hire, new employees will be contacted by Human Resources staff to complete the required hiring forms, which include a livescan form for fingerprinting and tuberculosis test clearance. Full time employees are required to see the Benefits Specialist to sign up for medical, dental, and vision benefits and/or a tax shelter annuity program, if applicable.

2.5.6. Retirement

District employees are eligible for retirement at age 50 (CalPERS) or 55 (CalSTRS) as long as the retirement candidate has at least 5 years service credit in the District's retirement system.

Employees who are planning to retire must complete and submit the Notice of Retirement form to the Office of Human Resources at least 90 days before the last day of work. To ensure that all transitional forms and administrative requirements are properly executed, employees are encouraged to have a guidance session with Human Resources staff as early as possible after the retirement option has been selected. *It is strongly recommended that employees meet with a PERS or STRS counselor prior to submitting their retirement request.*

2.5.7 Exit Interview

The District uses the separation process as an opportunity to determine why employees are leaving so that corrective action may be taken to eliminate situations that might be negatively impacting other employees. The District is interested in eliciting the departing employee's reasons for leaving which includes an evaluation of administrative practices; supervisory relationship, wages paid, benefits and working environment. Exit interviews will be conducted under the direction of the Dean of Human Resources as a "confidential" aspect of the separation process.

Upon termination of employment, program directors or supervisors must inform the employee that he/she should contact the District's Human Resources staff to determine eligibility for any possible vacation pay, unemployment insurance, and disposition of health insurance, retirement, and their final paycheck. Issues regarding legal or contractual entitlement should be presented to the employee's union representative for clarification and resolution.

3. COMPENSATION AND TIME ACCOUNTING

3.1 Responsibility for Compensation Administration

The District has the sole responsibility for defining competitive salary offers to attract superior candidates.

The Special Trustee is the final District authority with the legal authority to recommend and approve the step of a position's salary range for offer to a candidate with the profile most appropriate for filling the District's needs.

3.2 Salary Schedules

The District's salary schedules are established for each position in accordance with the classification, education, job skills and knowledge.

The Dean of Human Resources is responsible for monitoring and developing salary reference studies which will ensure that employee salaries are reasonably representative of the levels of difficulty of employee duties and the salary commended by the individual's vertical qualifications.

The Dean of Human Resources plays a key role in administering the salaries paid to District employees as to conserve the District's resources without handicapping the District when competing with other organizations for top quality personnel.

Faculty and classified salary schedules are negotiated with the respective unions and are contained in the bargaining unit agreements.

3.3 Salary Adjustments

There are a number of ways an employee's salary may be increased. Salary increases not mandated by contract or merit system regulations are subject to budgetary constraints.

- Full time faculty receive a one-step increase at the beginning of each academic year.
 - Class movement for full and part-time faculty is based on additional units and/or teaching experience and is allowed once per academic year.
 - Upon hire, part time faculty may submit verification of units/hours taught at other colleges for increased salary placement. Such verification must be submitted before the last day of the semester the employee was hired.
- Full time classified employees placed on Step 1 of a range will advance to Step 2 on the first pay period of the month following completion of 6 months of service in the job class. Each succeeding step will be attained one year from the preceding step. New employees placed above Step 1 of any range will advance on 1-year intervals until advancing to the maximum step.

3.4 Salary Advances

The District does not advance salary to any employee under any circumstances without prior approval of the Provost/CEO and the Special Trustee.

3.5 Pay Periods and Pay Days

Employees are paid in accordance with the District's schedule assigned to the respective positions. Pay warrant schedules are available in the Human Resources and Payroll offices.

3.6 Hours of Work and Attendance

3.6.1 Basic Hours

The usual campus workday is 8:00 a.m. to 4:30 p.m., Monday through Friday. However, essential offices may be open earlier than 8:00 a.m. There may be variations in this schedule depending on the departmental or project needs as determined by the supervisor. Any work schedule variation should be in writing and acknowledged by the employee and submitted to the District to be kept on file for reference purposes. Instructors, counselors and librarians work a total of 33.75 hours per week and have varying schedules. Detailed work schedules are specified in the respective bargaining union contracts.

3.6.2 Attendance

If any employee is unable to attend work as scheduled or will be more than 30 minutes late, the employee should promptly notify his/her supervisor no later than 30 minutes after the expected start time. The employee must give the supervisor the reason for the

absence and the time and date the employee expects to return to work. Failure by an employee to notify his/her supervisor at the earliest possible time in accordance with reasonable opportunities to do so, may also lead to other disciplinary action. Proper paperwork must be completed and submitted to the supervisor upon the employee's return.

Any classified employee absent without permission for 10 consecutive working days is deemed to have abandoned his/her job and can be disciplined up to termination via due process at the discretion of the District.

3.6.3 Tardiness

The District expects all employees to arrive at the campus on time to begin assigned duties at the designated start time.

Habitual and excessive tardiness are grounds for disciplinary action since poor work habits by one individual in a group can demoralize and cause others to adopt the same poor work habits.

Employees who are unavoidably tardy should take the initiative to let their supervisor know the circumstances and how the missing time will be made up or deducted.

3.6.4 Absenteeism

If it is necessary for an employee to leave work during the work day or be absent, the employee is obligated to officially notify his/her immediate supervisor to explain the circumstances of absence and the estimated amount of time he/she will be absent.

In an emergency situation, when prior notification has not been possible, the employee is obligated to notify his/her immediate supervisor at the earliest possible time via telephone. Any unauthorized absence, i.e., an absence without supervisor notification, can constitute grounds for disciplinary action. Absences without official contact with the supervisor for 10 days or longer constitute automatic "abandonment of position" which is a basis for lawful termination of employment.

3.6.5 Daily Break Periods

During the workday, classified employees will be granted brief periods of break. A normal break would be 15 minutes for every 4 hours of work each day.

Unused break periods cannot be used as a basis for early termination of the workday, starting lunch early or ending lunch late, or to make up lost time due to tardiness or absenteeism.

3.6.6 Timekeeping

The District requires precise attendance reporting for all employees. A monthly time report must be correctly completed, signed and received by the District Payroll Specialist no later than the due date set forth by the District. Time reports received late or with incorrect or incomplete information may not be processed for regular payment until the next pay period. All time reports require the signature of the immediate supervisor.

In any case, adjustments to time sheets for salaried or hourly employees may be made no later than one work period following the work period requiring adjustment. All adjustments must be approved by the employee's supervisor.

Falsification of time sheets or other time records will lead to disciplinary action which may include termination and civil action to recover any and all falsified payments. Supervisors are responsible for the timely collection and processing of signature validated time cards and time sheets.

3.6.7 Compensation for Sick Leave

The District has an overall fiduciary responsibility to evaluate and adjudicate employee benefit costs in all categories which require conversion of time off to employee pay.

The Payroll Office is responsible for creating a balance between the employee's use of vacation or sick leave and payment. The District is obligated to make a direct and fair effort to implement policy which conserves budgetary resources without adversely affecting the morale or employment rights of personnel covered by Compton Community College Federation of Employees agreements for both academic and classified employees.

4 - BENEFITS

The District has available benefits packages in which employees may participate fully or partially depending on eligibility requirements. The scope of the District's benefit program includes the following:

4.1 Types of Benefits

Insured Benefits

- Workers Compensation (employee only)
- Social Security (most academic and regularly enrolled students are excluded)
- Unemployment insurance (employee only)
- Term Life Insurance (employee only)

Optional for full time employees:

- Health Insurance (employee and dependents)
- Dental Insurance (employee and dependents)
- Vision insurance (employee and dependents)
- Life Insurance (employee and dependents)
- Accidental Death Benefit (employee only)
- Disability Insurance (employee only)

Non-Insured Benefits

The following non-insurance benefits are available to permanent salaried employees:

- Vacation (administrators and classified only; maximum 352 hours or 44 days)
- Legal Holidays
- Unpaid Leave
- Sick Leave/Bereavement Leave

- Sabbatical Leave (faculty and management employee)
- Jury Duty
- Leave of Absence
- EASE (Employee Assistance Program)(employee and dependent)
- Use of Accrued Time
- Voluntary Programs (tax sheltered annuity plans; term life insurance, income protection plans)

4.1.1 Request for Vacation

Classified employees are required to submit a written request (Report of Absence form) for vacation leave to the supervisor at least three (3) weeks in advance of the intended vacation date. The supervisor has the responsibility/authority to approve or disapprove the employee's request for vacation leave. The supervisor must reply to vacation requests within 3 days after the vacation request is submitted in writing, unless this period is altered by mutual consent of the employee and the supervisor. Administrators should also give ample notice to their supervisors when requesting vacation.

4.1.2 Schedule Resolution

In case a conflict between vacation days and office workload exists every effort will be made by the supervisor and the employee to resolve the conflict and reschedule vacation days as necessary.

All request for vacation shall give due consideration to individual unit/department work requirements and District priorities. Vacation requests are to be approved in a manner which is fair to all employees. If an employee's request for vacation leave is disapproved "for the good of the District," and it is upheld by the Provost/CEO, and such disapproval has placed the employee in a position of exceeding the maximum allowable, the employee shall be compensated at his/her regular salary at the conclusion of the fiscal year.

4.1.3 Calculation of Vacation Balance

On October 1st of each year, every employee shall receive an official District notice which will reflect an up-to-date accumulated vacation leave balance as well as a projection of accumulated vacation balance through June 30th of the following fiscal year.

4.1.4 Vacation Restrictions and Limits

It is the intent of the District's vacation policy to provide eligible employees with a period of paid rest away from work. Vacation benefits begin to accrue to eligible employees from their first day of employment and may be used as accrued after the standard 6 month probationary period (academic administrators have no probationary period).

Employees may not use vacation credit in excess of what is accumulated (vacation accruals are credited at the end of each month). Vacations are taken at the mutual convenience of the employee and the program or District, except when it is necessary for a supervisor to require vacation to be taken at a specific time in accordance with the needs of the department or for budgetary reasons. All vacation must be approved in

advance by the supervisor. Vacation may be used in half-hour increments, but not less. Vacation leave is not charged for holidays falling within the period of vacation leave.

4.2 Holiday Leave

It is the policy of the District to observe the same holidays as those observed by the other state community colleges. Only full time permanent employees receive compensation for holidays. While full time instructors receive holiday pay for their full time assignments, instructors with overload assignments and part time instructors are not paid for holidays.

The holidays observed by the District are any legal holiday as appointed by the President of the United States or the Governor of California or the Education Code of the State of California:

- Labor Day
- Veterans Day
- Thanksgiving Day (2 days)
- Christmas (2 days)
- New Year's Day (2 days)
- Martin Luther King Day
- President's Day (2 days)
- The Friday of Spring Break
- Memorial Day
- Independence Day

The campus is usually closed for 2 weeks during the Winter Break (which includes the Christmas and New Year's holidays). In addition, classified employees may receive floating holidays, depending on the bargaining unit agreement.

When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

Additional non-legal holidays may be added to the list of legal holidays as part of the negotiated agreement with the bargaining units.

4.3 Unpaid Leave

Employees who do not have enough vacation time accrued, or who do not want to use their accrued time to cover time off days may request unpaid leave to satisfy special needs or personal requirements. Unpaid leave will be approved in accordance with prevailing regulations as stated by negotiated contract or merit system directives.

4.4 Sick Leave

Sick leave protects the employee from loss of income for those times when the employee is too ill to work and may also be used for preventative medical and dental care.

4.4.1 Sick Leave

Sick pay benefits for classified employees are available beginning with the first hour away from the job due to illness or injury. Every full-time classified employee is entitled to 12 days per year sick leave this leave being allowable for absence due to illness, injury,

or because of quarantine due to another's illness, or for absence due to a physical disability. Administrators shall accrue one (1) day of sick leave for each full month of employment.

Sick leave may be used in increments of not less than one-half hour per period absent. Sick leave is not charged for holidays falling within the period of sick leave.

Sick leave for faculty is granted for a maximum of 10 days annually to each contract or regular employee. Part time faculty accrue sick leave in the amount of one-half day for each 10% of full-time load per semester. All faculty members are granted one additional day of illness leave upon completion of a full summer session assignment.

4.4.2 Notification

A notification from a doctor that an employee is unable to return to work may be required for any absence longer than 3 days. Additionally, a supervisor or the Dean of Human Resources may request a doctor's substantiation at any time regardless of length of absence.

4.4.3 Sick Leave Pay

Sick pay is available only in the case of actual illness or injury of an employee or the employee's spouse or children who reside in the employee's household, a death in the immediate family, or family care due to childbirth or adoption. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day. Credit for sick leave need not be accrued by the employee prior to taking such leave. Sick leave may be taken at any time during the work year. If an employee does not take the full amount of leave allowed in a school year, the amount not taken will be accumulated from year to year. On termination, an employee is not paid for unused sick leave.

- Half-day pay (classified employees) - If a classified employee is absent from his/her duties on account of illness or accident for a period of five (5) school months (100 working days) or less and his/her sick or industrial accident leave benefits have been used, he/she will receive 50% of his/her salary during the period of such absence.
- Sub-differential pay (faculty) - When a contract or regular faculty member is absent from work because of illness or accident for a period of 5 school months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due for any month in which the absence occurs shall not exceed the sum which is actually paid a temporary employee employed to fill the member's position, during the absence, or if no temporary employee is employed, the amount which would have been paid to the temporary employee, had one been employed.

4.4.4 Use of Sick Leave

An employee may use sick leave of absence for family medical leave, pregnancy, miscarriage, childbirth and recovery. Employees are entitled to take leave to care for a son, daughter, spouse, or parent for purposes such as a statement from a certified medical doctor that the eligible employee is needed to care for the son, daughter, spouse, or

parent. This notice must project an estimate of the time that the employee is needed to care for son, daughter, spouse or parent. In the case of certification of an intermittent leave or leave on a reduced leave schedule, for planned medical treatment, the employee is required to submit to the District the dates on which such treatment is expected to be given and the duration of such treatment.

Any eligible employee who takes leave for the aforementioned purposes authorized by the District will be entitled, on return from such leave to be restored by the District to the position of employment held by the employee when the leave commenced; or to be restored to an equivalent position and equivalent employment benefits, pay, and other terms and conditions of payment. The taking of leave by any employee will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

4.4.5 Return from Sick Leave

Nothing in this section is to be construed to entitle any restored management employee to the accrual of any seniority or employment benefits during any period of leave; or any right, benefit, or position of employment other than any right, benefit, or position to which the employee could have been entitled had the employee not taken the leave.

Notes:

- a. Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.
- b. "Immediate household" is defined, for the purpose of sick leave use, as a person residing in the immediate household of the employee except domestic help, roomer, landlords or roommates.
- c. Requests for planned use of sick leave (i.e. medical/dental treatment) must be submitted on a *Request for Absence* form as soon as possible in advance.
- d. Employees may not use sick leave in excess of what is accumulated.

4.5 Judicial Leave

When regularly called for jury duty in the matter provided by law, permanent employees are granted a leave of absence without loss of pay or benefits for the time the employee is required to perform jury duty during the employee's regularly assigned working hours.

Request for jury service leave must be made by presenting, as soon as possible, the official court summons to jury service to the member's immediate supervisor and to the District Payroll Office through regular administrative channels.

4.6 Personal Leaves of Absence

It is the District's policy to consider granting leaves of absence to eligible employees for the purpose of medical disability, personal emergency, military duty, jury duty, witness duty, or bereavement. Unless specifically provided otherwise, all leaves of absence are available only on an unpaid basis.

To apply for a leave of absence, the employee must submit a Request for Absence to their

immediate supervisor. The Provost/CEO will make the final decision to grant, deny or extend any and all leave requests. The approved request will be forwarded to the Payroll Office for processing; if unapproved, the request is returned to the employee. If a personal leave of absence is taken for reasons of health, a medical clearance will be required prior to returning to work.

4.7 Sabbatical Leave

Sabbatical leave may be granted to academic employees for the purpose of carrying out an approved program which will allow the employee to provide improved service to the District and its students. Consideration will be given to programs which involve an appropriate program of organized study or research. Employees shall adhere to the contractual agreement regarding eligibility and process to apply and receive sabbatical leave.

Academic employees must have completed 7 years of employment service with the District before they are eligible for sabbatical leave. A sabbatical leave of absence for the purpose of professional study, independent research, or a combination of either of the above, including related travel, is not to exceed one (1) year. Not more than one sabbatical leave will be granted in one seven-year period. All sabbatical leave requests must be reviewed and approved by the appropriate dean before being submitted to the Provost/CEO for consideration.

The District does not give assurance that any specified number of sabbatical leaves will be granted, and granting of leaves for this purpose will be at the discretion of the Board. A manager who is eligible for sabbatical leave of absence should make application for such leave by March 31st. Faculty must submit the request prior to January 5th (for the next academic year) or prior to September 15th, if the proposed leave is for the spring semester.

- a. Those granted a sabbatical leave are entitled to receive 63% of their salary (if the leave is granted for one year) or 100% of their salaries (if the leave is granted for one semester). No compensation shall be paid to any faculty member while on sabbatical leave unless a bond is posted in accordance with Education Code Section 87770. However, pursuant to the listed section, the bond may be waived at the discretion of the Special Trustee.

While he/she is on sabbatical leave, the District will continue to provide, health and welfare benefits to the employee.

An employee granted sabbatical leave is guaranteed a position in both level and salary. An employee returning from sabbatical leave will, therefore, become eligible for the next available position equal to or less than the position held before taking leave.

4.9 Conference Attendance

Provisions are made for employees to attend conferences as a form of staff development without loss of salary and the possibility of full or partial reimbursement for specific expenses.

Each employee is to complete the "Travel Request and Reimbursement" form, available in the Office of Business Affairs. The request requires the approval of the appropriate administrator,

The *Request for Travel Pre-Payment Form* must be completed by the employee and submitted to Accounts Payable 10 days prior to travel.

No later than 10 calendar days following the conference, the staff member must complete the itemized section of the *Travel Request and Reimbursement Form*.

4.9.1 Expense Reimbursement

Based on prior approval by the Board of Trustees, District employees may be authorized to attend work-related conferences and seminars.

Where travel or attendance to a conference is pre-approved, the District will reimburse the employee for reasonable expenses to include:

- meals
- materials for in-service training or workshop participation
- lodging
- transportation tickets or private automobile mileage
- miscellaneous expenses directly associated with the travel such as parking, tolls, registration fees, etc.

4.9.2 Travel Procedures

Air Transportation and Car Reservations. Contact the Purchasing Department for the latest rate information and specific instructions prior to making any unnecessary or expensive, non-cancelable arrangements.

Business Travel. The Board of Trustees may authorize advance payment or reimbursement for actual and necessary travel expenses (such as air transportation, lodging, meals, car rental, registration fees) incurred in the course of performing off-campus business for the District.

Mileage Reimbursement. Mileage reimbursement for approved business travel is set at the annual per-mile rate set by the Internal Revenue Service. Before reimbursement can be made for the first time, employees who use a District vehicle or use their personal vehicle must attend and successfully participate in the District's Safe Driver Program.

5. PERFORMANCE REVIEWS

5.1 Performance Evaluations

Each employee's direct supervisor is the key link for personal development, promotion and compensation from within the District's personnel system.

The District is obligated to follow the established procedures of evaluation as specified by the Rules and Regulations of the Classified Service and bargaining unit agreements. Employees and supervisors are to refer to the respective agreement for evaluation guidelines.

6. CONFLICT RESOLUTION AND GRIEVANCE PROCEDURE

Depending on the nature of the problem or conflict, there are various avenues available to District employees for conflict resolution and problem solving.

Employees are encouraged to see their immediate supervisor with questions or problems relating to their jobs. It should be understood that the supervisor may need to get other resource people involved, depending on the problem.

Employees may go directly to the Office of Human Resources for assistance. Additionally, it is the policy of the District that employees may discuss problems or conflicts without fear of reprisal, with any member of the District management team who may assist in their resolution.

6.1 Informal Grievance Procedure

Wherever possible, employees are expected to communicate their dissatisfaction with work related activities and work cooperatively with their supervisors to reach a win-win resolution.

To the extent that this informal approach is not effective in achieving a satisfactory resolution for all parties involved, any or all parties involved in an incident adversely impacting the other has the right and obligation to seek fair resolution through the formal process.

6.2 Formal Grievance Procedure

The District is obligated to follow the established procedures of due process as specified by the Rules and Regulations of the Classified Service and bargaining unit agreements.

7.1 Discipline and Dismissals

7.1.1 Academic Employees

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Special Trustee shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

1. The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement.
2. The Special Trustee has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed.
3. The Special Trustee has received a recommendation from the Provost/CEO.
4. The Special Trustee has considered the statements of evaluation and the recommendations in a lawful meeting.

If, upon the recommendation of the Provost/CEO, the Special Trustee decides that he/she intends to dismiss or penalize a contract or regular employee, it shall take the actions

required by the Education Code, and the Provost/CEO or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

7.1.2 Classified Employees

The Provost/CEO shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Special Trustee's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than 2 years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the Classified Service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, and reduction in pay, demotion, suspension, or discharge.

8 MISCELLANEOUS

8.1 Personnel Records

It is the policy of the District that salary information, records concerning performance and other personnel information are treated confidentially.

Confirmation of employment status is provided in answer to telephone or written inquiries from organizations to which employees have applied for credit. This same information is normally all that is provided to prospective employers to which past employees are applying for jobs.

Salary information is provided only when an employee has explicitly authorized its release in writing. In the absence of such authorization Human Resources staff will suggest the agency obtain permission to release salary and other information from the employee.

District employees have access to their employment records. In the presence of an authorized Human Resources administrative employee and, if desired, a union representative, he or she may review the records and request corrections. Supervisors also have access to their employees' files. No corrections may be made without the knowledge and consent of both the employee and supervisor. All personnel records must remain in the Human Resources Office.

Employees are responsible for notifying Human Resources of any information that affects their records including: additional education, change in dependents or marital status, and change in address or telephone number. It is important that an employee's file contain up-to-date information on whom to contact in case of an emergency, dependents or beneficiaries under insurance plans, citizenship status and similar items.

8.2 Outside Employment

Employees of the District may not work in any other job, private or professional, concurrently during the hours they are employed by the District. In addition, employees may not work currently in any other job assigned by the District which might impair their performance with their primary duties for which the District is obligated to compensate them for, create a conflict of interest, or structure a situation where more than one District office or program will pay the employee for the same hours of work. Changing more than one program or District account for the same hours of work is not allowable and will result in disciplinary action up to and including termination.

Permanent employees should respect that their service to the District is their first and most important obligation. The District determines the schedule of its employees based on the agreements with bargaining units.

8.3 Soliciting

Individuals who are not employees of the District are not permitted on the premises for the purpose of soliciting or distributing literature or notices of any kind. All solicitations by employees for gifts, flowers or other matters should be conducted before or after work or during break and lunch periods. Distribution of literature and notices by employees is restricted to non-working areas.

8.4 Safety

Every employee is responsible for on-the-job safety. Any unsafe or hazardous condition must be immediately reported directly to the appropriate supervisor. Every effort should be made to remedy the problem as soon as possible.

In case of an accident involving personal injury, regardless of how trivial or serious, it is important that the appropriate supervisor and Human Resources are notified immediately after the occurrence. Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims.

Employees injured on the job are, in most cases, entitled to benefits under Workers' Compensation. The District's designated employee will assist employees in obtaining benefits.

8.5 Smoking

Smoking is prohibited in all enclosed areas and within 20 feet of any exit, entrance, or operable window of all campus buildings.

8.6 Security Practices -- Contacts with Possible Criminals

At no time should an employee who is not a member of the campus police department attempt to stop or detain persons who have or are in the process of committing an illegal act. Notify Campus Police immediately and leave the area without putting yourself at risk.

8.7 On-The-Job Injuries

Any employee sustaining an injury as a result of being on District property, performing assigned duties, or carrying out a District directive, should report the incident to his/her supervisor

immediately. Exceptions to an immediate reporting will include:

1. the employee has to obtain emergency treatment to deal with the injury;
2. the impact or extent of any injury was delayed in manifesting itself.
3. For all injuries, the employee's immediate supervisor is responsible for completing a *Supervisor's Report of Injury* report and arranging for treatment of the injury by contacting Human Resources and/or Campus Police.

8.8 Insurance Fraud (Workers' Compensation; Auto Accident; Medical/Dental Claims)

Misrepresenting facts or staging an injury by an individual or group for the purpose of receiving benefits (i.e., money; time off; work reduction, etc.) is a criminal act under the statutes of insurance fraud. The District is obligated to eliminate any and all forms of fraud.

Any employee found guilty of insurance fraud by an investigative body overseeing claims administration is subject to termination of employment.

8.9 Emergency Notifications

Each employee is responsible for maintaining current information needed by the District in case of emergency. This contact information should be in each personnel file and include names, addresses and telephone numbers for those to be contacted in event of an emergency.

Supervisors are required to explain and coach employees regarding the proper steps to take if there is an emergency such as a student or employee accident; disaster, civil defense activity, vandalism, fire or loiterers on campus grounds.

To maintain a safe and secure campus, the District requests that employees notify their immediate supervisor or Campus Police of any situation that threatens the safety or security of personnel on District property.

8.10 Lock-Up Procedures

Employees working extended hours, holidays or weekends are responsible for setting security alarms (if authorized or assigned) and locking the rooms and facilities used for work at the end of the work period. Employees responsible for "lock-ups" are requested to turn off lights, close windows and doors, secure equipment, lock files, etc., prior to leaving the work area.

Personal computers or terminals should be "powered down" in accordance with MIS approved procedures for protecting computer records from destruction and unauthorized access.

If the employee is not able to secure the work area properly, he/she should contact Campus Police and remain in the area until officers arrive and complete the required lock-up procedure.

8.11 Unauthorized Use of District Keys

Employees who are issued keys to offices or buildings must use extreme caution against their loss and **NEVER USE THEM TO LET UNAUTHORIZED PERSONS ENTER A BUILDING**. Employees terminating their employment with the District must turn in all keys and other District property to Human Resources.

8.12 Requesting Keys

1. Employees receiving keys will be required to sign for all keys issued.
2. Keys issued are not to be shared with others, loaned to others or copied or duplicated.
3. All keys must be returned to Human Resources at the end of the authorized period.
4. Lost or misplaced keys should be reported immediately to the Maintenance and Operations, the employee's supervisor, dean, or Campus Police.
5. Employees are obligated to restrict use and access to areas in accordance with the approved authorization.

8.13 Lost and Found Articles

Employees are requested to turn in all articles of potential value to Campus Police, who will provide the "finder" with a receipt describing the article so that if the article is not claimed by the rightful owner within 30 days, the "finder" will have first rights of claim on the article.

8.14 Campus Closure on Non-Operating Periods

The District is officially closed on Sundays, holidays, and other periods during the semester and school year. Employees who need access to their work areas or other closed facilities should make a formal request to their supervisor sufficiently in advance.

8.15 Restrictions to Public Use of District Facilities

To comply with District insurance policies, safety requirements and security policies, the District is obligated to require formal review and authorization for use of any District facility, public area, or instructional rooms.

Providing informal access to District facilities to individuals without authorization is strictly prohibited.

8.16 Personal Mail and Telephone Calls

Employees are prohibited from using campus addresses to receive personal mail.

The District relies heavily on the telephone as the primary tool for communicating within offices and with the public. Employees should minimize personal use of the phone for non-emergency items. Use of cell phones during classroom instructional periods is strictly prohibited.

8.17 Business Telephone Techniques – Helpful Hints

Many jobs at the District require a person to answer telephones. The following techniques can make tasks easy and present a pleasant image to the public.

1. *Try to answer the first ring, whenever possible*
2. *Identify yourself and your department*
3. *Be friendly and courteous, but business-like*
4. *Be brief but thorough*
5. *When transferring a call, let the caller know the extension you are transferring them to and you are transferring the call to someone who can handle it*
6. *If the receiving party is busy, ask the caller:*
 - a. *"Do you care/wish to wait?"*
 - b. *"May I take a message?"*

7. *Do not put the caller on “hold” too long. Check back often to let the caller know that you’re working on his/her request*
8. *Always thank the party for waiting and for calling.*

8.18 District Property Stewardship

Supplies and equipment are for District use only. Good care and proper handling of equipment will prolong its life.

8.19 Conduct and Appearance

Personal conduct and appearance reflects upon the individual employee, the employee’s department, the District and the individual worker’s image. Each employee is requested to maintain a neat appearance and a pleasant personality while performing duties within the assigned department as well as when interacting with other departments and the public. The employee should reflect habits of good grooming and personal hygiene.

Employees are responsible for dressing in a manner that conforms to his or her job requirements and all applicable Occupational Safety and Health Administration (OSHA) requirements.

Each employee will be assigned a designated area for performance of job duties. The District encourages employees to keep work areas neat and orderly during the work day with a special effort to have areas orderly at the close of the work day.

Good judgment must be executed in selecting items for display in an employee’s immediate work area. Employees should consult with supervisors before posting or displaying items such as announcements, flyers, schedules, cartoons, religious artifacts, etc. on department walls and equipment. Most departments have employee bulletin boards for posting of employee selected communications.

8.20 Employee Notices and Information Postings

Bulletin boards often contain important information for all employees. These boards are located throughout the campus. The Student Life Office must approve the posting of notices for community events, business advertisements, etc. Job postings are located in the Human Resources Office.

Supplemental publications and leaflets containing additional information about Compton Community College District and its mission are available in District administrative offices.

8.21 Recognition of Illegal Acts

Government and private sector auditors have developed special techniques and procedures for detecting and tracing perpetrators of illegal acts. These illegal acts are frequently discovered during internal, public or program audits. The following list is not all inclusive, but is based on actual case reports of auditors over years of operational reviews.

This list is a simple “recognition guide” for District employees to facilitate understanding of the intent of internal controls:

1. Stealing merchandise, equipment, tools or supplies.
2. Cashing checks made payable to the unauthorized person's company.
3. Forging endorsements and cashing checks made payable to suppliers.
4. Conspiring with suppliers to increase amounts of their invoices.
5. Conspiring with suppliers to pay false invoices that they submit.
6. Accepting kickbacks from contractors or suppliers.
7. Using forged approvals to cause payment of invoices.
8. Using a properly approved voucher of the prior year, that was not canceled, and merely changing one figure.
9. Using carbon copies of previously used original vouchers.
10. Using personal expenditure vouchers to support paid-outs.
11. Increasing amount on paid-out receipts when reporting disbursements.
12. Charging personal purchases to company, through misuse of P/Os.
13. Carrying fictitious "extra help" on payroll.
14. Carrying employees on payroll beyond actual severance date.
15. Falsifying additions to payroll.
16. Causing fictitious overtime payments to employees.
17. Paying employees a rate in excess of agreed rate, excess kicked back to supervisor.
18. Failing to record sales of merchandise and pocket the cash.
19. Creating overages in cash funds or registers by under recording, and removing overage when convenient.
20. Failing to make bank deposits daily, or depositing only a part of collections and using the other funds for personal purposes.
21. Making round sum deposits, withholding the balance and attempting to catch up at the end of the month.
22. Altering dates on deposit slips to cover withholdings.
23. Stealing small amounts from cash funds or registers.
24. Holding a cash receipts box open beyond the normal time, and retaining late receipts.
25. Making erroneous footings of cash receipts and disbursement books.
26. Withholding cash sales monies by using false charge accounts.
27. Voiding cash sales tickets through fictitious explanations.
28. Altering cash sales tickets after handling copies to customers.
29. Destroying sales tickets.
30. Misappropriating tax refunds or quantity rebates.

8.22 Press Releases - Dealing with the Press & Student Newspaper

The El Camino College Public Information Office is charged with the responsibility of working with the news media and with the public. In this way, information regarding the Compton Center is accurate and official.

Here are guidelines regarding activities you wish to have publicized:

1. Contact the Public Information Office as soon as you know about your activity. Plenty of lead-time is a necessity.
2. Do not contact the news media yourself. This often leads to "double planting" which may result in your story not being used at all. Newspapers have their

own guidelines and prefer to deal with a Public Information Officer to ensure accuracy.

3. Provide the Public Information Office with all the information necessary including day, date, time, location and names of all people associated with the event. The process is slowed when the office must follow up to fill in gaps.
4. Always look for a gimmick – the slant is different.

Here are guidelines to use if a reporter calls you:

1. Ask if the Public Information Office has referred the reporter to you. In many cases, reporters are looking for an expert whom they may quote. During an election year, for example, they like to quote political science professors. In these cases, the Public Information Office frequently will refer the reporter to the appropriate person.
2. If the topic involves pending litigation, or a personnel matter, do not talk with the reporter. Instead, refer the call to the Public Information Office or use the phrase “No comment.” There is no law that says you must talk with a reporter. Remember, nothing is ever “off the record” no matter how much you believe you may trust the reporter.
3. If you have questions regarding news releases, talks with reporters or any public relations matter, please contact the Director of Public Information & Marketing, (310) 660-3406.

Here are three rules regarding all talks with reporters:

1. Never lie to the press.
2. Never answer a question that hasn't been asked.
3. Never argue with people who buy ink by the ton.

9. RELATED POLICIES

9.1 Policy on Non-Discrimination and Equal Employment Opportunity

The Compton Community College District, through responsible managers and supervisors, maintains an ongoing program of Equal Employment Opportunity. The Office of Human Resources is responsible for monitoring and ensuring compliance with EEO mandates and legal requirements.

Compton Community College District is an Equal Opportunity employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States.

The District will base employment decisions on the principles of Equal Employment Opportunity, including merit and valid job qualifications, to enable qualified minority group members, women, veterans of the Vietnam Era, and disabled persons to be introduced to the District's work force.

The District promotes employment requirements and practices which further the employment of women, minorities, and others protected by EEO legislation.

9.2 Policy of Sexual Harassment

Forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religion, creed, color, national origin, ancestry, sexual orientation, physical disability, mental disability and medical condition.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by the following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention to the Office of Human Resources. (See Appendix 10.1 for Discrimination Complaint Policy and form).

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

9.3 Drug Free Workplace Policy

9.3.1 Purpose

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Provost/CEO shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

9.3.2 Prohibitions

The District prohibits the unlawful manufacture, distribution, dispensation, possession, promotion, sale or use of drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for the District, while residing on District property or occupying District vehicles.

9.3.3 Medically Authorized Drugs

Any employee who is required to use medically prescribed or over-the-counter drugs while working (i.e., drugs which may impair or affect the employee's alertness, coordination or responses) must advise his/her supervisor of this fact before reporting to work. It is the employee's responsibility to determine from the physician whether a prescribed or over-the-counter drug may impair his/her performance.

The District reserves the right to require any employee using prescription or over-the-counter drugs to provide a physician's certification that the use of the drug will not impair the ability of the employee to perform his/her job properly and safely.

9.3.4 Drug Testing/Fitness for Duty Examinations

- The District reserves the right to require that an employee submit to a physical examination or clinical testing procedure, designed to detect the presence of drugs when there are reasonable grounds for believing that the employee is under the influence of or improperly using drugs in violation of this policy.
- Employees are to refer to their respective bargaining unit contracts for instructions on fitness for duty examinations.

9.3.5 Employee Assistance

The District recognizes the importance of assisting employees in dealing with drug problems, based on request. To this end, the District encourages employees to participate in arrangements with independent providers offering education and benefit programs dealing with such matters.

Employees who voluntarily seek assistance for substance abuse before problems associated with such abuse come to the attention of the District will generally be permitted to continue to work provided that (1) a recognized treatment or rehabilitation program is followed; (2) all standards of job performance are satisfied; and (3) the employee is receptive to where such reassignment is justifiable for the safety of the employee, other personnel or the general public.

Employees who require time away from work to participate in a recognized treatment or rehabilitation program will be accommodated in accordance with the District's leave of absence policy. Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those persons who have a need to know shall have access to such information.

Information concerning educational and benefit programs relating to rehabilitations in a variety of areas is available from the Human Resources Office or designee within the District.

The Dean of Human Resources or designee is responsible for the administration of this policy and acting as a resource for employee assistance programs. Supervisors are responsible for reporting any incident of suspected substance abuse to the Dean of Human Resources.

As a condition of employment on any contract or grant, each employee is responsible for notifying the District's Human Resources Office if he/she has been convicted of violating a drug statute. Such notification is required to be given the District within 5 days of the conviction. The District is required to give such notification to the program funding agencies within 10 days after receiving notification from the employee.

9.4 Conflict of Interest Policy

The California Education Code includes specific provisions which require the District to monitor potential conflicts of interest between the District and its employees. Education Code Section 89006 indicates:

It is unlawful for any person to utilize any information, not a matter of public record, which is received by that person by reason of his or her employment by, or contractual relationship with, the trustees, the Compton Community College District, or an auxiliary organization of the Compton Community College District as defined in section 89005, for personal pecuniary gain, or contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.

It is the policy of the District to reserve the right to require any and all employees to sign a *Conflict of Interest Statement* for completion or update of their personnel records at any time.

9.5 Standards of Conduct Policy

The District requires order and discipline to succeed and to promote efficiency, productivity, cooperation and to protect the rights and safety of all its employees and board members. For this reason, the District has established certain minimum standards of personal conduct. The following are examples of conduct that will result in disciplinary action, including possible dismissal, rescinding of assignment and termination of service contract:

Theft or embezzlement; acceptance of bribes; disclosure of confidential information; conviction of a felony; non-disclosure of conflict of interest; being under the influence of illegal substances or alcohol while on duty; possession or use of illegal substances while on duty; falsification of

records; abuse, destruction, waste or unauthorized use of equipment, facilities, or materials; unlawful harassment of other individuals, including sexual harassment, whether verbal, physical or visual; substandard performance. Any incidents of possible misconduct should be brought to the attention of the employee's supervisor.

APPENDICES

Section 10.1
Policy and Procedures for
Handling Complaints of Unlawful Discrimination

Introduction and Scope

These are the written policies and procedures for filing and processing complaints of unlawful discrimination at Compton Community College District. Students, including students of El Camino College Compton Center, employees, and others affiliated with the District may use the procedures described herein to make a complaint of unlawful discrimination, including harassment.

A copy of these written policies on unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

These policies and procedures were adopted by the Compton Community College District Special Trustee on November 20, 2007.

Unlawful Discrimination Policy

The policy of the Compton Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Compton Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Compton Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Compton Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful and contrary to the policy of the Compton Community College District for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Compton Community College District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

Responsible District Officer and Title IX Coordinator

The Compton Community College District has identified the Interim Dean of Human Resources to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328 of the California Code of Regulations¹, and for coordinating their investigation.

The District has also identified the Interim Dean of Human Resources as the District's Title IX Coordinator whom the District has appointed to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and its regulations. Students, including students of El Camino College, Compton, employees, and others affiliated with the District may use the procedures described herein to make a complaint of noncompliance with Title IX.

The responsible District officer and Title IX Coordinator may be contacted as follows:

Rachelle Sasser, Dean of Human Resources
Compton Community College District
1111 E. Artesia Blvd., Compton, CA 90221-5393
(310) 900-1600 x 2140

¹ All references to Title 5 are to Title 5 of the California Code of Regulations.

The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

Informal/Formal Complaint Procedure

When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will:

- (1) Undertake efforts to informally resolve the charges;
- (2) Advise the complainant that he or she need not participate in informal resolution;
- (3) Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- (4) Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- (5) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the Dean of Human Resources and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/discrimination/discrimination.htm>

The completed form must be filed with the responsible District officer and Title IX Coordinator identified above or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Initial Review of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- A complaint that is filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator, and that meets the other requirements of this policy, will be investigated. Complaints filed by third parties (such as a witness to an incident) will be reviewed and investigated if it is reasonable to do so based on the source and nature of the information.²
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that

² Third-party complainants are not eligible to receive the Notice of Administrative Determination and appeal rights described in this policy. The District will determine on a case-by-case basis what information regarding the disposition of a complaint may be disclosed to third-party complainants. State and federal laws protecting the confidentiality of student information, and other privacy considerations, may limit the District's ability to provide information to third-party complainants.

this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the claimant will also be sent to the State Chancellor's Office.

Notice to State Chancellor or District

A copy of all complaints filed in accordance with the title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Investigation and Administrative Determination

The responsible District officer shall promptly investigate every complaint of unlawful discrimination filed pursuant to this policy, consistent with the requirements of a thorough and complete investigation. During the course of a complaint investigation, the responsible District officer will give the complainant and the accused an opportunity to identify witnesses and other evidence that may be relevant to the complaint.

The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know" basis is usually essential to a thorough investigation, and the District may also be required to release information in connection with discipline of the accused, if unlawful discrimination is found to have occurred.

If an investigation results in a finding of unlawful discrimination, the District will take reasonable steps to prevent recurrence of any discrimination, and to correct its negative effects on the complainant and others where appropriate.

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- (a) the determination of the Chief Executive Officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;

- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District Special Trustee and the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300, et seq., the responsible District officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- (a) the determination of the Chief Executive Officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future (see footnote 10);
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District Special Trustee and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least 3 years after closing the case, and make them available to the State Chancellor upon request.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

1. First level of appeal: The complainant has the right to file an appeal to the District's Special Trustee within 15 days from the date of the administrative determination. If an appeal is timely filed, the District's Special Trustee will review the original complaint, the investigative report, the administrative determination, and the appeal. Untimely appeals will not be considered.
 2. The District's Special Trustee will issue a final District decision in the matter within 45 days after receiving a timely-filed appeal. Alternatively, the District's Special Trustee may elect to take no action within 45 days of receipt of a timely-filed appeal, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Special Trustee will be forwarded to the complainant and to the State Chancellor's Office.
- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the Special Trustee issues the final District decision or permits the administrative determination

to become final by taking no action within 45 days of a timely-filed appeal. The appeal must be accompanied by a copy of the decision of the Special Trustee or evidence showing the date on which the complainant filed an appeal with the Special Trustee, and a statement under penalty of perjury that no response was received from the Special Trustee within 45 days from that date.

Complainants must submit all appeals in writing.

Forward to State Chancellor

In any case not involving employment discrimination, within 150 days of receiving a complaint, the responsible District officer will forward the following to the State Chancellor:

- A copy of the final District decision rendered by the Special Trustee or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- A copy of the notice of appeal rights the District sent the complainant.
- Any other information the State Chancellor may require.

The District will keep these documents on file for a period of at least 3 years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor upon request.

Extensions

The responsible District officer may file a written request that the State Chancellor grant an extension of the 90- or 150-day deadlines specified above for submission of materials to the complainant and State Chancellor's Office. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in Sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Notice, Training, and Education for Students and Employees

The Compton Community College District's responsible officer shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District's written Policy on Unlawful Discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within 6 months of assuming a supervisory position and at least once every 2 years thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

1. "Appeal" means a request by a complainant made in writing to the Compton Community College District Special Trustee pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
2. "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
3. "Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth in Title 5, sections 59300 et seq.
4. "Days" means calendar days.
5. "Gender" includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
6. "Mental disability" includes, but is not limited to, all of the following:
 - (a) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - (i) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (ii) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.

- (iii) “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.
 - (b) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
 - (c) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
 - (d) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
 - (e) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).
- “Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
7. “Physical disability” includes, but is not limited to, all of the following:
- (a) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - (i) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (ii) Limits a major life activity. For purposes of this section:
 - (A) “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (B) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - (C) “Major life activities” shall be broadly construed and include physical, mental, and social activities and working.
 - (2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
 - (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
 - (4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
 - (5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
 - (6) “Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

7. "District" means the Compton Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
8. "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
9. "Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, when:
 - a. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
 - b. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
 - c. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or
 - d. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Sexual harassment may include, but is not limited to:

- a. Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcomed.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- d. Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- e. Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- f. Offering favors or educational or employment benefits, such as grades or

promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

- g. Favoritism in awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision-maker has a sexual relationship.
- 10. "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.
- 11. Unlawful discrimination" means discrimination based on a category protected under title 5, section 59300, including sexual harassment and retaliation.

Section 10.2
Compton Community College District
Administrative Selection Procedures

The hiring procedures set forth in this document are intended to be used to select administrators who will be employed in regular positions by the Compton Community College District, including, but not limited to, those who will be assigned to perform service at the El Camino College Compton Center.

A. Definitions

Unless expressly provided otherwise, the following definitions shall apply throughout this document:

1. “Center” means the El Camino College Compton Community Educational Center.
2. “CEO/Provost” means the District’s Chief Executive Officer and the Provost of the Center, or his or her designee.
3. “District” means the Compton Community College District.
4. “El Camino” means the El Camino Community College District.
5. “Compton Senate” means the Academic Senate of the Compton Community College District.
6. “Board” or “Board of Trustees” means the governing board of the Compton Community College District or the State’s Special Trustee acting on the Board’s behalf.

B. General Provisions

1. It is the policy of the District to employ administrators who meet the State’s minimum qualifications; who are skilled managers, committed to effective participation in shared governance; and who can foster institutional effectiveness. Selection of administrators shall be based solely on job-related factors relevant to a candidate’s qualifications and capabilities.
2. With respect to administrators who will be assigned to the District, no formal offer of employment shall be extended to any candidate until the CEO/Provost, acting in his or her capacity as the Compton Center’s Provost under delegated authority from El Camino’s Superintendent-President, has confirmed in writing that El Camino will accept the administrator’s assignment to the Center. If the Provost’s authority to confirm El Camino’s acceptance is revoked for any reason, no formal offer of employment shall be extended to any candidate until El Camino’s Superintendent-President, or his or her designee, has confirmed in writing that El Camino will accept the administrator’s assignment to the Compton Center.

3. Everyone involved in a hiring procedure, but especially search committee chairpersons, should address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal is to ensure that communication with candidates occurs in a timely and professional manner, and that all candidates are treated with respect, appropriate consideration, and an understanding that the process is not one sided — just as candidates are being evaluated as potential employees, they are evaluating what it would be like to work for the District.

C. Beginning the Search Process

1. For each administrative position to be filled, the CEO/Provost, in consultation with the President of the Compton Senate, shall establish a search committee consisting of at least:
 - a. One administrator appointed by the CEO/Provost, who will serve as chair of the committee;
 - b. One faculty member (three in the case of an academic administrative position with supervisory responsibility for faculty) designated by the CEO/Provost and confirmed by the Compton Senate in consultation with the Federation;
 - c. One classified employee; and
 - d. One Equal Employment Opportunity Representative designated by the CEO/Provost, who shall be a non-voting member of the committee.

The CEO/Provost may appoint others to the search committee if he or she deems it to be appropriate, including, but not limited to, representatives of another academic institution, or members of a relevant advisory committee or employer group; provided, however, that in the case of academic administrative positions, if the CEO/Provost appoints additional members to the committee, he or she shall also designate additional faculty members (subject to confirmation by the Compton Senate in consultation with the Federation) so that faculty continue to make up at least half of the voting membership of the committee.

2. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and assemble a search (which shall be kept in the Human Resources Office) consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
3. The chairperson and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and his or her obligations as a committee member. Topics covered by the training shall include:

- a. Discussion of District's commitment to equal opportunity, diversity, and student success
 - b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria
 - e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality
4. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.
5. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liable for damages.

D. Recruiting for the Position

1. Based on a job description prepared by the CEO/Provost or his or her designee in consultation with the District's Office of Human Resources, the search committee shall prepare a job announcement which, after being approved by the CEO/Provost, will be used in announcing the position. The job announcement shall describe at a minimum:
- a. the duties and responsibilities the successful candidate will be expected to assume once he or she is employed;
 - b. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - c. the knowledge, skill and ability a successful candidate should possess; and

- d. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
- 2. At a minimum, information about the opening, and the job announcement itself, shall be:
 - a. posted on the District's web site and, if possible, those of the Compton Center and El Camino;
 - b. listed on the California Community Colleges Registry (www.ccregistry.org) for posting statewide;
 - c. distributed to relevant educational institutions, professional organizations, placement centers, and similar groups;
 - d. advertised in relevant publications;
 - e. made available to faculty and staff; and
 - f. disseminated in coordination with El Camino faculty recruitment efforts, if possible.
- 3. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least sixty days unless, for specified reasons the CEO/Provost prescribes a shorter period. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.
- 4. The District's Office of Human Resources shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the CEO/Provost, the final position announcement shall be published by the District.

E. Reviewing Applications and Identifying Candidates to Interview

- 1. To be considered as a candidate, all applicants must submit the following to the District's Office of Human Resources:
 - a. A cover letter summarizing the candidate's qualifications for the position;

- b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
 - d. Any other relevant information (for example a writing sample or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding his or her qualifications or if the candidate should be excluded from further consideration.
 3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview

F. Conducting the Interview

1. Before any interviews are commenced, the search committee shall prepare interview questions (including an appropriate follow-up procedure). The committee may also develop other relevant skills or performance demonstrations (for example a writing exercise) to ensure a thorough assessment of the candidate's qualifications.
2. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

G. Selecting Finalists

1. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the CEO/Provost. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the CEO/Provost shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the CEO/Provost may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or
 - ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if he or she determines it is warranted, reopen the position.

In no event shall the committee select more than five candidates for each position as finalists.

2. The District's Office of Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with his or her references and others who are likely to have relevant information about the candidate's suitability for employment as an administrator.
3. Following the reference checks, each of the finalists shall be interviewed by the CEO/Provost and, if he or she determines it is appropriate, any other administrator he or she designates. The CEO/Provost may also invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
4. The CEO/Provost may also develop relevant skills or performance demonstrations that each finalist will be asked to complete
5. The CEO/Provost shall select the finalist to be recommended to the Board for appointment to the position.

H. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Office of Human Resources in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

EDUCATIONAL ADMINISTRATOR RETREAT RIGHTS

- A. This procedure applies to “educational administrators” as defined by Education Code section 87002, that is administrators who are employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program.
- B. Every educational administrator who has previously acquired tenured status as a faculty member retains that status. Every educational administrator who has not previously acquired tenured status as a faculty member in the district shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated if all of the following apply:
1. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district;
 2. The termination of the administrative assignment is for any reason other than dismissal for cause; and
 3. There is a discipline to which the administrator can legitimately be assigned, as determined pursuant to this procedure.
- C. The discipline or disciplines to which an administrator can be assigned will be determined following an assessment of the administrator’s qualifications for service as a faculty member. The assessment should occur at the time of the administrator’s initial hiring, but in no event later than one week following the expiration or termination of his or her administrative assignment.

- D. The assessment of each administrator's qualifications for service as a faculty member shall be conducted by the District's Office of Human Resources which shall prepare a report that identifies the discipline or disciplines, if any, in which the administrator meets the minimum qualifications established by the Board of Governors of the California Community Colleges and summarizes the administrator's relevant professional experience (i.e. experience as a teacher, counselor, librarian, etc.).
- E. The report prepared by Human Resources shall be reviewed by the CEO/Provost and the President of the Compton Senate (or their designees).
 - 1. If the parties agree that the report is complete and accurate, the CEO/Provost shall approve the report and it shall become final. Based solely on the final report, the CEO/Provost shall determine the discipline or disciplines, if any, in which the administrator meets the minimum qualifications to serve as a faculty member and will be granted retreat rights.
 - 2. If the parties do not agree that the report is complete and accurate, the CEO/Provost shall return the report to Human Resources with comments and a request for further action.
 - 3. If, after receiving a revised report prepared by Human Resources, the CEO/Provost determines that the report is complete and accurate but the President of the Compton Senate disagrees, the Senate President shall explain the reasons for his or her disagreement in writing and the matter shall be submitted to the Board. Relying primarily on the advice and judgment of the Senate, the Board shall determine the discipline or disciplines, if any, in which the administrator meets the minimum qualifications to serve as a faculty member and will be granted retreat rights.
- F. An administrator can be assigned only to a discipline in which he or she meets the minimum qualifications to serve as a faculty member. To the extent practicable, an administrator should be assigned to a discipline in which he or she has experience, in which he or she has expressed an interest or preference, and in which an expansion of programs is intended or likely.
- G. Upon becoming a faculty member under this procedure, every educational administrator shall be placed on the faculty salary schedule in the manner prescribed by the collective bargaining agreement between the district and the exclusive representative of the faculty. Those administrators who previously acquired tenured status as a faculty member shall be classified as tenured, and those who did not previously acquire tenured status as a faculty member shall be classified as first-year probationary faculty members.

Section 10.3
Compton Community College District
Faculty Selection Procedures

The hiring procedures set forth in this document are intended to be used to select faculty who will be employed by the Compton Community College District but assigned to perform service at the El Camino College Compton Center.

I Definitions.

Unless expressly provided otherwise, the following definitions shall apply throughout this document:

- A. “Center” means the El Camino College Compton Community Educational Center.
- B. “CEO/Provost” means the District’s Chief Executive Officer and the Provost of the Compton Center, or his or her designee.
- C. “District” means the Compton Community College District.
- D. “El Camino” means the El Camino Community College District.
- E. “Faculty Council” means the El Camino College Compton Center Faculty Council of the El Camino College Academic Senate.
- F. “Compton Senate” means the Academic Senate of the Compton Community College District.
- G. “Federation” means the Compton College Federation of Employees Certificated Unit.
- H. “Board” or “Board of Trustees” means the governing board of the Compton Community College District or the State’s Special Trustee acting on the Board’s behalf.
- I. “Division chair” means a faculty member elected to represent a division in connection with the formulation and submission of requests to hire new or replacement faculty, the development of complete and accurate job descriptions for use in hiring, and the identification of faculty to serve on hiring committees. While the District currently has division chairs, El Camino does not. Therefore, as used in these procedures, 'division chair' includes any divisional representative — such as a faculty coordinator or any similar title — that may be established to represent faculty in the divisions.

II General Provisions.

- A. It is the policy of the District to employ faculty members who meet the State’s minimum qualifications, who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational

effectiveness. Selection and assignment of faculty to the Compton Center shall be based solely on job-related factors relevant to a candidate's qualifications and capabilities.

- B. Because El Camino has the right to review a faculty member's qualifications and to determine if his or her assignment to the Compton Center is an appropriate one, no formal offer of employment shall be extended to any candidate until the CEO/Provost, acting in his or her capacity as the Center's Provost under delegated authority from El Camino's Superintendent-President, has confirmed in writing that El Camino will accept the faculty member's assignment to the Center. If the Provost's authority to confirm El Camino's acceptance is revoked for any reason, no formal offer of employment shall be extended to any candidate until El Camino's Superintendent-President, or his or her designee, has confirmed in writing that El Camino will accept the faculty member's assignment to the Compton Center.
- C. Everyone involved in a hiring procedure, but especially administrators and search committee chairpersons, should address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal is to ensure that communication with candidates occurs in a timely and professional manner, and that all candidates are treated with respect, appropriate consideration, and an understanding that the process is not one sided — just as candidates are being evaluated as potential employees, they are evaluating what it would be like to work for the District.

III Probationary (Tenure-Track) Faculty Hiring

A. Requesting a Probationary Position

1. The need for probationary faculty positions will be cooperatively determined by representatives of the following: faculty of a division (including, but not limited to, the division chair), the Center's Faculty Council and other appropriate El Camino officials, and the CEO/Provost.
2. Formal requests to hire new or replacement faculty shall be submitted to a Hiring Prioritization Committee established by the Faculty Council no later than October of each academic year. Each request shall be based on projected student growth, enrollment trends and demographic changes; the ratio of part-time to full-time faculty in the department; FTE data for course sections taught by full-time faculty, part-time faculty, and full-time faculty on overload; the number of full-time positions that were filled, left vacant, or eliminated during the previous three years; FTES per FTEF data; and other relevant information.
3. The Faculty Council's Hiring Prioritization Committee ("HPC") shall be composed of two representatives of the Compton Academic Senate, a representative of El Camino designated by the President of the El Camino Academic Senate, and two administrators designated by the CEO/Provost.

4. By the end of November of each academic year, the HPC shall review all of the requests to hire new or replacement faculty and, based on that review, provide the Compton Senate and the CEO/Provost with a written recommendation regarding the order in which the requests should be approved and faculty recruitment efforts initiated.
5. If the Compton Senate concurs with the HPC's recommendation it shall promptly inform the CEO/Provost of that fact. If the Compton Senate does not concur, it shall promptly inform the CEO/Provost of the modifications it believes are necessary and the rationale for those modifications.
6. Based on the recommendation of the HPC, advice from the Compton Senate and other relevant factors (for example, the District's financial ability to afford the hiring of new or replacement probationary faculty), the CEO/Provost shall determine which recruitment efforts, if any, to initiate and shall inform all interested parties of his or her determination before the end of the calendar year.
7. Notwithstanding anything in this procedure to the contrary, if unanticipated events (e.g. unexpected programmatic needs, late resignation or retirement of a faculty member, or the death of a faculty member) warrant it, the CEO/Provost may initiate recruitment efforts to fill other faculty positions on a temporary or permanent basis after the determination made pursuant to the previous paragraph has been made and announced.

B. Beginning the Search Process

1. For each faculty position to be filled, the CEO/Provost shall establish a search committee consisting of:
 - a. Two tenured faculty members* from the subject area or a related area, one appointed by the Academic Senate and the other by the Federation, both in consultation with the division chair;
 - b. Two tenured faculty members* from outside the division appointed by the Faculty Council. To the extent practical, one of those faculty member's should be employed by Compton and the other by El Camino;
 - c. One administrator appointed by the CEO/Provost; and
 - d. One Equal Employment Opportunity Representative designated by the CEO/Provost, who shall be a non-voting member of the committee.

(*If tenured faculty members are not available to serve on a committee, the CEO/Provost may appoint qualified probationary faculty to serve in their place.)

2. Additional members may be added to the search committee if a majority of the members deems the addition to be appropriate. Additional members may include, but are not limited to, representatives from a relevant advisory committee or employer group, or instructional assistants or other classified staff members who work with the division where the vacancy exists.
3. Once appointed, the search committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain a search file consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
4. The chairperson, the administrator appointed by the CEO/Provost to serve on the committee, and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and his or her obligations as a committee member. Topics covered by the training shall include:
 - a. Discussion of District's commitment to equal opportunity, diversity, and student success
 - b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria
 - e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality
5. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position,

exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.

6. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liability for damages.

C. Recruiting for the Position

1. Based on a job description prepared by the District's Office of Human Resources in consultation with the division chair, the search committee shall prepare a job announcement which, after being approved by the CEO/Provost, will be used in announcing the position. The job announcement shall describe at a minimum:
 - a. the duties and responsibilities the successful candidate will be expected to assume once he or she is employed;
 - b. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - c. the knowledge, skills and ability a successful candidate should possess; and
 - d. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
2. The search committee shall also develop a proposed recruitment plan that identifies both passive and active methods of recruiting the District should consider. (An example of a passive method is a simple distribution of the job announcement; active methods might include participation in a recruitment fair or faculty attendance at a relevant professional conference for the purpose of encouraging applications). Since the committee should anticipate that recruitment expenses will need to be limited, the plan should be practical and focused — it should emphasize economical ways to ensure broad awareness of the position among well qualified individuals and approaches that are most likely to attract desirable candidates.

3. At a minimum, information about the opening, and the job announcement itself, shall be:
 - a. posted on the District's web site and, if possible, those of the Compton Center and El Camino;
 - b. listed on the California Community Colleges Registry (www.ccregistry.org) for posting statewide;
 - c. distributed to relevant educational institutions, professional organizations, placement centers, and similar groups;
 - d. advertised in relevant publications;
 - e. distributed to division faculty and staff (as well as other relevant faculty) and to anyone in the appropriate discipline who has either submitted an employment application to the District or otherwise formally expressed interest in faculty employment with the District; and
 - f. disseminated in coordination with El Camino faculty recruitment efforts, if possible.
4. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least sixty days. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.
5. The District's Office of Human Resources shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the CEO/Provost, the final position announcement shall be published by the District.

D. Reviewing Applications and Identifying Candidates to Interview

1. To be considered as a candidate, all applicants must submit the following to the District's Office of Human Resources:
 - a. A cover letter summarizing the candidate's qualifications for the position;
 - b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and

- d. Any other relevant information (for example a writing sample, a photographic or similar portfolio, or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding his or her qualifications or if the candidate should be excluded from further consideration.
3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview, and the only candidates to be interviewed shall be those selected by the committee pursuant to this section.

E. Conducting the Interview

1. Before any interviews are commenced, the search committee shall prepare interview questions (including an appropriate follow-up procedure) and, for teaching faculty, a teaching demonstration. The committee may also develop other relevant skills or performance demonstrations (for example a writing exercise) to ensure a thorough assessment of the candidate's qualifications.
2. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

F. Selecting Finalists

1. Every candidate the search committee selects as a finalist for the position should be an individual the committee, by consensus, believes is an acceptable candidate who can do the job well.
 - a. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the CEO/Provost. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the CEO/Provost shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the CEO/Provost may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or
 - ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if he or she determines it is warranted, reopen the position.
 - b. In no event shall the committee select more than five candidates for each position as finalists.
2. The District's Office of Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with his or her references and others who are likely to have relevant information about the candidate's suitability for employment as a faculty member.
3. Following the reference checks, each of the finalists shall be interviewed by the CEO/Provost and, if he or she determines it is appropriate, any other administrator he or she designates. The CEO/Provost may also invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
4. The CEO/Provost may also develop relevant skills or performance demonstrations (for example, conducting all or part of an actual class session) that each finalist will be asked to complete
5. The CEO/Provost shall select the finalist to be recommended to the Board for appointment to the position.

G. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Office of Human Resources in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

IV **Full-Time Temporary Faculty**

A. Requesting a Full-Time Temporary Position

1. The need for probationary faculty positions will be cooperatively determined by representatives of the following: faculty of a division (including, but not limited to, the division chair), the Center's Faculty Council and other appropriate El Camino officials, and the CEO/Provost.
2. Formal requests to hire a full-time temporary faculty member for one academic term, one academic year, or some other specified period may be submitted to the CEO/Provost by a dean at any time as the need arises. Each request shall be based on:
 - a. the need to temporarily replace a full-time faculty member on leave;
 - b. the unanticipated resignation or absence of a full-time faculty member; or
 - c. documented student enrollment growth or curriculum needs that can best be addressed by retaining a full-time temporary faculty member rather than a part-time temporary employee.
3. The CEO/Provost shall forward all requests to hire full-time temporary faculty members to a committee composed of a representative of the Compton Senate, a representative of El Camino designated by the President of El Camino Academic Senate, and an administrator designated by the CEO/Provost.

4. The committee shall review each request and make a recommendation to the CEO/Provost regarding the request. After reviewing the committee's recommendation, the CEO/Provost shall determine whether the request will be approved or not.

B Beginning the Search Process

1. For each full-time temporary faculty position to be filled, the CEO/Provost shall establish a search committee consisting of:
 - a. Two probationary or tenured faculty members from the subject area or a related area, one appointed by the Academic Senate and the other by the Federation, both in consultation with the division chair;
 - b. Two probationary or tenured faculty members from outside the division appointed by the Faculty Council. To the extent practical, one of those faculty member's should be employed by Compton and the other by El Camino;
 - c. One administrator appointed by the CEO/Provost; and
 - d. One Equal Employment Opportunity Representative designated by the CEO/Provost, who shall be a non-voting member of the committee.
2. Additional members may be added to the search committee if a majority of the members deems the addition to be appropriate. Additional members may include, but are not limited to, representatives from a relevant advisory committee or employer group, or instructional assistants or other classified staff members who work with the division where the vacancy exists.
3. Once appointed, the search committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain a search file consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
4. The chairperson, the administrator appointed by the CEO/Provost to serve on the committee, and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and his or her obligations as a committee member. Topics covered by the training shall include:
 - a. Discussion of District's commitment to equal opportunity, diversity, and student success

- b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria
 - e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality
5. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.
6. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liable for damages.

C. Recruiting for the Position

1. Based on a job description prepared by the District's Office of Human Resources in consultation with division chair, the search committee shall prepare a job announcement which, after being approved by the CEO/Provost, will be used in announcing the position. The job announcement shall describe at a minimum:
- a. the duties and responsibilities the successful candidate will be expected to assume once he or she is employed;
 - b. whether the successful candidate will be employed in the position for one academic term, one academic year, or some other specified period;
 - c. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;

- d. the knowledge, skill and ability a successful candidate should possess; and
 - e. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
2. The District's Office of Human Resources shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the CEO/Provost, the final position announcement shall be published by the District.
 3. Information about the opening, and the job announcement itself, shall be posted on the District's web site and, if possible, those of the Compton Center and El Camino, and distributed broadly in ways that are designed to ensure broad awareness of the position among well qualified individuals. The job announcement shall also be distributed to division faculty and staff (as well as other relevant faculty) and to anyone in the appropriate discipline who has either submitted an employment application to the District or otherwise formally expressed interest in faculty employment with the District.
 4. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least thirty days. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.

D. Reviewing Applications and Identifying Candidates to Interview

1. To be considered as a candidate, all applicants must submit the following to the District's Office of Human Resources:
 - a. A cover letter summarizing the candidate's qualifications for the position;
 - b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and

- d. Any other relevant information (for example a writing sample, a photographic or similar portfolio, or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding his or her qualifications or if the candidate should be excluded from further consideration.
3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview

E. Conducting the Interview

1. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
2. The search committee shall prepare interview questions, skills demonstrations or evaluation exercises in advance. The preparation shall include an appropriate follow-up procedure to ensure a thorough assessment of the candidate's qualifications, and may include development of teaching demonstrations, writing exercises, or other performance demonstrations relevant to the position.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

F. Selecting Finalists

1. Every candidate the search committee selects as a finalist for the position should be an individual the committee, by consensus, believes is an acceptable candidate who can do the job well.
 - a. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the CEO/Provost. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the CEO/Provost shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the CEO/Provost may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or
 - ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if he or she determines it is warranted, reopen the position.
 - b. In no event shall the committee select more than five candidates for each position as finalists.
2. The District's Office of Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with his or her references and others who are likely to have relevant information about the candidate's suitability for employment as a faculty member.
3. Following the reference checks, the CEO/Provost shall do one of the following:
 - a. Designate an administrator to interview each of the finalists and make a recommendation to the CEO/Provost about the finalists. If there are such interviews, the administrator may invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
 - b. Meet with the chairperson of the search committee or, in the alternative, the committee as a whole, regarding the finalists and to elicit the committee's recommendation about whom to recommend to the Board, if anyone.
4. The CEO/Provost shall select the finalist to be recommended to the Board for appointment to the position.

G. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Office of Human Resources in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

H. Emergency Hires

Notwithstanding anything in this procedure to the contrary, the CEO/Provost may, after consulting with the President of the Compton Academic Senate, initiate an abbreviated recruitment effort (to the extent possible utilizing existing recruitment pools for faculty) and fill a faculty position on a full-time temporary basis when the position needs to be filled urgently because of unforeseeable programmatic needs, or the late resignation, retirement, or death of a faculty member.

V. **Part-Time Temporary Faculty**

The goal of every hiring process is to select the qualified candidate who best meets the needs of the institution and its students. That proposition applies to part-time faculty hiring as much as it does to full-time faculty hiring since the District cannot accomplish its mission without a diverse part-time faculty who are dedicated to student success. In addition, employment as a part-time faculty member can often enhance an individual's resume and strengthen his or her candidacy for a probationary position. As a result, the District is committed to an open and inclusive hiring process that provides a fair opportunity for all qualified candidates to apply and be considered.

A. Recruitment

1. At least six weeks before the beginning of each academic term, the Dean of each division shall identify disciplines in which additional part-time faculty may be needed and forward a list of potential part-time temporary teaching opportunities for new hires to the District's Office of Human Resources.
2. Using information about potential part-time temporary teaching opportunities received from the Deans, Human Resources shall develop and maintain a recruitment pool consisting of a diverse group of likely applicants for part-time temporary faculty positions.
3. Development of the recruitment pool shall begin with the publication of an announcement that identifies the disciplines in which additional part-time faculty may be needed and lists:
 - a. the minimum qualifications for each subject area, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - b. the knowledge, skill and ability successful part-time temporary faculty should possess; and
 - c. other desirable characteristics including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
4. To be included in the District's recruitment pool, an individual must submit a completed employment application to Human Resources; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and transcripts that reflect his or her possession of the applicable minimum qualifications. (Unofficial transcripts will be accepted for inclusion in the recruitment pool, but cannot replace official transcripts, which must be submitted before an individual is actually employed as a faculty member.)
5. Before including an individual in the recruitment pool, Human Resources shall review his or her employment application for completeness and conduct a preliminary review of the individual's possession of the applicable minimum qualifications. If the employment application is incomplete, or if the individual does not appear to meet the applicable minimum qualifications, the application shall be returned to the individual with an appropriate explanation and, if relevant, a request for further information. If the employment application is complete, but the individual does not appear

unambiguously to meet minimum qualifications, Human Resources shall place a prominent notation on his or her application that will alert subsequent reviewers to the problem and highlight the nature of the concern.

6. Once included in the recruitment pool, an individual shall be considered as an active member of the pool and an applicant for part-time temporary faculty positions for a period of two years.

B. Screening and Selection

1. The Dean (or his or her designee) and the division chair (or at least one probationary or tenured faculty member) shall review the applications of all active members of the recruitment pool who possess the minimum qualifications needed and, based on the particular needs of the division or program and the students to be served, invite the best qualified applicants to an interview.
2. While the interviews shall be conducted by the Dean (or his or her designee) and the division chair (or at least one probationary or tenured faculty member), the interview committee does not need to be composed of the same individuals who selected the applicants to be interviewed. In any case, the interview committee shall prepare interview questions in advance, and may include development of teaching demonstrations, writing exercises, or other performance demonstrations relevant to the position.
3. The Dean shall select the applicant or applicants to be recommended to the CEO/Provost for employment as part-time temporary faculty, but he or she shall refrain from making any formal offers of employment until the CEO/Provost has approved the action and confirmed that El Camino will accept the faculty member's assignment to the Compton Center.

C. Emergency Hires

Notwithstanding anything in this procedure to the contrary, the CEO/Provost may authorized the Dean to initiate an abbreviated recruitment effort to hire a part-time temporary faculty member when an assignment must be filled urgently to meet program or service needs and no active member of the recruitment pool who is qualified for the assignment is available.

VII. Assignment of El Camino College Employees to Perform Faculty Service Normally Assigned to Compton Faculty

AB 318 and the agreement between the District and El Camino under which the Compton Center was established both provide that El Camino shall have the primary right to direct the activities of employees assigned to provide educational and student support services at the Center, consistent with Compton's role as the employer of those individuals. Nevertheless, the District and the Compton Senate acknowledge that, from time to time, it might be appropriate to have El Camino employees perform faculty service at the Center for a limited time under clearly defined circumstances. Examples might include: filling the need for special expertise at the Center when well qualified faculty who possess that expertise are not otherwise available for employment by Compton, or effecting a voluntary faculty exchange between El Camino and Compton, or implementing a new program or curriculum jointly developed by faculty at the Compton Center and the main El Camino campus. For that reason, the District adopts the following procedure:

After consulting with the President of the Compton Senate, the CEO/Provost may approve a request to have an El Camino employee voluntarily perform faculty service at the Center if:

- A. He or she determines that there is a genuine need for the El Camino employee's service and that the request is based on one or more of the following:
 1. A need for special expertise not otherwise available to the Center as demonstrated by documented efforts to recruit a qualified faculty member without success; or
 2. The existence of a faculty exchange agreement requiring the service; or
 3. An action to facilitate a special project, new program or curriculum development initiative that is a joint effort between an El Camino faculty employee and a Compton faculty employee; or
 4. Other circumstances that constitute good reason for the approval so long as the CEO/Provost and President of the Compton Senate both agree that the circumstances are uncommon and that they justify the approval. The agreement of the CEO/Provost shall be documented in writing.
- B. The approval limits the use of the El Camino employee's services at the Center to a specified period not to exceed one academic year.
- C. The El Camino employee is provided with a written reminder that El Camino will remain responsible for his or her salary and benefits and that, by law and contract, "any El Camino employee who provides services at the Center shall remain an employee of El Camino and shall not be deemed to be an employee of Compton nor shall any such employee gain any status with Compton for any purpose."