

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES PROCEDURES MANUAL**

Table of Contents

<u>Title</u>	<u>Section</u>
GENERAL INFORMATION	(SERIES 1000)
Recruitment and Selection (1010)	
Interim Nondiscrimination Procedures and Faculty and Staff Diversity Program (FSDP).....	1010.01
Uniform Employment Selection Guide.....	1010.02
Employee Participation in Applicant Selection Process of Relatives.....	1010.03
Telephone Pre-employment Reference Check.....	1010.04
Job Announcement Printing and Distribution.....	1010.05
Hiring of Contract Administrators.....	1010.06
Eligibility for Employment (1020)	
Tuberculosis Tests for Employees.....	1020.01
Fingerprinting New Employees.....	1020.02
Employment of Relatives and Household Members.....	1020.03
Employment Eligibility Verification.....	1020.04
Oath of Allegiance.....	1020.05
Organizational Activities (1030)	
Service Awards.....	1030.01
Staff Development Funds.....	1030.02
District Tuition Reimbursement for Classes Taken Within Contra Costa Community College District.....	1030.03
Employee Information (1040)	
Protection of Confidential Data.....	1040.01
Personnel File Contents.....	1040.02
Retention and Storage of Personnel Files.....	1040.03
Disclosure of Employee Records and Information.....	1040.04
Information Requests about Current/Former Employees.....	1040.05
Employee Name and Address Lists.....	1040.06
Unlawful Discrimination and Sexual Harassment.....	1040.07
Employee Code of Ethical Behavior.....	1040.08
Leaves (1050)	
Donation of Sick Leave.....	1050.01
Transfer of Sick Leave for New Employees.....	1050.02
Leave for Pregnancy.....	1050.03
Personal Necessity Leave Requests.....	1050.04
Administrative Leave.....	1050.05
Bereavement Leave.....	1050.06
Conference and Meeting Leave.....	1050.07
Jury Duty and Witness Leave.....	1050.08
Military Leave of Absence.....	1050.09
Quarantine Leave.....	1050.10
Industrial Injury.....	1050.11
Industrial Injury: Physician.....	1050.12
Additional Non-Industrial Accident/Illness Leave without Pay.....	1050.13

Human Resources Procedures Manual
Table of Contents

-2-

<u>Title</u>	<u>Section</u>
Optimal Utilization of Resources (OUR) System for Industrial Injury or Illness	1050.14
Guidelines for Leaves Without Pay	1050.15
Family and Medical Leave Act (FMLA)	1050.16
Attendance at Educational Activities	1050.17
 Discipline (1060)	
Tardiness	1060.01
 Compensation (1070)	
Insufficient or Excess Salary Payments	1070.01
 Health and Safety (1080)	
Smoking Policy	1080.01
Heat Illness Prevention Program	1080.02
Violence in the Workplace	1080.03
Reasonable Accommodation for Job Applicants	1080.04
Reasonable Accommodation Requests Under the American with Disabilities Act	1080.05
Alcohol in the Workplace	1080.06
Occupational Exposure to Blood Borne Diseases	1080.07
Meal and Rest Periods	1080.08
Drug and Alcohol Testing for Transportation Employees	1080.09
Emergency Transportation	1080.10
Drug-Free Environment and Drug Prevention	1080.11
Sexual Assaults	1080.12
Registered Sex Offender Information	1080.13
Child Abuse Reporting	1080.14
Illness/Injury Prevention	1080.15
 Grievances (1090)	
Procedures for Grievance Hearing before the Governing Board	1090.01
Released Time for Grievance Processing	1090.02
 Separation (1110)	
Resignation from Employment	1110.01
Procedures upon the Report of Death of an Employee or Retiree	1110.02
Notice of Right to File Unemployment Insurance Claim	1110.03
Sick Leave Credit at Retirement	1110.04
 Benefits (1120)	
District Group Insurance Plans	1120.01
Cash Stipend in Lieu of Benefits	1120.02
Group Life Insurance Plan	1120.03
Salary Continuance Insurance	1120.04
Benefits for Employees on Leave without Pay	1120.05
Dependents' Benefits	1120.06
Retiree Benefit Provisions	1120.07
COBRA Coverage	1120.08
Flexible Benefit Plan (125)	1120.09
Domestic Partner's Coverage	1120.10
Employee Assistance Program	1120.11

<u>Title</u>	<u>Section</u>
ACADEMIC	(SERIES 2000)
Academic Service (2010)	
Academic Service	2010.01
Organizational Activities (2020)	
Academic Management Employee Orientation	2020.01
Academic Management Training and Development Program	2020.02
Employment (2030)	
How to Employ Faculty	2030.01
Process for the Employment of Faculty	2030.02
Faculty Employment on Annual Salary Schedule	2030.03
Contracts for Faculty	2030.04
Contracts for Newly Hired Faculty for Spring Semester	2030.05
Matriculation Program Faculty Employment	2030.06
Faculty Employment on Salary Schedule for Special Programs	2030.07
Faculty Service Areas	2030.08
Divisional Organization	2030.09
Academic Management Personnel Performance Evaluation	2030.10
Participation in the Academic/Classified Management Evaluation Process	2030.11
Reemployment of Former Academic Employee: Manager or Supervisor	2030.12
Evaluation of Academic Contract Administrators	2030.13
Leaves (2040)	
Sabbatical Leave for Faculty	2040.01
Guidelines for Selection of Replacements for Academic Managers on Sabbatical Leave	2040.02
Vacation Pay at Separation for Academic Managers	2040.03
Interruption or Termination of Vacation Leave for Academic Managers	2040.04
Sick Leave for Academic Managers	2040.05
Industrial Accident or Illness Leave for Academic Employees	2040.06
Sabbatical Leaves for Academic/Classified Managers	2040.07
Faculty Exchange Leave	2040.08
Holidays (2050)	
Paid Holidays for "C" Contract Faculty	2050.01
Compensation (2060)	
Class/Step Placement for Part-time (Non-Contract) Faculty Hired as Permanent Faculty	2060.01
Class/Step Placement for Faculty Rehires	2060.02
Additional Assignments for Faculty	2060.03
Faculty Load for Independent Study/Work Experience Assignments	2060.04
Guidelines for Payment of Overtime for Faculty Services	2060.05
Unscheduled Meetings of Extended Day Classes	2060.06
Guidelines for Employment of Temporary Part-time Faculty	2060.07
Part-time Faculty Step Increments for In-District Service	2060.08
Guidelines for Employment of Temporary (Substitute) Faculty	2060.09
Guidelines for Intercollegiate Athletes Staffing by Part-time Employees	2060.10

**Human Resources Procedures Manual
Table of Contents**

-4-

<u>Title</u>	<u>Section</u>
Banked Load	2060.11
Temporary Reassignment of an Employee to a Higher Academic Management Classification	2060.12
Employment of Hourly Academic Managers and Supervisors	2060.13
Placement on Academic/Classified Management Salary Schedule	2060.14
Base Dates for Longevity Pay for Academic Managers	2060.15
Part-time Faculty Office Hours Program	2060.16
Base Dates for Academic Manager Step Increments	2060.17
 Discipline (2070)	
Academic Employee Discipline/Dismissal	2070.01
 Program Review (2080)	
Personnel Impact of Program Reviews.....	2080.01
 Other (2090)	
Pre-retirement Reduction of Faculty Annual Workload.....	2090.01
Emeritus Faculty	2090.02
Reporting Faculty STRS Retirement Dates for Fall Semester.....	2090.03
Faculty Internship Program	2090.04
Exchange Teachers	2090.05
Faculty Absences	2090.06
Reassigned Time Guidelines	2090.07
Faculty Participation in Commencement Exercises.....	2090.08
Payment of Expenses for Academic Position Applicants	2090.09
STRS Service Credit for Faculty on FMEC Exchange Program Leave.....	2090.10
 CLASSIFIED	(SERIES 3000)
 Classified Service (3010)	
Classified Service and Exempt Positions.....	3010.01
Coverage of Classified Service.....	3010.02
 Positions (3020)	
Reclassification Process for Local 1 Unit Positions	3020.01
Establishment of a New Classification	3020.02
Job Restructuring	3020.03
 Recruitment and Selection (3030)	
Transfer Process for Local 1 Unit Members	3030.01
Classified Staff on Selection Committees	3030.02
Requirements for Keyboarding and Other Skills Testing.....	3030.03
Guidelines for Selection of Replacement for Classified Managers on Sabbatical Leave	3030.04
 Organizational Activities (3040)	
Classified Staff Orientation	3040.01
Guidelines for Classified Staff Participation in Institutional Governance and Other Authorized Committee or Staff Development Activities.....	3040.02
Procedure for Classified Staff Participation in Institutional Governance	3040.03

**Human Resources Procedures Manual
Table of Contents**

-5-

<u>Title</u>	<u>Section</u>
Classified Management Employee Orientation.....	3040.04
Classified Management Training and Development Program	3040.05
Employment (3050)	
Medical Examinations for Monthly Classified Employees.....	3050.01
Process for the Employment of Classified Personnel.....	3050.02
Employment of Classified Short-term/Substitute Employees	3050.03
Substitutes for Classified Employees on Leave.....	3050.04
Equivalency for Classified Positions Requiring a Bachelor's Degree	3050.05
How to Employ Classified Staff.....	3050.06
Employment Status (3060)	
Probationary Period Dates for Local 1 Unit Members	3060.01
Break in Service for Classified Employees	3060.02
Reemployment of Former Classified Employee	3060.03
Status of Classified Supervisors or Confidential Employees upon Change of Classification.....	3060.04
Employment of PERS Retirees.....	3060.05
Status of Probationary Classified Employees Designated as Management.....	3060.06
Work Schedules (3070)	
Classified Employee Work Schedule Change	3070.01
Classified Employee Furlough Period.....	3070.02
Alternative Work Week Schedules.....	3070.03
Summer 4-10 Work Schedule.....	3070.04
Teaching by Classified Employees	3070.05
Evaluations (3080)	
Evaluation of Confidential and Supervisory Employees	3080.02
Classified Management Personnel Performance Evaluation.....	3080.03
Participation in the Academic/Classified Management Evaluation Process.....	3080.04
Evaluation of Classified Contract Administrators.....	3080.05
Leaves (3090)	
Vacation Leave Request for Local 1 Unit Members	3090.01
Adjusted Vacation Leave for Classified Extra Time and Extra Days	3090.02
Restoration of Vacation Leave for Specified Reemployed Local 1 Unit Members	3090.03
Adjusted Sick Leave for Classified Extra Time and Extra Days	3090.04
Restoration of Sick Leave for Specified Reemployed Local 1 Unit Members	3090.05
Extended Sick Leave Requirements for Classified Employees.....	3090.06
Extended Sick Leave Differential Pay for Classified Employees.....	3090.07
Vacation Pay at Separation for Classified Employees.....	3090.08
Interruption or Termination of Vacation Leave for Classified Employees.....	3090.09
Holiday Leave for Part-time Local 1 Unit Members with Irregular Days and/or Hours	3090.10
Sick Leave for Classified Employees.....	3090.11
Industrial Accident or Illness Leave for Classified Employees.....	3090.12
Sabbatical Leaves for Academic/Classified Managers.....	3090.13
Vacation Leave Monitoring for Local 1 Unit Members.....	3090.14

<u>Title</u>	<u>Section</u>
Holidays (3100)	
Holidays for Classified Employees.....	3100.01
Compensation (3200)	
Base Dates for Classified Employees' Step Increments.....	3200.01
Temporary Reassignment of a Classified Employee to a Higher Classification.....	3200.02
Temporary Reassignment of an Employee to a Higher Confidential, Supervisory or Classified Management Classification.....	3200.03
Extra Day Pay for Monthly Classified Employees.....	3200.04
Employing Part-time Monthly Classified Employees for Extra Hours	3200.05
Night Shift Differential Pay	3200.06
Overtime for Hourly Classified Employees	3200.07
Call-back Pay for Local 1 Unit Members.....	3200.08
Y-rating and Longevity Pay for Classified Employees	3200.09
Travel Time for Classified Employees	3200.10
Assignment of Classified Duties Involving Differential Compensation	3200.11
Base Dates for Longevity Pay for Classified Employees.....	3200.12
Employment of Hourly Classified Managers and Supervisors.....	3200.13
Placement on Academic/Classified Management Salary Schedule	3200.14
Reclassifications and Increments for Classified Employees.....	3200.15
Discipline (3210)	
Guidelines for Classified Disciplinary Action.....	3210.01
Hearing Procedures for Suspension or Dismissal of Classified Employees.....	3210.02
Layoff (3220)	
Right to a Classified Unit Position.....	3220.01
Reduction of Classified Work Force and Reemployment	3220.02
Layoff and Reemployment of Classified Employees	3220.03
Benefits (3230)	
Benefits for Classified Employees Working Temporarily out of Classification.....	3230.01
Benefits for Classified Employees with Involuntary Workload Reduction.....	3230.02
MISCELLANEOUS	(SERIES 4000)
Governing Board Members' Compensation.....	4000.01
Student Workers	4000.02
Employee Organizations	4000.03
Use of Agencies Providing Temporary Employees	4000.04
Employing a Minor	4000.05
Gratuitous Service Employees.....	4000.06
Human Resources Procedures Instructions	4000.07
Distribution List Human Resources Procedures Manual	4000.08
Distribution List Management, Supervisory, and Confidential Employees Personnel Manual	4000.10
Salary Schedule Distribution.....	4000.12
Distribution List Local 1 Contracts	4000.13
Distribution List United Faculty Contracts.....	4000.14
Glossary of Terms and Definitions.....	4000.15

<u>Title</u>	<u>Section</u>
Organizational Structure	4000.16
Political Activity	4000.17
Personal Use of Public Resources	4000.18
Contract Agreements Manual Represented Employees Distribution List.....	4000.19
Whistleblower Protection.....	4000.20

APPENDIX

Appendix A-1:	Management Salary Schedule
Appendix A-2:	Management Salary Ranges
Appendix A-3:	Police Management Salary Schedule
Appendix A-4:	Police Management Salary Ranges
Appendix B-1:	Faculty Salary Schedule
Appendix B-2:	Teaching for Extended Day Programs, Temporary (Part-time) Day Faculty and Summer Session Salary Schedule
Appendix B-3:	Other Academic Services, Extended Day Programs, Temporary (Part-time) Day Faculty and Summer Session Salary Schedule
Appendix B-4:	Counseling, Librarian, and Disabilities Specialist for Extended Day Programs, Temporary (Part-time) Day Faculty and Summer Session Salary Schedule
Appendix B-5:	Academic Special Programs Salary Schedule
Appendix B-6:	Supervision of Cooperative Vocational Education Students Salary Schedule
Appendix B-7:	Personnel Related Services Salary Schedule
Appendix B-8:	Intercollegiate Athletics Seasonal Contract for Temporary (Part-time) Day Faculty Head Coaches and Associate Coaches Salary Schedule
Appendix C-1:	Supervisors Salary Schedule
Appendix C-2:	Supervisors Salary Ranges
Appendix C-3:	Confidentials Salary Schedule
Appendix C-4:	Confidentials Salary Ranges
Appendix C-5:	Classified Services Unit - 5 Step Salary Schedule
Appendix C-6:	Classified Services Unit - 5 Step Salary Ranges
Appendix C-7:	Classified Short-Term and Substitute Positions Salary Schedule
Appendix C-8:	Professional Expert/Recreation Program Positions Salary Schedule
Appendix C-9:	Student Salary Schedule
Appendix D-1:	Stipends Salary Schedule

INDEX