



Rancho Santiago Community College District HUMAN RESOURCES COMMITTEE

District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

Committee Members

Tracie Green

Alistair Winter

Adam O'Connor

Diane Hill

Elouise Marasigan

Dr. Marilyn Flores

Seth Daugherty

Joe Geissler

Zina Edwards

Dr. Linda Rose

Dr. Jeffrey Lamb

John Zarske

Jarek Janio

Kristen Guzman

Amber Stapleton

January 9, 2019 Meeting – AGENDA

1. Welcome
2. Approval of Minutes December 12, 2018 Meeting
3. Administrative Regulations/Board Policies
 - a) AR 3435 – Discrimination and Harassment Complaints and Investigations
 - b) AR 3540 – Sexual and Other Assaults on Campus
 - c) AR / BP 3550 – Drug Free Environment and Drug Prevention Program
 - d) AR 38 10 – Claims and Actions Against the District
4. Continue - Reference Check Forms
 - a) draft of management reference check form
 - b) draft of classified reference check form
 - c) draft of faculty reference check form
5. Chancellor Search – Update
6. Other
7. **Next HRC Meeting: Wednesday, February 13, 2019
Executive Conference Room #114, 3:30 – 5:00 p.m.**

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



HUMAN RESOURCES COMMITTEE
Santa Ana Conference Room – District Office
3:30 – 5:00 p.m.
Meeting Minutes for December 12, 2018

Members Present: Alistair Winter, John Zarske, Diane Hill, Zina Edwards, Elouise Marasigan, Seth Daugherty, Dr. Jeffrey Lamb, Adam O'Connor, Kristen Guzman, Jarek Janio, Amber Stapleton, and Linda Rose

Members Absent: Joe Geissler, Marilyn Flores and Tracie Green

1. Welcome

Meeting was called at 3:35 p.m.

2. Approval of Minutes of November 14, 2018 Meeting

It was moved by Ms. Guzman, seconded by Mr. Zarske and carried unanimously to approve the minutes with revisions of the November 14, 2018 meeting.

3. FON – Final Number

Mr. Winter reported that the FON for Fall 2018 was 371; we were at 368. The projected FON for Fall 2019 is 381. Santa Ana College will have six (6) replacements and ten (10) new placements. Santiago Canyon College will have three (3) replacements and five (5) new placements. College presidents will need to report their hiring position list to Ms. Green.

4. Reference Check Forms

a. Review draft of management reference check form

After review and discussion, committee recommended revisions to be made and be reviewed on the next meeting. Mr. O'Connor suggested having a separate committee for overview on the management reference check.

b. Final draft of classified reference check form

After review and discussion, committee recommended revisions be made and be reviewed on the next meeting.

c. Final draft of faculty reference check form

After review and discussion, committee recommended revisions be made and be reviewed on the next meeting.

The committee suggested and agreed that once the reference check forms are finalized and used for a year, a survey should be created in order to receive feedback, if the forms were useful or not.

5. Chancellor Search - Update

Mr. Winter informed the committee that on December 10, 2018 Board of Trustees Meeting, PPL, Inc. had a presentation and discussion with the board regarding the new Chancellor search. Ms. Green sent an email to the colleges constituency leaders, academic senates and union representatives to collect their input in the qualities/strengths/requirements in the ideal candidate profile and the strengths/challenges/opportunities in the institutional profile. Any feedback and/or comments were due to Ms. Green by January 3, 2019.

6. **Next HRC Meeting:**

Wednesday, January 9, 2019

Executive Conference Room #114, 3:30 – 5:00 p.m.

Adjourned: 4:59 pm

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3435 Discrimination and Harassment Complaints and Investigations

References:

Education Code Sections 212.5, 66281.5, and 67386
Government Code Section 12950.1
Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.
Title 2 Sections 11023 and 11024;
34 Code of Federal Regulations Section 106.8(b)

The law prohibits students, employees, (including but not limited to instructors, supervisors and managers) and third parties from engaging in harassment, discrimination, or retaliation. Any person (e.g., an employee or non-employee of the District) who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation, may file a formal or informal complaint of harassment, discrimination, or retaliation.

Informal Complaints

An informal complaint is: (1) A written or unwritten allegation of harassment, discrimination, or retaliation with a request to engage in the informal process; or (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint.

Any person may submit an informal complaint to the Vice Chancellor of Human Resources or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Vice Chancellor of Human Resources (or designee) in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice Chancellor of Human Resources will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice Chancellor of Human Resources shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Vice Chancellor of Human Resources determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice Chancellor of Human Resources will explain to any individual bringing an informal complaint that the Vice

Chancellor of Human Resources may decide to initiate an investigation, even if the individual does not wish the Vice Chancellor of Human Resources to do so. However, the complaint's confidentiality will be preserved to the maximum extent possible. The Vice Chancellor of Human Resources shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

Formal Complaints

A formal complaint is a written and signed statement filed with the District or the State Chancellor's office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law.

Formal complaints must be filed with the Chancellor of the California Community Colleges or the Vice Chancellor Human Resources unless the party submitting the formal complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Chancellor of the Rancho Santiago Community College District or the State Chancellor's office.

Formal complaints should be submitted on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form is available at (RSCCD website link) or <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the district will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the district will attach the written allegation (S) to the form and treat as a formal complaint. In no instance will the district reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice Chancellor of Human Resources will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Vice Chancellor of Human Resources will handle the matter as an informal complaint.

Where to File a Formal Complaint

The completed Formal Complaint form must be filed with any of the following:

- The Vice Chancellor of Human Resources, 2323 N Broadway, Santa Ana, CA 92706, and/or
- The California Community College Chancellor's Office, 1102 Q Street, Sacramento, CA 95811.

Student complainants shall be notified that they may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR), 50 United Nations Plaza, Room 1490, Mail Box 1200 San Francisco, CA 94102 (415) 486-5555.

Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC), Royal Federal Building, 255 East Temple Street, 4th Floor Los Angeles, CA 90012 or the California Department of Fair Employment and Housing (DFEH)-, 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758.

Complaints filed with the EEOC and/or the DFEH should be forwarded to the California Community College Chancellor's Office by the District.

Any District employee who receives a harassment or discrimination complaint, regardless of whether it is brought by a student or an employee, shall notify the District's Vice Chancellor of Human Resources immediately.

Immediately upon receiving a Formal Complaint, as described above, regardless of whether the complaint is brought by a student or by an employee, the District shall forward a copy of the Formal Complaint to the California Community College Chancellor's Office.

Filing a Timely Complaint: The District is firmly committed to providing an environment free of discrimination and harassment. The District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints as soon as possible after the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to or impact a District program or activity.

Confidentiality: The District will keep the investigation confidential to the extent possible, but cannot guarantee confidentiality because release of some information on a "need-to-know-basis" may be essential to a thorough investigation. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

Oversight of Complaint Procedure: The Vice Chancellor of Human Resources is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be delegated by the Vice Chancellor of Human Resources to other trained, qualified staff, outside persons or organizations under contract with the District. This must occur whenever the Vice Chancellor of Human Resources is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any person (employee or non-employee), individually or as a member of a class or on behalf of others, may file a complaint alleging discrimination or harassment that is prohibited by the District's anti-discrimination and anti-harassment policies and procedures.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources or designee shall:

- Upon approval by the parties involved, and when appropriate, undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing counseling and/or training, etc.
- Advise ~~the complainant~~ all parties that he/she need not participate in an informal resolution of the complaint, as described above, and ~~has~~ they have the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.
- Advise a student complainant that he/she may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. The Vice Chancellor of Human Resources shall also notify the State Chancellor's Office of the complaint.
- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Vice Chancellor of Human Resources should notify the complainant of his or her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the parties from having any contact with one another pending the results of the investigation.

Authorization of an Investigation: The Vice Chancellor of Human Resources or designee shall:

- Authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where ~~complainants~~ the parties opt for informal resolution, the designated officer will determine

whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.

- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint of harassment or discrimination. No claim of employee or student harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with any academic, educational, extracurricular, athletic, or other programs of the District, whether those programs take place at a District facility, in a District vehicle, or at a class, training program or similar event sponsored by the District at another location.

As set forth above, where the ~~complainant opts~~ parties opt for an informal resolution, the Vice Chancellor of Human Resources may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the District as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve, as investigators under this policy shall have adequate training on what constitutes discrimination, including sexual harassment and sexual violence, racial discrimination, disability discrimination and age discrimination and understand how the District’s grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reaching a conclusion as to the allegations and any appropriate disciplinary and remedial action; and seeing that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion: The District will undertake its investigation as promptly and as swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint, unless an extension has been granted. The Vice Chancellor of Human Resources will notify all the parties involved of the District's determination, in writing, within 10 working days of the determination being made.

Cooperation Encouraged: All students and employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

Written Report:

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process:

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" may be essential to a thorough investigation and to protect the rights of accused students and employees during the investigation process and any ensuing discipline.

Administrative Determination:

In any case not involving employment discrimination, within 90 days of receiving a formal complaint, the District shall complete its investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant both parties, and written notice setting forth all of the following to both the complainant and the Chancellor:

- The determination of the Vice Chancellor of Human Resources (or designee) as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- A description of actions taken, if any, to prevent similar problems from occurring in the future;
- The proposed resolution of the complaint; and
- The complainant's right to appeal to the district governing board and the Chancellor.

In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report **only** to the complainant, and written notice setting forth all the following to the complainant:

- The determination of the Vice Chancellor of Human Resources (or designee) as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- A description of actions taken, if any, to prevent similar problems from occurring in the future;
- The proposed resolution of the complaint; and
- The complainant's right to appeal to the district governing board and to file a complaint with Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.

Discipline and Corrective Action

If harassment, discrimination and/or retaliation occurred in violation of federal or state law, the policy or procedure, the District may take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services;
- providing medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the conduct that lead to the discipline.
- conducting, climate surveys, including subsequent evaluation and corrective action, as appropriate
- circulating memoranda to students and staff about pertinent District policy; and
- other remedies deemed necessary by the District.

If discipline is imposed, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant's contact with the individual; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the complainant refuses to participate in the investigation, the District should continue to pursue appropriate steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant is not satisfied with the results of the administrative determination, he or she may, within fifteen calendar days of the date of the administrative determination, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant. If the appeal is made to the Board in connection with a formal complaint, the District shall forward a copy of the Board's final decision to the State Chancellor's Office. If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

In any case not involving workplace discrimination, harassment, or retaliation, a complainant who filed a formal complaint shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC), Royal Federal Building, 255 East Temple Street, 4th Floor Los Angeles, CA 90012 or the California Department of Fair Employment and Housing (DFEH), 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758.

In any case involving student discrimination, including harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR), 50 United Nations Plaza, Room 1490, Mail Box 1200 San Francisco, CA 94102 (415) 486-5555.

Extension of Time

Within 150 days of receiving a formal complaint not involving employment harassment or discrimination, the District shall forward to the State Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be visibly posted on campus and easily found on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training:

All new supervisory employees must be provided with anti-discrimination training and education within six months of their assumption of a supervisory position. The District shall provide anti-discrimination training, including sexual harassment training and education, to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of discrimination, including sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

File Retention: The District will retain on file for a period of at least three years after closing the case copies of:

- The original complaint;
- The investigatory report;
- The summary of the report if one is prepared;
- The notice provided to the complainant parties, of the District's administrative determination and his/her the right to appeal;
- Any appeal;
- The District's final decision; and
- Documentation of any corrective actions taken.

The District will make such documents available to the State Chancellor upon request.

For further Information contact:

Vice Chancellor, Human Resources, 2323 N Broadway, Santa Ana, CA 92706. (714) 480 7489.

Responsible Manager: Vice-Chancellor of Human Resources

Revised: September 15, 2014 (Previously AR 3410)

Revised: September 19, 2016

Revised: October 2, 2017

Revised: xxxxxxxxxxx, 2019

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3540 Sexual and Other Assaults on Campus

Reference(s):

Education Code Section 67385, 67385.7 and 67386
20 U.S. Code Section 1092(f)
34 C.F.R. § 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also, BP 5500, Standards of Student Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or

resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AR 3500, 3510, and 3515.

All students, faculty members or staff members who allege they are the victims of a domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the District Safety and Security Department which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Chief, District Safety and Security is authorized to release such information.

The Chief, District Safety and Security shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents:
 - Assistant Vice Chancellor of Human Resources
 - Vice President of Student Services/Vice President of Continuing Education or designee
 - Student Health Center psychologist
 - Local police department regarding investigation and victim services
- Information about the importance of preserving evidence and the identification and location of witnesses
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
 - transportation to a hospital, if necessary;
 - counseling by Student Health Center psychologist, or referral to a counseling center;
 - assistance with disciplinary process by Vice President of Student Services/Vice President of Continuing Education or designee;
 - a list of other available campus resources or appropriate off-campus resources by Chief, District Safety and Security

- The victim's option to:
 - notify proper law enforcement authorities, including on-campus and local police;
 - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - decline to notify such authorities;
- Information about the participation of victim advocates and other supporting people:
 - The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
 - Information about how the district will protect the confidentiality of victims; and
 - Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary

The Chief, District Safety and Security should be available to provide assistance to District safety unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AR 3435, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District Safety and Security Department of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, or witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, or witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the Director of Public Affairs and Publications which will work with District Safety and Security Department and Vice President of Student Services/Vice President of Continuing Education or designee's office to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non forcible sex offenses
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus Safety Officers and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests and the right to decline to notify these authorities
- Information about how the district will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law

- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance or other services for victims
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Vice President of Student Services or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Responsible Manager: Chief, District Safety and Security

Revised: August 10, 2015

Revised: xxxxxxxx, 2019

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3550 Drug Free Environment and Drug Prevention Program

Reference(s):

Drug Free Schools and Communities Act Amendment of 1989
20 U.S. Code Section ~~4145g~~ 1011i
34 Code of Federal Regulations 86.1 et seq.
Federal Drug-Free Workplace Act of 1988
41 U.S. Code Section ~~702~~ 8103

The District is committed to providing its employees and students with a drug free workplace and campus environment.

The District shall be free from the unlawful manufacture, distribution, dispensing, possession, use or distribution of illicit drugs and alcohol by students, employees and guests. Awareness of this policy will help create a drug and alcohol free environment. This policy and regulation shall be published and be made available to students and employees on the district and college websites, including the employee intranet, Admissions and Records, the Health Centers, Student Services and Safety and Security. It will also be included in the Annual Security report, the college Catalogs, the Student Handbooks and Schedule of Classes.

The District emphasizes the prevention and intervention of substance abuse through education. The colleges will provide information about the dangers of drugs and alcohol and will engage in prevention programs through efforts by the Student Services offices, the Health Centers, District Safety and Security, and Risk Management.

Health risks associated with use of illicit drugs and the abuse of alcohol include: death; injury; unprotected sex and possible sexually transmitted disease; non-consensual sex; increased risk of suicide; and driving under the influence.

Violators of this policy may be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, the Employee Assistance Program, suspension, demotion, expulsion or dismissal, and may also be subject to criminal *prosecution and* sanctions including fines, jail, or prison sentences. The Associate Deans of Student Development will handle student disciplinary action, the Vice Chancellor of Human Resources will be responsible for employee disciplinary action, and Director of District Safety and Security will work with local law enforcement agencies for criminal sanctions.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Assistance for substance abuse may be obtained from one of the following sources:

- SAC and SCC Student Health Centers, for confidential counseling and referral to local agencies
- Alcoholics Anonymous of Orange County
- National Drug Hotline, 1-800-662-HELP
- Al-Anon/Alateen Family Group Headquarters, 1-800-356-9996
- Narc-Anon Family Group Headquarters, 310-547-5800
- 800 Cocaine, an information and referral hotline, 1-800-COCAINE

Responsible administrators: Vice Presidents of Student Services, Chief, District Safety and Security, and Vice Chancellor of Human Resources

Revised: June 16, 2014 (Previously AR 3523)

Revised: September 19, 2016

Revised: xxxxxxxxxxxx, 2019

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3550 Drug Free Environment and Drug Prevention Program

Reference(s):

Drug Free Schools and Communities Act, 20 U.S.C. Section ~~4145g~~ 1011i
34 C.F.R. Section 86.1 et seq.
Drug Free Workplace Act of 1988, 41 U.S.C. Section ~~702~~ 8103

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 (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

Drug addiction is a complex disorder that can involve virtually every aspect of an individual's functioning – in the family, at work and school, and in the community.

The Chancellor 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.

Special Requirements for Employees Engaged on Federal Contracts and Grants:

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that district faculty and staff directly engaged in the performance of work on a Federal contract or grant shall abide by this policy as a condition of employment and shall notify the district within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on district business. The district is required to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, take appropriate corrective action, or require the faculty or staff member to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Revised: August 19, 2013 (Previously BP3523)
Xxxxxxxxxx, 2019

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3810 Claims and Actions Against the District

Reference(s):

Government Code 900 et. seq., 910 et. seq. and 935 et. seq.

Third party claims for damages against the district shall be presented within six months of an injury to person or personal property, giving rise to the cause of action. The district will make a district form available to any injured party wishing to file a claim within the prescribed time. ~~A claim filed on the claimant's own form shall contain substantially all information requested on the district's form (date, time, nature of claim, etc.)~~ If a claim is not submitted on the designated form, it will be returned to the individual. Any claim returned may be resubmitted using the proper form.

Claims for damages against the district shall be submitted to the district's Risk Management Office. Upon receipt, the Risk Manager shall refer the claim to the district's liability claims administrator for review. Within 45 days of receipt, and following the review and recommendation of the district's claims administrator, the Board of Trustees shall take action to accept, reject, or deny the claim.

Pursuant to the authority contained in Section 935 of the Government Code for the State, the following claims procedures are established for those claims against the district for money or damages not now governed by State or local laws.

Employee Claims

Notwithstanding the exceptions contained in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, mileage and any other expenses or allowances claimed due from the district, when a procedure for processing such claims is not otherwise provided by the State or local laws, shall be presented within the time limitations and in the manner prescribed the Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and actions thereon by the district.

Contract and Other Claims

In addition to the requirements of subsection (1) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State, all claims against the district for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims

shall further be subject to the provisions of Section 945.4 of the Government Code of the State related to the prohibition of suits in the absence of the presentation of claims and action thereon by the district.

Responsible Manager: Risk Manager

Revised: April 27, 2009

Revised: xxxxxxxxxxxx, 2019



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT MANAGEMENT REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____ Current/Previous Employer (Agency) Phone Number: (____) _____

Current/Previous Employer (Agency): _____

Person Providing the Reference and Relationship to Applicant:

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

2. KNOWLEDGE BASIS OF REFERENCE

How long have you known the applicant?

In what capacity have you known the applicant?

3. JOB DUTIES

What were the applicant's primary duties?

Did the applicant have supervisory duties? If yes, how many employees were under the applicant's supervision?

Was the applicant responsible for conducting evaluations? If so, were they timely, complete and accurate?

Was the applicant responsible for administering discipline? If so, did the applicant address the need for discipline in a timely fashion? Was proposed discipline well-documented? Was discipline administered fairly and consistently?

4. GENERAL WORK BEHAVIORS

Please rate the following:

A.	Attendance	Poor	Fair	Good	Excellent
<u>Comments:</u>					

B.	Accuracy	Poor	Fair	Good	Excellent
<u>Comments:</u>					

C.	Follow-through	Poor	Fair	Good	Excellent
<u>Comments:</u>					

D.	Adaptability	Poor	Fair	Good	Excellent
<u>Comments:</u>					

E.	Initiative	Poor	Fair	Good	Excellent
<u>Comments:</u>					

General Interpersonal Relationships With Others (Students, Public, Supervisors, Co-workers, Subordinates)

Organizational Skills (Setting Objectives, Establishing Priorities, Meeting Deadlines)

Leadership Skills – How would you describe the applicant’s leadership style?

How would you rate the applicant’s ability to?

A.	Motivate Others	Poor	Fair	Good	Excellent
<u>Comments:</u>					

B.	Empower Others	Poor	Fair	Good	Excellent
<u>Comments:</u>					

C.	Assist Others to Reach Professional Goals	Poor	Fair	Good	Excellent
<u>Comments:</u>					

D.	Encourage Collaboration and Teamwork	Poor	Fair	Good	Excellent
<u>Comments:</u>					

5. WORK STYLE

Would you describe the applicant as working best when able to work alone or in a team environment?

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How does the applicant work under stress?

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How does the applicant handle situations where he/she made a mistake or where others have made a mistake?

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How does the applicant respond to criticism or constructive feedback?

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6. PROFESSIONALISM

Did the applicant show an interest in your college/agency/company functions or events? Yes No

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Did the applicant participate in appropriate professional development activities? Yes No

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Did the applicant maintain current knowledge of methods and new technologies related to the position? Yes No

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Was the applicant committed to the improvement of the department/division of your agency where he/she worked? Give an example.

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7. OVERALL PERFORMANCE

What were the applicant's "overall" performance ratings?

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Are you aware of any performance problems or work habits that adversely affect performance?

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8. STRENGTHS AND WEAKNESSES REGARDING THE POSITION APPLIED FOR

Applicant has applied for the position of _____.
Primary duties of the position include _____. Given the nature of this position, what do you see as the applicant's strengths that he/she would bring to the position?

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Given the nature of the position, what do you see as the applicant's greatest challenges in performing the primary duties of the position?

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In the position, the applicant has applied for, he/she is expected to work effectively with a diverse group of individuals in the following way(s): [insert how interacting with a diverse group arises for this specific position] Describe how you would anticipate the applicant performing in such an environment.

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9. CLOSING INFORMATION

Given the opportunity would you rehire this applicant? Why/why not?

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Reference Check Completed By (print name): _____

Position: _____

Signature: _____ Date: _____



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASSIFIED REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____ Current/Previous Employer (Agency) Phone Number: (____) _____

Current/Previous Employer (Agency): _____

Person Providing the Reference and Relationship to Applicant:

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

2. GENERAL WORKPLACE BEHAVIORS

Could you rate for me the following?

	ABILITIES/SKILLS	Poor	Fair	Good	Excellent
A	Attendance/Punctuality				
Comments:					
B	Initiative & Aptitude (<i>a natural ability to do something</i>) in the work place				
Comments:					
C	Adaptability (<i>ability to know new skills</i>)/Flexibility				
Comments:					

	ABILITIES/SKILLS	Poor	Fair	Good	Excellent
D	Analytical Reasoning/Problem solving				
Comments:					
E	Communications (<i>listening, oral, written</i>)				
Comments:					
F	Follow-through				
Comments:					
G	Quality of Work				
Comments:					
H	Organizational Skills (i.e. setting objectives, establishing priorities and meeting deadlines)				
Comments:					
I	How well does this person manage stressful situations and/or workplace challenges?				
Comments:					
J	How would you rate this person as an employee?				
Comments:					

3. WHAT ARE THE APPLICANT'S WORKPLACE STRENGTHS?

4. GIVENT THE NATURE OF THE POSITION, WHAT DO YOU SEE AS THE APPLICANT'S GREATEST CHALLENGES IN PERFORMING THE PRIMARY DUTIES OF THE POSITION?

5. CAN YOU PLEASE DESCRIBE THE CANDIDATE'S INTERPERSONAL RELATIONSHIPS WITH OTHERS (i.e. communication, working with students, public, supervisors, and colleagues, team player)?

7. WOULD YOU REHIRE THIS PERSON?

8. ANYTHING YOU WOULD LIKE TO SHARE THAT MAYBE I DID NOT COVER IN MY QUESTIONS.

Reference Check Completed By (please print name): _____

Position Title: _____

Signature: _____

Date: _____



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FACULTY REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____ Current/Previous Employer (Agency) Phone Number: (____) _____

Current/Previous Employer (Agency):

Person Providing the Reference and Relationship to Applicant:

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

Reason for Separation (if not candidate's current employer):

2. KNOWLEDGE BASIS OF REFERENCE

How long have you known the candidate? In what capacity have you known the candidate?

3. CONTENT KNOWLEDGE

What were the candidate's primary duties?

Describe the candidate's mastery of the knowledge of the discipline required of the position.

Describe the candidate's familiarity with current developments in the field or discipline of the position.

4. APPROACH TO TEACHING OR STUDENT SERVICES

Please comment on the candidate's interactions with students. Would you describe the candidate as Approachable? Available? Explain.

5. WORK STYLE

Please comment on the candidate's interactions with colleagues, peers and supervisors in the workplace. Explain.

How does the candidate respond to criticism or constructive feedback?

6. PROFESSIONALISM

Please comment on the candidate's professional responsibility and contributions to the workplace (i.e., curriculum development, participating on committees, etc.).

In the position, this candidate has applied for, he/she is expected to work effectively with a diverse group of individuals. How has the applicant shown his/her commitment to diversity, equity and inclusion?

Does the candidate participate in professional development activities?

7. GENERAL WORK BEHAVIORS

A.	Attendance	Poor	Fair	Good	Excellent
<u>Comments:</u>					

B.	Punctuality	Poor	Fair	Good	Excellent
<u>Comments:</u>					

C.	Meeting Deadlines	Poor	Fair	Good	Excellent
<u>Comments:</u>					

D.	Follow-through	Poor	Fair	Good	Excellent
<u>Comments:</u>					

E.	Adaptability	Poor	Fair	Good	Excellent
<u>Comments:</u>					

F.	Initiative	Poor	Fair	Good	Excellent
<u>Comments:</u>					

G.	Leadership	Poor	Fair	Good	Excellent
<u>Comments:</u>					

8. WHAT ARE THE CANDIDATE'S STRENGTHS AND AREAS FOR DEVELOPMENT

Strengths:

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Areas for development:

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Given the opportunity, or if the situation presented itself, would you rehire this candidate?

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Anything you would like to share that maybe I did not cover in my questions.

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Reference Check Completed By (please print name): _____

Position Title: _____

Signature: _____ Date: _____