



Rancho Santiago Community College District
District Council Meeting
September 19, 2016

Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of August 29, 2016 Meeting Rodríguez
2. September 26, 2016 Board of Trustees Meeting Rodríguez
3. Board Policies/Administrative Regulations
 - a. AR 2105 – Selection and Regulations of Student Trustee
 - b. AR 6520 – Security for District Property
 - c. ARs with Title Changes
4. Faculty Co-Chairs on District Governance Committees DeCarbo
5. Committee Reports
 - a. Planning & Organizational Effectiveness Committee Perez
 - b. Human Resources Committee Chitlik
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group Krichmar
6. Constituent Representative Reports
 - a. Academic Senate - SAC Jones
 - b. Academic Senate – SCC DeCarbo
 - c. Classified Staff Pleitez
 - d. Student Government – SAC Mejia
 - e. Student Government – SCC Chian
7. Other

Next Meeting:
October 3, 2016
3:00 – 5:00 p.m.

Executive Conference Room #114

Mission Statement

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.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



Rancho Santiago Community College District District Council Meeting

MINUTES

August 29, 2016

Members:	Raúl Rodríguez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Judy Chitlik	Present
	Linda Rose	Present
	John Hernandez	Present
	Elliott Jones	Present
	Michael DeCarbo	Present
	Roxana Pleitez	Present
	Luis Mejia	Absent
	Esther Chian	Present
	Lee Krichmar	Present
	Bonnie Jaros	Absent
	Mary Mettler	Absent
	Jim Granitto	Absent
	Victoria Williams	Present

Chancellor Raúl Rodríguez convened the meeting at 3:05 p.m.

1. Approval of Minutes of August 8, 2016

It was moved by Mr. Perez, seconded by Dr. Jones and carried unanimously, with an abstention by Mr. DeCarbo, to approve the minutes of the August 8, 2016 meeting.

2. Approval of 2016-2017 Adopted Budget

Vice Chancellor Hardash presented the 2016-2017 adopted budget, which was unanimously recommended by the Fiscal Resources Committee. Discussion ensued. It was moved by Mr. Hardash, seconded by Ms. Chitlik and carried unanimously to approve the 2016-2017 Adopted Budget.

3. Creation of a Task Force to Investigate Long Range Calendar Planning

Academic Senate President Michael DeCarbo stated that SCC faculty has created a task force to look into how the instructional/academic calendar is created. Mr. DeCarbo suggested that District Council put a task force together to document the procedures in creating the instructional/academic calendar each year, as well as the possibility of having a calendar set two-three years in advance. Vice Chancellor Chitlik reported that instructional/academic calendars for 2017-2018 and 2018-2019 have been created and she would send to members of District Council to share with their constituents. It was noted that the instructional/academic calendar is bargained by FARSCCD and the faculty may wish to work through FARSCCD to work with the Human Resources Committee on documenting the procedure used to create the calendar.

4. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported the next meeting is scheduled for September 6, 2016 and discussion of committee member roles and responsibilities will take place, along with a general orientation.
- b. Human Resources Committee (HRC)
Ms. Chitlik reported that the next meeting is scheduled for September 14, 2016, but may be rescheduled.
- c. Fiscal Resources Committee (FRC)
Mr. Hardash reported that the next meeting is scheduled for September 28, 2016 and review of the budget model review will begin.
- d. Physical Resources Committee (PRC)
Mr. Hardash reported that the next meeting is scheduled for September 7, 2016 and will be conducted via email. The next physical meeting will be held on October 5, 2016. He encouraged all to review the documents posted on the committee webpage.
- e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Krichmar reported the next meeting is scheduled for September 1, 2016 and review of committee member roles and responsibilities, as well as discussion of the HP roadmap and maintenance agreements will take place.

5. Constituent Representative Reports

- a. Academic Senate/SAC: Academic Senate President Jones reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.
- c. CSEA: No report.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: Ms. Chian reported on the ASG activities at SCC.

6. Other

Mr. Hardash announced that the Board had approved the employment of retired OC Sheriff Department Assistant Sheriff Dr. Toni Bland as Interim Chief of District Safety/Security. Dr. Bland will begin her tenure on September 12, 2016.

7. Next Meeting: The next District Council meeting will be held on Monday, September 19, 2016 in the Executive Conference Room (#114).

Meeting Adjournment: 4:05 p.m.

Approved:

AR 2105 Selection and Regulations of Student Trustee

Reference: Education Code Section 72023.5

The Student Trustee shall be selected by the following process:

Eligibility

1. Interested students must submit an application, accompanied by a resume, at their home campuses' Student Life office by the election deadline. If a resume is not included with the application, the applicant will not be eligible.
2. Applicants are required to perform a brief presentation of introduction and any other necessary information regarding their candidacy and qualifications at a Board of Trustees meeting prior to the spring elections held at both credit colleges.
3. The Associated Student Government Advisors, from both Santa Ana College and Santiago Canyon College, shall review the applications to ensure that each candidate meets the following criteria:
 - a. Current RSCCD student.
 - b. Current enrollment in 6 or more units.
 - c. Cumulative GPA of ~~3.0~~ 2.5 or higher at the time of application.
 - d. Verifiable RSCCD student government/organization experience, defined as the completion of one traditional semester as a voting member in the ASG Senate, Executive Cabinet, or ICC Executive Board, ICC Representatives, Judicial Branch, Directors of Student Involvement, and Commissioners from ASGSAC.
 - e. Completion of at least 12 units at either Santiago Canyon College and/or Santa Ana College within the past two (2) academic years prior to the time of application.
 - f. Meets RSCCD employment requirements.
 - g. Has not previously served any part of a Student Trustee term at RSCCD or any other California Community College, with the exception of an acting Student Trustee capacity, under the Vacancy section below.
 - h. Must be in good disciplinary standing and must not have pending disciplinary action in RSCCD.

Election

4. All eligible Student Trustee applicants will be placed on the Associated Student election ballot at each credit college for student voting in the spring. The candidate receiving the plurality of the combined votes at both colleges shall be elected as the Student Trustee.

Term of Office

5. June first (1st) to May thirty-first (31st) shall be the term of the Student Trustee. No person may serve for more than one term.
6. The new Student Trustee shall be oriented and trained by the outgoing Student Trustee prior to assuming office on June 1st.
7. The eligibility requirement (under Eligibility section above) must be maintained throughout the term of office.

8. The Board of Trustees President or designee will act as a mentor to the Student Trustee to provide guidance throughout term.
9. One mentoring activity will be provided to the Student Trustee by the Chancellor upon assuming office, ensuring the incoming Student Trustee understands the inherent roles and responsibilities.

Duties

10. The duties and responsibilities of the RSCCD Student Trustee shall include, but are not limited to the following:
 - a. Participate in mentoring activities with members of the Board of Trustees and the Chancellor throughout the year as appropriate.
 - b. Will identify an Administrator from either SAC or SCC as an advisor to cultivate leadership growth throughout their term.
 - c. Attend at least one of the following meetings per campus: an ASGSAC and ASGSCC Executive Cabinet, ASGSAC and ASGSCC Senate, CEC and OEC Student Leadership, or similar leadership groups, and SAC and SCC Advisors once a month in each semester.
 - d. Attend meetings of the Board of Trustees and act as the primary liaison between the RSCCD Board of Trustees and the Associated Students of Santa Ana College and Santiago Canyon College, including CEC and OEC.
 - e. Fulfill all duties and responsibilities of a Student Trustee as stated in the California Education Code and the RSCCD Board of Trustees policies including BP 2105 and BP 2715.
 - f. Complete mid-semester grade check and submit to the Office of Student Life Coordinators.
 - g. Enroll in and complete 6 units per semester and maintain a minimum 3.0 GPA for the semester and overall. (Non-compliance with this requirement will result in removal from office).
11. The Student Trustee shall be voting member on the RSCCD Board of Trustees (however, the vote is advisory) and a non-voting member on the ASGSAC and ASGSCC Executive Cabinets. The Student Trustee shall be independent from all other members of the ASGSAC and ASGSCC as a paid employee of the District.

Vacancy

12. Should the Student Trustee resign, be dismissed, or recalled, the two college credit student presidents shall alternate attending Board meetings as the acting Student Trustee until a special election is held. Service as the acting Student Trustee does not count toward the one-year term limit in Section 2 g. above.
13. The Student Trustee must comply with the duties outlined above or be subject to a fact-finding investigation to determine possible noncompliance of the Student Trustee's duties by an AD HOC committee. The student members comprising the committee will be considered voting members while the Advisor or Associate Dean of Student Life and Leadership will be present to provide guidance and fairness to all parties. The committee will be comprised of:
 - a. Each campus ASG President and Vice-President.
 - b. One Supreme Court Justice, and one Senator from each campus.
 - c. An ASG Advisor or Associate Dean of Student Life and Leadership.
 - d. A 2/3 vote of the total voting committee membership determining there is noncompliance with the Student Trustee is needed to move the impeachment process forward to a joint SACASG and SCCASG Senate meeting. Less than a 2/3 vote will yield no action.

Recall

14. A Special Meeting comprised of both SACASG and SCCASG Senate branches will be co-chaired by the ASGSAC and ASGSCC Chief Justices to determine if there is noncompliance of the Student Trustee. Both campuses' ASG Advisors or Associate Deans of Student Life and Leadership will be present to provide guidance and fairness to the process. The combined branches must have a majority of Senators present to meet quorum, which will be based on all eligible Senators from both campuses. If quorum is not met, the joint meeting will be rescheduled. If quorum is met, the Chief Justices will make a presentation of the evidence/findings of noncompliance of the Student Trustee to the Senate branches. At this meeting the Student Trustee will have the opportunity to speak on the alleged evidence of noncompliance as well as have her Board of Trustees mentor be present and speak on her behalf. A 2/3 vote of all senators present is needed to schedule a recall election for the removal of the Student Trustee.
15. The recall election to remove the Student Trustee from their position will be successful if a simple majority of students who voted, voted in favor of the removal. The yielded voting average of the last three annual ASG elections at both Santa Ana College and Santiago Canyon College will determine the threshold of votes needed for a successful removal. The election shall not be sufficient to remove the student trustee unless the number of students who vote in the election equals, or exceed the average of the number of student voters who voted in the previous three ASG elections. The voting average will also be determined by the total number of unduplicated voters in said elections.
16. The ASG President or a designee at each campus will be responsible for relaying all necessary information regarding the special election to their respective student body.
17. As per California Assembly Bill AB 1358 Section 1b, the Santa Ana College and Santiago Canyon College ASGs who have adopted Student Representation Fee legislation are authorized to use said funds in order to promote the special election.

Revised: February 16, 2016

Revised: _____

~~AR3510~~ AR 6520 - Security for District Property

Reference:

ACCJC Accreditation Standard III.B.1

Security of district property requires the effort and cooperation of all employees and departments, who are expected to take reasonable precautions to safeguard district property in their work areas.

The District Safety and Security Department is responsible for patrolling district property and will be alert for safety and security hazards. District safety officers will either take corrective action or will report problems to appropriate Maintenance and Operations staff. District Safety will monitor fire, security and life safety alarm systems, and will respond to alarm activations and will report malfunctions to appropriate Maintenance and Operations staff or alarm service providers for immediate remedial action.

On each campus the Vice President Administrative Services, or their designee, are responsible for the annual testing of the fire, life safety alarm systems, the annual certification of all fire extinguishers and other related testing and maintenance of the fire, life safety alarm systems. At the District Office this will be managed by District Facilities. Any faults or defective equipment identified in the testing, should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the Chief, Safety & Security.

Santa Ana College (SAC) will be responsible for Centennial Education Center (CEC), Digital Media Center (DMC), and The Orange County Sheriff's Regional Training Academy (OCSRTA). Santiago Canyon College (SCC) will be responsible for Orange Education Center (OEC).

Maintenance and Operations staff are responsible for maintaining facilities to ensure the safety and security of persons and property. Attention will be given to provide and maintain appropriate lighting and landscaping, proper functioning locks, doors, windows and other security hardware and fire and life safety/security alarm systems.

The Information Technology Services Department is responsible for providing security measures, software and hardware, for the District's data storage, processing and communications systems.

The District Safety and Security Department will provide first response to emergencies and will notify appropriate district staff and outside agencies as needed.

When unsafe circumstances exist on and around district property, the District Safety Department will provide appropriate warnings, including posting alert bulletins and sending email notices. To address major incidences of theft or loss of district property, the ~~Director~~ Chief of District Safety and Security will convene an ad hoc Property Protection Task Force comprised of affected staff and administrators to review safety and security practices and procedures and to recommend corrective actions.

Keys and key records shall be maintained by the Administrative Services office at each college and major site. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment, furniture, and buildings are to be turned in to the administrative services office to maintain control and accurate records. Keying of new buildings and re-keying of existing facilities shall be executed in accordance with guidelines established by the District Support Services office to insure integrity of the entire system. District-wide standards for key systems and access control systems will be established.

January 10, 2005

Revised: _____

AR 3250 - Institutional Planning

References:

AACJC Accreditation Standards I.B.9, III.B.4, III.D.2, IV.B.3, and IV.D.5 (formerly I.B); Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

The processes and procedures for district-wide planning are delineated in the RSCCD Planning Design Manual, adopted by the Board of Trustees on February 19, 2013, which is incorporated into this administrative regulation by reference. The Planning Design Manual may be amended by the Board of Trustees based upon periodic review by the District Council and the recommendation of the Chancellor.

RSCCD Planning Design Manual:

<http://www.rscdd.edu/Departments/Research/Documents/DistrictPlanning/RSCCD-Master-Planning-Guide-2013.pdf>

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Adopted February 10, 2014

References Updated: March 16, 2015

Revised:

AR 3280 - Grants

Reference: Education Code 70902

1. Grant funding, federal and otherwise, should support efforts that enhance the mission of the district.
2. Faculty, staff, and administrators interested in pursuing grant funding must coordinate their efforts through the District Resource Development Office, or one of the foundations.
3. Grant applications shall be reviewed through the appropriate participatory governance process at the applicable college or at the District Office.
4. Permission to apply for said assistance must be obtained (through the development office) from the related department or division, vice chancellor, the Governing Board, or others, as required. The Chancellor, or designee, must authorize the submission of all applications.
5. Responsibility for the program and fiscal management of each grant shall be assigned by the Chancellor or designee.
6. Expenditure of grant funds must comply with all funding agency regulations, district policies, procedures and Education Code requirements.

Responsible Manager: ~~Assistant~~ Vice Chancellor of Educational Services

Revised February 10, 2014 (Previously AR 3208)

Revised:

AR 3310 - Records Retention and Destruction

Reference: Title 5, Sections 59020, et. seq; Federal Rules of Civil Procedure; Rules 16, 26, 33, 34, 37, 45

Records of the Rancho Santiago Community College District shall be retained, as appropriate, in accordance with Section 59020 through 59029 of Title 5 of the California Code of Regulations and other applicable provisions of state and federal law.

The Chancellor delegates to the Vice Chancellor of Business Operations & Fiscal Services or designee, the authority to classify all records for retention purposes, transfer the classification of records from one class to another, certify, supervise and approve the destruction of records as long as it is not in conflict with any applicable laws.

I. LEGAL DEFINITION OF RECORDS (Section 59020)

What a record is: All records, maps, books, papers, data processing output, student records and electronic documents.

What a record is not: Additional copies of documents beyond the original or one copy; correspondence between District employees that does not pertain to personnel matters or constitutes a student record; advertisements and other sales materials received; or textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

II. CLASSIFICATION OF RECORDS (Section 59022)

Records shall be classified as either Class 1 – Permanent, Class 2 – Optional or Class 3 – Disposable.

A. Class 1 – Permanent Records – As defined in Title 5, Section 59023. The original of each of the records, or one exact copy when the original is required by law to be filed with another agency, and must be retained indefinitely unless copied or reproduced on film or electronically.

1. Examples of Class 1 – Permanent Records (Section 59023)

a. Annual reports:

- i. Official budget
- ii. Financial reports of all funds, including cafeteria and student body funds
- iii. Audit reports of all funds
- iv. Average daily attendance/full-time equivalent student (ADA/FTES) including Period 1 and Period 2 reports
- v. Other major annual reports, including:
 1. Those relating to property, activities, financial conditions or transactions.
 2. Those declared by Board minutes to be permanent.

b. Official actions:

- i. Minutes of the Board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.
- ii. Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or cancelled by the Governing Board for a Board Member, the Board Member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
- iii. Records transmitted by another agency that pertain to that agency's action with respect to District organization.

c. Personnel records of employees:

- i. All records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave records, other absence records (such as vacation cards and other absence cards), retirement records, time worked, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid.

d. Student records:

- i. The records of enrollment and scholarship for each student, including but not limited to:
 1. Name of student
 2. Date of birth
 3. Place of birth
 4. Name and address of a parent having custody or a guardian, if the student is a minor
 5. Entering and leaving date for each academic year and for any summer session or other extra session
 6. Subjects taken during each year, half year, summer session or quarter
 7. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.
- ii. All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 – Permanent Records one year after the claim has been settled or applicable statute of limitations has run.

e. Property records:

- i. All detail property records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:
 1. All fixed assets
 2. An equipment inventory
 3. For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss or otherwise.

f. Archival records:

- i. Not required by law to be kept permanently but a District policy to retain documents related to historical events of the District, yearbooks, plaques, awards, photographs, etc.

g. Foundation records (District and Colleges):

- i. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of Title 26, USCA, Section 501(c)(3) tax exempt not-for-profit organizations.

B. Class 2 – Optional Records (Section 59024) – Not required by law to be retained permanently, but deemed worthy of further preservation as specified in Title 5, Section 59024. Any record not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall be retained until reclassified a Class 3 – Disposable.

C. Class 3 – Disposable Records (Section 59025) – Required retention periods and procedures for destruction or transfer of records as specified in Title 5, Section 59026 and 59029. All records, other than continuing records, not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable including, but not limited to:

1. Records basic to audit, including those related to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
2. Periodic reports, including daily, weekly, and monthly reports, bulletins and instructions.

III. MICROFILM, MICROFICHE, OPTICAL DISKS OR OTHER REPRODUCTION TECHNIQUES

Microfilm, microfiche, optical disks, or reproduction which do not permit additions, deletions, or changes to the original document as defined in Commercial Code 9407.1 Section 13 and Title 5 California Code of Regulations, Section 59022, are microphotographic images of record material which may be retained in lieu of the record itself. The following requirements apply to microphotographic images of any class of records and then the original may be destroyed:

- A. The reproduction must be accurate in detail.
- B. If the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent photographic records by the United States Bureau of Standards and the American National Standards Institute.
- C. The copy must incorporate the Vice Chancellor of Business Operations & Fiscal Services or designee signed and dated certification of compliance with the provisions of the Evidence Code Section 1531, stating that copy is a correct copy of the original.
- D. The copy must be conveniently accessible and provisions made for preserving permanently, examining and using same.

IV. RETENTION OF RECORDS (Section 59027)

Each fiscal year, and before January 1, the college president, vice chancellor, or appointed designee, shall classify and review every record originated during the prior fiscal school year. The retention period for Class 3 - Disposable Records should be designated and such records should be physically segregated by the fiscal year in which they are scheduled for destruction. In the inventory process, copies which are no longer useful to the District (except one copy of an original required by law to be filed with another agency) may be destroyed without making an inventory record.

With respect to college records, the president or designee, and with respect to the District, the vice chancellor or designee shall:

- A. Personally supervise the classification of records.
- B. Using only District approved, standard-sized, record storage boxes, mark each label as to classification, record title, and the school year in which records originated. If the records are classified as Class 3 - Disposable Records, the officer or designee shall also mark the school year in which such records are to be destroyed. Do not mix *different years* and Class 1 - Permanent Records or Class 2 - Optional Records with Class 3 - Disposable Records because when the destruction occurs, the *entire* box of records will be destroyed.
- C. Supervise the destruction of records.

V. RETENTION PERIOD (Section 59026)

- A. Generally, a Class 3 - Disposable Record, unless otherwise specified, should be destroyed during the third school year after the school year in which it originated (e.g. 2013-14 plus three years – 2014-17). Federal programs including various student aid programs may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.
- B. With respect to records basic to an audit, a Class 3 - Disposable Record shall not be destroyed until after the third July 1, succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or

that period specified by Section 59118 of this part, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

C. With respect to Class 2 - Optional Records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3 - Disposable.

VI. DESTRUCTION OF RECORDS (Section 59021)

A. Class 1 - Permanent Records - Hard copy records can be destroyed *only* if originals have been microfilmed, microfiche or similarly preserved. (Refer to Page 3, "III. Microfilm, Microfiche, and Optical Disks.") After verification, hard copy records can be destroyed.

B. Class 2 - Optional Records and Class 3 - Disposable Records - Records can be destroyed after termination according to the retention period.

Disposal of records should be supervised and accomplished by burning, shredding, pulping, or other means to assure destruction, and to prevent reconstruction of the records to any degree.

VII. DOCUMENT DESTRUCTION

Electronic Documents and Voicemail Purging - Electronic documents and voicemail messages have the same status as paper files in litigation-related cases. If an official investigation is underway or even suspected, employees must stop any document purging, including electronic documents and voicemail, in order to avoid criminal obstruction charges.

VIII. PREPARING RECORD BOXES FOR STORAGE

A. Fill out Record Transmittal Form including the class code, description of contents, year in which the records originated, and the destruction date. Send the form to the Warehouse Department. If additional forms are needed, contact the Warehouse at extension 85976.

B. Records must be stored only in District-approved, Schick storage boxes. Using the label provided, fill in the classification code, record title, and the year in which the records originated. (Boxes without the above information will not be picked up for storage.) Retain all record boxes in your area. Upon receipt of your request, the Warehouse staff will pick up the box, assign a box number to each box, and add that number to the Record Transmittal Form. A copy of the form will be given to the department to retain for future retrievals.

IX. RETRIEVING AND RETURNING BOXES TO STORAGE

A. You must complete a *Storage Records Request Form*. (This form may be obtained from the Purchasing or Warehouse departments.)

1. Indicate whether you are requesting a withdrawal or a re-file.
2. Indicate the site, department, and room where the box will be either picked up or delivered.
3. Indicate the box number which was assigned by the Warehouse. (The number is located on your copy of the Records Transmittal Form.)
4. Describe the contents of the box.
5. Obtain the proper administrator's signature.

B. Forward the completed form to the Warehouse facility at 1465 North Batavia, Orange CA 92867. The request may also be sent via email to toner_armando@rscsd.edu or fax (714-628-0395).

C. The turnaround time for retrieval is usually one (1) working day from the time the Warehouse receives the request.

D. If there are extraordinary circumstances, such as auditors, and time is most critical, please don't hesitate to contact the Warehouse at extension 85976.

X. COMPANY TO USE FOR DESTRUCTION

A. Paper Depot, Contact Person: Larry Silvia, 1200 W. Struck Avenue, Orange, CA 92868, (714) 744-3323. They offer shredding at their site and free pick up.

B. Certification of destruction is provided.

I. Class 1 - Permanent Records

Records to be retained permanently and the responsibility for maintenance and retention under the general direction of the Chancellor are as follows:

A. Chancellor

1. Board Documents

- a. Board policies and administrative procedures
- b. Minutes
- c. Board docket

2. Legal Counsel Opinions

3. Elections called by the Board

- a. Records of call, recall and results

4. District Organizations

- a. Records relating to Board action, formation, naming, boundaries, changes in boundaries, reorganizations.

5. District Foundation

- a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations, financial audits and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations.

B. Vice Chancellor, Business Operations & Fiscal Services

1. Administrative Affairs

- a. Budgets: State form, annual
- b. Financial reports of all funds including cafeteria and student body funds (quarterly and annual)
- c. Annual audit – all funds
- d. Budget allocation and planning review committee minutes
- e. Apportionment notices and worksheets
- f. Tentative budget
- g. Adopted/Final budget
- h. All worksheets and budget change forms/transfers

- i. Other major annual reports including those relating to property, activities, financial condition or transactions.

2. Fixed Assets and Property Records

- a. Property Records: All details records relating to land, building and equipment
- b. All fixed assets
- c. Buildings: Working drawings, blue prints and specifications of all structures, additions, alterations, certificates of approval of completion and related documents, change orders, contracts for construction, contractor payment requests, and appraisals
- d. Equipment: All records relating to model numbers, quantity, type, identification number assigned, vendor, cost, date of acquisition, the person from whom acquired and disposal by sale, loss or otherwise.

3. Payroll Records

- a. Proven summary payroll of every employee
- b. Salaries, wages, deductions and withholdings
- c. Absence records (vacation cards and sick cards)
- d. Payroll register

4. Purchasing

- a. Bids: Capital Outlay & Bond (successful bidder)

5. Safety

- a. Hazardous Waste Generator Reports
- b. Hazardous Bill of Lading
- c. Hazardous Waste Manifests

6. Facility Planning/District Construction & Support Services

- a. 5-year construction plan
- b. Application for capital outlay funds
- c. Escrow materials
- d. Lease Agreements
- e. Appraisals

C. ~~Executive Vice Chancellor of Human Resources & Educational Services~~

- 1. Personnel Records - Classified and Academic Employees

- a. Dates of service rendered
- b. Employment, assignment and reassignment records
- c. Termination or dismissal notices
- d. Evaluations
- e. Retirement
- f. Professional growth reports
- g. Employee contracts
- h. Collective bargaining agreements
- i. Grievances
- j. Unfair labor practices

2. Risk Management/Employee Health Benefits

- a. Health and benefits contracts
- b. District certificates - proof of insurance certificates
- c. District worker's compensation insurance reports
- d. Workers' compensation claims files
- e. Liability claim files
- f. Insurance policies
- g. Insurance summary of loss runs
- h. Employee benefits/fringe enrollment forms (retirees only)
- i. OSHA logs
- j. Accident or injury reports (all records for which a claim has been made.)

D. College Presidents

1. Academic Affairs

- a. Catalog
- b. Class schedules
- c. Minutes of:
 - i. Advisory committee meetings
 - ii. Academic senate meetings

- d. Accreditation reports
- e. Faculty handbooks
- 2. Admissions & Records
 - a. Attendance reports
 - b. Class rosters
 - c. Confidential records, correspondence
 - d. Instructor grade sheets
 - e. Permanent transcripts
 - f. Reports of degrees and certificates
 - g. State 320 reports
- 3. Commencement Program
- 4. Student Government Minutes
- 5. Foundations
 - a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations
- 6. Maintenance & Operations
 - a. Deferred Maintenance Five Year Plan

II. Class II - Optional Records

Records not required to be retained permanently and the length of retention for each record are for three, four, five, seven and ten years. Example:

1. Academic and Classified Employment Applications	Retention Period (years)
Application for Employment*	4
Contract/Offer of Employment*	4
Employment Tests*	4
Letters of Recommendation*	4
Reclassification Request	4
Recruitment	4

*Will be kept in personnel files of current employees until termination.

2. Business Operations/Fiscal Services

Conflict of Interest Statements 7

Contracts (all) 5

3. District Accounting

Account Request Forms 3

Appropriation Transfer/Budget Change Forms 3

"B" Warrant Listing 3

"B" Warrant Summaries 7

Cancelled Checks - Revolving Fund/Clearing Account 7

Cash Receipts/Deposits 7

Categorical Program File (Agreements/Contract/Claims) 7

Check Books - Revolving Fund/Clearing Account 7

Check Registers 7

Community College Enrollment Fee (CCEF Report) 7

County Reconciliation Reports 7

Financial Reports (Local) Monthly Expenditure/

Revenue Request (BR0070) 7

Journal Vouchers 7

Nonresident Withholding Allocation Worksheet (587) 7

Nonresident Withholding Waiver Request (588) 7

Pay Vendor Files with Supporting Documents: 7

- Affidavit of Publication

- Invoices

- Pos and Receivers

- Reimbursement Requests

- Non-Resident Refunds

Posted IFAS Batch Reports 3

Request for Taxpayer Identification Number & Certification (W9)	7
Revolving Cash Fund Receipts	7
Student Financial Aid Records	7
Trial Balances	7
Withholding Exemption Certificate (590)	7

4. Purchasing

Bids (excluding capital outlay & bond)	4
Vendor Files	4
Maintenance and Service Contracts	4
Purchase Order Listing and Supplement	4
Docket Awards and Independent Contractors	4
Purchase Orders	4
Purchase Requisitions	4
Materials and Labor Bonds	4
Performance Bonds	4
Certificate of Insurance (vendors)*	3
Workers' Compensation Insurance Certificate (Vendors)*	3

*For ongoing contracts retain certificates for the length of the contract period.

5. Facility Planning

Allocations for Property Use	5
Architects Agreements	5
Escrow Materials	5
Master Plan	10

6. Financial Aid

Applications, correspondence and records used for financial aid applications to federal, state and other agencies	7
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7. Foundations (District & Colleges)

Account Transaction Forms	5
Bank Statements	5
Check Logs	5
End-of-Year Trial and Balance and Balance Sheets	5
Investment Reports	5
8. Auxiliary Services	
A/P Check Listings	7
Bank Book	3
Bank Statements	3
Bookstore Inventory (annual)	3
Budget	7
Cancelled Checks	7
Cash Receipts/Deposits	7
Check Stubs	3
Community Education Application/Receipts	3
Daily Cash Sales Reports	3
Expenditure Vouchers	7
Financial Reports (monthly)	7
Invoices	3
Purchase Orders	3
Sales Receipts	3
Sales and Use Tax Slips	3
9. Maintenance & Operations	
Inspection Reports	3
Preventative Maintenance Schedules	3
Surveys	3
Vandalism Reports	3
Vehicle Request Forms	3

10. Safety & Security

Daily Activity Logs	3
Daily Dispatch Logs	3
Lost and Found Logs	3
Underground Storage Tanks Reports*	3
On-Campus Incident Reports	3
Orange County Health Agency Inspection Reports*	3
OSHA Inspection Reports*	3
Parking Citations	3
Periodic Campus Safety Inspection Reports/Inspections*	3
Petroleum Products Storage/Handler Training	3
Staff Training Records*	3
- Hazardous Waste Generator/Handler Training	
- Forklift Training	
- First Aid/CPR Training	
Student Disciplinary Records	7
Criminal Background Records	7
Underground Storage Tanks Reports*	3
*Files are maintained at the District Office	

11. Payroll

Duplicate Copies of Tax Returns/Tax Deposits	5
Copies of W-2 (including returned copies)	5
Cancelled/Voided Checks	5
W-4 and DE4 (Withholding Allowance Certificates)	5
Copies of Forms 941, 940, W-3, Schedule A, Schedule B	5
Unemployment Reports (DE9423)	5

12. Risk Management/Employee Health Benefits

On-Campus Incident Reports (Copies of incident reports that

have potential risk to the District are received from Safety)	3
Employee Benefit/Fringe Enrollment Forms*	7
Property/Liability Reports	7
Reports on Theft and Vandalism	5
*Will be retained for seven (7) years after termination.	

13. Admissions

Admissions & Guidance Petition (A&G)	5
Academic Records from Other Institutions	5
Academic Records from Other Institutions if	
Student Fails to Attend	3
Add/Drop Cards	5
Admission Application (College Credit)	5
Admission Application (Continuing Education)	3
Admission Application (International Students)	3
Attendance Forms, Op-Scan	5
Board of Governor Grant Form (BOGG - C Waiver	3
Career Advance Placement Form (CAP)	3
California Community College - Fiscal Service Unit (CCFS)	
320 Contact Hours by Class Audit Reports	5
Correspondence	3
Credit by Examination	5
Credit/No Credit	5
Evaluations and Petitions	5
Graduation Petitions	5
International Student Records	3
Proficiency Exam	3
Registration Cards and Residency Statements	3
Student Disclosure Form	3

Student Folders	5
Substandard Course Repetition Form	3
Transcript Request	3
Veterans Certifications	5
Veterans Education Administration Record (VEA)	5
14. Students' Health and Safety Records	
Students Examinations and Health Records	7
Records Pertaining to Eligibility for Licenses Examinations	7
Records Pertaining to Patient Confidentiality	7
Unusual Occurrences	7
15. Grants and Categorical Programs	
Correspondence with Funding Agency	5*
Original Contracts and Contract Amendments	5*
Periodic Progress and Final Reports	5*
Student Eligibility and Participation Records	5*
*Beyond end of entire project (if more than one year or last independent program audit or litigation).	
16. Citizenship	
Citizenship Records (All)	7

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3105)

Revised:

AR 3435 - Discrimination and Harassment Investigations

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

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, 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 within 30 days of 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 an academic or work activity.

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 ~~Executive Vice Chancellor of Human Resources & Educational Services~~ is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the ~~Executive Vice Chancellor of Human Resources & Educational Services~~ to other staff or to outside persons or organizations under contract with the District. This must occur whenever the ~~Executive Vice Chancellor of Human Resources & Educational Services~~ is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing, within one year of the date of the alleged harassment or the date on which the complainant knew or should have known of the facts underlying the complaint.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the ~~Executive Vice Chancellor of Human Resources & Educational Services~~ and at the State Chancellor's website.

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

- the ~~Executive Vice Chancellor of Human Resources & Educational Services~~ and/or
- the State Chancellor's Office.

Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH). Complaints filed with the EEOC and/or the DFEH should be forwarded to the State Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the ~~Executive Vice Chancellor of Human Resources & Educational Services~~ immediately.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the ~~Executive Vice Chancellor of Human Resources & Educational Services~~ shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc.
- Advise the complainant that he/she need not participate in an informal resolution of the complaint, as described above, and has 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 of 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 ~~Executive Vice Chancellor of Human Resources & Educational Services~~ 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 ~~Executive Vice Chancellor of Human Resources & Educational Services~~ 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 accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.
- 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 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.
- Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether there is probable cause to believe that discrimination did or did not occur with respect to each allegation in the complaint, a description of actions the District will take to prevent similar conduct, the proposed resolution of the complaint, the complainant's right to appeal to the District's governing board, and if the complaint does not involve employment discrimination, the right to appeal to the State Chancellor. If the complaint involves employment discrimination, the report shall include the right to file an administrative complaint with the Department of Fair Employment and Housing. The report may contain any other appropriate information.
- Provide the complainant and accused with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The complainant and accused shall also be provided with a written notice setting forth the determination of the RSCCD Chancellor or designee as to whether harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties' rights to appeal to the District's Board of Trustees and the State Chancellor's Office (for non-employment matters). If the complaint involves allegations of employment discrimination, the complainant will be notified of his/her right to file a complaint with the

California Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s). Reports to the complainant shall be prepared so as not to violate any applicable privacy rights of the accused.

Investigation of the Complaint: The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and 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, on a District bus, or at a class or training program sponsored by the District at another location.

As set forth above, where the complainant opts for an informal resolution, the ~~Executive~~ Vice Chancellor of Human Resources & Educational Services may limit the scope of the investigation, as appropriate. 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 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 sexual harassment, including sexual violence, and that they 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; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see 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 promptly and 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.

Cooperation Encouraged: All 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.

Discipline and Corrective Action

If harassment, discrimination and/or retaliation occurred in violation of the policy or procedure, the District shall 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.

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; 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 District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other 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/she may, within fifteen days, 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, and for non-employment-related complaints, to the State Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

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.

For non-employment-related complaints, the complainant 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 Department of Fair Employment and Housing. In such cases, the complainant may also file a petition for review with the State Chancellor's Office within thirty days after the governing board issues the final decision or permits the administrative decision to become final.

Within 150 days of receiving a formal non-employment-related complaint, 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 posted on campus and 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

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide 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 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.

Responsible Manager: ~~Executive Vice Chancellor of Human Resources & Educational Services~~

Revised September 15, 2014 (Previously AR 3410)

Revised:

AR 3550 - Drug Free Environment and Drug Prevention Program

References:

Drug Free Schools and Communities Act Amendment of 1989; 20 U.S. Code Section 1145g; 34 Code of Federal Regulations 86.1 et seq.; Federal Drug-Free Workplace Act of 1988; 41 U.S. Code Section 702

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 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 Executive Vice Chancellor of Human Resources & ~~Educational Services~~

Revised June 16, 2014 (Previously AR 3523)

Revised:

AR 3570 - Smoking and Tobacco Use in District Facilities and Vehicles

References: Government Code Sections 7596, 7597, 7597.1 and 7598; Labor Code Section 6404.5; Title 8 Section 5148

Smoking is prohibited in all campus areas including all District owned, rented or leased properties and vehicles, except in designated parking lot areas and within 20 feet of entrances, exits, and operable windows.

Smoking is defined as the use of products containing tobacco and/or nicotine, including but not limited to smokeless tobacco, clove cigarettes, or any other smoking products, and any and all electronic or "e-cigarettes", which is an unapproved nicotine delivery device, unregulated by the FDA.

Public performances in which smoking is an integral and necessary part of the production are excluded from these regulations.

These regulations apply to employees, students, visitors and all other persons who use District owned or rented/leased facilities and vehicles. Failure to comply with these regulations may result in disciplinary action.

It is the responsibility of every District employee to comply with these regulations and report violations to District Safety.

These regulations do not supersede more restrictive policies which may be in force under State and Federal regulations.

Responsible Manager: ~~Executive Vice Chancellor of Human Resources & Educational Services~~ and Vice Presidents of Administrative Services and Student Services

Revised: April 21, 2014 (formerly AR7010)

Revised:

AR 7005 - Personnel Files

Reference: Education Code Section 87031; Labor Code Section 1198.5; Americans with Disabilities Act, 29 code of Federal Regulations Section 1630.14

In addition to the procedures contained in this Administrative Regulation, the collective bargaining agreements between the District and recognized employee organizations may contain additional provisions related to personnel records. If a conflict between these regulations and a collective bargaining agreement exist, the provisions of the collective bargaining agreement shall prevail.

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect his/her personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

Information regarding the medical condition or history of any employee shall be maintained in a separate confidential medical file. Access to the medical records are restricted to those persons who have a legal right or authorization to inspect the confidential records in accordance with BP 7005.

Responsible Manager: ~~Executive Vice Chancellor of Human Resources & Educational Services~~

Revised March 17, 2014 (Previously AR4110)

Revised:

AR 7007 - Volunteers

Voluntary service is authorized as a potentially valuable addition to an operating unit or advisory board within the district. The purpose of volunteers is to provide additional assistance to enrich programs. The procedures for the appointment of volunteers are as follows:

A volunteer is not, under any circumstances, to be used to displace regularly authorized personnel. A volunteer is not to be used to substitute for an absent employee.

When an operating unit wishes to use a volunteer, the administrator must submit a completed Volunteer Agreement to the Office of Human Resources prior to the volunteer providing any assistance to the district.

The office of Human Resources will review the agreement for completeness and compliance with district policy. The name of the volunteer and the assignment location will be forwarded to the Board of Trustees as an agenda item for approval and to authorize Workers' Compensation.

A volunteer shall be properly trained, instructed, equipped, and supervised to be certain that he/she can perform the desired functions without injury to themselves or others.

A volunteer shall not be permitted to work prior to Board approval without express authorization from the Office of Personnel Services.

A volunteer shall not receive any compensation or consideration for the work performed for the Rancho Santiago Community College District.

The district reserves the right to require or waive fingerprinting, tuberculin clearance, or hepatitis B vaccination of a person accepting a volunteer assignment. The Office of Human Resources shall determine which proposed volunteer assignment shall necessitate or be exempted from such requirements.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

January 1, 1997

Revised:

AR 7110 - Delegation of Authority, Human Resources

Reference:

Education Code Section 70902(d);
ACCJC Accreditation Standard III.A.11

The ~~Executive~~ Vice Chancellor, Human Resources & ~~Educational Services~~ is delegated responsibility from the Chancellor to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

Adopted: September 21, 2015

Revised:

AR 7120 - Recruitment and Hiring

References: Education Code Sections 87100 et seq., 87400, and 88003; AACJC Accreditation Standard III.A.1 (formerly III.A)

The recruitment and selection of employees shall be conducted in compliance with the procedures that are defined in the following documents:

1. Full-Time Faculty Recruitment and Selection (AR 7120.1)
2. Classified Employee (CSEA Bargaining Unit) Recruitment and Selection (AR 7120.2)
3. Management Recruitment and Selection (AR 7120.3)
4. Equal Employment Opportunity and Human Resources Plan
5. RSCCD ADA Program and Facilities Access Transition Plan

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised May 9, 2016 (Previously AR4102)

References Updated: March 16, 2015

Revised:

AR 7120.1 - Full-Time Faculty Recruitment & Selection

SECTION 1 RECRUITMENT

Each year, the Academic Senate at each college will develop faculty hiring priority recommendations and submit those to the College President. The College President's recommendations will be submitted to the Chancellor for final approval and recruitment authorization.

Announcement Procedures

The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will review each Personnel Requisition prior to the preparation of the Job Announcement. When appropriate, the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will meet with the requester to review and clarify special requests, job descriptions, minimum qualifications or other aspects of the opening.

The College President's designee shall consult with the department chair to determine if modifications to the desired qualifications portions of the job announcement are desired. In the event there are no full time faculty in the discipline, the President's designee shall consult with the Academic Senate President.

There are three procedures by which equivalencies to minimum qualifications are chosen and approved:

- I. When a department agrees to advertise a position without stating specific equivalencies, the job announcement will include "OR the equivalent" when listing the qualifications. Form II will then be used to document if a candidate has met the qualifications through equivalency.
- II. When a department agrees that specific equivalencies to minimum qualifications exist, these equivalencies must be approved prior to the printing of the job announcement. Each time a department wishes to alter its agreed upon equivalencies, it must file a new "Request for Equivalencies to Minimum Qualifications" form. (Form I). In addition, the approved equivalencies will be printed on the job announcement with a clear statement that the applicant must provide proof with his/her application form.
- III. When a department agrees to combine I and II procedures, they follow instructions for both processes. Any additions to the state minimum qualifications shall be addressed in the desired qualifications and shall require District discipline faculty to reach consensus. The Academic Senate Presidents at both colleges will certify that the District faculty have reached consensus on any additions to the State minimum qualifications.

The Human Resources Department will prepare the Job Announcement. The requester will be notified and provided three (3) working days to review the Job Announcement before posting. Any substantive changes initiated by the Human Resources Department will be discussed with the requester prior to posting. Each Job Announcement will include the:

- job title
- department
- location
- tenure track status
- desired starting date
- a description of the position (responsibilities)
- minimum qualifications
- other requirements
- salary information
- a brief description of benefits available
- screening criteria
- method of application
- the specific employment tests that will or might be used in the screening process

The final job announcement shall be approved by the appropriate department chair and provided to both Academic Senate Presidents.

Pursuant to the transfer provisions in the FARSCCD contract, a notice of approved vacancies will be provided to all tenured full-time faculty.

The Human Resources Department will post and advertise the Job Announcement to the RSCCD website, CCC Registry and a variety of agencies, organizations, publications, and websites. The Job Opportunities listing will be distributed to all RSCCD email users. Additional distribution may be decided in consultation with the division dean and department chair or faculty representative, depending on available resources, time constraints and need.

The open application period is a minimum of 20 working days in order to provide adequate time for effective recruitment. After the closing date, the District Equal Employment Opportunity (EEO) Officer or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate pool is not achieved and additional recruitment efforts are required. In such cases, the division dean and/or co-chair of the screening committee will be consulted. If a priority date system is used (e.g. the position is advertised as "open until filled") screening may begin after the District EEO Officer determines that there is an adequate applicant pool. In special cases (sudden resignation, death, special projects, etc.), the time line and selection process may need modification due to business necessity. In such cases the College President may recommend a modified process to the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee.

SECTION 2 APPLICATION PROCESS

Application Materials

All applicants, internal or external, must submit the online application, resume, transcripts, and all supplemental materials prescribed on the Job Announcement to be considered for an opening. Applicants must apply separately for each opening, unless an exception has been created for a specific position and is clearly explained on the job announcement.

Unsuccessful Searches

When a recruitment fails to yield a sufficient number of candidates who meet minimum qualifications or established criteria for interview, the College President and the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ will determine if the search will be extended, deferred to a later date or abandoned.

SECTION 3 SCREENING COMMITTEES

Membership

Screening committee membership is a vital part of an employee's job within the District. It is a major factor in shaping the future of the institution.

The College President shall designate an administrative co-chair for the committee who shall be the administrative support for the committee, responsible for convening the initial meeting of the committee in a timely manner and serving as the liaison with the Human Resources Department. The administrative co-chair will coordinate the appointment of committee members. The administrative co-chair shall contact all full-time faculty in the department or discipline soliciting participation. All full-time faculty in the discipline may serve on the committee. At least one member of the corresponding department/discipline at the sister college shall also be invited to serve on the committee. The department chair at the college with vacancy shall extend the invitation to the department chair at the sister college. The committee shall be composed primarily of faculty within the discipline.

In the Child Development Center Program, one teacher from each center, selected by the teachers at the center, may serve on the committee.

The President of the Academic Senate or designee shall select one faculty member for the screening committee, who may be from a different academic discipline than the one under consideration. An EEO Monitor shall be appointed by the administrative co-chair, in consultation with the District Equal Employment Opportunity Officer. It will be the responsibility of the administrative co-chair to ensure that committee representation is complete. When appropriate, classified representatives may be appointed by the administrative co-chair in consultation with the department chair and the CSEA President.

In the event there are no full-time faculty within the discipline and/or there is a need to add members to the committee, the administrative co-chair shall request that the Academic Senate President appoint other full-time faculty to the committee.

The complete list of committee members will be submitted by the administrative co-chair to the College President and Academic Senate President for review and approval. The form shall identify which member of the committee is representing the sister college and which member is a classified representative. In the event the sister college declined to serve on the committee, the form shall identify who was contacted at the sister college.

Prior to the first meeting of the screening committee, the administrative co-chair shall forward to the Human Resources Department and to each Academic Senate President the list of those members who will serve on the committee.

The District EEO Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification of committee membership is required, the District EEO Officer or designee will consult with the College President and Academic Senate President.

All members of the screening committee will be required to sign and submit to Human Resources a statement of confidentiality prior to beginning the screening process.

The screening committee will have a faculty co-chair. The faculty co-chair shall be elected by the faculty on the committee and shall be responsible for leading the deliberations of the committee. The faculty co-chair shall be a tenured faculty member. If there are no tenured faculty on the committee, the administrative co-chair will notify the Academic Senate President, who will appoint a tenured faculty member as co-chair.

Orientation

The District EEO Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the EEO Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership

Responsibilities

Screening committees recommend finalists to the appropriate President or designee. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow EEO guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the administrative co-chair at the conclusion of the screening process. These will be submitted to Human

Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect EEO, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer or designee.

The role of the EEO Monitor on a screening committee will include the following:

- serve as a voting member of the committee
- monitor the selection process for adherence to established procedures and sound personnel practices
- serve as a resource in the areas of EEO
- serve as liaison, as necessary, between the committee and the Human Resources Department and the District EEO Officer to address issues and concerns as related to the screening process
- If the EEO Monitor resigns from the committee, the administrative co-chair will contact the District EEO Officer or designee to find a replacement

If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the administrative co-chair, and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

- *Super majority (e.g. 2/3 majority)
- *Simple majority

The committee must provide job-related reasons for the non-selection of applicants.

Scheduling

The Administrative co-chair will convene the initial meeting of the committee. Screening committees are responsible for scheduling their own meetings for the purposes of planning, screening, interviewing and deliberations. Every effort shall be made to schedule screening committee meetings to accommodate faculty teaching schedules during the regular academic semester.

When establishing the calendar, all meetings should be scheduled during the regular Fall/Spring faculty work year. A faculty may be compensated for meetings scheduled outside of the Fall/Spring semester or a Summer/Intersession during which the faculty member is not assigned.

SECTION 4 SCREENING PROCESS

Paper Screening

All requirements set for applicants can be viewed as employment tests by the courts, e.g., application forms, minimum application material requirements, written samples, transcripts, etc. Therefore, it is

imperative that everything requested of applicants be directly relevant to the position and be a reliable predictor of success in the position. If there are qualifications required or preferred that are not addressed by the application form, consideration should be given to using a supplemental application form.

Departments will designate from the following authorized list, the selection criteria appropriate for the screening process and the oral interview for each authorized position.

Screening and selection criteria

In addition to the specific requirements and responsibilities listed on the Job Announcement, the following criteria will be considered in selecting candidates:

1. Educational experience breadth and depth
2. Work experience breadth and depth
3. Demonstrated leadership capabilities
4. Curriculum development
5. Program development
6. Community involvement
7. Demonstrated experience in working with a diverse socioeconomic community
8. Credential or minimum qualifications authorizing service in other areas of need
9. Demonstrated ability to work cooperatively with others
10. Bilingual ability (if needed)

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview.

The committee will use the approved screening criteria to select candidates for interview. Screening at this point in the process must be based solely on the application materials submitted.

At the completion of paper screening, the administrative co-chair shall provide the following reports to the Human Resources Department:

1. Screening Review Form – identifies the selected candidates and the reasons for the non-selection of all other candidates
2. Screening certification Form – identifies the dates, locations, times and instructions for the interviews
3. Proposed interview questions, employment tests and descriptions of any demonstrations

Interviews

Interviews may also be viewed by the courts as employment tests. The Human Resources Department will review all interview questions and related screening activities for reliability and validity, as well as conformity to EEO guidelines. Interviews will normally be scheduled no earlier than five (5) working days following the receipt of the screening materials in the Human Resources Department. It is the responsibility of the Human Resources Department to contact applicants and set up interview times.

Sufficient time should be provided to allow a proper assessment of the candidate's qualifications (a minimum of a 30-minute time period should be allocated for each candidate). The interview packet will be transmitted electronically to the administrative co-chair.

Interview questions must be job related and should be tests of a candidate's knowledge and abilities, as well as being reflective of minimum, required and preferred qualifications. During the actual interviews by the screening committee, the same questions shall be asked of all candidates. Follow-up questions are discouraged, but maybe asked if a response is unclear or the candidate obviously misunderstood the questions. Consistency across candidates is of utmost importance in defending the screening process.

During the interview session, those selected may, in addition to the above, be evaluated on the following factors.

1. Oral communication skills

2. Presentation
3. Problem solving skills
4. Successful teaching, problem solving or performance demonstration
5. Writing skills/demonstration

Writing Samples

In most faculty positions, the ability to write well is a critical ability. Requiring a writing sample can be an effective means of evaluating this ability and can be accomplished in one of three ways:

1. Requesting a writing sample as part of the original application requirements.
2. Requesting a sample be prepared and brought to the interview, e.g., a lesson plan or lecture outline.
3. By incorporating a written exercise as part of the interview process, e.g., immediately preceding or following the oral questions.

Bi-lingual Requirements

Some faculty positions may have a bi-lingual requirement, based on bona fide position needs. When such a requirement exists, specific mention of the requirement must be made in the job announcement and advertising. Additionally, methods of screening for this requirement must be built into the process.

The current Faculty Application form may include a way to assess this requirement during the materials screening phase. If not, the dean, department chair or faculty representative should devise a method of getting this information in the application process so the committee can evaluate before the interview phase.

During the interviewing phase, at least one question (written or oral) shall be devoted to assessing each candidate's foreign language proficiency. Under these circumstances, at least one member of the screening committee must be fluent in the required foreign language.

Assessment Center Techniques

Employment tests can also take the form of assessment center techniques. Typically, these techniques approximate working situations the candidates would encounter in the job for which they are applying. Examples include counseling a troubled student, grading a written exam or researching a publication article in the library. If such techniques are employed, candidates will be notified by the Human Resources Department at the time of invitation for interviews.

Presentations

For teaching faculty, presentations are an important evaluation technique for the screening committee. Screening committees are encouraged to require presentations of teaching faculty applicants.

Paper and Pencil Tests

Paper and pencil tests must have both reliability and validity, as well as job relatedness.

Selection of Finalists

Upon completion of the interviews, the committee will recommend up to 5 finalists to the College President. Written or verbal narrative descriptions of each finalist, indicating strengths, competencies and other relevant information, e.g., statements about committee process or consensus, are submitted to the College President. If the committee cannot recommend at least two finalists, it will provide the President with a written rationale for its recommendation.

The committee co-chairs will complete and submit the following documents to Human Resources:

1. Interview Report Form, which identifies selected finalists and indicates specific reasons for selecting or not recommending candidates as finalists.

2. Finalist Recommendation Form, listing the finalists in unranked order and signed by all committee members is submitted to Human Resources.
3. All committee notes, forms and other screening materials are forwarded to Human Resources for retention and storage.

The co-chairs will be responsible for conducting reference checks on all finalists. If a finalist is or has been a District employee, at least one of the references should be a non-District source. If a screening committee member has first-hand knowledge about a candidate that did not come out during the screening he/she may request to be contacted as a reference. Reference checks will be conducted on all finalists prior to being sent forward for final interview.

Final Interview and Selection

The College President or designee shall contact the recommended finalists and schedule the final interview. A schedule of appointments will be sent to the Human Resources Department. The final interviews will include the College President, appropriate vice-president, and the co-chairs.

The President will make the final recommendation to the Chancellor.

If the process fails to yield a successful candidate, the College President will consult with the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ Executive Vice Chancellor, Human Resources & Educational Services to determine if the recruitment should be reopened or abandoned.

Revised April 20, 2015

Revised:

AR 7120.2 - Classified Employee (CSEA Bargaining Unit) Recruitment and Selection

Position Authorization

Salaried positions are those with a 20 to 40 hours per week assignment. Percent of Contract and Hourly positions are those with less than a 20 hour s per week assignment and are not substitute or short term in nature.

1. Replacement positions and new positions require the line administrator/supervisor to submit a Personnel Requisition online.

Requests for new or restructured replacement positions at one of the colleges must be reviewed by the appropriate President's Council or by the District Council for District Office positions.

2. Class Specifications on file in the Human Resources Department will be used for the individual job announcements. Any special needs (e.g., bilingualism, evening hours, or other requirements) not included on the district class specification should be listed on the Personnel Requisition under special requirements.

Job Announcement Preparation

A. The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee reviews all Personnel Requisitions prior to the preparation of the Job Announcement and if necessary, will meet with the requester to review and clarify the criteria to ensure district compliance with the District Equal Employment Opportunity Plan.

B. The Human Resources Department prepares the Job Announcement and distributes it to appropriate agencies, organizations and individuals.

Special Testing or Assessment

A. Special tests or assignments that will be required of all applicants (e.g., computer proficiency), will be identified on the Job Announcement.

B. Any special testing or assessment recommended by the Screening Committee must be approved by the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee.

Announcement Procedures

A. The open application period is a minimum of 15 working days in order to provide adequate time for effective recruitment. Following the closing date, the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate qualified pool is not achieved and additional recruitment efforts are required.

B. The Job Opportunities listing is emailed to all RSCCD email users.

C. Positions advertised "in –District only" are available only to current employees and employees on the 39 month rehire list. (Excluding short-term and substitute employees).

D. Current employees of the District wishing to be considered for open positions need to submit a district application and meet all requirements of the applications process (excludes transfer opportunities). Former employees, who are on the 39 month rehire list, shall be treated in this process as though they were current employees.

E. Job announcements will include screening criteria to be used during paper screening and interviews. This will include:

1. Educational experience (breadth and depth).
2. Working experience (breadth and depth).
3. Demonstrated ability to work cooperatively with others.
4. Bilingual ability (if needed).
5. Demonstrated experience in working with diverse socioeconomic communities.
6. Professional growth activities.
7. Specialized skills training.
8. Leadership skills.
9. Written and/or oral communication skills.
10. Presentation.
11. Problem solving.

Screening Committee Composition

A. It is the responsibility of the hiring administrator to coordinate the development of the screening committee. The committee shall consist of three (3) to seven (7) members, which includes as a minimum: the chair, an Equal Employment Opportunity Monitor appointed by the chair in consultation with the District Equal Employment Opportunity Officer or designee, and one non-management classified employee. The chair shall notify the CSEA President of the CSEA unit members appointed to the committee. It will be the responsibility of the CSEA President or designee to contact the chair within two (2) working days if CSEA wants to appoint a representative to the committee. If trained, the chair may serve as the Equal Employment Opportunity Monitor on the committee. The hiring administrator shall ensure that representation on the committee is complete and the first committee meeting is scheduled. The screening committee may elect a co-chair to work with the chair.

B. The complete list of committee members is forwarded to the Human Resources Department. The Equal Employment Opportunity Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the screening committee chair.

Scheduling

The chair will convene the initial meeting of the committee. Screening committees are responsible for scheduling their own meetings for the purposes of planning, screening, interviewing and deliberations.

Orientation

The Equal Employment Opportunity Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the Equal Employment Opportunity Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership.

Responsibilities

Screening committees recommend finalists to the appropriate hiring administrator. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow EEO guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the chair at the conclusion of the screening process. These will be submitted to Human Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect EEO, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer or designee.

The role of the Equal Employment Opportunity Monitor on the screening committee will be the following:

1. Serve as a voting member of the committee.
2. Monitor the screening process for adherence to established personnel procedures and practices.
3. Serve as a resource in the area of equal employment opportunity.
4. Serve as a liaison between the committee and the Human Resources Department to address issues and concerns regarding equal opportunity. If the EEO Monitor resigns from the committee, the chair will contact the Equal Employment Opportunity Officer or designee to find a replacement.

If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the chair and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests before paper screening begins.

In consultation with the committee, the chair will determine if the prepared set of questions is to be (a) given to the interviewees prior to the interview, (b) given to the interviewees during the interview session, or (c) asked of the interviewees during the interview. The preference of the committee shall be communicated to the Human Resources Department.

All interview questions shall be job-related. The questions should be based on the criteria for selection as published on the job announcement. The approved questions shall be asked consistently of all applicants. Follow-up questions may be asked to clarify a response given by an applicant if the response is unclear or if the candidate obviously misunderstood the question.

The Screening Committee is responsible for developing and administering any special testing or assessments, with the exception of the clerical skills evaluation, which is administered by Human Resources.

As a standard procedure, the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee reviews all questions, special tests or assessments to ensure compliance with District and federal regulations. When appropriate, the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will consult with the chair on items in question.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

- *Super majority (e.g. 2/3 majority)
- *Simple majority

The committee must provide job-related reasons for the non-selection of applicants.

Paper Screening

- A. Paper screening will be scheduled following the close of the application period. The screening packet will be transmitted electronically to the chair.
- B. It is the responsibility of the chair to review the Job Announcement with the committee highlighting specific requirements and qualifications, screening criteria, the paper screening process, interview questions, other screening options, and the method of choosing candidates. Screening at this point in the process must be based solely on the application materials submitted.
- C. Utilizing the Paper Screening Review Form, the committee shall review all applications and evaluate them on the basis of job-related qualifications and competencies. Evaluation criteria must be applied consistently to all candidates. Applicants not selected for an interview shall have at least one job-related deficiency.
- D. The committee will complete a Paper Screening Review Form indicating those to be interviewed.

Paper Screening Process – Review and Follow-up

- A. The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will review materials submitted by the committee to ensure consistency of screening criteria and the reasons for recommending or not recommending applicants for interviews.
- B. The Human Resources Department will coordinate the scheduling of interviews.
- C. Interviews will be scheduled no sooner than 5 working days following receipt of the paper screening materials in the Human Resources Department.

Interviews

- A. Before interviews begin, the committee shall decide how finalists will be selected should consensus not be possible. Sufficient time should be provided to allow a proper assessment of the candidate's qualifications.
- B. The interview packet will be transmitted electronically to the chair.
- C. Following the interview process, the committee will consider the qualifications of those interviewed and will submit an unranked list of finalists to the Human Resources Department. The chair shall indicate on the Interview Report Form specific reasons for not recommending applicants as finalists. No less than two finalists should be recommended to the hiring administrator, unless written justification is provided by the committee to the hiring administrator. Upon submission of the Interview Report Form and the Finalist Recommendation Form to the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee for review, the hiring administrator may initiate the reference check process.
- D. There may be a final interview, which shall be scheduled and conducted by the hiring administrator.

Reference Check Process

- A. It is the responsibility of the Human Resources Department to ensure that reference checks are made on all recommended finalists using the standard Reference Check form. Additional questions may be added to the form, as long as the question(s) is (are) asked about all finalists. In such cases, all additional questions shall be reviewed and approved by the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee. The hiring administrator shall be responsible for the reference check process. The co-chair may conduct the reference checking in conjunction with the hiring administrator.

Selection and Recommendation

- A. The hiring administrator will review the recommendations of the committee and submit to the Human Resources Department a list of acceptable candidates in ranked order, along with reference checks and application packets.
- B. The Human Resources Department shall contact the top candidate and offer the position. If the first candidate does not accept the offer, the Human Resources Department will consult with the hiring Administrator to determine if another candidate will be selected or if the position will be reopened.

Notification of Employment

The Human Resources Department will notify the program administrator of the candidate's acceptance.

Board Approval

- A. Candidates recommended for hire are submitted to the Board of Trustees at the first regularly scheduled meeting following acceptance of the position.
- B. Placement on the salary schedule is based on the approved Salary Schedule provisions and reviewed by the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee.
- C. The Human Resources Department notifies the successful candidate in writing of favorable Board action and salary placement.

Revised: August 20, 2015

Revised:

AR 7120.3 - Management Recruitment and Selection

SECTION 1 RECRUITMENT

Requisitions

New and replacement management positions require the line administrator to submit a Personnel Requisition online. All new positions will be reviewed through the normal college or District participatory governance process and recommended to the Chancellor by the responsible College President or Vice Chancellor.

An interim appointment not to exceed two years may be made before the regular selection process is initiated and completed. Such appointments shall be made by the Chancellor or College President. Regular hiring procedures must be completed within two years after the interim appointment has been made.

Announcement Procedures

The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will review each approved Personnel Requisition prior to the preparation of the Job Announcement. When appropriate, the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will meet with the requester to review and clarify special requests, job descriptions, minimum qualifications, or other aspects of the opening. Any new or revised position descriptions shall be submitted to the Board of Trustees for approval. Following this review, the Human Resources Department will prepare the Job Announcement. The requester will be notified and provided three working days to review the Job Announcement before posting and distribution. Any substantive changes initiated by Human Resources Department will be discussed with the requester prior to posting.

Each Job Announcement will include the:

- job title
- department
- location
- special funding information
- desired starting date
- a description of the position (responsibilities)
- minimum qualifications
- other requirements
- salary information
- a brief description of benefits available
- screening criteria
- method of application
- the specific employment tests that will or might be used in the screening process

The Human Resources Department will post and advertise the Job Announcement to the RSCCD website, CCC Registry and a variety of agencies, organizations, publications, and websites. The Job Opportunities listing will be distributed to all RSCCD email users. Additional distribution may be decided in consultation with the appropriate President, or when hiring a district administrator, the Chancellor depending on available resources, time constraints, and need. The Human Resources Department shall prepare and make the necessary arrangements for all advertising.

The open application period is a minimum of 20 working days in order to provide adequate time for effective recruitment. After the closing date, the Equal Employment Opportunity Officer or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate pool is not

achieved and additional recruitment efforts are required. In such cases, the College President, Chancellor and/or chair of the screening committee will be consulted, and applicants on file will be notified of the extended filing period. If a priority date system is used (e.g. the position is advertised as "open until filled") screening may begin after the Equal Employment Opportunity Officer determines that there is an adequate applicant pool. In special cases (sudden resignation, death, special projects, etc.), the time line and selection process may need modification due to business necessity. In all such cases the College President, or when hiring a district administrator, the Chancellor or designee, may recommend a modified process to the Executive Vice Chancellor, Human Resources & Educational Services or designee.

Position openings will normally require distribution of the job announcement outside the District. Exceptions require written request and justification. Exceptions shall be approved by the Equal Employment Opportunity Officer or designee. The open application period for internal recruitment is a minimum of ten working days. Job announcements will be emailed to all email users.

SECTION 2 APPLICATION PROCESS

Application Materials

All applicants, internal or external, must submit the online application, resume, and all supplemental materials prescribed on the Job Announcement to be considered for an opening. Applicants must apply separately for each opening unless an exception has been created for a specific position and is clearly explained on the job announcement.

SECTION 3 SCREENING COMMITTEES

Membership

Screening committee membership is a vital part of an employee's job within the District. It is a major factor in shaping the future of the institution.

The screening committee chair will be the College President, Vice Chancellor or designee. The screening committee chair will consult with the appropriate Academic Senate President(s) and CSEA President to discuss the ideal representation of each constituency group, the possible inclusion of a faculty or classified co-chair as well as other relevant matters related to the position. Following consultation, the Chair will determine the composition of the screening committee, which may include appropriate administrators, appropriate campus group representation, area specialists, students, and community members.

Campus groups appointing representatives to the screening committee will be notified of management vacancies by the chair. The President of the Academic Senate or designee shall appoint the faculty representative(s) and the CSEA President or designee shall appoint the classified representative(s) to the screening committee. An Equal Employment Opportunity Monitor shall be appointed by the Chair in consultation with the District Equal Employment Officer or designee. The Chair may appoint additional administrators, classified managers, area specialists, students, and community members as appropriate.

The complete list of committee members will be submitted by the Chair to the College President/Vice Chancellor for review and then forwarded to the Human Resources Department.

The Equal Employment Opportunity Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by

blood, marriage or domestic partnership. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the screening committee chair.

Orientation

The Equal Employment Opportunity Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the Equal Employment Opportunity Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership.

Responsibilities

Screening committees recommend finalists to the appropriate President/Vice Chancellor or designee. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow equal employment opportunity guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the chair at the conclusion of the screening process. These will be submitted to Human Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect equal employment opportunity, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer or designee.

The role of the Equal Employment Opportunity Monitor will include the following:

- serve as a voting member of the committee
- monitor the selection process for adherence to established procedures and sound personnel practices
- serve as a resource in the areas of EEO
- serve as liaison, as necessary, between the committee and the Human Resources Department and the Equal Employment Opportunity Officer to address issues and concerns as related to the screening process
- If the EEO Monitor resigns from the committee, the chair will contact the District EEO Officer or designee to find a replacement

If a committee member has concerns about the screening process. Those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the chair and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

- *Super majority (e.g. 2/3 majority)
- *Simple majority

The committee must provide job-related reasons for the non-selection of all applicants.

Scheduling

Screening committees are responsible for scheduling meetings for the purposes of planning, screening, interviewing and deliberation. Every effort shall be made to schedule screening committee meetings to accommodate schedules of committee members. Classified staff should be encouraged by their supervisors to accept screening committee membership or serve as an Equal Employment Opportunity Monitor.

Whenever possible, meetings should be scheduled during the regular Fall/Spring faculty work year. A faculty member may be compensated for meetings scheduled outside of the Fall/Spring semesters or a Summer/Intersession during which the faculty are not assigned.

SECTION 4 SCREENING PROCESS

Paper Screening

All requirements set for applicants can be viewed as employment tests by the courts, e.g., application forms, minimum application material requirements, written samples, transcripts, etc. Therefore, it is imperative that everything requested of applicants be directly relevant to the position and be a reliable predictor of success in the position. If there are qualifications required or preferred that are not addressed by the application form, consideration should be given to using a supplemental application form.

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Educational experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socioeconomic community.
7. Demonstrated ability to work cooperatively with others.

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of interview.

The committee will use the approved screening criteria to select candidates for interview. Screening at this point in the process must be based solely on the application materials submitted.

At the completion of paper screening, the chair shall provide the following reports to the Human Resources Department:

1. Screening Review Form – identifies the selected candidates and the reasons for the non-selection of all other candidates

2. Screening certification Form– identifies the dates, locations, times and instructions for the Interviews
3. Proposed interview questions, employment tests and descriptions of any demonstrations

Interviews

Interviews may also be viewed by the courts as employment tests. The Human Resources Department will review all interview questions and related screening activities for reliability and validity, as well as conformity to EEO guidelines. Interviews will normally be scheduled no earlier than five (5) working days following the receipt of the screening materials in the Human Resources Department. It is the responsibility of the Human Resources Department to contact applicants and set up interview times.

Sufficient time should be provided to allow a proper assessment of the candidate's qualifications (a minimum of a 30-minute time period should be allocated for each candidate). The interview packet will be transmitted electronically to the chair.

Interview questions must be job related and should be tests of a candidate's knowledge and abilities, as well as being reflective of minimum, required and preferred qualifications. During the actual interviews by the screening committee, the same questions shall be asked of all candidates. Follow-up questions are discouraged, but may be asked if a response is unclear or the candidate obviously misunderstood the questions. Consistency across candidates is of utmost importance in defending the screening process.

During the interview session, those selected may, in addition to the above, be evaluated on the following factors.

1. Oral communication skills
2. Presentation
3. Problem solving skills
4. Successful problem solving or performance demonstration
5. Writing skills/demonstration

Writing Samples:

Requiring a writing sample can be an effective means of evaluating writing ability and can be accomplished in one of three ways:

1. Requesting a writing sample as part of the original application requirements.
2. Requesting a written report or hypothetical problem solving situation be prepared and brought to the interview.
3. By incorporating a written exercise as part of the interview process, e.g., immediately preceding or following the oral questions.

Presentations

Presentations can be an important evaluation technique for the screening committee. Screening committees are encouraged to require presentations of applicants. Presentations would reflect typical working situations the candidate would encounter in the job for which they are applying.

Paper and Pencil Tests

Paper and pencil tests must have both reliability and validity, as well as job-relatedness.

RECOMMENDATIONS

Following the interview process, the committee will consider the qualifications of those interviewed and will recommend a minimum of two unranked finalists to the Human Resources Department using the Interview Report Form. The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee shall review the Interview Report Form and consult with the chair if there are any questions regarding committee recommendations. If the committee cannot recommend at least two finalists, it will provide the College President/Vice Chancellor or designee with written rationale for its recommendation.

The chair may proceed with the reference check process while the review is in progress. The chair and committee shall determine those to be contacted as references. The recommended finalists' Reference Check Forms, shall be submitted to the College President/Vice Chancellor or designee.

The committee co-chairs will complete and submit the following documents to Human Resources:

1. Interview Report Form, which identifies selected finalists and indicates specific reasons for selecting or not recommending candidates as finalists.
2. Finalist Recommendation Form, listing the finalists in unranked order and signed by all committee members.
3. All committee notes, forms and other screening materials for retention and storage.

SECTION 6 FINAL INTERVIEW AND SELECTION

The hiring administrator's office shall contact the finalists and schedule interview appointments. The final interview may include other administrators or a representative from the screening committee at the discretion of the hiring administrator.

Following the final interviews, the hiring administrator shall provide the Human Resources Department with the name of the individual who will be recommended to the Board of Trustees and will submit all screening materials and forms to Human Resources for retention.

The successful finalist will be personally informed by the College President, Vice Chancellor, or designee. It is also the responsibility of the College President, Chancellor or designee to personally contact unsuccessful finalists.

SECTION 7 UNSUCCESSFUL SEARCHES

When a recruitment fails to yield a sufficient number of candidates who meet minimum qualifications or established criteria for interview or selection, the College President/Vice Chancellor and the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ will determine if the search will continue, be extended, deferred to a later date or abandoned.

Revised: February 16, 2016

Revised:

AR 7120.5 - Employee Transfer

Reference: Education Code 76406, 87400, 87405-87408, 88022-88024, 88034

Transfer of personnel within the district shall be made in compliance with the procedures defined in the applicable collective bargaining agreements or individual employment contracts. In the absence of collective bargaining or employment contract language, the Chancellor shall have the authority to transfer and/or reassign personnel, without loss of pay, based upon the needs of the District.

Responsible Manager: Executive Vice Chancellor, Human Resources & ~~Educational Services~~

Revised March 17, 2014 (Previously AR4104)

Revised:

AR 7120.6 - Employment Eligibility Verification

Reference: Immigration Reform and Control Act of 1986

All employees of the RSCCD who are hired after November 6, 1986, must complete the Employee Information and Verification Form (I-9) of the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services. The I-9 form is available in the Office of Human Resources and must be submitted with evidence of identity and employment eligibility within three business days of the date of hire. Employees who are hired for less than three days must submit the I-9 form and the required documentation on or before the first date of employment.

Following receipt of the I-9 form and required documentation from the employee, the Office of Human Resources will complete the employer review and verification section on the document.

The completed I-9 form will be retained on file in the Office of Human Resources for the duration of employment plus three years after the date of hire or one year after the termination of employment, whichever is later.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised March 17, 2014 (Previously AR4104.1)

Revised:

AR 7120.7 - Employee Fingerprinting

All employees are required to submit fingerprints as a condition of employment prior to the first day of work. The fingerprints are processed by the State of California to ensure that the employee has not been convicted of any crime that would preclude them from providing service to the district.

Fees: All full-time and part-time employees will be responsible for paying the fingerprinting processing fee that is charged by the State. Payment of the fee shall be through payroll deduction.

Responsible Manager: Executive Vice Chancellor, Human Resources & Educational Services

Revised March 17, 2014 (Previously AR4104.2)

Revised:

AR 7120.8 - Verification of Valid Drivers License

The Rancho Santiago Community College District requires that selected employees possess and maintain a valid California drivers license as required by their job descriptions. The district requires appropriate verification prior to employment and participates in the California Department of Motor Vehicles Pull Notice Program in order to maintain current information regarding the driving records of existing employees.

The procedure for verifying and monitoring driving records and licenses is as follows:

1. The Human Resources Department shall maintain a list of all job classifications that require a valid California drivers license as a condition of employment.
2. A confidential file shall be maintained by the Human Resources Department which contains the names, drivers license numbers and driving records of these employees. The information maintained in the confidential file will not be released to the public or unauthorized district staff.
3. The DMV Requester Code Number will be given only to authorized RSCCD Human Resources Department staff.
4. When negative DMV status reports are received by Human Resources, the ~~Executive Vice Chancellor, Human Resources & Educational Services~~ or designee will communicate the information to the appropriate supervisor and employee.
5. In cases where drivers licenses have been restricted, canceled, or expired, action will be taken as appropriate to modify and/or remove the employee from their assignment.
6. Applicants for positions in classifications requiring a valid California license are required to submit a copy of their drivers license and a copy of their DMV driving record at the time of interview.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised March 17, 2014 (Previously AR4104.4)

Revised:

AR 7120.9 - Employment After Conviction of a Sex or Narcotics Offense and Employment of a Rehabilitated Narcotics Offender

Reference: Education Code 88022

No person shall be employed or retained in employment by the RSCCD who has been convicted of any sex offense (as defined in Section 87010) or controlled substance offense (as defined in Section 87011). If any person has such a conviction reversed or is acquitted of the charge in a new trial or charges are dismissed, this regulation does not prohibit the employment of the person thereafter.

The RSCCD Board of Trustees may employ a person convicted of a controlled substance offense if the Board determines that the person has been rehabilitated for at least five years. The process for making the determination is as follows:

1. The Vice Chancellor of Human Resources shall conduct an investigation of the employee who has been convicted of a controlled substance offense as defined in Education Code 87011.
2. The investigation shall include documentation of rehabilitation and the period of time the person has been rehabilitated.
3. If the Vice Chancellor of Human Resources determines that the employee appears to have been rehabilitated for the minimum of five years, the case shall be presented to the Board of Trustees.
4. Following review, the Board of Trustees may authorize the employee to be retained or rehired, if they determine that the employee has been rehabilitated for at least five years.
5. The determination of the Board of Trustees as to whether or not the person has been rehabilitated is final.

Responsible Manager: Executive Vice Chancellor, Human Resources & Educational Services

Revised August 11, 2014 (Previously AR 3524)

Revised:

AR 7121 - Applicant Travel Reimbursement

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of applicants who apply for full-time tenure track faculty positions and positions covered by individual administrative employment contracts. Reimbursement claims for authorized travel expenses incurred by applicants will be processed by the Human Resources Office in keeping with the following regulations:

1. One-way travel of at least 300 miles must be required, except for cabinet-level positions.
2. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300 for the first interview. All authorized travel and lodging expenses will be reimbursed for final interviews.
3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip coach airfare. Mileage reimbursement for personal auto use will be at the approved district rate.
4. Applicants must submit original receipts and verification of expenses.
5. Lodging and automobile rental shall be limited to two days. The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ Executive Vice Chancellor, Human Resources or designee may authorize an extension of the two days limitation under unusual and special circumstances.
6. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.
7. Authorized travel and lodging expenses for all interviews for cabinet-level positions shall be fully reimbursed.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised March 17, 2014 (Previously AR4204 and 4417)

Revised:

AR 7150 - Employee Evaluation

Reference: Accreditation Standard III.A.5 (formerly III.A.1.b)

The personnel of the Rancho Santiago Community College District shall be evaluated in accordance with the procedures defined in the following documents as appropriate to their employee classification:

1. RSCCD/FARSCCD Contract
2. RSCCD/CEFA Contract
3. RSCCD/CSEA Chapter 579 Contract
4. RSCCD/Child Development Centers Teachers – CSEA Chapter 888 Contract
5. Confidential Employee Evaluation Procedure – AR 7150.1
6. Management Employee Evaluation Procedure – AR 7150.2

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised August 20, 2015 (Previously AR 7008/4128)

Renumbered: May 18, 2015

Revised:

AR 7150.1 - Confidential Employee Evaluation Procedure

1. Frequency of Evaluation

Newly appointed confidential employees will serve a probationary period of 12 months. Probationary confidential employees will be evaluated upon completion of their 4th and 11th months of employment. Permanent confidential employees will be evaluated every three years on or near their anniversary date. Additional evaluations may be completed at the request of the immediate supervisor.

2. Evaluation Responsibility

The Human Resources Office will send the Confidential Employee Performance Evaluation Form to the immediate supervisor at least one month prior to the deadline for the evaluation. The immediate supervisor will be responsible for completing the evaluation prior to the deadline indicated on the form.

3. Evaluation Procedures

- A. The immediate supervisor and the confidential employee will agree on a distribution list for the evaluation forms that will be sent out to staff. This distribution list must include all full-time employees who directly work with the Confidential Employee. In addition, the distribution list should include other employees that the Confidential Employee routinely works with outside his/her Department and may include other Confidential employees, Classified staff, Managers/Supervisors, representatives from outside agencies, and part-time staff as deemed appropriate by the immediate supervisor.

The Distribution List will be forwarded to Human Resources for the electronic dissemination and collection of the evaluation forms.

When Human Resources receives the completed evaluation forms, the results will be tabulated and the written comments will be reproduced to maintain anonymity of respondents. A copy of the tabulated results and the written comments will be forwarded to the immediate supervisor.

- B. The immediate supervisor will complete the Confidential Employee Performance Evaluation Form and review it with the employee.
- C. Any ratings of "Does Not Meet Standards" on the appraisal form must be accompanied by specific recommendations, time periods for improvement, and possible provisions for assisting the employee in implementing any recommendations.
- D. The employee and the immediate supervisor must sign the appraisal form. By signing the appraisal form, the employee is acknowledging that he/she has read the appraisal and received a copy. Signing the appraisal form is not an indication that the employee agrees or disagrees with the content of the evaluation.
- E. The employee will be informed at the evaluation meeting of the right to prepare a written response to the evaluation and to have that response attached to the appraisal form.
- F. The supervisor will be responsible for submitting the signed appraisal form to the Human Resources Office for placement in the employee's personnel file.

G. The employee shall have thirty (30) calendar days to prepare a written response to the evaluation and submit that response to the Human Resources Office.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised: February 2011

Renumbered: May 18, 2015 (Previously AR7008.2)

Revised:

AR 7150.2 - Management Evaluation Procedure

1. Frequency of Evaluation

All managers will be evaluated the first two years of employment in a new position, and at least once every three (3) years thereafter. Additional evaluations may be made at the request of the supervising Cabinet officer.

2. Evaluation Responsibility

It is the responsibility of the Human Resources Office to inform the immediate supervisor of the names of those managers due for evaluation by August 1st. The immediate supervisor shall notify the manager by September 15th that he/she is scheduled for evaluation that academic year.

3. Process

A. The manager will submit to the immediate supervisor a written self-assessment and other appropriate documentation by November 1. Documentation may include but is not limited to:

(1) Addressing the three performance standards:

- a. Leadership/supervision skills
- b. Professional performance/job duties
- c. Knowledge base

(2) Professional development activities

(3) Contributions to the college, district and/or the community in congruence with the overall mission of the college including the improvement of student learning

B. The manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. However, distribution must include all fulltime employees who are directly supervised by the manager. In addition, distribution should include management colleagues, representatives from outside agencies and part-time staff as deemed appropriate by the immediate supervisor. Distribution will occur by November 1 and be due back to the supervisor within two weeks.

C. The immediate supervisor is responsible for distribution of the forms with directions to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the manager by February 15.

D. By May 1st of the academic year in which the evaluation is being completed, the immediate supervisor will consult and review with the manager the self-assessment and results of the evaluation survey, and provide the final written evaluation.

E. Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.

4. Recommendation

On the basis of the evaluation, the supervisor will recommend that:

- A. the manager continue in the position
- B. the manager be reassigned
- C. the manager be terminated
- D. the manager have a second evaluation (within one year)

(1) If a second evaluation is recommended, the immediate supervisor will have the option of using the complete evaluation process, or the self-assessment component as appropriate to address Specific Suggestions for Improvement and/or Improvement Plan. For example, if the area identified as needing improvement is interpersonal skills, the second evaluation shall require the use of the survey instrument.

(2) The immediate supervisor will consult and review with the manager the results of the second evaluation and provide the final evaluation.

- (3) Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.
- (4) On the basis of the second evaluation, the supervisor will recommend:
 - a. That the manager continue in the position
 - b. That the manager be reassigned
 - c. That the manager be terminated

The final evaluation will be forwarded through the appropriate Vice-Chancellor or President and transmitted to Human Resources.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised: February 2011

Renumbered: May 18, 2015 (Previously AR7008.2)

Revised:

AR 7310 - Nepotism

The chair of a screening committee shall notify Human Resources whenever the hiring of an applicant may result in a violation of Board Policy 7310. The Assistant Vice Chancellor of Human Resources, or designee, will review the employment situation and determine if the applicant must be removed from consideration for the position or if the situation can be resolved by some other means without violating board policy.

Whenever the marriage or creation of a domestic partnership results in the violation of this board policy, the responsible manager will notify Human Resources immediately. The resolution of the situation will be pursued in accordance with the district's policies regarding transfer and any applicable collective bargaining agreements.

Responsible Manager: Executive Vice Chancellor, Human Resources & Educational Services

Revised March 17, 2014 (Previously AR4118)

Revised:

AR 7330 - Tuberculin Testing

Reference: Education Code 87408.6

The RSCCD tuberculin testing procedures have been developed in accordance with board policy and Education Code provisions.

New and Rehired Employee Testing Requirements:

1. New employees must provide evidence of being free from active tuberculosis prior to starting work.
2. The test result must be dated within 60 days prior to the employment date. If currently employed by another school district, or if being rehired by RSCCD, prior test results are acceptable when they are dated within the last four years.
3. The cost of tuberculin testing is borne by the applicant, not the district.

Mandatory Employee Testing Program:

1. The Office of Human Resources will issue notification letters on a monthly basis to employees who are required to retest for TB.
2. The notification letter will be used by Campus Health Services as authorization to perform the TB skin test. Those requiring a chest X-ray will be referred to an appropriate agency or a private contractor of the district.
3. Campus Health Services will collect the notification letters and periodically forward them to the Office of Human Resources, along with a Budget Transfer Form. Human Resources will transfer the appropriate funds to cover the cost of tests completed by Campus Health Services.
4. Employees may use their own health-care providers. Reimbursement will be limited to the amount the District would expend for skin tests if performed by Campus Health Services, or an x-ray performed by the contracting provider (Education Code 87408.6 (e)).
5. Employees may be able to use medical insurance to cover test costs, depending on the coverage provision of their plan, if any. For reimbursement, employees must submit a legible invoice to the Office of Human Resources. The invoice must detail the type of services provided and the itemized costs of those services.

Voluntary Employee Testing Program:

District employees may participate on a voluntary basis in district funded TB testing program every two years. The district funding limits and procedures are the same as those listed above for the mandatory program except that notification is not made by the district. Employees are responsible for monitoring testing intervals and for submitting billing invoices to the Office of Human Resources for payment. TB tests under the voluntary program must be obtained during a four month window period beginning two months prior to the second year testing and not later than two months after the two year anniversary date.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised April 18, 2005

Revised:

AR 7340.1 - Maternity Leave

References:

Education Code Sections 87766 and 88193
Government Code Section 12985

The district shall grant maternity leave in compliance with Government Code Section 12985. Maternity leave may be requested as follows:

1. When the attending physician determines that the individual should discontinue work, she should obtain a written statement from the physician. The statement must provide an estimate of the length of the disability. Pregnancy in and of itself is not considered a disability. Employees may not move from an unpaid status (leave without pay) to a paid status (sick leave). To be eligible to use sick leave, the employee must be either disabled or recovering from childbirth. a. An employee may use accrued sick leave or other accrued benefits, if eligible, to cover this period of disability. b. If the employee is eligible to use sick leave, and sick leave is exhausted, an employee is eligible for the 100 day differential at 50% pay. c. If the employee exhausts all accrued leave, she may request an unpaid leave. An unpaid leave of more than five days requires approval from the Board of Trustees. d. Qualifying employees may request additional unpaid leave benefits under the Family and Medical Leave Act (FMLA) of 1993. Request forms are available in the Office of Personnel Services.
2. It is recognized that each employee and each pregnancy is different, and the unexpected may occur. However, the supervisor must be informed of tentative plans as early as possible. This allows for orderly planning of workload and staffing.
3. To protect benefits, employees are encouraged to stay in a paid-leave status as long as possible. An unpaid leave may require the employee to pay insurance premiums, lose retirement service credit or seniority. It is the employee's responsibility to check with Personnel Services regarding the potential impact on benefits of an unpaid leave.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Adopted: January 1, 1997

Revised:

AR 7340.4 - Industrial Accident or Illness Leave

An industrial accident or illness is defined as one where the manager or confidential employee becomes ill or is injured while serving the district, and the accident or illness is appropriately reported to the district.

Industrial accident or illness leave shall commence on the first day of absence. Allowable leave shall not be accumulated from year to year. When an industrial accident or illness occurs at a time when the allowable leave will carry over into the next fiscal year, the employee shall be entitled to only the number of days of leave that remain from the original 60 day allocation.

Payment of salary lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under worker's compensation.

For academic administrators, the industrial accident or illness leave of absence shall be used in-lieu-of entitlement acquired under Education Code Section 87786. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave, accumulated vacation or other available leave when added to worker's compensation award shall not exceed the amount of the employee's full day's salary.

Periods of leave of absence, paid or unpaid, shall not be considered a break in service for the employee.

During all paid leaves of absence, the district shall reduce the gross salary warrant due the employee by the same amount of any worker's compensation check received by the employee.

The district shall issue the employee appropriate warrants for any payments of salary due over and above the worker's compensation benefit check and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this section.

When all available leaves of absence, paid or unpaid, have been exhausted and the employee is not medically able to resume the duties of their position and they are not placed in another comparable position, the employee will be placed on a reemployment list for a period of 39 months. When a vacant position in the class of the employee's previous classification occurs, the employee shall be offered a position over all other available candidates except those on a reemployment list that was established because of lack of work or lack of funds. The district shall require certification by the attending physician that the employee is medically able to return to work and perform the duties of their position. An employee who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

Management employees should immediately report and industrial accident or illness to the Risk Management Office and follow all required procedures for the processing of claims.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised April 27, 2009

Revised:

AR 7346 - Employees Called to Military Duty

References:

Military and Veterans Code: section 389 et seq;
Education Code Sections 87018, 87700, 87832 and 88116;
38 U.S.C. Section 4301 et seq.

The following applies to any district employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

Salary

Any district employee called to active duty who has been in the service of the district for at least one year will continue to receive his or her salary for the first thirty (30) calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first thirty (30) calendar days of active service regardless of length of service with the district.

If employment is interrupted by a period of military service (including active duty, active and inactive duty for training, and National Guard duty under Federal statute) that does not qualify for the 30-day salary continuation noted above, the employee may use any accrued vacation, personal necessity leave or compensatory time in order to continue his or her salary. The use of paid leave is at the employee's discretion.

In addition, the district may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his or her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty. The employee shall be responsible for providing documentation verifying the amount of military pay.
- All benefits that he or she would have received had he or she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.

Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

Health Benefits

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than thirty (30) days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of eighteen (18) months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

Vacation and Sick Leave

Employees on military leave accrue any benefits the district provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the district for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him or her at the time of his or her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district for more than one year, but had not yet become a regular academic employee of the district, he or she is entitled to return to the position for the period of time his or her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

Responsible Manager: ~~Executive Vice Chancellor, Human Resources & Educational Services~~

Revised: November 2, 2015

Revised:

AR 7348 - Faculty Pre-Retirement

With Board approval, an academic employee may elect to reduce their workload from full-time to no less than half-time for a maximum of five years prior to retirement and continue to receive credit in the State Teacher's Retirement System as would have been received had the employee continued to work on a full-time basis.

The procedures and provisions of this program are as follows:

1. Application to participate in the Reduced Workload Pre-Retirement Program shall be submitted by the employee on a form to be provided by the Human Resources Office.
2. The College Presidents are responsible for coordinating requests from their respective staffs.
3. The assignment shall comply with the requirements for the percentage of part-time service requested by the applicant; however, in the event that the applicant's request cannot be accommodated because it creates unusual or difficult staffing problems, the application can be denied or an alternate assignment can be made and/or the employee may re-apply for the program for subsequent years, with a plan that fulfills the district's needs.
4. All regular duties required of full-time employees in similar assignments shall be performed during the dates the employee is on duty. This includes attendance at district-called meetings, divisional or departmental meetings, and other regularly scheduled college activities. The employee may be appointed to any committee and will retain other privileges of full-time employees.
5. Duty hours of non-teaching academic personnel shall be arranged in a manner which will most effectively carry out the assignment given the specific employee.
6. Any employee serving part-time will be expected to make all necessary classroom preparations and satisfy office hours beyond the assigned teaching load.
7. Both the district and the employee will make contributions to State Teacher's Retirement System on the basis of the full-time salary according to policies and procedures of the County and STRS. The payroll office will forward all remittances to STRS.
8. District paid health and dental insurance will be provided as for full-time employees.
9. Any employee electing to participate in this program is entitled to use the hours of sick leave accumulated while working full-time prior to election and shall be paid for those hours according to his pro-rata salary. Employees may also use banked leave to satisfy all or part of the part-time service requirement.
10. The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the district and the employee.
11. The employee shall have been employed full-time in a position requiring membership in for at least 10 years of which the immediately preceding five years were full-time employment.
12. During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full-time in a position requiring membership in this system for a total of at least five years without a break in service. For purposes of this program, sabbaticals and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full-time service requirement prescribed by code.
13. The employee shall have reached the age of 55 prior to reduction in workload.
14. The period of part-time employment shall not exceed five years.
15. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during his or her final year of service in a full-time position.

Prior to the reduction of an employee's workload under this program, the ~~Executive~~ Vice Chancellor, Human Resources & ~~Educational Services~~, in conjunction with the administrative staff of the State Teachers' Retirement System shall verify the eligibility of the applicant for the reduced workload program.

Responsible Manager: ~~Executive~~ Vice Chancellor, Human Resources & ~~Educational Services~~

Revised April 27, 2009

Revised:

AR 7350 - Resignations

Reference: Education Code 87730; 88201

The Board of Trustees authorizes the Chancellor to accept an employee's resignation on its behalf at any time and resignations shall be deemed accepted by the Board when accepted by the Chancellor.

The ~~Executive Vice Chancellor, Human Resources & Educational Services~~ and the Assistant Vice Chancellor of Human Resources are designated by the Chancellor to official receive and accept resignations on the Chancellor's behalf. Managers shall forward all resignations to the Human Resources Office immediately upon receipt.

The Human Resources Office shall place the resignation of any probationary or permanent employee on the next Board of Trustees docket for ratification.

April 27, 2009

Revised: