

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL**

**PREFACE**

It is the purpose of this manual to set forth the policies and procedures of the Governing Board and management and to assist each group in fulfilling the requirements of their respective offices in a consistent and effective manner. These policies and procedures establish a course or line of action; clarify relationships between the Governing Board, management, educational and classified personnel, and the general public; and promote the effective functioning of this District in conformity with the broad program of public education in California.

It is the intention of the Governing Board and management that these policies and procedures serve as common guides for District employees and for the public and provide an understanding of the positions, functions, and relationships of District employees. The Governing Board Policies implement plans, regulations and the various laws of the State of California applicable to the operation of the District. They further serve as working tools and direction for the management of this District in areas not covered by statute.

The Administrative Procedures implement the policies of the Governing Board and the various laws of the State of California applicable to the operation of the District. They further serve as working tools and direction for the management of this District in areas not covered by Governing Board policy or statute. In addition, the policies of the Governing Board are implemented through various procedures as recorded in the respective Business Services, Curriculum and Instruction, Human Resources, Payroll, and Student Services Procedures Manuals.

The Administrative Procedures are numerically identified by a six-digit number. The first four digits correspond to the Governing Board policy for which the procedure was written. The two digits to the right of the decimal point identify individual procedures when there is more than one policy.

If the procedure does not relate to a Governing Board policy, the second digit is numbered nine, with consecutive numbering to the right of the decimal point for each subject. The title of each procedure is listed in the Table of Contents.

This manual does not attempt to include all sections of law which pertain to the activities of District employees in the discharge of their duties. Employees are expected to observe all the provisions of the law which apply to their activities as employees of the District.