INDEX

Α

Absences, faculty 2090.06 Abuse, child reporting 1080.14 Academic employees academic position applicants, payment of expenses 2090.09 additional assignments for faculty 2060.03 base dates for longevity pay for academic managers 2060 15 class/step placement for faculty rehires 2060.02 class/step placement for part-time (non-contract) faculty hired as permanent faculty 2060.01 contracts for faculty 2030.04 contracts for newly hired faculty for spring semester 2030.05 discipline/dismissal 2070.01 employment of academic employees 2030.01 faculty, additional assignments 2060.03 faculty employment on annual salary schedule 2030.03 faculty employment on salary schedule for special programs 2030.07 faculty load for independent study/work experience assignments 2060.04 faculty service areas 2030.08 fingerprinting 1020.02 guidelines for employment of temporary part-time faculty 2060.07 (substitute) faculty 2060.09 industrial accident or illness leave for academic employees 2040.06 interruption or termination of vacation leave for academic managers 2040.04 management personnel performance evaluation 2030.10 training and development program 2020.02 matriculation, student success and support program, faculty employment 2030.06 placement on academic/classified management salary schedule 2060.14 recruitment of a replacement for an academic manager on sabbatical leave 2040.02 reemployment 2030.12 titles 2030.01 sabbatical leave 2040.01 sick leave for academic managers 2040.05 unscheduled meetings of extended day classes 2060.06 vacation pay at separation for academic managers 2040.03 Accident, industrial accident or illness leave for academic managers 2040.06 leave for classified employees 3090.12 modified duty assignments 1050.14 acupuncturist, accident/injury, designation of 1050.12 chiropractor, accident/injury, designation of 1050.12 injury/accident 1050.11 physician, accident/injury, designation of 1050.12 Acupuncturist, designation of, industrial accident/injury 1050.12 Additional non-industrial accident/illness leave without pay 1050.13 Address/name lists, employees 1040.06

Adjustments, classified extra time/extra days sick leave 3090.04 vacation leave 3090.02 Administrative leave 1050.05 Agencies providing temporary employees, use of 4000.04 Alcohol in the workplace 1080.06 Animals, service 1080.18 Assaults, sexual 1080.12 Assignments additional faculty 2060.03 alternative work week schedules 3070.03 classified duties involving differential compensation 3200.11 faculty load for independent study/work experience assignments 2060.04 temporary modified duty 1050.14 Athletics staffing 2060.10 Authorization confidential data, protection of 1040.01 employee information release 1040.05 return to work 1050.14 Awards, service 1030.01

В

Bachelor's or associate's degree, equivalency for classified positions requiring 3050.05 Banked load 2060.11 Base dates longevity pay academic managers 2060.15 classified employees 3200.12 Benefit provisions, retiree 1120.07 **Benefits** classified temporarily reclassified 3230.01 COBRA coverage, continuation upon separation 1120.08 dependents' 1120.06 domestic partner's coverage 1120.10 employee assistance program 1120.11 employees on leave without pay 1120.05 exchange teachers 2090.05 flexible plan (125) 1120.09 Governing Board members' 4000.01 group insurance plans 1120.01 retiree benefit provisions 1120.07 Bereavement leave 1050.06 Board grievance hearing procedures 1090.01 members' compensation 4000.01 Break-in service for classified employees 3060.02 Breaks, classified employees 1080.08 Bulletin boards, employee organizations 4000.03

С

"C" contract faculty, conference and meeting leave 1050.07 Calculating/monitoring load for temporary instructors 2060.07
Call-back pay for Local 1 unit members 3200.08
Candidates', job, travel expenses 1010.07
Cash stipend in lieu of benefits 1120.02
Change of classification status, classified supervisors/confidential employees 3060.04
Child abuse reporting 1080.14

<u>lex</u> -2-

Chiropractor, designation of, industrial accident/injury 1050.12 Claims salary continuance insurance 1120.04 workers' compensation 1050.11 Class/step placement faculty rehires 2060.02 temporary faculty hired permanently 2060.01 Classes, extended day unscheduled meetings 2060.06 Classification, new, establishment of 3020.02 Classified duties, differential pay assignments 3200.11 **Classified employees** break-in service 3060.02 breaks 1080.08 differential compensation 3200.11 disciplinary action guidelines 3210.01 employment of 3010.01 employment process 3010.01 exempt positions 3010.01 extended sick leave requirements 3090.06 extra hours/day limitations 3200.04 pay 3200.04 fingerprinting 1020.02 guidelines for participation in institutional governance and other authorized committee or staff development activities 3040.02 higher classification temporary reassignment 3200.02 holidays 3100.01 hourly, overtime 3200.07 layoff, reemployment of 3220.03 longevity pay 3200.09 monthly extra hours/day pay 3200.04 non-work period for less than twelve month position 3070.02 orientation 3040.01 procedure for participation in institutional governance 3040.03 reclassification process for local 1 unit positions 3020.01 recruitment of a replacement for classified manager on sabbatical leave 3030.04 reduction of work force and reemployment 3220.02 reemployment 3060.03 reemployment, layoff and 3220.03 right to a vacant unit position 3220.01 selection committees 3030.02 short-term/substitute 3050.03 substitutes for employees on leave 3050.04 supervisors, change of classification status 3060.04 suspension/dismissal hearing procedures 3210.02 teaching 3070.05 temporarily reclassified, benefits 3230.01 work schedule change 3070.01 Y-rating 3200.09 Classified extra time/extra days adjusted sick leave 3090.04 adjusted vacation leave 3090.02 Classified positions new classifications 3020.02 non-work period for less than twelve month position 3070.02 COBRA coverage 1120.08 Code of ethical behavior, employee 1040.08

College division/department organization 2030.09 Commencement exercises, faculty participation 2090.08 Communication, Hazard Program 1080.16 Compensation differential, night shift, elimination 3200.06 emeritus faculty 2090.02 Governing Board members' 4000.01 Local 1 unit members, call-back 3200.08 longevity, base dates for academic managers 2060.15 classified employees 3200.12 monthly classified, extra hours/day 3200.04 night shift differential 3200.06 unscheduled extended day classes 2060.06 vacation, separation for academic managers 2040.03 classified employees 3090.08 Complaint procedure, unlawful discrimination 1040.07 Conference and meeting leave 1050.07 Confidential employees change of classification status 3060.04 evaluation 3080.03 Confidential data, protection of 1040.01 Consultant, emeritus faculty 2090.02 Contacts by employee organizations 4000.03 Contents, personnel file 1040.02 Contract administrators evaluation of academic contract administrators 2030.13 classified contract administrators 3080.05 hiring of 1010.06 Contract faculty, first-year, benefits 1120.01 Contracts emeritus faculty 2090.02 faculty 2030.04 hiring of administrators 1010.06 newly hired faculty for spring semester 2030.05 Current employees, information requests 1040.05

D

Death, procedures upon the report of 1110.02 Definitions/terms, glossary 4000.15 Department/division, college, organization 2030.09 Dependents' benefits 1120.06 coverage, District group plans 1120.01 Designation, physician, chiropractor, or acupuncturist, industrial accident/injury 1050.12 Development/training program, academic and classified management 2020.02, 3040.05 Differential compensation classified duties assignment 3200.11 night shift 3200.06 Disaster service worker designation, oath of allegiance 1020.05 Disciplinary action, classified staff 3210.01 Discipline/dismissal, academic employee 2070.01 Disclosure of employee records/information 1040.04 Discrimination, unlawful 1040.07 Distribution list, salary schedule 4000.12 District group insurance plans 1120.01

-3-

Division/department, college, organization 2030.09 Domestic partner's coverage 1120.10 Donation of sick leave 1050.01 Drug-free environment and prevention program 1080.11 Drug prevention program 1080.11

Ε

Educational leave 1050.07 Eligibility COBRA benefits 1120.08 District group insurances 1120.01 group life insurance 1120.03 personal necessity leave requests 1050.04 retiree dependents' benefits 1120.06 Emergency Operations Plan 1080.17 situations leave 1050.05 transportation 1080.10 Emeritus faculty 2090.02 Employee applicant selection process of relatives 1010.03 assistance program 1120.11 code of ethical behavior 1040.08 current/former, information requests 1040.05 designation of physician, chiropractor, or acupuncturist, injury/accident 1050.12 death, procedures upon report of 1110.02 disclosure of employee records and information 1040.04 fingerprinting 1020.02 gratuitous service 4000.06 jury duty and witness leave 1050.08 leave without pay, benefits 1120.05 name and address lists 1040.06 organizations 4000.03 protection of confidential data 1040.01 records/information disclosure 1040.04 service awards 1030.01 student workers 4000.02 temporary, agency employment, use of 4000.04 tuberculosis tests 1020.01 tuition reimbursement for classes taken 1030.03 volunteer 4000.06 Employees, academic absences, faculty 2090.06 additional assignments for faculty 2060.03 base dates for longevity pay for academic managers 2060.15 class/step placement for faculty rehires 2060.02 part-time (non-contract) faculty hired as permanent faculty 2060.01 contract administrators, hiring of 1010.06 contracts for faculty 2030.04 newly hired faculty for spring semester 2030.05 discipline/dismissal 2070.01 employment of academic employees 2030.01 evaluation of academic contract administrators 2030.13 faculty absences 2090.06 employment on annual salary schedule 2030.03 employment on salary schedule for special programs 2030.07

load for independent study/work experience assignments 2060.04 participation in commencement exercises 2090.08 service areas 2030.08 quidelines for employment of temporary part-time faculty 2060.07 (substitute) faculty 2060.09 industrial accident or illness leave for academic employees 2040.06 interruption or termination of vacation leave academic managers 2040.04 management personnel performance evaluation 2030.10 training and development program 2020.02 matriculation, student success and support program, faculty employment 2030.06 placement on academic/classified management salary schedule 2060.14 recruitment of a replacement for an academic manager on sabbatical leave 2040.02 reemployment of former manager or supervisor 2030.12 sabbatical leave 2040.01 sick leave for academic managers 2040.05 supervisors, evaluation 2030.10 unscheduled meetings of extended day classes 2060.06 vacation pay at separation for academic managers 2040.03 Employees, classified bachelor's or associate's degree equivalency 3050.05 base dates for longevity pay 3200.12 break-in service 3060.02 breaks 1080.08 confidential change of classification status 3060.04 evaluation 3080.03 contract administrator evaluation 3080.05 disciplinary action guidelines 3210.01 employment of 3010.01 evaluation of classified contract administrators 3080.05 extended sick leave requirements 3090.06 higher classification temporary reassignment 3200.02 holidays 3100.01 hourly classified, overtime 3200.07 interruption or termination of vacation leave for classified employees 3090.09 longevity pay 3200.09 manager evaluation 3080.03 monthly extra hours/day pay 3200.04 orientation 3040.01 reemployment 3060.03 service and exempt positions 3010.01 short-term/substitute 3050.03 substitutes for employees on leave 3050.04 supervisory, evaluation 3080.03 suspension/dismissal hearing procedures 3210.02 teaching 3070.05 temporarily reclassified, benefits 3230.01 travel time 3200.10 work schedule change 3070.01 Y-rating 3200.09 Employing a minor 4000.05

-4-

Employment classified non-work period for less than twelve month position 3070.02 classified personnel 3010.01 classified short-term/substitute employees 3050.03 classified staff 3050.06 classified substitutes, employees on leave 3050.04 eligibility verification 1020.04 faculty 2030.01 annual salary schedule 2030.03 special program salary schedule 2030.07 student success and support (matriculation) program 2030.06 hiring of contract administrators 1010.06 intercollegiate coaches 2060.10 minors 4000.05 oath of allegiance/disaster service worker designation 1020.05 PERS retirees 3060.05 relatives and household members 1020.03 student workers 4000.02 temporary part-time faculty 2060.07 (substitute) faculty 2060.09 Environment, drug-free 1080.11 Equivalency for classified positions requiring a bachelor's or associate's degree 3050.05 Establishment of a new classification 3020.02 Evaluation classified professionals 3080.04 confidential employees 3080.03 contract administrators, academic 2030.13 contract administrators, classified 3080.05 managers, academic 2030.10 managers, classified 3080.03 supervisors, academic 2030.10 supervisors, classified 3080.03 Excess or insufficient, salary payments 1070.01 Exchange program, STRS service credit 2090.10 Exchange teachers, benefits 2090.05 Expenses, job candidates' travel 1010.07 Exposure, positions to blood borne diseases 1080.07 Extended day classes, unscheduled meetings 2060.06 Extended sick leave classified employees requirements 3090.06 managers requirements 3090.06 Extra hours/day pay monthly classified 3200.04 Extra time/extra days, classified adjusted sick leave 3090.04 adjusted vacation leave 3090.02

F

Facilities use, employee organizations 4000.03 Faculty absences 2090.06 additional assignments 2060.03 annual workload pre-retirement reduction 2090.01 banked load 2060.11 college division/department organization 2030.09 contracts 2030.04 emeritus, retired, compensation 2090.02 employment of academic employees 2030.01

extra services conference and meeting leave 1050.07 first-year contract, benefits 1120.01 internship program 2090.04 load for independent study/work experience assignments 2060.04 part-time load 2060.07 program review, personnel impact of 2080.01 reassigned time guidelines 2090.07 rehires, class/step placement 2060.02 retired consultant's 2090.02 sabbatical leave 2040.01 service areas 2030.08 spring semester newly hired, contracts 2030.05 temporary part-time employment 2060.07 Faculty and staff diversity program (FSDP) 1010.01 Faculty employment employment of academic employees 2030.01 on annual salary schedule 2030.03 salary schedule for special programs 2030.07 student success and support (matriculation) program 2030.06 Family and medical leave act (FMLA) 1050.16 Files, personnel contents 1040.02 storage/retention 1040.03 Fingerprinting new employees 1020.02 First-year contract faculty benefits 1120.01 status 2030.03 Flexible benefit plan (125) 1120.09 FMEC exchange program leave, STRS service credit 2090.10 Former academic employee, reemployment 2030.12 classified employee, reemployment 3060.03

G

Glossary of terms/definitions 4000.15 Governing Board grievance hearing before Governing Board 1090.01 grievance processing, released time 1090.02 members' compensation 4000.01 Gratuitous service employees 4000.06 Grievance hearing before Governing Board 1090.01 Grievance processing, released time 1090.02 Group insurance plans 1120.01 Group life insurance plan 1120.03 Guidelines classified disciplinary action 3210.01 employment of temporary part-time faculty 2060.07 (substitute) faculty 2060.09 intercollegiate athletics staffing 2060.10 layoff/reemployment of classified employees 3220.03 leaves without pay 1050.15 medical emergencies 1080.10 reassigned time 2090.07 uniform employment selection 1010.02

employees, information requests 1040.05

-5-

Η

Harassment, unlawful 1040.07 Hazard Communication Program 1080.16 Health benefits, cash stipend, contribution in lieu of 1120.02 Hearing procedures, suspension/dismissal of classified employees 3210.02 Heat illness prevention program 1080.02 Hepatitis B vaccinations 1080.07 Hiring of contract administrators 1010.06 Holidays, classified employees 3100.01 Hourly classified employees, overtime 3200.07 Human resources procedures, instructions 4000.07

I

I-9 form 1020.04 Illness/injury prevention 1080.15 In-service training leave 1050.07 Incident, exposure to blood borne diseases 1080.07 Industrial accident or illness leave for academic managers 2040.06 leave for classified employees 3090.12 modified duty assignments 1050.14 acupuncturist, accident/injury, designation of 1050.12 chiropractor, accident/injury, designation of 1050.12 injury/accident 1050.11 physician, accident/injury, designation of 1050.12 Information registered sex offender 1080.13 requests about current/former employees 1040.05 Injury, industrial accident or illness leave for academic managers 2040.06 accident or illness leave for classified employees 3090.12 acupuncturist, accident/injury, designation of 1050.12 chiropractor, accident/injury, designation of 1050.12 injury/accident 1050.11 physician, accident/injury, designation of 1050.12 temporary modified duty assignments 1050.14 Instructions, human resources procedures 4000.07 Insufficient or excess salary payments 1070.01 Insurance District group plans 1120.01 group life 1120.03 salary continuance 1120.04 Intercollegiate athletics staffing 2060.10 Internship program, faculty 2090.04 Interview committees, uniform employment selection guide 1010.02

J

Job candidates' travel expenses 1010.07 restructuring 3020.03 Jury duty and witness leave 1050.08

Κ

L

Lateness, unexcused 1060.01

Layoff

classified employees, reemployment of 3220.03 right to a vacant classified unit position 3220.01 Leaves additional when paid leaves exhausted 1050.13 administrative 1050.05 bereavement 1050.06 conference and meeting 1050.07 educational, attendance at 1050.07 emergency situations 1050.05 family and medical leave act (FMLA) 1050.16 in-service training 1050.07 jury duty and witness 1050.08 personal necessity requests 1050.04 pregnancy 1050.03 quarantine leave 1050.10 sabbatical, for academic/classified managers and supervisors 2040.07, 3090.13 sick leave, donation of 1050.01 sick leave, transfer of 1050.02 sick, monitoring status/processing SCI claims 1120.04 without pay additional non-industrial accident/illness 1050.13 benefits 1120.05 guidelines 1050.15 Leaves, classified adjusted vacation leave, extra time/days 3090.02 sick leave 3090.04 classified employees' substitutes 3050.04 extended sick leave requirements 3090.06 industrial accident or illness leave for classified employees 3090.12 interruption or termination of vacation leave 3090.09 Local 1 unit members, vacation requests 3090.01 managers/supervisors extended sick leave requirements 3090.06 sabbatical leaves 2040.07, 3090.13 restoration of sick leave 3090.05 sick leave 3090.11 vacation pay at separation 3090.08 Leaves, academic faculty exchange leave 2040.08 sabbatical 2040.01 managers/supervisor industrial accident or illness leave 2040.06 interruption or termination of vacation leave 2040.04 recruitment of a replacement 2040.02 sabbatical leaves 2040.07, 3090.13 sick leave 2040.05 vacation pay at separation 2040.03 Life insurance, group 1120.03 Lists, employee name/address 1040.06 Load banked 2060.11 emeritus faculty consultant's 2090.02 monitoring temporary instructors 2060.07 Local 1 call-back pay, unit members 3200.08 unit members, probationary period dates 3060.01

unit members, reemployed, restoration of sick

-6-

leave 3090.05 unit members, reemployed, restoration of vacation leave 3090.08 unit members, released time 1050.07 unit members, transfer process 3030.01 unit members, vacation leave request pattern 3090.01 Longevity pay base dates for academic managers 2060.15 classified employees 3200.12 classified employees y-rating and 3200.09

Μ

Managers academic, base dates longevity pay 2060.15 academic/classified contract administrators, evaluation 2030.13, 3080.05 academic and classified, training and development program 2020.02, 3040.05 college division/department organization 2030.09 contract administrator, hiring of 1010.06 extended sick leave requirements 3090.06 performance evaluation, academic 2030.10 performance evaluation, classified 3080.03 probation 3060.06 recruitment of a replacement for academic/classified manager on sabbatical leave 2040.02, 3030.04 reemployment former academic employee 2030.12 sabbatical leaves 2040.07, 3090.13 salary schedule placement, academic/classified 2060.14, 3200.14 Maternity leave 1050.03 Matriculation, student success and support program, faculty employment 2030.06 Meal and rest periods 1080.08 Medical emergency guidelines 1080.10 Meeting and conference leave "c" contract faculty 1050.07 monthly employees 1050.07 Meetings, unscheduled extended day classes 2060.06 Minors, employment of 4000.05 Modified. temporary duty assignments 1050.14 Monitoring, sick leave status/processing SCI claims 1120.04 Monthly classified employees extra hours/day pay 3200.04

Ν

Name/address lists, employee 1040.06 New classification, establishment 3020.02 Night shift differential pay 3200.06 Nondiscrimination procedures and faculty and staff diversity program (FSDP) 1010.01 Non-industrial additional, accident/illness leave without pay 1050.13

0

Oath of allegiance/disaster service worker designation 1020.05 Occupational exposure to blood borne diseases 1080.07 Operations, Emergency Plan 1080.17 Options following program review, personnel impact 2080.01 Organization, college division/department 2030.09 Organizational structure 4000.16 Organizations, employee 4000.03 Orientation, classified staff 3040.01 Overpayments, insufficient or excess salary payments 1070.01 Overtime hourly classified employees 3200.07 student workers 4000.02

Ρ

Part-time employees, athletic staffing 2060.10 faculty load 2060.07 Pattern, vacation leave request for Local 1 unit members 3090.01 Pay differential, night shift, elimination 3200.06 emeritus faculty 2090.02 Governing Board members' 4000.01 Local 1 unit members, call-back 3200.08 longevity, base dates for academic managers 2060.15 classified employees 3200.12 monthly classified, extra hours/day 3200.04 night shift differential 3200.06 unscheduled extended day classes 2060.06 vacation, separation for academic managers 2040.03 classified employees 3090.08 Payment, expenses for academic position applicants 2090.09 Performance evaluation contract administrators academic 2030.13 classified 3080.15 confidential employees 3080.03 managers, academic and classified 2030.10, 3080.03 supervisors, academic and classified 2030.10, 3080.03 PERS retirees, employment 3060.05 Personal necessity leave requests 1050.04 Personal use of public resources 4000.18 Personnel files contents 1040.02 storage/retention 1040.03 Physician, industrial injury, designation of 1050.12 Placement academic/classified management salary schedule 2060.14, 3200.14 faculty rehires 2060.02 temporary faculty hired permanently 2060.01 Plan, Emergency Operations 1080.17 Political activity 4000.17 Posting of materials, employee organizations 4000.03 Preemployment, telephone reference check 1010.04 Pregnancy, leave 1050.03 Pre-retirement reduction of faculty employee annual workload 2090.01 Prevention, illness/injury 1080.15 Probation, management 3060.06

_7.

Probationary period dates for Local 1 unit members 3060.01 Procedures classified staff participation in institutional

governance 3040.03 grievance hearing before the Governing Board 1090.01

human resources, instructions 4000.07 report of death of employee or retiree 1110.02

Process employment of classified personnel 3010.01 Processing SCI claims 1120.04 Program drug prevention 1080.11 Hazard Communication 1080.16 review, personnel impact 2080.01 Programs, special, faculty employment, salary schedule 2030.07 Protection of confidential data 1040.01 Provisions, district group insurance 1120.01 Public resources, personal use of 4000.18

Q

Quarantine leave 1050.10

R

Reassigned time guidelines 2090.07 Reassignment classified employee, higher classification temporarily 3200.02 employee to a higher academic management classification, temporarily 2060.12 employee to a higher confidential, supervisory, or classified management classification, temporary 3200.03 Reclassification, process for Local 1 unit positions 3020.01 Records computerized, employee access 1040.01 information, employee, disclosure 1040.04 Recovery of excess salary payments 1070.01 Recruitment classified staff on selection committees 3030.02 employee participation in applicant selection process of relatives 1010.03 interim nondiscrimination procedures and faculty and staff diversity program (FSDP) 1010.01 replacement for classified and academic manager on sabbatical leave 2040.02, 3030.04 telephone preemployment reference check 1010.04 uniform employment selection guide 1010.02 Reduced workload, faculty, pre-retirement 2090.01 Reduction of classified work force and reemployment 3220.02 Reemployment classified employees, layoff and 3220.03 former academic employee: manager or supervisor 2030.12 classified employee 3060.03 reduction of classified work force 3220.02 Reference check, telephone preemployment 1010.04 Registered sex offender information 1080.13 Regular faculty status 2030.03 Rehires, faculty, class/step placement 2060.02 Relatives, and household members, employment of 1020.03

Released time grievance processing 1090.02 unit members 1050.07 Reporting child abuse 1080.14 death, of employee or retiree 1110.02 Requests leave, personal necessity 1050.04 Requirements, keyboarding and other skills testing 3030.03 Resignation from employment 1110.01 Rest periods, meal and 1080.08 Restoration sick leave, reemployed classified employees 3090.05 vacation leave, reemployed Local 1 unit members 3090.08 Restructuring, job 3020.03 Retention/storage of personnel files 1040.03 Retired faculty emeritus 2090.02 Retirees benefit provisions 1120.07 dependents' benefits 1120.06 PERS, employment 3060.05 Retirement, sick leave credit 1110.04 Return to work authorization 1050.14 Right to a vacant classified unit position 3220.01

S

Sabbatical leave academic/classified managers and supervisors 2040.07, 3090.13 faculty 2040.01 recruitment of a replacement for managers on sabbatical leave 2040.02, 3030.04 Salary continuance insurance 1120.04 faculty employment, annual schedule 2030.03 overpayments, excess salary 1070.01 Salary schedule appendix distribution 4000.12 faculty employment, special programs 2030.07 placement, academic/classified managers 2060.14, 3200.14 placement, faculty rehires 2060.02 placement, temporary faculty hired permanently 2060.01 Schedule salary, appendix salary, distribution 4000.12 work, change, classified employee 3070.01 Scheduling a classified employee's non-work period for less than twelve months positions 3070.02 Second-year contract faculty status 2030.03 Separation COBRA requirements 1120.08 resignation from employment 1110.01 vacation pay for academic managers 2040.03 classified employees 3090.08 Service animals 1080.18 areas, faculty 2030.08 awards 1030.01 gratuitous employees 4000.06

-8-

Sex offender information, registered 1080.13 Sexual assaults 1080.12 Sexual harassment, unlawful discrimination 1040.07 Short-term/substitute employment, classified 3050.03 Sick leave academic managers 2040.05 classified employees 3090.11 classified extra time/extra days adjusted 3090.04 donation of 1050.01 extended, requirements for classified employees 3090.06 managers 3090.06 monitoring status/processing SCI claims 1120.04 restoration, reemployed classified employees 3090.05 retirement credit, faculty 1110.04 retirement credit, managers 1110.04 transfer of sick leave for new employees 1050.02 Skills testing, requirements 3030.03 Smoking policy 1080.01 Special programs, faculty employment, salary schedule 2030.07 Spring semester, newly hired faculty contracts 2030.05 Staff, classified guidelines for participation in institutional governance other authorized committee or staff development activities 3040.02 selection committees 3030.02 Staff development funds 1030.02 Status of classified supervisors/confidential employees upon change of classification 3060.04 Storage/retention of personnel files 1040.03 STRS service credit for FMEC exchange leave 2090.10 sick leave retirement credit 1110.04 Student success and support (matriculation) program, faculty employment 2030.06 Student workers 4000.02 Substitute(s) (temporary) faculty, employment guidelines 2060.09 short-term employment, classified 3050.03 classified employees on leave 3050.04 Supervisors classified, change of classification status 3060.04 evaluation, academic and classified 2030.10, 3080.03 reemployment of former employee 2030.12 sabbatical leaves 2040.07. 3090.13 Suspension/dismissal, classified employees hearing procedures 3210.02 т

Tardiness 1060.01 Teachers, exchange, benefits 2090.05 Teaching by classified employees 3070.05 Telephone preemployment reference check 1010.04 Temperature/working conditions 1080.02 Temporary employees, agency employment use of 4000.04 faculty, hired permanently, class/step placement 2060.01 instructors, calculating/monitoring load 2060.07 part-time faculty, employment guidelines 2060.07 reassignment of

a classified employee to a higher classification 3200.02 employee to a higher academic management

classification 2060.12 employee to a higher confidential, supervisory, classified management classification 3200.03 reclassification. classified benefits 3230.01 (substitute) faculty, employment guidelines 2060.09 Termination of vacation leave for academic managers 2040.04 classified employees 3090.09 Terms/definitions, glossary 4000.15 Testing, keyboarding and other skills, requirements 3030.03 Tests, employees, tuberculosis 1020.01 Training/development program, academic and classified management 2020.02, 3040.05 Transfer sick leave for new employees 1050.02 process for unit members 3030.01 Transportation, emergency 1080.10 Travel Expenses, job candidates' 1010.07 time for classified employees 3200.10 Tuberculosis tests for employees 1020.01 Tuition reimbursement for classes taken within the District 1030.03

U

Uniform employment selection guide 1010.02 Unit members, transfer process 3030.01 United Faculty members, release time 1050.07 Unlawful discrimination and unlawful harassment 1040.07 Unlawful harassment, unlawful discrimination 1040.07 Unscheduled meetings of extended day classes 2060.06 Use of agencies providing temporary employees 4000.04

V

Vacation classified extra time/extra days adjusted leave 3090.02 interruption or termination academic managers 2040.04 classified employees 3090.09 leave requests, Local 1 unit members 3090.01 restoration, rehired Local 1 unit members 3090.08 pay, separation for academic managers 2040.03 classified employees 3090.08 restoration of vacation leave 3090.08 Violence in the workplace 1080.03 Volunteer employees 4000.06

W

Whistleblower protection 4000.20 Witness leave, jury duty 1050.08 Work assignments, temporary modified 1050.14 Work schedule alternative work week schedule 3070.03 change, classified employee 3070.01 teaching by classified employees 3070.05

Workers compensation claims 1050.11, 1050.14 students 4000.02 Working conditions, temperature 1080.02 Workload pre-retirement reduction, certificated employee 2090.01

Χ

Υ

Y-rating/longevity pay, classified employees 3200.09

Ζ