

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

PREFACE

This manual is intended to provide the basic human resources procedures, practices and guidelines of the District for use by managers, supervisors and other employees assigned human resources duties and responsibilities. It supersedes and replaces all previous human resources procedures, practices and guidelines.

The District reserves full discretion to add to, modify, or delete provisions of this manual in accordance with Administrative Procedure 1900.03.

The manual establishes the framework for administering human resources functions fairly and effectively and is a reference for members of management responsible for personnel supervision and compliance with employment regulations. Its goal is to provide a systematic approach to administering procedures, an effective tool for training of management and human resources staff, written documentation of the District's compliance with various laws, and clear-cut procedures to implement employment and other human resources processes. When questions arise concerning application of a procedure to a particular set of facts, they should be referred to the Vice Chancellor, Human Resources and Organizational Development for interpretation and resolution in order to ensure uniformity of administration.