

**ADMINISTRATIVE, BUSINESS, CURRICULUM AND INSTRUCTION, HUMAN RESOURCES,  
PAYROLL, AND STUDENT SERVICES PROCEDURES**

1. An administrative, business, curriculum and instruction, human resources, payroll, or student services procedure may be recommended to the Chancellor by any member of the staff, any organization representing employees of the District, District committees, or management personnel.

Procedures which address academic and professional matters shall be considered and acted upon in accordance with Administrative Procedure 1009.02.

2. Administrative, business, curriculum and instruction, human resources, payroll, or student services procedures establish the manner of proceeding to carry out Governing Board policies, the laws of the State of California applicable to the operation of the District, or collective agreements with employee bargaining units. Procedures further serve as working tools and direction for the management of the District in areas not covered by Governing Board policy, statute or collective agreements. Procedures set forth a systematic series of actions directed to a particular end, or they interpret laws, policies or collective agreements for District management.
3. Recommendations to introduce new, rescind existing, or make substantive modifications to existing administrative, business, curriculum and instruction, human resources, payroll, and student services procedures within an area of shared governance shall be forwarded for review and/or recommendation of the District Governance Council (which includes representatives of the Academic Senate, Classified Senate, management and students), United Faculty, Public Employees Union, Local One, and Management Council Executive Board and approval of the Cabinet and Chancellor.
  - a. Each of the groups referred to in this section shall have for the review and/or recommendation period twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit their input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.
4. After the Chancellor takes into consideration comments from the groups identified in Section 3, the Chancellor will finalize the procedure and forward the procedure to Cabinet for approval.
  - a. Upon Cabinet approval, the procedure shall be printed and distributed as required, with a title, approval date and procedure number.
5. Non-substantive changes shall be made administratively by the responsible department. Non-substantive changes are updates to related procedures; typographical, formatting and grammatical error corrections; title or name changes; and citation updates to federal or state law.
6. Districtwide policies and procedures supersede college and departmental procedures.

Historical Annotation:  
Adopted 6/15/90  
Revised 5/18/97  
Second Revision 5/25/99  
Third Revision 7/6/99  
Fourth Revision 12/03/02  
Fifth Revision 5/12/09  
Sixth Revision 9/27/11  
Seventh Revision 11/13/15

Related Procedures:  
Administrative Procedure 1009.02