

**GLOSSARY OF TERMS AND DEFINITIONS**

**Academic Employees**

Academic Employee: Refers to a person employed by a community college district in an academic position (EC Section 87001 (a)).

Academic Position: Includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the California Community Colleges Board of Governors pursuant to EC Section 87356 (EC Section 87001 (b)).

Classified Manager: Means a manager who is not employed as an educational manager.

Contract Employee or Probationary Employee: Means an employee of a district who is employed on the basis of a contract in accordance with Section 87605, subdivision (b) of Section 87608, or subdivision (b) of Section 87608.5 (EC Section 87661).

Educational Manager: Means a manager who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational managers include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational managers.

Faculty or Faculty Member: Means those employees of a community college District who are employed in academic positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) or Chapter 10.7 of Division 4 of Title 1 of the Government Code and for which minimum qualifications for service have been established by the board of governors adopted pursuant to subdivisions (a), (b), (c), and (d) of Section 87356. Faculty include, but are not limited to, instructors, librarians, counselors, community college health services professionals, handicapped student programs and services professionals, extended opportunity programs and services professionals, and individuals employed to perform a service that, before July 1, 1990, required nonsupervisory, nonmanagement community college certification qualifications (EC Section 87003 (a)).

Manager: Means any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of division 4 of Title 1 of the Government Code.

Regular Employee or Tenured Employee: Means an employee of a district who is employed in accordance with subdivision (c) of Section 87608, subdivision (c) of Section 87608.5, or Section 87609 (EC Section 87661).

Temporary Employee: An employee who is a substitute during the absence of another employee, or a part-time employee employed for not more than sixty percent of the hours per week considered a full-time assignment for another employee having comparable duties.

Certificated Employee: An instructor, counselor, librarian, manager, or other employee who is required to hold a California Community College credential for employment by the District.

## **Classified Employees**

Classified Position: Includes every position that is part of the classified service as defined in EC Sections 88003 and 88076 (EC 87001.5 (a)).

Classified Employee: Refers to a person employed by a community college district in a classified position (EC Section 87001.5 (b)).

Classified Employees Excluded From The Collective Bargaining Units: Short-term, limited term, substitutes, students, professional experts, and those designated as management, supervisory, and confidential employees are not members of the units (Exhibit A Local 1 agreement).

Classified Employees Included In The Collective Bargaining Units: Consist of all regular full-time and probationary, and regular part-time and probationary employees (Exhibit A Local 1 agreement).

Classified Service: All employees occupying positions not requiring certification qualifications are members of the classified service (EC 88003, 88005, 88005.1, 88008) except:

- a. substitutes (employed for less than 75% of the school year)
- b. short-term employees (employed for less than 75% of a school year)
- c. professional experts (temporarily employed for a specific project regardless of length of employment).

Instructional Aide: A person employed to assist classroom instructors and other faculty in the performance of their duties and in the supervision of students and in instructional tasks which, in the judgment of the faculty to whom the instructional aide is assigned, may be performed by a person not qualified as a classroom instructor (EC Section 88243).

Permanent/Permanent Employee: Tenure in the classification in which the employee passed the required probationary period (E.C. 88001(b)).

Probationary: An employee serving a prescribed period of probation as defined by the Board (EC 88013).

Regular/Regular Classified Employee: An employee who has probationary or permanent status (EC 88001 (c)).

Seventy-five Percent Of A School Year: Means 195 working days including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day (EC 88003).

Short-term Employee: A person who is employed to perform a service upon completion of which, the service required or similar services will not be extended or needed on a continuing basis (E.C. 88003). An employee occupying an hourly position approved by the College President or designee (CCCCD definition).

Substitute: An employee who is temporarily replacing an absent regular employee on leave of absence except vacation leave (CCCCD definition).

## **General Definitions**

Academic Year: That period between the first day of a fall semester or quarter and the last day of the following spring semester or quarter (EC Section 87661).

Day: A "day" for purposes of bargaining unit grievance articles is any day in which the central administrative office of the District is open for business.

Discharge or Dismissal: Separation from service for cause as mandated by the Education Code.

District: The Contra Costa Community College District, including all of the colleges, Chancellor's office, and other service units not located on a campus.

Employee: Any person who has been elected by the Board to serve the District under certain terms and conditions, including those periods when an authorized leave as provided by Board policy.

Functional Supervision: Supervising the normal work, activities, operations or actions of other employees. Excludes authority for the selection, evaluation and discipline of employees.

Governing Board: The Board of Trustees of the Contra Costa Community College District.

Grievance: A formal written allegation by a grievant that the grievant has been adversely affected by a violation of a specific article, section or provision of an agreement with Local 1 or United Faculty.

Grievant: Any member of the bargaining unit covered by the Local 1 or United Faculty agreement. The bargaining unit may bring a grievance, itself, when an alleged violation of the appropriate agreement has occurred but no specific member of the unit has been aggrieved.

Immediate Supervisor: The immediate supervisor is the first District-designated supervisor or manager not within the same bargaining unit having immediate jurisdiction over an employee.

Salary Rate: A specific amount of money paid for a specified period of service, i.e., dollars per hour or month.

Salary Schedule: The complete list of salary classes, steps and rates established for certificated and classified positions.

Separation: Leaving a position, includes resignation, dismissal, retirement, etc.