

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PROCEDURES MANUAL

Table of Contents

<u>Title</u>	<u>Section</u>
GENERAL INFORMATION	(SERIES 1000)
Recruitment and Selection (1010)	
Equal Employment Opportunity Plan	1010.01
Uniform Employment Selection Guide	1010.02
Employee Participation in Applicant Selection Process of Relatives	1010.03
Telephone Pre-employment Reference Check.....	1010.04
Hiring of Contract Administrators	1010.06
Job Candidates' Travel Expenses	1010.07
Eligibility for Employment (1020)	
Tuberculosis Tests for Employees	1020.01
Fingerprinting New Employees	1020.02
Employment of Relatives and Household Members	1020.03
Employment Eligibility Verification	1020.04
Oath of Allegiance/Disaster Service Worker Designation.....	1020.05
Organizational Activities (1030)	
Service Awards	1030.01
Staff Development Funds	1030.02
District Tuition Reimbursement for Classes Taken within the District	1030.03
Employee Information (1040)	
Protection of Confidential Data	1040.01
Personnel File Contents.....	1040.02
Retention and Storage of Personnel Files	1040.03
Disclosure of Employee Records and Information.....	1040.04
Information Requests about Current/Former Employees	1040.05
Employee Name and Address Lists	1040.06
Unlawful Discrimination and Unlawful Harassment	1040.07
Employee Code of Ethical Behavior	1040.08
Leaves (1050)	
Donation of Sick Leave	1050.01
Transfer of Sick Leave for New Employees.....	1050.02
Leave for Pregnancy	1050.03
Personal Necessity Leave Requests	1050.04
Administrative Leave	1050.05
Bereavement Leave	1050.06
Conference and Meeting Leave	1050.07
Jury Duty and Witness Leave	1050.08
Quarantine Leave.....	1050.10
Industrial Accident/Injury	1050.11
Industrial Accident/Injury: Designation of Physician, Chiropractor, or Acupuncturist	1050.12
Additional Non-Industrial Accident/Illness Leave without Pay	1050.13
Modified Work Assignments for Industrial Injury or Illness	1050.14
Guidelines for Leaves without Pay.....	1050.15
Family and Medical Leave Act (FMLA).....	1050.16

<u>Title</u>	<u>Section</u>
Discipline (1060)	
Tardiness	1060.01
Compensation (1070)	
Insufficient or Excess Salary Payments	1070.01
Health and Safety (1080)	
Tobacco-Free and Smoke-Free Institution	1080.01
Heat Illness Prevention Program	1080.02
Violence in the Workplace	1080.03
Reasonable Accommodation for Job Applicants	1080.04
Reasonable Accommodation for Employees	1080.05
Alcohol in the Workplace	1080.06
Occupational Exposure to Blood Borne Diseases	1080.07
Meal and Rest Periods	1080.08
Emergency Transportation	1080.10
Drug-Free Environment and Prevention Program	1080.11
Sexual Assaults	1080.12
Registered Sex Offender Information	1080.13
Child Abuse Reporting	1080.14
Illness/Injury Prevention	1080.15
Hazard Communication Program	1080.16
Emergency Operations Plan	1080.17
Service Animals	1080.18
Grievances (1090)	
Procedures for Grievance Hearing before the Governing Board	1090.01
Released Time for Grievance Processing	1090.02
Separation (1110)	
Resignation from Employment	1110.01
Procedures upon the Report of Death of an Employee or Retiree	1110.02
Sick Leave Credit at Retirement	1110.04
Benefits (1120)	
District Group Insurance Plans	1120.01
Cash Stipend in Lieu of Benefits	1120.02
Group Life Insurance Plan	1120.03
Salary Continuance Insurance	1120.04
Benefits for Employees on Leave without Pay	1120.05
Dependents' Benefits	1120.06
Retiree Benefit Provisions	1120.07
COBRA Coverage	1120.08
Flexible Benefit Plan (125)	1120.09
Domestic Partner's Coverage	1120.10
Employee Assistance Program	1120.11
ACADEMIC	(SERIES 2000)
Organizational Activities (2020)	
Academic Management Training and Development Program	2020.02

<u>Title</u>	<u>Section</u>
Employment (2030)	
Employment of Academic Employees	2030.01
Faculty Employment on Annual Salary Schedule	2030.03
Contracts for Faculty	2030.04
Contracts for Newly Hired Faculty for Spring Semester	2030.05
Student Success and Support (Matriculation) Program Faculty Employment	2030.06
Faculty Employment on Salary Schedule for Special Programs	2030.07
Faculty Service Areas	2030.08
College Division/Department Organization	2030.09
Academic Management Personnel Performance Evaluation	2030.10
Reemployment of Former Academic Employee: Manager or Supervisor	2030.12
Evaluation of Academic Contract Administrators	2030.13
Leaves (2040)	
Sabbatical Leave for Faculty	2040.01
Recruitment of a Replacement for an Academic Manager on Sabbatical Leave	2040.02
Vacation Pay at Separation for Academic Managers	2040.03
Interruption or Termination of Vacation Leave for Academic Managers	2040.04
Sick Leave for Academic Managers	2040.05
Industrial Accident or Illness Leave for Academic Employees	2040.06
Sabbatical Leaves for Academic/Classified Managers and Supervisors	2040.07
Faculty Exchange Leave	2040.08
Compensation (2060)	
Class/Step Placement for Part-time (Non-Contract) Faculty Hired as Permanent Faculty	2060.01
Class/Step Placement for Faculty Rehires	2060.02
Additional Assignments for Faculty	2060.03
Faculty Load for Independent Study/Work Experience Assignments	2060.04
Unscheduled Meetings of Extended Day Classes	2060.06
Guidelines for Employment of Temporary Part-time Faculty	2060.07
Guidelines for Employment of Temporary (Substitute) Faculty	2060.09
Staffing Guidelines for Intercollegiate Athletics	2060.10
Banked Load	2060.11
Temporary Reassignment of an Academic Management/Supervisory Employee to a Higher Classification	2060.12
Placement on Academic/Classified Management Salary Schedule	2060.14
Longevity Pay for Academic Managers	2060.15
Part-time Faculty Office Hours Program	2060.16
Discipline (2070)	
Academic Employee Discipline/Dismissal	2070.01
Program Review (2080)	
Personnel Impact of Program Reviews	2080.01
Other (2090)	
Pre-retirement Reduction of Faculty Annual Workload	2090.01
Emeritus Faculty	2090.02
Faculty Internship	2090.04

<u>Title</u>	<u>Section</u>
Exchange Teachers	2090.05
Faculty Absences	2090.06
Faculty Reassigned Time Guidelines	2090.07
Faculty Participation in Commencement Exercises	2090.08
Payment of Expenses for Academic Position Applicants	2090.09
STRS Service Credit for Faculty on FMEC Exchange Program Leave	2090.10
 CLASSIFIED	 (SERIES 3000)
Classified Service (3010)	
Employment of Classified Employees	3010.01
Positions (3020)	
Reclassification Process for Local 1 Unit Positions	3020.01
Establishment of a New Classification	3020.02
Job Restructuring	3020.03
Recruitment and Selection (3030)	
Transfer Process for Local 1 Unit Members	3030.01
Classified Staff on Selection Committees	3030.02
Requirements for Keyboarding Testing	3030.03
Recruitment of a Replacement for a Classified Manager on Sabbatical Leave	3030.04
Organizational Activities (3040)	
Classified Staff Orientation	3040.01
Guidelines for Classified Staff Participation in Institutional Governance and Other Authorized Committee or Staff Development Activities	3040.02
Procedure for Classified Staff Participation in Institutional Governance	3040.03
Classified Management Training and Development Program	3040.05
Employment (3050)	
Employment of Classified Short-term/Substitute Employees	3050.03
Substitutes for Classified Employees on Leave	3050.04
Equivalency for Classified Positions Requiring an Associate's or a Bachelor's Degree	3050.05
Employment Status (3060)	
Probationary Period Dates for Local 1 Unit Members	3060.01
Break in Service for Classified Employees	3060.02
Reemployment of Former Classified Employee	3060.03
Status of Classified Supervisors or Confidential Employees upon Change of Classification	3060.04
Employment of PERS Retirees	3060.05
Status of Probationary Classified Employees Designated as Management	3060.06
Work Schedules (3070)	
Classified Employee Work Schedule Change	3070.01
Non-work Period for Fewer than Twelve Month Classified Positions	3070.02
Alternative Work Week Schedules	3070.03
Teaching by Classified Employees	3070.05

<u>Title</u>	<u>Section</u>
Evaluations (3080)	
Classified Management, Supervisory, and Confidential Personnel Employee Performance Evaluation.....	3080.03
Evaluation of Classified Contract Administrators.....	3080.05
Leaves (3090)	
Vacation Leave Request for Local 1 Unit Members	3090.01
Adjusted Vacation Leave for Classified Extra Time and Extra Days	3090.02
Adjusted Sick Leave for Part-Time Monthly Classified Working Extra Time and Extra Days	3090.04
Restoration of Sick Leave for Classified Employees	3090.05
Extended Sick Leave Requirements for Managers and Classified Employees.....	3090.06
Vacation Pay at Separation for Classified Employees.....	3090.08
Interruption or Termination of Vacation Leave for Classified Employees.....	3090.09
Sick Leave for Classified Employees.....	3090.11
Industrial Accident or Illness Leave for Classified Employees.....	3090.12
Sabbatical Leaves for Academic/Classified Managers and Supervisors.....	3090.13
Holidays (3100)	
Holidays for Classified Employees.....	3100.01
Compensation (3200)	
Temporary Reassignment of a Classified Employee to a Higher Classification.....	3200.02
Temporary Reassignment of a Confidential or Classified Management/Supervisory Employee to a Higher Classification	3200.03
Extra Hours/Day Pay for Monthly Classified Employees	3200.04
Night Shift Differential Pay	3200.06
Overtime for Hourly Classified Employees	3200.07
Call-back Pay for Local 1 Unit Members.....	3200.08
Y-rating and Longevity Pay for Classified Employees	3200.09
Travel Time for Classified Employees	3200.10
Assignment of Classified Duties Involving Differential Compensation	3200.11
Longevity Pay for Classified Employees.....	3200.12
Placement on Academic/Classified Management Salary Schedule	3200.14
Discipline (3210)	
Guidelines for Classified Disciplinary Action.....	3210.01
Hearing Procedures for Suspension or Dismissal of Classified Employees.....	3210.02
Layoff (3220)	
Right to a Vacant Classified Unit Position.....	3220.01
Reduction of Classified Work Force and Reemployment	3220.02
Layoff and Reemployment of Classified Employees	3220.03
Benefits (3230)	
Benefits for Classified Employees Working Temporarily out of Classification.....	3230.01

Title **Section**

MISCELLANEOUS **(SERIES 4000)**

Governing Board Members' Compensation.....	4000.01
Student Workers	4000.02
Employee Organizations	4000.03
Use of Agencies Providing Temporary Employees	4000.04
Employing a Minor	4000.05
Gratuitous Service Employees.....	4000.06
Human Resources Procedures Instructions	4000.07
Salary Schedule Distribution	4000.12
Glossary of Terms and Definitions	4000.15
Organizational Structure	4000.16
Political Activity	4000.17
Personal Use of Public Resources	4000.18
Whistleblower Protection.....	4000.20

APPENDIX

Appendix A-1: Management Salary Schedule	
Appendix A-2: Management Salary Ranges	
Appendix A-3: Police Management Salary Schedule	
Appendix A-4: Police Management Salary Ranges	
Appendix B-1: Faculty Salary Schedule	
Appendix B-2: Teaching for Extended Day Programs, Temporary (Part-time) Day Faculty and Summer Session Salary Schedule	
Appendix B-3: Other Academic Services, Extended Day Programs, Temporary (Part-time) Day Faculty and Summer Session Salary Schedule	
Appendix B-4: Counseling, Librarian, and Disabilities Specialist for Extended Day Programs, Temporary (Part-time) Day Faculty and Summer Session Salary Schedule	
Appendix B-5: Academic Special Programs Salary Schedule	
Appendix B-6: Supervision of Cooperative Vocational Education Students Salary Schedule	
Appendix B-7: Personnel Related Services Salary Schedule	
Appendix B-8: Intercollegiate Athletics Seasonal Contract for Temporary (Part-time) Day Faculty Head Coaches and Associate Coaches Salary Schedule	
Appendix C-1: Supervisors Salary Schedule	
Appendix C-2: Supervisors Salary Ranges	
Appendix C-3: Confidentials Salary Schedule	
Appendix C-4: Confidentials Salary Ranges	
Appendix C-5: Classified Services Unit - 5 Step Salary Schedule	
Appendix C-6: Classified Services Unit - 5 Step Salary Ranges	
Appendix C-7: Classified Short-Term and Substitute Positions Salary Schedule	
Appendix C-8: Professional Expert/Recreation Program Positions Salary Schedule	
Appendix C-9: Student Salary Schedule	
Appendix D-1: Stipends Salary Schedule	

INDEX