



Employee Policy and Procedures Handbook



Human Resources Office
Compton Community College District
1111 E. Artesia Boulevard, Compton, California 90221

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FORWARD

The handbook is a consolidation of personnel policy and procedures for Compton Community College District (hereafter referred to as District). It serves as a guide for the District's employees to ensure efficient and professional service provision to our students, clients, and the community at large.

The District is operating in a continuously changing environment. The maintenance process for this manual is designed to facilitate incorporation of those changes which affect personnel matters, such as:

- A. Changes in the laws regarding employer/employee relationships
- B. Directives from the Board of Governors for California Community Colleges.
- C. Certificated and Classified bargaining unit contracts
- D. The District's board policies.
- E. Policies and procedures originating within this District's administrative structure.

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1 INTRODUCTION

1.1 **History of Compton College**

The Compton Community College District (CCCD) was established in 1927 as a component of the Compton Union High School District. In 1950, voters approved a bond issue separating the college from the high school district. Construction of the new college campus was completed on the present site. Classes began on the new campus in fall 1956.

The Compton Community College District encompasses an area of about 29 square miles, making educational services available to nearly 300,000 residents of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. Today, about 290 full- and part-time faculty teach 41 degree programs and 42 certificate programs.

In November 2002 the Compton Community College District won voter approval of Measure CC, authorizing the issuance of \$100 million in general obligation bonds to upgrade classrooms, labs, infrastructure, and instructional equipment, while making much-needed health and safety repairs and energy efficiency improvements. An independent Citizens' Bond Oversight Committee was also established at this time.

After many successful years, and several challenging years, in June 2005 the Accrediting Commission for Community and Junior Colleges announced its decision to revoke Compton College's accreditation.

In August 2006, the El Camino Community College District Board of Trustees approved a Memorandum of Understanding to provide educational and related support services to Compton Community College District residents.

El Camino College provided accredited instructional and related support, in addition to administrative services, to meet the needs of Compton Community College District students. El Camino College courses were taught by CCCD-employed faculty.

Through the agreement, residents of the Compton Community College District continued to have access to university transfer and career and technical education opportunities, as well as financial aid, basic skills courses, and related support services.

In November 2014, voters in the Compton Community College District approved Measure C, a \$100 million facilities bond designed to make technology and safety upgrades throughout the campus.

The Accrediting Commission for Community and Junior Colleges (ACCJC) granted initial accreditation status to Compton College during its June 7, 2017, meeting. The action established Compton College as an accredited college within the El Camino Community College District.

Typically, the ACCJC process would require accreditation candidacy to immediately follow accreditation eligibility. However, the Commission was so impressed with the progress made during the past two years, members determined that moving directly to initial accreditation was in order.

Granting initial accreditation indicated that the ACCJC had determined that the institution is in substantial compliance with its eligibility requirements, accreditation standards, and ACCJC policies.

On August 27, 2018, Compton College received notification from the ACCJC that its Substantive Change Application: Change in Local Control was approved. On August 29, 2018, California Community Colleges Chancellor Eloy Oakley issued Executive Order 2018-01 declaring Compton College will operate as an independent college under the authority of the CCCD Board of Trustees effective June 7, 2019, at 11:59 p.m.

A Special Board meeting at 11:59 p.m. on June 7, 2019, commemorated the moment that Compton College began to operate as an independent college and concluded the collaborative partnership between Compton Community College District and the El Camino Community College District. Courses are now offered under the authority of the Compton Community College District, and all students earning degrees or certificates at Compton College are issued a Compton College diploma.

1.2 Vision

Compton College will be the leading institution of student learning and success in higher education.

1.3 Mission Statement

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

1.4 The Governing Board

The Governing Board of the Compton Community College District consists of trustees elected by the constituencies of the five service areas of the District.

1.4.1 Governance

The five members of the Board of Trustees of the Compton Community College District are elected for four-year terms. The Board of Trustees carries out its responsibilities on behalf of the citizens of the Compton Community College District.

The California Community Colleges Chancellor, on February 14, 2017, announced that governance of the Compton Community College District will be returned to the district's elected board of trustees. The District has had a special trustee since 2017 to assist the Board of Trustees and Chief Executive Officer re-establish accreditation, maintain fiscal stability, and ensure state emergency funds are properly administered. The Special Trustee has "stay and rescind" authority over actions related to the fiscal and accreditation recovery plan, and the District's Board of Trustees retains local decision-making authority.

For 2023, the regular meetings, unless announced otherwise, are held on the third Tuesday of each month at 6 p.m. in Compton College's Board Room.

1.4.2 The President/CEO

The President/CEO is the Chief Executive Officer of the District and, by direction of the Board of Trustees, is responsible for the operation of Compton College. Among many duties and responsibilities, the President/CEO has a crucial role in the design and implementation

of the selection process for management personnel. The President/CEO may delegate this responsibility for preliminary recruitment, screening, and interview(s) to the Vice President of Human Resources, but the final authority for the selection and recommendation of each final candidate remains the responsibility of the President/CEO.

As Chief Executive Officer, the President/CEO has the authority to make interim and acting appointments subject to approval and ratification by the Board of Trustees.

1.4.3 The Personnel Commission

The Personnel Commission, overseen by the Board of Trustees, has the responsibility for completing formal job analyses, recommending official salary ranges, and selecting titles to fit classified positions.

Changes within the District since the passage of AB 318 now require the Board of Trustees to oversee and approve all decisions regarding classified employees. The Human Resources Office applies the Personnel Commission Rules with regard to the recruitment and hiring of classified personnel.

AB 2359 signed by Governor Newsom provides a pathway for the return of the Personnel Commission upon repayment of the District's loan to the State.

1.4.4 Human Resources Office

The Human Resources Office is responsible for all recruitment and hiring of academic personnel (faculty and administrators) as well as the monitoring of all activities relating to employee benefits, grievances, leaves and separations. Human Resources is also responsible for administering the District's personnel policies and procedures. The objective of this office is to create a productive, safe, and compliant work environment for all District personnel.

1.5 Purpose of This Handbook

This handbook provides an outline of the policies, rules, and procedures for all District personnel. Any negotiated agreement with employee organizations will take precedence if such agreements conflict with this handbook at the time of publication.

1.6 Personnel Covered by This Handbook

1.6.1 Classified Personnel are employees assigned to eight general areas of service:

1. Clerical, Fiscal, Secretarial, and Related Classes
2. Printing and Data Processing Related Classes
3. Instructional and Related Classes
4. Maintenance and Operations and Related Classes
5. Athletics and Related Classes
6. Campus Safety & Related Classes
7. Confidential & Related Classes
8. Supervisors, Coordinators, Agents & Related Classes

1.6.2 Academic Personnel are faculty and administrators who are required to meet minimum qualifications requirements as established by the California Community Colleges Chancellor's Office. These include librarians and counselors.

1.7 Personnel Issues Incorporated by Reference

This handbook covers the rules, policies, and procedures that pertain to both classified and academic personnel. Additional policies and procedures for both classified and academic personnel are included in the Rules and Regulations of the Classified Service, and bargaining union contracts.

Employment

2.1 Employment Definitions

2.1.1 Faculty – Faculty or faculty member means those employees of a District who are employed in academic positions that are not designated as supervisory or management. Faculty include, but are not limited to, instructors, librarians, counselors, community college health service professionals, and individuals employed to perform a service that must meet the minimum qualifications set forth in the Minimum Qualifications for Faculty and Administrators in California Community Colleges approved by the Board of Governors in 2020.

Academic rank for faculty employees is recognized by the Board of Trustees and published in the College Catalog. Qualifications and procedures to obtain rank are recommended by the Academic Senate and approved by the President/CEO. Academic rank is described in BP 4245.

It is the responsibility of the Academic Senate and faculty union to ensure faculty participation in the hiring and selection process of faculty and administrators; and it is the responsibility of the President/CEO to administer the regulations as set in the faculty contract and District hiring procedures.

2.1.2 Classified employees are those who are employed in positions that are not related to academics. The employees and positions are known as the Classified Service.

The Classified Service does not include:

- positions that require certification qualifications;
- academic positions;
- part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment;
- full-time students employed part-time, and part-time students employed part-time in any federally or state-funded program or work experience program.

The Board of Trustees shall fix and prescribe the duties of the members of the Classified Service (see Education Code Section 88009.)

Before a short-term employee is employed, the Board of Trustees, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of service. The Board of Trustees may later act to shorten or extend the ending date but shall not extend it beyond 120 days in a fiscal year.

The Board of Trustees shall establish procedures to assure that the requirements of state law and regulations regarding the Classified Service are met.

The probationary period for classified employees shall be six months or 130 working days, subject to a three-month evaluation and a five-month evaluation.

2.1.3 Confidential Employees are confidential personnel who are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Supervisory employees are employees, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend that action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

2.1.4 Educational and Classified Administrators

Educational administrator means an administrator 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 administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators (Ed. Code Section 87002(b)).

Every educational administrator who has previously acquired tenured status as a faculty member retains that status. Every educational administrator who has not previously acquired tenured status as a faculty member in the District shall have the right to become a first year probationary faculty member once their administrative assignment expires or is terminated if all of the following apply:

1. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the District;
2. The termination of the administrative assignment is for any reason other than dismissal for cause; and
3. There is a discipline to which the administrator can legitimately be assigned, as determined pursuant to this procedure.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the President/CEO and approved by the Board of Trustees. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the President/CEO.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the District.

The President/CEO may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions for a new term to commence on the effective date of the termination of the existing term of employment. The change must be approved by the Board of Trustees. If the District determines that the administrator is not to be reemployed when their appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Classified Administrators are administrators who are not employed as educational administrators. Classified managers have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

Role of the Administrator

The primary role of each of the District's administrators is to provide responsible and effective leadership in support of the District's mission, vision, values, goals and objectives. This role includes oversight management of a specific division of campus operations in one of the following five areas:

1. President/CEO
2. Academic Affairs
3. Student Services
4. Administrative Services
5. Human Resources

Additionally, each administrator is responsible for managing day-to-day operations within the scope of established Board Policy, Administrative Policy, state and federal mandates, laws and regulations.

The role of administrators also includes the responsibilities of management skills and leadership toward improving existing District operations, developing new programs and providing new fiscal opportunities, among others.

Duties

Each administrator is responsible for managing and supervising the divisional operations of their assigned position. Administrators shall perform such other duties as prescribed by federal and state laws, mandates and regulations as well as Board Policies, management procedures, and as directed by their administrative leaders supervising each administrator.

Reasonable Expectations

Each administrator may reasonably expect to have:

1. a written description of their professional duties and responsibilities
2. periodic conferences on matters of mutual interest with their supervising administrator; and
3. a written evaluation scheduled and conducted in accordance with Board Policy.

Responsibilities

Administrative responsibilities include, but are not limited to, the following:

1. supervising assigned personnel;
2. planning and evaluating the effectiveness and needs of division operations;
3. responding to concerns and needs of all who are served (students, colleagues, general public, etc.);
4. developing and administering a division budget;
5. addressing the need for adequate facilities for the division and administered programs;
6. working collaboratively with colleagues to accomplish identified goals and objectives;
7. keeping abreast of current information and practices in their respective area(s) of expertise and updating one's knowledge through professional organizations and contacts;
8. participating in activities of the District's community and updating one's knowledge through professional organizations and contacts is encouraged;
9. provide supervisory support, on and off campus, in appropriate areas, as the need arises; and,
10. attend such meetings or render such other services as may be required for the effective performance of their duties.

Hours of Work

An administrator will typically be expected to average 40 hours per week.

Assignment, Reassignment, Transfer and Interim Appointments

Definition – The term administrative assignment as used in this section shall be defined to include administrative assignment, voluntary and involuntary transfers, and interim appointments made as a result of special circumstances or terminations. Initial assignment to an administrative position shall be based on the needs of the District and the qualifications of the administrator.

1. Educational Administrator Reassignment
Board Policy 7250 provides for Educational Administrator reassignment rights.
2. Transfers for All Administrators
Voluntary transfer. Provided they meet the qualifications for the position, administrators may request to move to another position within their salary level or lower range position.
3. Acting/Interim Appointments
An administrator may be requested by the President/CEO to assume the duties and responsibilities of a higher administrative position. The administrator so designated shall be notified in writing of such action, and when assigned to a position on an

interim basis shall have their salary determined as though they had been promoted to that higher position.

Upon the administrator's return to the former assignment, their salary shall be adjusted to the level to which they would have been entitled had they continued in the former assignment. Acceptance of such a temporary assignment shall not prohibit the administrator from applying for the position on a permanent basis, unless that administrator has signed an agreement with the District which precludes him/her from applying.

4. Reduction in Work Force (Education Code Section 87743)

An administrator who has been assigned pursuant to a reduction in force shall have priority to be considered for appointment to their former administrative position, if such position becomes available within 39 months after the effective date of assignment.

Expiration of specially funded programs or elimination of a bona fide classified administrator position. (Education Code 88017) When as a result of layoff due to expiration of a specially funded program or bona fide reduction or elimination of service of a classified administrator position, they shall be given at least 45 written days' notice prior to the effective date of layoff.

2.1.5 Categorical Program Employees are those employees who are employed through funds received for a specific student population, research project, workshop, institute or other sponsored project through a grant or contract funded by the state, federal government or private funding source. Employment is subject to the availability of funding and grant or contract duration.

2.2 Equal Opportunity Employer

Compton Community College District is an Equal Opportunity Employer and does not discriminate in employment on the basis of sex, gender, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact the Director of Diversity, Compliance, and Title IX at (310) 900-1600, extension 2144.

2.3 Merit Employment System

The Merit System (Civil Service) was established in 1883 by the Congress of the United States of America to replace the spoils system concept of rewarding political supporters with public jobs. In most cases, public employees of long-standing and good work records were dismissed without cause or due process in order to make way for a new administration. In an effort to eliminate partisan preference hiring, Civil Service laws have been passed to establish personnel commissions to formulate and enforce selection procedures.

Under the Merit System, the Personnel Commission recommends the candidates with the highest test scores for interview and final selection for hire by the District's Board of Trustees, under the authority of the Board of Trustees.

The Human Resources Office is directly responsible to the President/CEO for administering employment of classified personnel in accordance with Board of Trustees directives.

After a classified candidate becomes a classified employee of the District, the Human Resources Office becomes the primary service office for personnel services and actions between the employee and the District.

2.4 Employment of Relatives in Management Positions (Nepotism)

The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Section 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative [or domestic partner as defined by Family Code Section 297 et seq.]

Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security or morale, or involves other potential conflicts of interest. Reference: Government Code Section 12920 et seq., 1090 et seq.

2.5 Separations

Separation from District employment can occur for a variety of reasons, including resignation, disciplinary action, retirement and death. All separations must be channeled through the Human Resources Office.

2.5.1 Resignation

Resignation is an agreement between the District and the employee through the voluntary notice of resignation by the employee. All letters of resignation must be accompanied by the Notice of Resignation form available in Human Resources.

The Board of Trustees hereby delegates to the President/CEO the authority to accept resignations on their behalf at any time. Resignations shall be deemed accepted by the Board of Trustees when accepted in writing by the President/CEO. When accepted by the President/CEO, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Trustees for ratification.

2.5.2 Disciplinary Action and Dismissal

Disciplinary action and dismissal of the employee should be imposed only when absolutely necessary and after the appropriate progressive discipline steps have been taken or the employee has committed a crime that requires disciplinary action including dismissal.

The District practices a program of progressive discipline. Progressive discipline is not applicable in every instance where disciplinary action is warranted. Along with Board policies, rules and regulations and the Education Code, the District uses the FRISK (Factual Impact Suggestions/Directives/Knowledge) model of progressive discipline:

- Oral Warning/Conference
- Written Warning
- Letter of Reprimand
- Unsatisfactory Evaluation
- Suspension without Pay
- Dismissal

A permanent member of the Classified Service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

No person in the permanent classified service shall be demoted or removed except for reasonable cause designated by rule of the commission as detrimental to the efficiency of the service. This section shall not be construed to prevent layoffs for lack of work or lack of funds.

Persons employed in the Classified Service may be suspended, demoted, or dismissed for any of the following causes:

1. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty, discourteous treatment of the public or of fellow employees, or any other willful failure of good conduct tending to injure the public service, or any willful and persistent violation of the provisions of the Education Code or of rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission pursuant to it; provided that specific instances must be set forth as to any of the causes enumerated under this heading.
2. Dishonesty, habitual drunkenness, immoral conduct, or addiction to the use of narcotics.
3. Political activities engaged in by an employee during his assigned hours of employment.
4. Conviction of a serious crime by a court of law; a record of one or more convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading information on application forms or examination and employment records concerning material matters.
5. Frequent unexcused absence or tardiness.

6. Illness leaves, when habitually taken for trivial indispositions.
7. Continuing illness of a disabling nature after the exhaustion of illness leave and leave of absence privileges.
8. Failure to report for review of criminal records or for health examination after due notice.
9. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
10. Membership in the Communist Party.
11. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which would have precluded acceptance as an eligible for assignment.
12. Abandonment of position (10 working days of unexcused absence).

Reference: Education Code Section 88121, 88122

2.5.3 Reduction in Workforce (layoffs)

Layoffs are terminations resulting from reorganization, a reduction in support funds, or the deletion of work functions. Should this occur, the District follows seniority guidelines contained in the faculty and classified agreements.

Reference: Ed. Code Sections 88014, 88015, 88127; Ed. Code Section 87743

2.5.4 Expiration of Assignment

Employees may be hired on a contract or a temporary assignment with a known date of appointment expiration as defined either by the employee contract period of the funded program, or by policy limiting an employee's time in a temporary status.

2.5.5 Retirement

District employees are eligible for retirement at age 50 (CalPERS) or 55 (CalSTRS) as long as the retirement candidate has at least 5 years of service credit in the District's retirement system.

Employees who are planning to retire must complete and submit the Notice of Retirement form to the Human Resources Office at least 90 days before the last day of work. To ensure that all transitional forms and administrative requirements are properly executed, employees are encouraged to have a guidance session with Human Resources staff as early as possible after the retirement option has been selected. *It is strongly recommended that employees meet with a PERS or STRS counselor prior to submitting their retirement request.*

2.5.6 Exit Interview

The District uses the separation process as an opportunity to determine why employees are leaving so that corrective action may be taken to eliminate situations that might be negatively impacting other employees. The District is interested in eliciting the departing

employee's reasons for leaving. Which includes an evaluation of administrative practices: supervisory relationship, wages paid, benefits and working environment. Exit interviews in the form of the exit survey questionnaire will be conducted under the direction of the Vice President of Human Resources as a confidential aspect of the separation process.

Upon termination of employment, program directors or supervisors must inform the employee that they should contact the District's Human Resources staff to determine eligibility for any possible vacation pay, unemployment insurance, and disposition of health insurance, retirement, and their final paycheck. Issues regarding legal or contractual entitlement should be presented to the employee's union representative for clarification and resolution.

2.5.7 Hiring Process

For specifics on initiating the hiring process, please refer to the Administrative Selection Procedures for Faculty and Administrative Positions located in Section 10.2 of this Handbook. For the classified hiring process, please refer to the Personnel Commission's Classified Rules and Regulations posted on the Human Resources website.

Each manager is required to submit a Personnel Assignment Request (PAR) form for all new employees and for changes in funding for a position. The PAR form is used for budgeting and position control purposes. The completed form must include:

- Department
- Title of Position
- Justification
- Name of Employee
- Funding Source Information

The form must be approved by the manager/supervisor, Human Resources, and budgeted by the Business Office. The PAR form is available from Human Resources. All employee assignments are listed on the monthly board agenda for approval by the Board of Trustees.

Upon hire, new employees will be contacted by Human Resources staff to complete the required hiring forms, which include a Live Scan form for fingerprinting and tuberculosis test clearance. Full-time employees are required to see the Benefits Specialist to sign up for medical, dental, and vision benefits and/or a tax shelter annuity program, if applicable.

3. COMPENSATION AND TIME ACCOUNTING

3.1 Responsibility for Compensation Administration

The District has the sole responsibility for defining competitive salary offers to attract superior candidates.

The Board of Trustees is the final District authority with the legal authority to recommend and approve the step of a position's salary range for offer to a candidate with the profile most appropriate for filling the District's needs.

3.2 Salary Schedules

The District's salary schedules are established for each position in accordance with the classification, education, job skills and knowledge.

The Vice President of Human Resources is responsible for monitoring and developing salary reference studies which will ensure that employee salaries are reasonably representative of the levels of difficulty of employee duties and the salary commended by the individual's vertical qualifications. The Vice President of Human Resources plays a key role in administering the salaries paid to District employees as to conserve the District's resources without handicapping the District when competing with other organizations for top-quality personnel.

Faculty and classified salary schedules are negotiated with the respective unions and are contained in the bargaining unit agreements.

3.3 Salary Adjustments

There are a number of ways an employee's salary may be increased. Salary increases not mandated by contract or merit system regulations are subject to budgetary constraints.

- Full-time faculty receive a one-step increase at the beginning of each academic year.
 - Class movement for full and part-time faculty is based on additional units from an accredited institution and is allowed once per academic year.
 - Upon hire, part-time faculty may submit verification of units/hours taught at other accredited colleges and universities for increased salary placement. Such verification must be submitted before the last day of the semester the employee was hired.
- Full-time classified employees placed on Step 1 of a range will advance to Step 2 on the first pay period of the month following completion of six months of service in the job class. Each succeeding step will be attained one year from the preceding step. New employees placed above Step 1 of any range will advance on one-year intervals until advancing to the maximum step.

3.4 Salary Advances

The District does not advance salary to any employee under any circumstances without prior approval of the President/CEO and the Board of Trustees.

3.5 Pay Periods and Pay Days

Employees are paid in accordance with the District's schedule assigned to the respective positions. Pay warrant schedules are available in the Human Resources and Payroll offices.

3.6 Hours of Work and Attendance

3.6.1 Basic Hours

The usual campus workday is 8:00 a.m. to 4:30 p.m., Monday through Friday. However, essential offices may be open earlier than 8:00 a.m. or later than 4:30 p.m. There may be variations in this schedule depending on the departmental or project needs as determined by the supervisor. Any work schedule variation should be in writing and acknowledged by the employee and submitted to the District to be kept on file for reference purposes. Instructors, counselors and librarians work a total of 33.75 hours per week and have varying schedules. Detailed work schedules are specified in the respective bargaining union contracts.

3.6.2 Attendance

If any employee is unable to attend work as scheduled or will be more than 30 minutes late, the employee should promptly notify their supervisor no later than 30 minutes after the expected start time. The employee must give the supervisor the reason for the absence and the time and date the employee expects to return to work. Failure by an employee to notify their supervisor at the earliest possible time in accordance with reasonable opportunities to do so, may also lead to other disciplinary actions. Proper paperwork must be completed and submitted to the supervisor upon the employee's return.

Any classified employee absent without permission for 10 consecutive working days is deemed to have abandoned their job and can be disciplined up to termination via due process at the discretion of the District.

3.6.3 Tardiness

The District expects all employees to arrive at the campus on time to begin assigned duties at the designated start time.

Habitual and excessive tardiness are grounds for disciplinary action since poor work habits by one individual in a group can demoralize and cause others to adopt the same poor work habits.

Employees who are unavoidably tardy should take the initiative to let their supervisor know the circumstances and how the missing time will be made up or deducted.

3.6.4 Absenteeism

If it is necessary for an employee to leave work during the work day or be absent, the employee is obligated to officially notify their immediate supervisor to explain the circumstances of absence and the estimated amount of time they will be absent.

In an emergency, when prior notification has not been possible, the employee is obligated to notify their immediate supervisor at the earliest possible time via telephone. Any unauthorized absence, i.e., an absence without supervisor notification, can constitute grounds for disciplinary action. Absences without official contact with the supervisor for 10 days or longer constitute automatic abandonment of position which is a basis for lawful termination of employment.

3.6.5 Daily Break Periods

During the workday, classified employees will be granted brief periods of break. A normal break would be 15 minutes for every four hours of work each day.

Unused break periods cannot be used as a basis for early termination of the workday, starting lunch early or ending lunch late, or to make up lost time due to tardiness or absenteeism.

3.6.6 Timekeeping

The District requires precise attendance reporting for all employees. A monthly time report must be correctly completed, signed and received by the District Payroll Specialist no later than the due date set forth by the District. Time reports received late or with incorrect or incomplete information may not be processed for regular payment until the next pay period.

All time reports require the signature of the immediate supervisor.

In any case, adjustments to time sheets for salaried or hourly employees may be made no later than one work period following the work period requiring adjustment. All adjustments must be approved by the employee's supervisor.

Falsification of time sheets or other time records will lead to disciplinary action which may include termination and civil action to recover any and all falsified payments. Supervisors are responsible for the timely collection and processing of signature-validated timecards and time sheets.

3.6.7 Compensation for Sick Leave

The District has an overall fiduciary responsibility to evaluate and adjudicate employee benefit costs in all categories which require conversion of time off to employee pay.

The Payroll Office is responsible for creating a balance between the employee's use of vacation or sick leave and payment. The District is obligated to make a direct and fair effort to implement a policy that conserves budgetary resources without adversely affecting the morale or employment rights of personnel covered by Compton Community College Federation of Employees agreements for both academic and classified employees.

4 - BENEFITS

The District has available benefits packages in which employees may participate fully or partially depending on eligibility requirements. The scope of the District's benefits program includes the following:

4.1 Types of Benefits

Insured Benefits

- Workers' Compensation (employee only)
- Social Security (most academic and regularly enrolled students are excluded)
- Unemployment insurance (employee only)
- Term Life Insurance (employee only)

Optional for full-time employees:

- Health Insurance (employee and dependents)
- Dental Insurance (employee and dependents)
- Vision Insurance (employee and dependents)
- Life Insurance (employee and dependents)
- Accidental Death Benefit (employee only)
- Disability Insurance (employee only)

Noninsured Benefits

The following non-insurance benefits are available to permanent salaried employees:

- Vacation (administrators and classified only; maximum 352 hours or 44 days)
- Legal Holidays
- Unpaid Leave
- Sick Leave/Bereavement Leave

- Sabbatical Leave (faculty and management employee)
- Jury Duty
- Leave of Absence
- EASE (Employee Assistance Program) (employee and dependent)
- Use of Accrued Time
- Voluntary Programs (tax-sheltered annuity plans; term life insurance, income protection plans)

4.11 Request for Vacation

Classified employees are required to submit a written request (Report of Absence form) for vacation leave to the supervisor at least three (3) weeks in advance of the intended vacation date. The supervisor has the responsibility/authority to approve or disapprove the employee's request for vacation leave. The supervisor must reply to vacation requests within three days after the vacation request is submitted in writing, unless this period is altered by mutual consent of the employee and the supervisor. If a manager does not respond to a vacation request within three working days or the amount of time altered by mutual consent, the request is deemed approved. Administrators should also give ample notice to their supervisors when requesting vacation.

4.12 Schedule Resolution

In case a conflict between vacation days and office workload exists, every effort will be made by the supervisor and the employee to resolve the conflict and reschedule vacation days as necessary.

All requests for vacation shall give due consideration to individual unit/department work requirements and District priorities. Vacation requests are to be approved in a manner that is fair to all employees. If an employee's request for vacation leave is disapproved, for the good of the District, and it is upheld by the President/CEO, and such disapproval has placed the employee in a position of exceeding the maximum allowable, the employee shall be compensated at their regular salary at the conclusion of the fiscal year.

4.13 Calculation of Vacation Balance

On October first of each year, every employee shall receive an official District notice that will reflect an up-to-date accumulated vacation leave balance as well as a projection of accumulated vacation balance through June 30 of the following fiscal year.

4.14 Vacation Restrictions and Limits

It is the intent of the District's vacation policy to provide eligible employees with a period of paid rest away from work. Vacation benefits begin to accrue to eligible employees from their first day of employment and may be used as accrued after the standard six-month probationary period (academic administrators have no probationary period).

Employees may not use vacation credit in excess of what is accumulated (vacation accruals are credited at the end of each month). Vacations are taken at the mutual convenience of the employee and the program or District, except when it is necessary for a supervisor to require vacation to be taken at a specific time in accordance with the needs of the department or for budgetary reasons. All vacation must be approved in advance by the supervisor. Vacation may be used in half-hour

increments, but not less. Vacation leave is not charged for holidays falling within the period of vacation leave.

4.2 Holiday Leave

It is the policy of the District to observe the same holidays as those observed by the other state community colleges. Only full-time permanent employees receive compensation for holidays. While full-time instructors receive holiday pay for their full-time assignments, instructors with overload assignments and part-time instructors are not paid for holidays.

The holidays observed by the District are any legal holiday as appointed by the President of the United States or the Governor of California or the Education Code of the State of California:

- Labor Day
- Veterans Day
- Thanksgiving Day (2 days)
- Christmas (2 days)
- New Year's Day (2 days)
- Martin Luther King Day
- President's Day (2 days)
- The Friday of Spring Break
- Memorial Day
- Juneteenth
- Independence Day

The campus is usually closed during the Winter Break (which includes the Christmas Day and New Year's holidays). In addition, classified employees may receive floating holidays, depending on the bargaining unit agreement.

When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

Additional non-legal holidays may be added to the list of legal holidays as part of the negotiated agreement with the bargaining units.

4.3 Unpaid Leave

Employees who do not have enough vacation time accrued, or who do not want to use their accrued time to cover time off days may request unpaid leave to satisfy special needs or personal requirements. Unpaid leave will be approved in accordance with prevailing regulations as stated by negotiated contract or merit system directives.

4.4 Sick Leave

Sick leave protects the employee from loss of income for those times when the employee is too ill to work and may also be used for preventative medical and dental care.

4.4.1 Sick Leave

Sick pay benefits for classified employees are available beginning with the first hour away from the job due to illness or injury. Every full-time classified employee is entitled to 12 days per year sick leave this leave being allowable for absence due to illness, injury, or because of quarantine due to another's illness, or for absence due to a physical disability.

Administrators shall accrue one (1) day of sick leave for each full month of employment.

Sick leave may be used in increments of not less than one-half hour per period absent. Sick leave is not charged for holidays falling within the period of sick leave.

Sick leave for faculty is granted for a maximum of 10 days annually to each contract or regular employee. Part-time faculty accrue sick leave in the amount of one-half day for each 10% of full-time load per semester. All faculty members are granted one additional day of illness leave upon completion of a full summer session assignment.

4.4.2 Notification

A notification from a doctor that an employee is unable to return to work may be required for any absence longer than three days. Additionally, a supervisor or the Vice President of Human Resources may request a doctor's substantiation at any time regardless of length of absence.

4.4.3 Sick Leave Pay

Sick pay is available only in the case of actual illness or injury of an employee or the employee's spouse or children who reside in the employee's household, a death in the immediate family, or family care due to childbirth or adoption. Pay for any day of such absence shall be the same as the pay that would have been received had the employee served during the day. Credit for sick leave need not be accrued by the employee prior to taking such leave. Sick leave may be taken at any time during the work year. If an employee does not take the full amount of leave allowed in a school year, the amount not taken will accumulate from year to year. On termination, an employee is not paid for unused sick leave.

- Half-day pay (classified employees) - If a classified employee is absent from their duties on account of illness or accident for a period of five (5) school months (100 working days) or less and their sick or industrial accident leave benefits have been used, they will receive 50% of their salary during the period of such absence.
- Sub-differential pay (faculty) - When a contract or regular faculty member is absent from work because of illness or accident for a period of five school months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due for any month in which the absence occurs shall not exceed the sum which is actually paid a temporary employee employed to fill the member's position, during the absence, or if no temporary employee is employed, the amount which would have been paid to the temporary employee, had one been employed.

4.4.4 Use of Sick Leave

An employee may use sick leave of absence for family medical leave, pregnancy, miscarriage, childbirth and recovery. Employees are entitled to take leave to care for a son, daughter, spouse, or parent for purposes such as a statement from a certified medical doctor that the eligible employee is needed to care for the son, daughter, spouse, or parent. This notice must project an estimate of the time that the employee is needed to care for son, daughter, spouse, or parent. In the case of certification of an intermittent leave or leave on a reduced leave schedule, for planned medical treatment, the employee is required to submit to the District the dates on which such treatment is expected to be given and the duration of such treatment.

Any eligible employee who takes leave for the aforementioned purposes authorized by the District will be entitled, on return from such leave to be restored by the District to the position of employment held by the employee when the leave commenced; or to be restored to an equivalent position and equivalent employment benefits, pay, and other terms and conditions of payment. The taking of leave by any employee will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

4.4.5 Return from Sick Leave

Nothing in this section is to be construed to entitle any restored management employee to the accrual of any seniority or employment benefits during any period of leave; or any right, benefit, or position of employment other than any right, benefit, or position to which the employee could have been entitled had the employee not taken the leave.

Notes:

- a. Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.
- b. Immediate household is defined, for the purpose of sick leave use, as a person residing in the immediate household of the employee except domestic help, roomer, landlords or roommates.
- c. Requests for planned use of sick leave (i.e. medical/dental treatment) must be submitted on a *Request for Absence* form as soon as possible in advance.
- d. Employees may not use sick leave in excess of what is accumulated.

4.5 Judicial Leave

When regularly called for jury duty in the matter provided by law, permanent employees are granted a leave of absence without loss of pay or benefits for the time the employee is required to perform jury duty during the employee's regularly assigned working hours.

Request for jury service leave must be made by presenting, as soon as possible, the official court summons to jury service to the member's immediate supervisor and to the District Payroll Office through regular administrative channels.

4.6 Personal Leaves of Absence

It is the District's policy to consider granting leaves of absence to eligible employees for the purpose of medical disability, personal emergency, military duty, jury duty, witness duty, or bereavement. Unless specifically provided otherwise, all leaves of absence are available only on an unpaid basis.

To apply for a leave of absence, the employee must submit a Request for Absence to their immediate supervisor. The President/CEO will make the final decision to grant, deny or extend any and all leave requests. The approved request will be forwarded to the Payroll Office for processing; if unapproved, the request is returned to the employee. If a personal leave of absence is taken for reasons of health, a medical clearance will be required prior to returning to work.

4.7 Sabbatical Leave

Sabbatical leave may be granted to academic employees for the purpose of carrying out an

approved program that will allow the employee to provide improved service to the District and its students. Consideration will be given to programs that involve an appropriate program of organized study or research. Employees shall adhere to the contractual agreement regarding eligibility and process to apply and receive sabbatical leave.

Academic employees must have completed seven years of employment service with the District before they are eligible for sabbatical leave. A sabbatical leave of absence for the purpose of professional study, independent research, or a combination of either of the above, including related travel, is not to exceed one (1) year. Not more than one sabbatical leave will be granted in one seven-year period. All sabbatical leave requests must be reviewed and approved by the appropriate dean before being submitted to the President/CEO for consideration.

The District does not give assurance that any specified number of sabbatical leaves will be granted, and granting of leaves for this purpose will be at the discretion of the Board. A manager who is eligible for sabbatical leave of absence should make an application for such leave by March 31. Faculty must submit the request prior to January 5 (for the next academic year) or prior to September 15, if the proposed leave is for the spring semester.

Those granted a sabbatical leave are entitled to receive 63% of their salary (if the leave is granted for one year) or 100% of their salaries (if the leave is granted for one semester). No compensation shall be paid to any faculty member while on sabbatical leave unless a bond is posted in accordance with Education Code Section 87770. However, pursuant to the listed section, the bond may be waived at the discretion of the Board of Trustees.

While they are on sabbatical leave, the District will continue to provide health and welfare benefits to the employee.

An employee granted sabbatical leave is guaranteed a position in both level and salary. An employee returning from sabbatical leave will, therefore, become eligible for the next available position equal to or less than the position held before taking leave.

4.9 Conference Attendance

Provisions are made for employees to attend conferences as a form of staff development without loss of salary and the possibility of full or partial reimbursement for specific expenses.

Each employee is to complete the Travel Request and Reimbursement form. The request requires the approval of the appropriate administrator.

The *Request for Travel Pre-Payment Form* must be completed by the employee and submitted to Accounts Payable 10 days prior to travel.

No later than 10 calendar days following the conference, the staff member must complete the itemized section of the *Travel Request and Reimbursement Form*.

All forms can be found online on the Professional Development [webpage](#).

4.9.1 Expense Reimbursement

Based on prior approval by the Board of Trustees, District employees may be authorized to attend work-related conferences and seminars.

Where travel or attendance to a conference is pre-approved, the District will reimburse the employee for reasonable expenses to include:

- meals
- materials for in-service training or workshop participation
- lodging
- transportation tickets or private automobile mileage
- miscellaneous expenses directly associated with the travel such as parking, tolls, registration fees, etc.

4.9.2 Travel Procedures

Air Transportation and Car Reservations. Contact the Purchasing Department for the latest rate information and specific instructions prior to making any unnecessary or expensive, non-cancelable arrangements.

Business Travel. The Board of Trustees may authorize advance payment or reimbursement for actual and necessary travel expenses (such as air transportation, lodging, meals, car rental, and registration fees) incurred in the course of performing off- campus business for the District.

Mileage Reimbursement. Mileage reimbursement for approved business travel is set at the annual per-mile rate set by the Internal Revenue Service. Before reimbursement can be made for the first time, employees who use a District vehicle or use their personal vehicle must attend and successfully participate in the District's Safe Driver Program.

5. PERFORMANCE REVIEWS

5.1 Performance Evaluations

Each employee's direct supervisor is the key link for personal development, promotion and compensation from within the District's personnel system. Through evaluation, the District seeks to evaluate performance, recognize outstanding work, identify areas that need improvement, and provide opportunities to develop skills.

The District is obligated to follow the established procedures of evaluation as specified by the Rules and Regulations of the Classified Service and bargaining unit agreements for classified staff and faculty. Administrators are evaluated using Evaluation Procedure for District Administrators accepted by the Board of Trustees in May 2009 (appendix 10.4). Employees and supervisors are to refer to the respective agreement for evaluation guidelines.

6. CONFLICT RESOLUTION AND GRIEVANCE PROCEDURE

Depending on the nature of the problem or conflict, there are various avenues available to District employees for conflict resolution and problem-solving.

Employees are encouraged to see their immediate supervisor with questions or problems relating to their jobs. It should be understood that the supervisor may need to get other resource people involved, depending on the problem.

Employees may go directly to the Human Resources Office for assistance. Additionally, it is the policy of the District that employees may discuss problems or conflicts without fear of reprisal, with any member of the District management team who may assist in their resolution.

6.1 Informal Grievance Procedure

Wherever possible, employees are expected to communicate their dissatisfaction with work-related activities and work cooperatively with their supervisors to reach a win-win resolution.

To the extent that this informal approach is not effective in achieving a satisfactory resolution for all parties involved, any or all parties involved in an incident adversely impacting the other have the right and obligation to seek fair resolution through the formal process.

6.2 Formal Grievance Procedure

The District is obligated to follow the established procedures of due process as specified by the Rules and Regulations of the Classified Service and bargaining unit agreements.

7 DISCIPLINE AND DISMISSALS

7.1 Discipline and Dismissals

7.1.1 Academic Employees

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board of Trustees shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

1. The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement.
2. The Board of Trustees has received all statements of evaluation that consider the events for which dismissal or penalties may be imposed.
3. The Board of Trustees has received a recommendation from the President/CEO.
4. The Board of Trustees has considered the statements of evaluation and the recommendations in a lawful meeting.

If, upon the recommendation of the President/CEO, the Board of Trustees decides that they intend to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the President/CEO or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

7.1.2 Classified Employees

The President/CEO shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code and Classified Rules and Regulations.

The Board of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the Classified Service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, and reduction in pay, demotion, suspension, or discharge.

8 MISCELLANEOUS

8.1 Personnel Records

It is the policy of the District that salary information, records concerning performance and other personnel information are treated confidentially.

Confirmation of employment status is provided in answer to telephone or written inquiries from organizations to which employees have applied for credit. This same information is normally all that is provided to prospective employers to which past employees are applying for jobs.

Salary information is provided only when an employee has explicitly authorized its release in writing. In the absence of such an authorization, Human Resources staff will suggest the agency obtain permission to release salary and other information from the employee.

District employees have access to their employment records. In the presence of an authorized Human Resources administrative employee and, if desired, a union representative, they may review the records and request corrections. Supervisors also have access to their employees' files. No corrections may be made without the knowledge and consent of both the employee and supervisor. All personnel records must remain in the Human Resources Office.

Employees are responsible for notifying Human Resources of any information that affects their records including: additional education, change in dependents or marital status, and change in address or telephone number. It is important that an employee's file contains up-to-date information on whom to contact in case of an emergency, dependents or beneficiaries under insurance plans, citizenship status and similar items.

8.2 Outside Employment

Employees of the District may not work in any other job, private or professional, concurrently during the hours they are employed by the District. In addition, employees may not work concurrently in any other job assigned by the District that might impair their performance with their primary duties for which the District is obligated to compensate them for, create a conflict of interest, or structure a situation where more than one District office or program will pay the employee for the same hours of work. Charging more than one program or District account for the

same hours of work is not allowable and will result in disciplinary action up to and including termination.

Permanent employees should respect that their service to the District is their first and most important obligation. The District determines the schedule of its employees based on the agreements with bargaining units.

8.3 Soliciting

Individuals who are not employees of the District are not permitted on the premises for the purpose of soliciting or distributing literature or notices of any kind. All solicitations by employees for gifts, flowers or other matters should be conducted before or after work or during break and lunch periods. Distribution of literature and notices by employees is restricted to non- working areas.

8.4 Safety

Every employee is responsible for on-the-job safety. Any unsafe or hazardous condition must be immediately reported directly to the appropriate supervisor. Every effort should be made to remedy the problem as soon as possible.

In case of an accident involving personal injury, regardless of how trivial or serious, it is important that the appropriate supervisor and Human Resources are notified immediately after the occurrence. Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims.

Employees injured on the job are, in most cases, entitled to benefits under Workers' Compensation. The District's designated employee will assist employees in obtaining benefits.

8.5 Smoking

Compton Community College District is a smoke-free district committed to providing a healthy, comfortable and productive environment, free from second-hand smoke. It is a violation of district policy to smoke in any district building, vehicle, facility or on District grounds.

8.6 Security Practices -- Contacts with Possible Criminals

At no time should an employee who is not a member of the campus police department attempt to stop or detain persons who have or are in the process of committing an illegal act. Notify Campus Police immediately and leave the area without putting yourself at risk.

8.7 On-The-Job Injuries

Any employee sustaining an injury as a result of being on District property, performing assigned duties, or carrying out a District directive, should report the incident to their supervisor immediately. Exceptions to an immediate reporting will include:

1. the employee has to obtain emergency treatment to deal with the injury;
2. the impact or extent of any injury was delayed in manifesting itself.
3. For all injuries, the employee's immediate supervisor is responsible for completing a *Supervisor's Report of Injury* and arranging for treatment of the injury by contacting Human Resources and/or Campus Police.

8.8 Insurance Fraud (Workers' Compensation; Auto Accident; Medical/Dental Claims)

Misrepresenting facts or staging an injury by an individual or group for the purpose of receiving

benefits (i.e., money, time off, work reduction, etc.) is a criminal act under the statutes of insurance fraud. The District is obligated to eliminate any and all forms of fraud.

Any employee found guilty of insurance fraud by an investigative body overseeing claims administration is subject to termination of employment.

8.9 Emergency Notifications

Each employee is responsible for maintaining current information needed by the District in case of emergency. This contact information should be in each personnel file and include names, addresses and telephone numbers for those to be contacted in event of an emergency.

Supervisors are required to explain and coach employees regarding the proper steps to take if there is an emergency such as a student or employee accident, disaster, civil defense activity, vandalism, fire or loiterers on campus grounds.

To maintain a safe and secure campus, the District requests that employees notify their immediate supervisor or Campus Police of any situation that threatens the safety or security of personnel on District property.

8.10 Lock-Up Procedures

Employees working extended hours, holidays or weekends are responsible for setting security alarms (if authorized or assigned) and locking the rooms and facilities used for work at the end of the work period. Employees responsible for lock-ups are requested to turn off lights, close windows and doors, secure equipment, lock files, etc., prior to leaving the work area.

Personal computers or terminals should be powered down in accordance with ITS-approved procedures for protecting computer records from destruction and unauthorized access.

If the employee is not able to secure the work area properly, they should contact Campus Police and remain in the area until officers arrive and complete the required lock-up procedure.

8.11 Unauthorized Use of District Keys

Employees who are issued keys to offices or buildings must use extreme caution against their loss and **NEVER USE THEM TO LET UNAUTHORIZED PERSONS ENTER A BUILDING**. Employees terminating their employment with the District must turn in all keys and other District property to Human Resources.

8.12 Requesting Keys

1. Employees receiving keys will be required to sign for all keys issued.
2. Keys issued are not to be shared with others, loaned to others or copied or duplicated.
3. All keys must be returned to Human Resources at the end of the authorized period.
4. Lost or misplaced keys should be reported immediately to the Campus Police Office and the employee's supervisor within 24 hours of knowledge of the loss.
5. Employees are obligated to restrict use and access to areas in accordance with the approved authorization.

8.13 Lost and Found Articles

Employees are requested to turn in all articles of potential value to Campus Police, who will

provide the finder with a receipt describing the article so that if the article is not claimed by the rightful owner within 30 days, the finder will have first rights of claim on the article.

8.14 Campus Closure on Nonoperating Periods

The District is officially closed on Sundays, holidays, and other periods during the semester and school year. Employees who need access to their work areas or other closed facilities should make a formal request to their supervisor sufficiently in advance and notify Campus Police of their arrival and departure.

8.15 Restrictions to Public Use of District Facilities

To comply with District insurance policies, safety requirements and security policies, the District is obligated to require formal review and authorization for use of any District facility, public area, or instructional rooms.

Providing informal access to District facilities to individuals without authorization is strictly prohibited.

8.16 Personal Mail and Telephone Calls

Employees are prohibited from using campus addresses to receive personal mail.

The District relies heavily on the telephone as the primary tool for communicating within offices and with the public. Employees should minimize personal use of the phone for non-emergency items. Use of cell phones during classroom instructional periods is strictly prohibited.

8.17 Business Telephone Techniques – Helpful Hints

Many jobs at the District require a person to answer telephones. The following techniques can make tasks easy and present a pleasant image to the public.

1. *Try to answer the first ring, whenever possible*
2. *Identify yourself and your department.*
3. *Be friendly and courteous, but business-like.*
4. *Be brief but thorough.*
5. *When transferring a call, let the caller know the extension you are transferring them to and you are transferring the call to someone who can help*
6. *If the receiving party is busy, ask the caller:*
 - a. *“Do you care/wish to wait?”*
 - b. *“May I take a message?”*
7. *Do not put the caller on “hold” too long. Check back often to let the caller know that you’re working on their request.*
8. *Always thank the party for waiting and for calling.*

8.18 District Property Stewardship

Supplies and equipment are for District use only. Good care and proper handling of equipment will prolong its life.

8.19 Conduct and Appearance

Personal conduct and appearance reflect upon the individual employee, the employee’s department, the District and the individual worker’s image. Each employee is requested to

maintain a neat appearance and a pleasant personality while performing duties within the assigned department as well as when interacting with other departments and the public. The employee should reflect habits of good grooming and personal hygiene.

Employees are responsible for dressing in a manner that conforms to their job requirements and all applicable Occupational Safety and Health Administration (OSHA) requirements.

Each employee will be assigned a designated area for the performance of job duties. The District encourages employees to keep work areas neat and orderly during the work day with a special effort to have areas orderly at the close of the work day.

Good judgment must be executed in selecting items for display in an employee's immediate work area. Employees should consult with supervisors before posting or displaying items such as announcements, flyers, schedules, cartoons, religious artifacts, etc. on department walls and equipment. Most departments have employee bulletin boards for the posting of employee-selected communications.

8.20 Employee Notices and Information Postings

Bulletin boards often contain important information for all employees. These boards are located throughout the campus. The Office of Student Development must approve the posting of notices for community events, business advertisements, etc. Job postings are located on the Human Resources [webpage](#).

Supplemental publications and leaflets containing additional information about Compton Community College District and its mission are available in District administrative offices.

8.21 Recognition of Illegal Acts

Government and private sector auditors have developed special techniques and procedures for detecting and tracing perpetrators of illegal acts. These illegal acts are frequently discovered during internal, public or program audits. The following list is not all-inclusive but is based on actual case reports of auditors over years of operational reviews.

This list is a simple recognition guide for District employees to facilitate understanding of the intent of internal controls:

1. Stealing merchandise, equipment, tools or supplies.
2. Cashing checks made payable to the unauthorized person's company.
3. Forging endorsements and cashing checks made payable to suppliers.
4. Conspiring with suppliers to increase amounts of their invoices.
5. Conspiring with suppliers to pay false invoices that they submit.
6. Accepting kickbacks from contractors or suppliers.
7. Using forged approvals to cause payment of invoices.
8. Using a properly approved voucher of the prior year, that was not canceled, and merely changing one figure.
9. Using carbon copies of previously used original vouchers.
10. Using personal expenditure vouchers to support paid-outs.
11. Increasing amount on paid-out receipts when reporting disbursements.
12. Charging personal purchases to company, through misuse of purchase orders.
13. Carrying fictitious -extra help on payroll.
14. Carrying employees on payroll beyond actual severance date.

15. Falsifying additions to payroll.
16. Causing fictitious overtime payments to employees.
17. Paying employees a rate in excess of agreed rate, excess kicked back to supervisor.
18. Failing to record sales of merchandise and pocket the cash.
19. Creating overages in cash funds or registers by under recording and removing overage when convenient.
20. Failing to make bank deposits daily or depositing only a part of collections and using the other funds for personal purposes.
21. Making round sum deposits, withholding the balance and attempting to catch up at the end of the month.
22. Altering dates on deposit slips to cover withholdings.
23. Stealing small amounts from cash funds or registers.
24. Holding a cash receipts box open beyond the normal time and retaining late receipts.
25. Making erroneous footings of cash receipts and disbursement books.
26. Withholding cash sales monies by using false charge accounts.
27. Voiding cash sales tickets through fictitious explanations.
28. Altering cash sales tickets after handling copies to customers.
29. Destroying sales tickets.
30. Misappropriating tax refunds or quantity rebates.

8.22 Press Releases - Dealing with the Press & Student Publications

The Compton College Community Relations Department is charged with the responsibility of working with the news media and with the public. In this way, information regarding Compton College is accurate and official.

Here are guidelines regarding activities you wish to have publicized:

1. Contact the Community Relations Department as soon as you know about your activity. Plenty of lead-time is a necessity.
2. Do not contact the news media yourself. This often leads to –double planting which may result in your story not being used at all. Newspapers have their own guidelines and prefer to deal with a Community Relations Director to ensure accuracy.
3. Provide the Community Relations Department with all the information necessary including day, date, time, location and names of all people associated with the event. The process is slowed when the office must follow up to fill in gaps.
4. Always look for an interesting or different way to tell your story.

Here are guidelines to use if a reporter calls you:

1. Ask if the Community Relations Department has referred the reporter to you. In many cases, reporters are looking for an expert whom they may quote. During an election year, for example, they like to quote political science professors. In these cases, the Community Relations Department frequently will refer the reporter to the appropriate person.
2. If the topic involves pending litigation or a personnel matter, do not talk with

the reporter. Instead, refer the call to the Community Relations Department or use the phrase “No comment.” You are not required to talk with a reporter. Remember, nothing is ever off the record no matter how much you believe you may trust the reporter.

3. If you have questions regarding news releases, talks with reporters or any public relations matter, please contact Heather Parnock, Director of Community Relations at (310) 900-1600 ext. 2968.

9. RELATED POLICIES

91 Policy on Nondiscrimination and Equal Employment Opportunity

The Compton Community College District, through responsible managers and supervisors, maintains an ongoing program of Equal Employment Opportunity. The Human Resources Office is responsible for monitoring and ensuring compliance with EEO mandates and legal requirements.

Compton Community College District is an Equal Opportunity employer and does not discriminate in employment on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will base employment decisions on the principles of Equal Employment Opportunity, including merit and valid job qualifications, to enable qualified minority group members, women, veterans of the Vietnam Era, and disabled persons to be introduced to the District’s work force.

The District promotes employment requirements and practices which further the employment of women, minorities, and others protected by EEO legislation.

92 Policy of Sexual Harassment

Forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, sexual orientation, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, or the perception that a person has one or more of these characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AR 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention to the Human Resources Office. (See Appendix 10.1 for Discrimination Complaint Policy and form).

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

93 Drug-Free Workplace Policy

9.3.1 Purpose

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The President/CEO shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

9.3.2 Prohibitions

The District prohibits the unlawful manufacture, distribution, dispensation, possession, promotion, sale or use of drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for the District, while residing on District property or occupying District vehicles.

9.3.3 Medically Authorized Drugs

Any employee who is required to use medically prescribed or over-the-counter drugs while working (i.e., drugs which may impair or affect the employee's alertness, coordination or responses) must advise their supervisor of this fact before reporting to work. It is the employee's responsibility to determine from the physician whether a prescribed or over-the-counter drug may impair their performance.

The District reserves the right to require any employee using prescription or over-the-counter drugs to provide a physician's certification that the use of the drug will not impair the ability of the employee to perform their job properly and safely.

9.3.4 Drug Testing/Fitness for Duty Examinations

- The District reserves the right to require that an employee submit to a physical examination or clinical testing procedure, designed to detect the presence of drugs when there are reasonable grounds for believing that the employee is under the influence of or improperly using drugs in violation of this policy.
- Employees are to refer to their respective bargaining unit contracts for instructions on fitness for duty examinations. For classified service, the District is to follow Education Code 88021.

9.3.5 Employee Assistance

The District recognizes the importance of assisting employees in dealing with drug problems, based on request. To this end, the District encourages employees to participate in arrangements with independent providers offering education and benefit programs dealing with such matters.

Employees who voluntarily seek assistance for substance abuse before problems associated with such abuse come to the attention of the District will generally be permitted to continue to work provided that (1) a recognized treatment or rehabilitation program is followed; (2) all standards of job performance are satisfied; and (3) the employee is receptive to where such reassignment is justifiable for the safety of the employee, other personnel or the general public.

Employees who require time away from work to participate in a recognized treatment or rehabilitation program will be accommodated in accordance with the District's leave of absence policy. Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those persons who have a need to know shall have access to such information.

Information concerning educational and benefit programs relating to rehabilitations in a variety of areas is available from the Human Resources Office or designee within the District.

The Vice President of Human Resources or designee is responsible for the administration of this policy and acting as a resource for employee assistance programs. Supervisors are responsible for reporting any incident of suspected substance abuse to the Vice President of Human Resources.

As a condition of employment on any contract or grant, each employee is responsible for notifying the District's Human Resources Office if they have been convicted of violating a drug statute. Such notification is required to be given to the District within five days of

the conviction. The District is required to give such notification to the program funding agencies within 10 days of receiving notification from the employee.

94 Conflict of Interest Policy

The California Education Code includes specific provisions that require the District to monitor potential conflicts of interest between the District and its employees. Education Code Section 89006 indicates:

It is unlawful for any person to utilize any information, not a matter of public record, which is received by that person by reason of their employment by, or contractual relationship with, the trustees, the Compton Community College District, or an auxiliary organization of the Compton Community College District as defined in section 89005, for personal pecuniary gain, or contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.

It is the policy of the District to reserve the right to require any and all employees to sign a *Conflict of Interest Statement* for completion or update of their personnel records at any time.

95 Standards of Conduct Policy

The District requires order and discipline to succeed and to promote efficiency, productivity, cooperation, and to protect the rights and safety of all its employees and board members. For this reason, the District has established certain minimum standards of personal conduct. The following are examples of conduct that will result in disciplinary action, including possible dismissal, rescinding of assignment and termination of service contract:

Theft or embezzlement; acceptance of bribes; disclosure of confidential information; conviction of a felony; non-disclosure of conflict of interest; being under the influence of illegal substances or alcohol while on duty; possession or use of illegal substances while on duty; falsification of records; abuse, destruction, waste or unauthorized use of equipment, facilities, or materials; unlawful harassment of other individuals, including sexual harassment, whether verbal, physical or visual; substandard performance. Any incidents of possible misconduct should be brought to the attention of the employee's supervisor.

APPENDICES

Section 10.1
Policy and Procedures for
Handling Complaints of Unlawful Discrimination

Introduction and Scope

These are the written policies and procedures for filing and processing complaints of unlawful discrimination at Compton Community College District. Students, employees, and others affiliated with the District may use the procedures described herein to make a complaint of unlawful discrimination, including harassment.

A copy of these policies on unlawful discrimination is distributed annually each fall, to all employees and students by the Human Resources Office.

These policies and procedures were initially adopted by the Compton Community College District Board of Trustees on November 20, 2007. The most recent approved policies and procedures can be found <https://go.boarddocs.com/ca/compton/Board.nsf/Public#>.

Unlawful Discrimination Policy

The policy of the Compton Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any federal funding, or financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Compton Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Compton Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Compton Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful and contrary to the policy of the Compton Community College District for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Compton Community College District reaffirms its commitment to academic freedom in BP 4030 but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students to be uncomfortable. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course, or activity.

Responsible District Officer and Title IX Coordinator

The Compton Community College District has identified the Vice President of Human Resources to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328 of the California Code of Regulations¹, and for coordinating their investigation.

The District has also identified the Director, Diversity, Compliance and Title IX as the District's Title IX Coordinator whom the District has appointed to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and its regulations. Students, employees, and others affiliated with the District may use the procedures described herein to make a complaint of noncompliance with Title IX.

The responsible District officer and Title IX Coordinator may be contacted as follows:

Director, Diversity, Compliance and Title IX
Compton Community College District
1111 E. Artesia Blvd., Compton, CA 90221-5393
(310) 900-1600 ext. 2144

¹ All references to Title 5 are to Title 5 of the California Code of Regulations.

The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

District employees and students shall direct all complaints of unlawful discrimination to the responsible District officer.

Informal/Formal Complaint Procedure

When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will:

- (1) Undertake efforts to informally resolve the charges;
- (2) Advise the Complainant that they need not participate in informal resolution;
- (3) Notify the person bringing the charges of their right to file a formal complaint and explain the procedure for doing so;
- (4) Advise the Complainant that they may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- (5) If the complaint is employment-related, the Complainant should also be advised that they may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved, and the Complainant dismisses the complaint. Even if the Complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if they determine that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

The District will allow for representation where required by law and may allow for representation for the accused and Complainant in other circumstances on a case by case basis.

Filing of Formal Written Complaint

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the

allegation(s) of discrimination, harassment, or retaliation.

- The Complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Director of Diversity, Compliance, and Title IX will promptly return it to the Complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Director of Diversity, Compliance, and Title IX will handle the matter as an informal complaint.

[UNLAWFUL DISCRIMINATION COMPLAINT FORM \(cccco.edu\)](http://cccco.edu)

The completed form must be filed with the responsible District officer and Title IX Coordinator identified above.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the *Respondent* that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the *Respondent* will be provided an opportunity to present their side of the matter, and that any conduct that could be viewed as retaliatory against the Complainant or any witnesses must be avoided.

Initial Review of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- A complaint that is filed by one who alleges that they have personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in their official capacity as a faculty member or administrator, and that meets the other requirements of this policy, will be investigated. Complaints filed by third parties (such as a witness to an incident) will be reviewed and investigated if it is reasonable to do so based on the source and nature of the information.²
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the Complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination

²Third-party Complainants are not eligible to receive the Notice of Administrative Determination and appeal rights described in this policy. The District will determine on a case-by-case basis what information regarding the disposition of a complaint may be disclosed to third-party Complainants. State and federal laws protecting the confidentiality of student information, and other privacy considerations, may limit the District's ability to provide information to third-party Complainants.

- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the Complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, Title 5, Section 59300 et seq. The notice will inform the Complainant that the complaint does not meet the requirements of Section 59328 and shall specify in what requirement the complaint is defective.

Investigation and Administrative Determination

The responsible District officer shall promptly investigate every complaint of unlawful discrimination filed pursuant to this policy, consistent with the requirements of a thorough and complete investigation. During the course of a complaint investigation, the responsible District officer will give the Complainant and the *Respondent* an opportunity to identify witnesses and other evidence that may be relevant to the complaint.

The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a need-to-know basis is usually essential to a thorough investigation, and the District may also be required to release information in connection with discipline of the Respondent, if unlawful discrimination is found to have occurred.

If an investigation results in a finding of unlawful discrimination, the District will take reasonable steps to prevent recurrence of any discrimination, and to correct its negative effects on the Complainant and others where appropriate.

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the Complainant, and written notice setting forth all the following to the Complainant: the determination of the Director of Diversity, Compliance and Title IX or their designee as to whether discrimination occurred with respect to each allegation in the complaint based on a preponderance of the evidence standard and the basis for that determination including factual findings:

- a) description of actions taken, if any, to prevent similar problems from occurring in the future;
- b) the proposed resolution of the complaint; and
- c) the Complainant's right to appeal to the District Board of Trustees and the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Section 59300, et seq., the responsible District officer will complete the investigation and forward a copy of the report to the Complainant, and written notice setting forth all the following to the Complainant:

- a) the determination of the Director of Diversity, Compliance, and Title IX or their designee as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- c) the proposed resolution of the complaint; and
- d) the Complainant's right to appeal to the District Board of Trustees and to file a complaint with the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District shall also provide the Respondent the following:

- A copy of the investigative report;
- The determination of the Director of Diversity, Compliance and Title IX as to whether unlawful discrimination occurred with respect to each allegation in the Complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- The proposed resolution of the Complaint, including any disciplinary action against the Respondent; and
- In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

The District will keep these documents on file for a period of at least five years after closing the case and make them available to the State Chancellor upon request.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination is mailed to the Complainant, the responsible District officer or their designee shall notify the Complainant of their appeal rights as follows:

1. First level of appeal: The Complainant has the right to file an appeal to the District's Board of Trustees within 30 days from the date of the administrative determination. If an appeal is timely filed, the District's Board of Trustees will review the original complaint, the investigative report, the administrative determination, and the appeal. Untimely appeals will not be considered.
2. The District's Board of Trustees will issue a final District decision in the matter within 45 days after receiving a timely-filed appeal. Alternatively, the District's Board of Trustees may elect to take no action within 45 days of receipt of a timely-filed appeal, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to the Complainant and to the Respondent.
 - Second level of appeal: The Complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the Board of

Trustees issues the final District decision or permits the administrative determination to become final by taking no action within 45 days of a timely-filed appeal. The appeal must be accompanied by a copy of the decision of the Board of Trustees or evidence showing the date on which the Complainant filed an appeal with the Board of Trustees, and a statement under penalty of perjury that no response was received from the Board of Trustees within 45 days from that date.

Complainants must submit all appeals in writing.

A student Complainant or Respondent may request, in writing, an extension of a deadline related to a Complaint during periods of examinations or school closures. The District shall grant a student's reasonable request for an extension of a deadline related to a Complaint during periods of examinations or school closures.

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice indicating the necessity of an extension to the Complainant and to a Respondent.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension.

Notice, Training, and Education for Students and Employees

The District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of their position. The District shall provide sexual harassment training and education to each employee once every two years.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

1. Appeal means a request by a Complainant made in writing to the Compton Community College District Board of Trustees pursuant to Title 5, Section 59338, and/or to the State Chancellor's Office pursuant to Title 5, Section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
2. Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under Unlawful Discrimination Policy and Title 5, Section 59300, participation in a group associated with persons having such characteristics or use of a facility associated with use by such persons.
3. Complaint means a written and signed statement meeting the requirements of Title 5, Section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth in Title 5, Section 59300 et seq.
4. Days means calendar days.
5. Gender includes a person's gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
6. Mental disability includes, but is not limited to, all of the following:
 - (a) Having any mental or psychological disorder or condition, such as intellectual disabilities, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - (i) Limits shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (ii) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - (iii) Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
 - (b) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
 - (c) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
 - (d) Being regarded or treated by the District as having, or having had, any mental condition that makes the achievement of a major life activity difficult.
 - (e) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).
 - (f) Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
7. Physical disability includes, but is not limited to, all of the following:
 - (a) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

- (i) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (ii) Limits a major life activity. For purposes of this section:
 - (A) Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations unless the mitigating measure itself limits a major life activity.
 - (B) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - (C) Major life activities shall be broadly construed and include physical, mental, and social activities and working.
 - (b) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
 - (c) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
 - (d) Being regarded or treated by the District as having, or having had, any physical condition that makes the achievement of a major life activity difficult.
 - (e) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
 - (f) Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
7. District means the Compton Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
 8. Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
 9. Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, when:
 - (a) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or
 - (b) submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
 - (c) submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
 - (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits

and services, honors, programs, or activities available at or through the District.

Sexual harassment may include, but is not limited to:

- (a) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
 - (b) Continuing to express sexual interest after being informed that the interest is unwelcomed.
 - (c) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - (d) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
 - (e) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - (f) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
 - (g) Favoritism in awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision-maker has a sexual relationship.
10. Sexual orientation means heterosexuality, homosexuality, bisexuality or other.
 11. Unlawful discrimination means discrimination based on a category protected under Title 5, Section 59300, including sexual harassment and retaliation.

Section 10.2
Compton Community College District
Administrative Selection Procedures

The hiring procedures set forth in this document are intended to be used to select administrators who will be employed in regular positions by the Compton Community College District.

A. Definitions

Unless expressly provided otherwise, the following definitions shall apply throughout this document:

1. “CEO” means the District’s President/CEO or their designee.
2. District means the Compton Community College District.
3. Academic Senate means the Academic Senate of the Compton Community College District.
4. Board or Board of Trustees means the governing board of the Compton Community College District.

B. General Provisions

1. It is the policy of the District to employ administrators who meet the State’s minimum qualifications; who are skilled managers, committed to effective participation in shared governance; and who can foster institutional effectiveness. Selection of administrators shall be based solely on job-related factors relevant to a candidate’s qualifications and capabilities.
2. Everyone involved in a hiring procedure, but especially search committee chairpersons, should address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal is to ensure that communication with candidates occurs in a timely and professional manner, and that all candidates are treated with respect, appropriate consideration, and an understanding that the process is not one sided — just as candidates are being evaluated as potential employees, they are evaluating what it would be like to work for the District.

C. Beginning the Search Process

1. For each administrative position to be filled, the President/CEO, in consultation with the President of the Academic Senate, shall establish a search committee consisting of at least:
 - a. One administrator appointed by the President/CEO, who will serve as chair of the committee;

- b. One faculty member (three in the case of an academic administrative position with supervisory responsibility for faculty) designated by the President/CEO and confirmed by the Academic Senate in consultation with the Federation;
- c. One classified employee; and
- d. One Equal Employment Opportunity Representative designated by the President/CEO, who shall be a non-voting member of the committee.

The President/CEO may appoint others to the search committee if they deem it to be appropriate, including, but not limited to, representatives of another academic institution, or members of a relevant advisory committee or employer group; provided, however, that in the case of academic administrative positions, if the President/CEO appoints additional members to the committee, they shall also designate additional faculty members (subject to confirmation by the Academic Senate in consultation with the Federation) so that faculty continue to make up at least half of the voting membership of the committee.

2. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and assemble a search (which shall be kept in the Human Resources Office) consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
3. The chairperson and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and their obligations as a committee member. Topics covered by the training shall include:
 - a. Discussion of District's commitment to equal opportunity, diversity, equity and student success
 - b. Implicit bias and racial discrimination
 - c. The search and selection process
 - d. The role of the search committee and the responsibilities of its members
 - e. Development of screening criteria
 - f. Writing effective interview questions
 - g. The role of the Equal Employment Opportunity Representative
 - h. Confidentiality
 - i. The requirements of all applicable federal, state, and local nondiscrimination laws including Title 5 of the California Code of Regulations Section 5300 et.seq.
 - j. The requirements of the District's Equal Employment Opportunity Plan
 - k. The District's policies on nondiscrimination, recruitment, and hiring
 - l. The educational benefits of workforce diversity
 - m. Racial equity and the importance of closing racial equity gaps
 - n. Bias in hiring decisions
 - o. Best practices in serving on a selection or screening committee
4. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such

to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of contributing fair judgement with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.

5. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liable for damages.

D. Recruiting for the Position

1. Based on a job description prepared by the President/CEO or their designee in consultation with the District's Human Resources Office, Human Resources staff shall prepare a job announcement that the search committee will review and forward to the President/CEO for approval. Once approved, the job announcement will be posted. The job announcement shall describe at a minimum:
 - a. the duties and responsibilities the successful candidate will be expected to assume once they are employed;
 - b. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - c. the knowledge, skill and ability a successful candidate should possess; and
 - d. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - e. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including individuals with disabilities.
2. At a minimum, information about the opening, and the job announcement itself, shall be:
 - a. posted on the District's website;
 - b. listed on the California Community Colleges Registry (www.cccregistry.org)

for posting statewide;

- c. distributed to relevant educational institutions, program and department Listservs with similar areas of interests, professional organizations, placement centers, and affinity groups/organizations that represent minoritized candidates;
 - d. advertised in relevant publications including listing on Listservs that target equity-minded professionals, as well as Black/African American and Latinx affinity organizations;
 - e. made available to faculty and staff.
3. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least 60 days unless, for specified reasons the President/CEO prescribes a shorter period. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.
 4. The District's Human Resources Office shall review the job announcement for clarity, appropriateness of the qualifications listed, and overall compliance with hiring procedures and applicable Equal Employment Opportunity guidelines. Once approved by the President/CEO, the final position announcement shall be published by the District.

E. Reviewing Applications and Identifying Candidates to Interview

1. To be considered as a candidate, all applicants must submit the following to the District's Human Resources Office:
 - a. A cover letter summarizing the candidate's qualifications for the position;
 - b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
 - d. Any other relevant information (for example a writing sample or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding their qualifications or

if the candidate should be excluded from further consideration.

3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed. Prior to defining criteria, the committee should take time to discuss the needs/priorities of the unit, campus and position in detail. Each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview.

F. Conducting the Interview

1. Before any interviews are commenced, the search committee shall prepare interview questions (including an appropriate follow-up procedure), drawing from a bank of equity-minded questions provided by Human Resources. The committee may also develop other relevant skills or performance demonstrations (for example a writing exercise) to ensure a thorough assessment of the candidate's qualifications, including insight on the candidate's knowledge of the institutional context and priorities the student population and their needs; equity-minded practice, and how this will inform their approach to the role.
2. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. The rating system should align with interview questions and reflect the need for equity-minded individuals that can close equity gaps in outcomes. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

G. Selecting Finalists

1. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the President/CEO. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the President/CEO shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the President/CEO may either:
 - a. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or

- b. accept the candidates forwarded by the committee as the only finalists, or
- c. halt the selection process and, if they determine it is warranted, reopen the position.

In no event shall the committee select more than five candidates for each position as finalists.

2. The District's Human Resources Office (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with their references and others who are likely to have relevant information about the candidate's suitability for employment as an administrator.
3. Following the reference checks, each of the finalists shall be interviewed by the President/CEO and, if they determine it is appropriate, any other administrator they designate. The President/CEO may also invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
4. The President/CEO may also develop relevant skills or performance demonstrations that each finalist will be asked to complete
5. The President/CEO shall select the finalist to be recommended to the Board for appointment to the position.

H. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Human Resources Office in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

EDUCATIONAL ADMINISTRATOR RETREAT RIGHTS

- A. This procedure applies to educational administrators as defined by Education Code section 87002, that is administrators who are 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.

- B. Every educational administrator who has previously acquired tenured status as a faculty member retains that status. Every educational administrator who has not previously acquired tenured status as a faculty member in the district shall have the right to become a first-year probationary faculty member once their administrative assignment expires or is terminated if all of the following apply:
 - 1. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district;
 - 2. The termination of the administrative assignment is for any reason other than dismissal for cause; and
 - 3. There is a discipline to which the administrator can legitimately be assigned, as determined pursuant to this procedure.

- C. The discipline or disciplines to which an administrator can be assigned will be determined following an assessment of the administrator's qualifications for service as a faculty member. The assessment should occur at the time of the administrator's initial hiring, but in no event later than one week following the expiration or termination of their administrative assignment.

- D. The assessment of each administrator's qualifications for service as a faculty member shall be conducted by the District's Human Resources Office which shall prepare a report that identifies the discipline or disciplines, if any, in which the administrator meets the minimum qualifications established by the Board of Governors of the California Community Colleges and summarizes the administrator's relevant professional experience (i.e. experience as a teacher, counselor, librarian, etc.).

- E. The report prepared by Human Resources shall be reviewed by the President/CEO and the President of the Academic Senate (or their designees).
 - 1. If the parties agree that the report is complete and accurate, the President/CEO shall approve the report and it shall become final. Based solely on the final report, the President/CEO shall determine the discipline or disciplines, if any, in which the administrator meets the minimum qualifications to serve as a faculty member and will be granted retreat rights.
 - 2. If the parties do not agree that the report is complete and accurate, the President/CEO shall return the report to Human Resources with comments and a request for further action.

3. If, after receiving a revised report prepared by Human Resources, the President/CEO determines that the report is complete and accurate, but the President of the Academic Senate disagrees, the Senate President shall explain the reasons for their disagreement in writing and the matter shall be submitted to the Board. Relying primarily on the advice and judgment of the Senate, the Board shall determine the discipline or disciplines, if any, in which the administrator meets the minimum qualifications to serve as a faculty member and will be granted retreat rights.
- F. An administrator can be assigned only to a discipline in which they meet the minimum qualifications to serve as a faculty member. To the extent practicable, an administrator should be assigned to a discipline in which they have experience, in which they have expressed an interest or preference, and in which an expansion of programs is intended or likely.
- G. Upon becoming a faculty member under this procedure, every educational administrator shall be placed on the faculty salary schedule in the manner prescribed by the collective bargaining agreement between the district and the exclusive representative of the faculty. Those administrators who previously acquired tenured status as a faculty member shall be classified as tenured, and those who did not previously acquire tenured status as a faculty member shall be classified as first-year probationary faculty members.

Section 10.3
Compton Community College District
Faculty Selection Procedures

The hiring procedures set forth in this document are intended to be used to select faculty who will be employed by the Compton Community College District but assigned to perform service at Compton College.

I Definitions.

Unless expressly provided otherwise, the following definitions shall apply throughout this document:

- A. “CEO” means the District’s President/CEO of Compton College or their designee.
- B. “District” means the Compton Community College District.
- C. “Academic Senate” means the Academic Senate of the Compton Community College District.
- D. “Federation” means the Compton College Federation of Employees Certificated Unit.
- E. “Division Chair” means a faculty member elected to represent a division in connection with the formulation and submission of requests to hire new or replacement faculty, the development of complete and accurate job descriptions for use in hiring, and the identification of faculty to serve on hiring committees.

II General Provisions.

- A. It is the policy of the District to employ faculty members who meet the State’s minimum qualifications, who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Selection and assignment of faculty to Compton College shall be based solely on job-related factors relevant to a candidate’s qualifications and capabilities.
- B. Everyone involved in a hiring procedure, but especially administrators and search committee chairpersons, should address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal is to ensure that communication with candidates occurs in a timely and professional manner, and that all candidates are treated with respect, appropriate consideration, and an understanding that the process is not one-sided — just as candidates are being evaluated as potential employees, they are evaluating what it would be like to work for the District.

III Probationary (Tenure-Track) Faculty Hiring

A. Requesting a Probationary Position

1. The need for probationary faculty positions will be cooperatively determined by representatives of the following: faculty of a division (including, but not limited to, the division chair), Academic Senate and the President/CEO.
2. Formal requests to hire new or replacement faculty shall be submitted to a Hiring Prioritization Committee established by the Academic Senate no later than October of each academic year. Each request shall be based on projected student growth, enrollment trends and demographic changes; the ratio of part-time to full-time faculty in the department; FTE data for course sections taught by full-time faculty, part-time faculty, and full-time faculty on overload; the number of full-time positions that were filled, left vacant, or eliminated during the previous three years; FTES per FTEF data; and other relevant information.
3. The Academic Senate's Hiring Prioritization Committee (HPC) shall be composed of three representatives of the Academic Senate and two administrators designated by the President/CEO.
4. By the end of November of each academic year, the HPC shall review all of the requests to hire new or replacement faculty and, based on that review, provide the Academic Senate and the President/CEO with a written recommendation regarding the order in which the requests should be approved and faculty recruitment efforts initiated.
5. If the Academic Senate concurs with the HPC's recommendation it shall promptly inform the President/CEO of that fact. If the Academic Senate does not concur, it shall promptly inform the President/CEO of the modifications it believes are necessary and the rationale for those modifications.
6. Based on the recommendation of the HPC, advice from the Academic Senate and other relevant factors (for example, the District's financial ability to afford the hiring of new or replacement probationary faculty), the President/CEO shall determine which recruitment efforts, if any, to initiate and shall inform all interested parties of their determination before the end of the calendar year.
7. Notwithstanding anything in this procedure to the contrary, if unanticipated events (e.g. unexpected programmatic needs, late resignation or retirement of a faculty member, or the death of a faculty member) warrant it, the President/CEO may initiate recruitment efforts to fill other faculty positions on a temporary or permanent basis after the determination made pursuant to the previous paragraph has been made and announced.

B. Beginning the Search Process

1. For each faculty position to be filled, the President/CEO shall establish a search committee consisting of:

- a. Two tenured faculty members* from the subject area or a related area, one appointed by the Academic Senate and the other by the Federation, both in consultation with the division chair;
- b. Two tenured faculty members* from outside the division appointed by the Academic Senate;
- c. One administrator appointed by the President/CEO; and
- d. One Equal Employment Opportunity Representative designated by the President/CEO, who shall be a non-voting member of the committee.

(*If tenured faculty members are not available to serve on a committee, the President/CEO may appoint qualified probationary faculty to serve in their place.)

2. Additional members may be added to the search committee if a majority of the members deems the addition to be appropriate. Additional members may include, but are not limited to, representatives from a relevant advisory committee or employer group, or instructional assistants or other classified staff members who work with the division where the vacancy exists.
3. Once appointed, the search committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain a search file consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
4. The chairperson, the administrator appointed by the President/CEO to serve on the committee, and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and their obligations as a committee member. Topics covered by the training shall include:
 - a. Discussion of District's commitment to equal opportunity, diversity, and student success
 - b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria
 - e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality

5. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.
6. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liable for damages.

C. Recruiting for the Position

1. Based on a job description prepared by the District's Human Resources Office in consultation with the division chair, the search committee shall prepare a job announcement which, after being approved by the President/CEO, will be used in announcing the position. The job announcement shall describe at a minimum:
 - a. the duties and responsibilities the successful candidate will be expected to assume once they are employed;
 - b. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - c. the knowledge, skills and ability a successful candidate should possess; and
 - d. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.

2. The search committee shall also develop a proposed recruitment plan that identifies both passive and active methods of recruiting the District should consider. (An example of a passive method is a simple distribution of the job announcement; active methods might include participation in a recruitment fair or faculty attendance at a relevant professional conference for the purpose of encouraging applications). Since the committee should anticipate that recruitment expenses will need to be limited, the plan should be practical and focused — it should emphasize economical ways to ensure broad awareness of the position among well qualified individuals and approaches that are most likely to attract desirable candidates.
3. At a minimum, information about the opening, and the job announcement itself, shall be:
 - a. posted on the District’s web site;
 - b. listed on the California Community Colleges Registry (www.cccregistry.org) for posting statewide;
 - c. distributed to relevant educational institutions, professional organizations, placement centers, and similar groups;
 - d. advertised in relevant publications; and
 - e. distributed to division faculty and staff (as well as other relevant faculty) and to anyone in the appropriate discipline who has either submitted an employment application to the District or otherwise formally expressed interest in faculty employment with the District.
4. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least 60 days. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.
5. The District’s Human Resources Office shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the President/CEO, the final position announcement shall be published by the District.

D. Reviewing Applications and Identifying Candidates to Interview

1. To be considered as a candidate, all applicants must submit the following to the District’s Human Resources Office:
 - a. A cover letter summarizing the candidate’s qualifications for the position;
 - b. A completed application for employment on a form specified by the District;

- c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
 - d. Any other relevant information (for example a writing sample, a photographic or similar portfolio, or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding their qualifications or if the candidate should be excluded from further consideration.
 3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview, and the only candidates to be interviewed shall be those selected by the committee pursuant to this section.

E. Conducting the Interview

1. Before any interviews are commenced, the search committee shall prepare interview questions (including an appropriate follow-up procedure) and, for teaching faculty, a teaching demonstration. The committee may also develop other relevant skills or performance demonstrations (for example a writing exercise) to ensure a thorough assessment of the candidate's qualifications.
2. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search Committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

F. Selecting Finalists

1. Every candidate the search committee selects as a finalist for the position should be an individual the committee, by consensus, believes is an acceptable candidate who can do the job well.
 - a. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the President/CEO. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the President/CEO shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the President/CEO may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or
 - ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if they determine it is warranted, reopen the position.
 - b. In no event shall the committee select more than five candidates for each position as finalists.
2. The District's Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with their references and others who are likely to have relevant information about the candidate's suitability for employment as a faculty member.
3. Following the reference checks, each of the finalists shall be interviewed by the President/CEO and, if they determine it is appropriate, any other administrator they designate. The President/CEO may also invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
4. The President/CEO may also develop relevant skills or performance demonstrations (for example, conducting all or part of an actual class session) that each finalist will be asked to complete

- G. The President/CEO shall select the finalist to be recommended to the Board for appointment to the position.

H. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Human Resources Office in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

IV **Full-Time Temporary Faculty**

A. Requesting a Full-Time Temporary Position

1. The need for probationary faculty positions will be cooperatively determined by representatives of the following: faculty of a division (including, but not limited to, the division chair), the Academic Senate, and the President/CEO.
2. Formal requests to hire a full-time temporary faculty member for one academic term, one academic year, or some other specified period may be submitted to the President/CEO by a dean at any time as the need arises. Each request shall be based on:
 - a. the need to temporarily replace a full-time faculty member on leave;
 - b. the unanticipated resignation or absence of a full-time faculty member; or
 - c. documented student enrollment growth or curriculum needs that can best be addressed by retaining a full-time temporary faculty member rather than a part-time temporary employee.
3. The President/CEO shall forward all requests to hire full-time temporary faculty members to a committee composed of a representative of the Academic Senate and an administrator designated by the President/CEO.

4. The committee shall review each request and make a recommendation to the President/CEO regarding the request. After reviewing the committee's recommendation, the President/CEO shall determine whether the request will be approved or not.

B Beginning the Search Process

1. For each full-time temporary faculty position to be filled, the President/CEO shall establish a search committee consisting of:
 - a. Two probationary or tenured faculty members from the subject area or a related area, one appointed by the Academic Senate and the other by the Federation, both in consultation with the division chair;
 - b. Two probationary or tenured faculty members from outside the division appointed by the Academic Senate;
 - c. One administrator appointed by the President/CEO; and
 - d. One Equal Employment Opportunity Representative designated by the President/CEO, who shall be a non-voting member of the committee.
2. Additional members may be added to the search committee if a majority of the members deems the addition to be appropriate. Additional members may include, but are not limited to, representatives from a relevant advisory committee or employer group, or instructional assistants or other classified staff members who work with the division where the vacancy exists.
3. Once appointed, the search committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain a search file consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
4. The chairperson, the administrator appointed by the President/CEO to serve on the committee, and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and their obligations as a committee member. Topics covered by the training shall include:
 - a. Discussion of District's commitment to equal opportunity, diversity, and student success
 - b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria

- e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality
5. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.
 6. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liability for damages.

C. Recruiting for the Position

1. Based on a job description prepared by the District's Human Resources Office in consultation with division chair, the search committee shall prepare a job announcement which, after being approved by the President/CEO, will be used in announcing the position. The job announcement shall describe at a minimum:
 - a. the duties and responsibilities the successful candidate will be expected to assume once they are employed;
 - b. whether the successful candidate will be employed in the position for one academic term, one academic year, or some other specified period;
 - c. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - d. the knowledge, skill and ability a successful candidate should possess; and
 - e. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse

cultural and linguistic backgrounds; and

- ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
2. The District's Human Resources Office shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the President/CEO, the final position announcement shall be published by the District.
3. Information about the opening, and the job announcement itself, shall be posted on the District's web site and distributed broadly in ways that are designed to ensure broad awareness of the position among well-qualified individuals. The job announcement shall also be distributed to division faculty and staff (as well as other relevant faculty) and to anyone in the appropriate discipline who has either submitted an employment application to the District or otherwise formally expressed interest in faculty employment with the District.
4. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least 30 days. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.

D. Reviewing Applications and Identifying Candidates to Interview

1. To be considered as a candidate, all applicants must submit the following to the District's Human Resources Office:
 - a. A cover letter summarizing the candidate's qualifications for the position;
 - b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
 - d. Any other relevant information (for example a writing sample, a photographic or similar portfolio, or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more

information from the candidate regarding their qualifications or if the candidate should be excluded from further consideration.

3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview

E. Conducting the Interview

1. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
2. The search committee shall prepare interview questions, skills demonstrations or evaluation exercises in advance. The preparation shall include an appropriate follow-up procedure to ensure a thorough assessment of the candidate's qualifications, and may include development of teaching demonstrations, writing exercises, or other performance demonstrations relevant to the position.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search Committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

F. Selecting Finalists

1. Every candidate the search committee selects as a finalist for the position should be an individual the committee, by consensus, believes is an acceptable candidate who can do the job well.
 - a. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the President/CEO. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the President/CEO shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the President/CEO may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or

- ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if they determine it is warranted, reopen the position.
 - b. In no event shall the committee select more than five candidates for each position as finalists.
2. The District's Human Resources Office (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with their references and others who are likely to have relevant information about the candidate's suitability for employment as a faculty member.
 3. Following the reference checks, the President/CEO shall do one of the following:
 - a. Designate an administrator to interview each of the finalists and make a recommendation to the President/CEO about the finalists. If there are such interviews, the administrator may invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
 - b. Meet with the chairperson of the search committee or, in the alternative, the committee as a whole, regarding the finalists and to elicit the committee's recommendation about whom to recommend to the Board, if anyone.
 4. The President/CEO shall select the finalist to be recommended to the Board for appointment to the position.

G. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Human Resources Office in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

H. Emergency Hires

Notwithstanding anything in this procedure to the contrary, the President/CEO may, after consulting with the President of the Academic Senate, initiate an abbreviated recruitment effort (to the extent possible utilizing existing recruitment pools for faculty) and fill a faculty position on a full-time temporary basis when the position needs to be filled urgently because of unforeseeable programmatic needs, or the late resignation, retirement, or death of a faculty member.

V. **Part-Time Temporary Faculty**

The goal of every hiring process is to select the qualified candidate who best meets the needs of the institution and its students. That proposition applies to part-time faculty hiring as much as it does to full-time faculty hiring since the District cannot accomplish its mission without a diverse part-time faculty who are dedicated to student success. In addition, employment as a part-time faculty member can often enhance an individual's resume and strengthen their candidacy for a probationary position. As a result, the District is committed to an open and inclusive hiring process that provides a fair opportunity for all qualified candidates to apply and be considered.

A. Recruitment

1. At least six weeks before the beginning of each academic term, the Dean of each division shall identify disciplines in which additional part-time faculty may be needed and forward a list of potential part-time temporary teaching opportunities for new hires to the District's Human Resources Office.
2. Using information about potential part-time temporary teaching opportunities received from the deans, Human Resources shall develop and maintain a recruitment pool consisting of a diverse group of likely applicants for part-time temporary faculty positions.
3. Development of the recruitment pool shall begin with the publication of an announcement that identifies the disciplines in which additional part-time faculty may be needed and lists:
 - a. the minimum qualifications for each subject area, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - b. the knowledge, skill and ability successful part-time temporary faculty should possess; and
 - c. other desirable characteristics including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and

- ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
4. To be included in the District's recruitment pool, an individual must submit a completed employment application to Human Resources; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and transcripts that reflect their possession of the applicable minimum qualifications. (Unofficial transcripts will be accepted for inclusion in the recruitment pool, but cannot replace official transcripts, which must be submitted before an individual is actually employed as a faculty member.)
5. Before including an individual in the recruitment pool, Human Resources shall review their employment application for completeness and conduct a preliminary review of the individual's possession of the applicable minimum qualifications. If the employment application is incomplete, or if the individual does not appear to meet the applicable minimum qualifications, the application shall be returned to the individual with an appropriate explanation and, if relevant, a request for further information. If the employment application is complete, but the individual does not appear unambiguously to meet minimum qualifications, Human Resources shall place a prominent notation on their application that will alert subsequent reviewers to the problem and highlight the nature of the concern.
6. Once included in the recruitment pool, an individual shall be considered as an active member of the pool and an applicant for part-time temporary faculty positions for a period of two years.

B. Screening and Selection

1. The Dean (or their designee) and the division chair (or at least one probationary or tenured faculty member) shall review the applications of all active members of the recruitment pool who possess the minimum qualifications needed and, based on the particular needs of the division or program and the students to be served, invite the best qualified applicants to an interview.
2. While the interviews shall be conducted by the Dean (or their designee) and the division chair (or at least one probationary or tenured faculty member), the interview committee does not need to be composed of the same individuals who selected the applicants to be interviewed. In any case, the interview committee shall prepare interview questions in advance, and may include development of teaching demonstrations, writing exercises, or other performance demonstrations relevant to the position.
3. The Dean shall select the applicant or applicants to be recommended to the President/CEO for employment as part-time temporary faculty, but they shall refrain from making any formal offers of employment until the President/CEO has approved the action.

C. Emergency Hires

Notwithstanding anything in this procedure to the contrary, the President/CEO may authorize the Dean to initiate an abbreviated recruitment effort to hire a part-time temporary faculty member when an assignment must be filled urgently to meet program or service needs and no active member of the recruitment pool who is qualified for the assignment is available.

Section 10.4
Compton Community College District
Evaluation Procedures for District Administrators

A. General Provisions.

1. Unless expressly provided otherwise, the following definitions shall apply throughout this procedure:
 - a. “Comprehensive evaluation” means an evaluation that reviews an administrator’s performance based on information obtained through a process of structured data gathering.
 - b. “Basic evaluation” means an evaluation that reviews an administrator’s performance without significant structured data gathering.
 - c. “Compton” means the Compton Community College District.
 - d. “Academic Senate” means the Compton College Academic Senate.
 - e. “CEO” means the CEO of the Compton Community College District, or their designee.
 - f. “Supervising manager” means the immediate supervisor of the administrator being evaluated, or another manager designated by the CEO to perform the administrator’s evaluation.
2. The purpose of a formal evaluation under this procedure is to:
 - a. recognize outstanding performance;
 - b. seek to improve satisfactory performance and further the development of an administrator’s professional skills;
 - c. identify weak performance and defining needed improvement; and document unsatisfactory performance.
3. Each evaluation shall review an administrator’s performance in the following areas:
 - a. fulfillment of the responsibilities of the position,
 - b. attainment of or progress towards achieving annual goals, and
 - c. demonstration of leadership skills, communication skills, administrative/managerial skills, and professional knowledge and expertise, as described in Appendix A (Desirable Professional Attributes).

Frequency and Type of Evaluation.

Each administrator shall be evaluated annually. During any given year the evaluation shall be a basic evaluation unless:

- a. The administrator has not received a comprehensive evaluation within the preceding two years; or
 - b. The supervising manager calls for a comprehensive evaluation; or
 - c. The administrator requests a comprehensive evaluation.
2. During the fall of each academic year the administrator and their supervising manager shall meet to establish the administrator's annual goals, outcome measures by which the administrator's success in meeting their goals will be evaluated, and the administrator's professional development objectives for the year. They shall also determine if the evaluation to be conducted in the spring of that year will be a basic evaluation or comprehensive evaluation, as specified in Section 4, and develop an initial plan for the evaluation.
 3. At least once during the academic year the administrator and the supervising manager will meet to review the administrator's progress in meeting their goals and, if they determine it is appropriate, to adjust the goals.

C. Basic Evaluations. Basic evaluations shall be conducted as follows:

1. The evaluation shall be recorded on the appropriate basic evaluation form (see Appendix A) completed by the supervising manager. Once completed, the evaluation shall be given to the administrator and a copy shall be placed in their personnel file.
2. When the completed evaluation is given to the administrator, it shall be accompanied by written advice that the administrator may submit a written comment regarding the evaluation. If the administrator chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the administrator's personnel file.
3. In assessing the administrator's performance, the supervising manager shall not be required to conduct any structured data gathering. Instead, they shall rely on available information, but only to the extent that it is relevant and obtained from appropriate sources (for example, information derived from personal observation or experience with the administrator; from input received from the administrator's peers, faculty colleagues, or subordinates; or from self-evaluative material or prior evaluations). Nevertheless, by mutual agreement between the administrator and the supervising manager, the parties may specify that the evaluation shall include structured data gathering from peers, faculty colleagues, subordinates, or other relevant sources to the extent they determine such data gathering will be useful and appropriate.

4. In addition to indicating ratings of the administrator's performance, the supervising manager may recommend that the administrator engage in appropriate professional development activities.
5. If an administrator's overall performance on their basic evaluation is rated "needs to improve" or "unsatisfactory," the administrator may request, and if requested, shall receive a comprehensive evaluation, which shall commence no later than the next regular semester.

D. Comprehensive Evaluations. Comprehensive evaluations shall be conducted as follows:

1. Based on the initial plan developed during the fall, the supervising manager shall prepare a plan for the completion of the comprehensive evaluation during the spring. Among other things, the plan shall specify the manner in which the supervising manager will collect relevant information about the administrator's performance from individuals who are knowledgeable about their work, the various categories of participants to be asked for information, and the number of participants in each category. At a minimum, the supervising manager shall solicit information from:
 - a. No fewer than four other administrators who have worked with the administrator being evaluated; and
 - b. No fewer than six faculty members who work in a department supervised by the administrator or who have recently served on a committee, panel or other working group with the administrator being evaluated (the faculty members shall be designated by the supervising manager and confirmed by the Academic Senate); and
 - c. No fewer than six classified staff members who work in a department supervised by the administrator or who have recently served on a committee, panel or other working group with the administrator being evaluated (the classified staff members shall be designated by the supervising manager and, if represented, confirmed by the President of the staff member's exclusive representative); and
 - d. where relevant, students, community members or external colleagues who have personal knowledge about some aspect of the administrator's performance.
2. Before adopting a final version of the evaluation plan, the supervising manager shall share a draft of the plan with the administrator being evaluated and solicit their comments. Once the supervising manager adopts a final plan, they shall send a copy of the plan to the administrator being evaluated.
3. The supervising manager may use survey instruments approved by the District, individual interviews or structured group interviews conducted by the supervising manager or an impartial third party, or any other reasonable means to collect relevant and useful information from the participants.

4. When data gathering has been completed, the supervising manager shall review all of the data collected, as well as any formal recommendations to the administrator contained in their past evaluations. Based on that information, the supervising manager shall prepare a draft comprehensive evaluation summary that, for each applicable performance category, contains the following:
 - a. a brief narrative assessment of the administrator's performance that reflects the supervising manager's analysis of the data collected.
 - b. a tabulation of relevant data collected from surveys or similar data collection instruments; and
 - c. a rating of exceeds expectations, meets expectations, needs improvement.
5. Before the end of the academic year, if feasible — and before the end of August, if not — the supervising manager and the administrator shall meet to review the administrator's goals, their accomplishments for the year and the supervising manager's draft comprehensive evaluation summary. Following the meeting, the supervising manager shall complete the comprehensive evaluation summary and, based on the summary, rate the administrator's overall performance as satisfactory, needs improvement or unsatisfactory.
6. Once the supervising manager has completed the evaluation summary and assigned a rating to the administrator's overall performance, they shall deliver the evaluation summary to the administrator and the CEO and place a copy of the summary in the administrator's personnel file.
 7. The completed evaluation, when delivered to the administrator by the supervising manager, shall be accompanied by written advice that the administrator may submit a written comment regarding the evaluation. If the administrator chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the administrator's personnel file.
8. The administrator may request, and if they do so, will receive an opportunity to meet with the CEO to discuss the supervising manager's evaluation.

Appendix A
Desirable Professional Attributes

LEADERSHIP SKILL AND ABILITY

The administrator:

- has a coherent vision of how the programs and services they administer can best contribute to the institution's success, takes initiative to build on that vision, and promotes useful innovation and change;
- motivates others by exhibiting enthusiasm and adhering consistently to fundamental values like honesty, integrity, fairness, and inclusiveness;
- demands high standards through clearly stated expectations and personal conduct;
- uses good judgment and responds to situations appropriately, including taking appropriate risks;
- works hard to address problems forthrightly and solve them productively; and
- fosters an environment in which all people feel genuinely included, no matter what their race, ethnicity, national origin, disability, sex, or sexual orientation.

COMMUNICATION SKILL AND ABILITY

The administrator:

- regularly exhibits the ability to inform and persuade others in oral and written communication;
- effectively articulates and conveys needs and goals to others;
- listens well and is receptive to the ideas of others; and
- keeps those who rely on the administrator for information about schedules, deadlines, policy or regulatory changes, and similar administrative information well informed.

ADMINISTRATIVE/MANAGERIAL SKILL AND ABILITY

The administrator:

- is organized and effectively structures, sets priorities for, delegates, and facilitates the accomplishment of tasks;
- demonstrates tenacity and singleness of purpose when necessary, but also adapts to and promotes change when appropriate;

- works well under pressure, responds well to crisis, and has a high tolerance for ambiguity;
- maintains a professional and cooperative attitude when working with groups, and builds consensus, trust and confidence among the people they work with closely;
- provides for broad participation and collaboration in planning and decision-making; and
- gives firm direction when needed, is tactful in conveying criticism, and addresses conflicts constructively.

PROFESSIONAL KNOWLEDGE AND EXPERTISE

The administrator:

- demonstrates appropriate knowledge of the important issues, trends, and developments affecting community colleges and other institutions of higher education in the nation, the state and the region;
- manifests an understanding of College and District goals, policies, procedures, etc.
- has an appropriate level of knowledge of the systems and procedures needed to ensure effective operation of the programs and services they administer; and
- participates in relevant professional and service organizations and activities and uses professional contacts as a resource when appropriate.