

## FULL-TIME FACULTY HANDBOOK

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## FACULTY PERSONNEL AND BUSINESS MATTERS

### Age

The College complies with the Age Discrimination in Employment Act of 1974, which prohibits discrimination in employment on the basis of age.

### Disability, Non-Discrimination

The College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination.

### Race, Color, or National Origin

The College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of the College. Las Positas College also complies with Title VII of the Act, which includes non-discrimination on the basis of religion and sex. Limited language skills are not a barrier to occupational programs and services of the College.

### Gender

The College does not discriminate on the basis of gender (sex) in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted thereunder, prohibit discrimination on the basis of sex in education programs and activities operated by the College. Such programs and activities include admission of students and employment.

### Americans with Disabilities Act

In accordance with the 1990 Americans with Disabilities Act (ADA) the Chabot-Las Positas Community College District prohibits discrimination against students and employees with physical or mental disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected.

A faculty member with a disability who is seeking reasonable accommodations under the terms of the Americans with Disability Act must follow the procedures as outlined in Article 9N of the contract.

The District ensures that students and employees with disabilities will not be unlawfully subjected to discrimination or excluded from participating in or benefitting from programs, services or activities. Students and employees are accorded due process as outlined in the specific complaint procedures developed by the colleges. Each College and District Office will designate the responsible officer, outline the process for seeking resolution, and develop the procedures for filing and processing complaints, including timelines and decision-making authority.

Each College shall have on file, as required by ADA, Self-Evaluation to ascertain information pertaining to access and accommodations of the instructional programs, services and

activities, including the plans or alternatives to correct any noted deficiencies.

Each College shall also have on file a Transition Plan which evaluates accessibility of facilities and delineates timelines for the removal of physical and structural barriers that exist in facilities, programs, and services.

The procedures to implement this policy are included in the Administrative Rules and Procedures (CLPCCD Board Policy 4029). (Article 9M)

### **Harassment/Sexual Harassment**

In accordance with federal and state law, the Chabot-Las Positas Community College District provides a school and working environment free from all forms of sexual harassment. The District will also maintain an environment in which all students and employees model this behavior, and are treated with dignity and respect. (Article 9C.6)

Sexual harassment is set forth in Education Code Section 212.5 as follows:

Sexual harassment means 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 work or educational setting, under any of the following circumstances:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) 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.
- (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 education institution.

Such conduct by employees or students is deemed unacceptable behavior, will not be tolerated by the District, and is considered a serious offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Examples of conduct constituting sexual harassment, as well as the procedures for filing, processing and resolving sexual harassment complaints in accordance with Title 5 of the California Code of Regulations, Section 59320, et seq. are found in Chabot-Las Positas

Community College District Administrative Rules and Procedures for this policy. Additionally, each College and the District Office will designate the responsible officer for enforcement of this policy. Each College and the District Office will ensure that there is adequate communication of this policy and the accompanying procedures to all students and employees.

### **Medical Benefits**

The District provides health, dental, and vision benefits for all eligible full-time faculty and their dependents. Details and conditions of the various group coverage plans, including benefits upon retirement, are described in Article 20 of the Contract.

### **Payroll Deductions**

#### **Absences, Taxes, Retirement and Voluntary Deductions**

Absences by employees which require deductions from payroll warrants shall be made on the payroll warrant for the period following the month in which the absence occurs, unless otherwise determined by the Chancellor. Each employee shall file necessary forms for federal and state withholding taxes. Additional required deductions shall be made for the State Teachers' Retirement System. Voluntary deductions may also be made as authorized by the Board.

#### **Group Insurance**

Certain insurance benefits are provided without cost to employees by the District. Employees may elect additional coverage via payroll deduction (Article 20).

#### **Employee Organizations**

Payroll deductions for authorized employee organizations may be approved by the Governing Board in accordance with state law. If any such dues, assessments, or fees are deducted by the Board from the pay of any employee and sent to the employee organization and the employee does not owe the same, the employee organization shall refund the same to the employee and the Board shall not be liable for any refund (Board Policy 3510).

### **Payment of Salary**

Beginning in 1991-92, new faculty and faculty returning from unpaid leave receive their salary in ten (10) equal payments; the first on August 31 and the last on May 31. New faculty and faculty returning from unpaid leave may elect to receive their salary over 12 months from August 31 through July 31 (Deferred Pay). If this option is elected, 1/6 of the monthly gross pay is deducted from the August through May pay warrants and paid to the employee in equal installments on June 30 and July 31. A written request to elect Deferred Pay must be submitted to Human Resources by August 15 (once elected, Deferred Pay option will remain in effect until such time as employee chooses to return to the ten equal payment method (also must be done in writing to Human Resources by August 15). (Article 21F)

### **Payroll Procedures**

For information or referral regarding payroll procedures, please contact the College Administrative Assistant, in Building 1600, phone Ext.1632 (925.424.1632) or contact the District Payroll Office: 925.485.5228.

### **Personnel Records and Files**

Each faculty member has the right upon presentation of official identification to request from the Office of Human Resources to review the contents of one's own Personnel File maintained in the District Office of Human Resources. If a faculty member believes that any employment record or any portion thereof is not accurate, relevant, timely, complete, or adequately substandard, he or she may request a correction of the record and/or deletion of the offending portion. For additional information regarding College Files, Disposition of Derogatory Material Placed in Personnel file, and Disposition of Unsigned Letters of Complaint, see Article 16-1 of the Contract.

### **Reimbursements**

Employees may be reimbursed for the costs of replacing or repairing personal property of the employee when such property is damaged in the line of duty and without the fault of the employee. Administrative Services shall receive all claims and forward with recommendations for reimbursement to the Vice Chancellor of Business Services for submittal to the Board for its action. (Article 9J of the ~~Union~~ Contract. Also reference Board Policies for more details)

Reimbursement for Expenses for Travel via Private Automobile and Attendance at Educational Conferences and Meetings (on Official District Business): District employees will be reimbursed for necessary and reasonable expenses incurred attending authorized educational meetings and conferences. Receipts shall be submitted for all reimbursable expenses. Employees using private automobiles for travel will be reimbursed at a standard rate per mile set and periodically updated by the District. Where appropriate, airline transportation in coach will be reimbursed, as will coach travel in trains or buses. Registration fees, meals, lodging, miscellaneous transportation expenses (taxis within reason, parking), car rental if necessary and various other expenses are reimbursable if receipts are presented.

Go to:

<http://grapevine.laspositascollege.edu/AdministrativeServices/AdministrativeServicesProcedures.php> for details on conference/ travel procedures and rules or review CLPCCD Rules and Procedures 4070.

### **Change of Address, Telephone or Name**

Each faculty member will inform the District Office of Human Resources of any change in name or residence address and telephone (Article 16-1C).

### **Insurance Coverage**

The District carries liability coverage for damages incurred on the workplace. For information regarding the types of insurance coverage, please contact the District Office.

### **Athletic Insurance**

The District maintains Accidental Injury Insurance for students participating in intercollegiate athletics. For information regarding this coverage please contact the Dean of Athletics in building 2500.

### **Student Insurance**

Generally, the College does not provide student health or accident insurance. This is an individual student responsibility. The College does provide a secondary, non-duplication of benefits Accident /Injury insurance policy. For information regarding these benefits please contact the College Administrative Assistant (Building 1600).

### **Group Medical, Dental, Vision Care, Salary Income Protection, and Life Insurance Plans**

Group medical insurance plans are available through arrangements between the District and Blue Cross of California and Kaiser Foundation Health Plan. Group dental, vision care, salary income protection, and life insurance plans are also available.

Information about enrollment and benefits under each plan can be obtained from the District Human Resources Office. Contact (925) 485-5505. (Article 20)

### **Worker's Compensation Insurance**

In accordance with the requirements of California state law, all employees of the District are covered under Worker's Compensation Insurance. The word "employee" is extended to include all individuals who are paid through the District's payroll system, including: student employees, and employees of the Associated Students. (Article 11D)

Generally, Worker's Compensation Insurance covers on-the-job accidents (industrial injuries) and extends to the employee payment for medical services and related expenses as may be required. It is incumbent upon each and every employee to immediately report any on-the-job injury to Campus Safety. An employee injured while working for the College should obtain and complete a copy of the form "Employee's Claim for Workers' Compensation Benefits." The employee's supervisor should complete the "Supervisor's Report of Employee Injury form" and both forms should be sent immediately to the District Office Human Resource Dept. For more detailed information, contact Human Resources 925/485-5505. (Reference 4036 Board Policy.)

### **Acceptance of Gifts to the College or District**

Gifts are donations made to the District in the form of cash, equipment, supplies, and services for purposes of funding the programs of the District and augmenting its financial resources. Board approval is needed.

The following is the established procedure to accept gifts to the District:

1. Once the gift is identified, the District representative is to contact the immediate supervisor to determine the benefits and potential costs of the gift to the District.
2. A written recommendation is then submitted to the President listing the gift, the donor's name, address and telephone number, the proposed use of the gift, its condition, and maintenance costs. If the donation is in the form of cash, a written recommendation indicating any condition of acceptance is submitted to the appropriate President.
3. The President shall forward a recommendation to the Chancellor for transmittal to the Board of Trustees recommending its acceptance. If the gift is not in the best interests of the District, the Chancellor shall so notify the donor and the staff.

4. The Board of Trustees, at its regular meetings, is the only authority to accept gifts made to the District. Gifts to the District accepted by the Board of Trustees are acknowledged in writing by the Chancellor or designee. (CLPCCD Board Policy 3213)

#### **Gifts by Students to Faculty or Staff**

Where any impropriety might be inferred, faculty and staff should not accept personal gifts of substantial monetary value from students.

#### **Employment of Student Assistants**

Certain programs may be eligible for student assistant support. See the appropriate Dean for details (CLPCCD Board Policy 4008).

#### **Classroom and Office Supplies**

General classroom and office supplies may be obtained from the Division Staff. General classroom supplies are defined as those items commonly used and "consumed" for instructional purposes, such as paper, pencils, paper clips, rubber bands, staples, whiteboard markers, etc.

The purchase of instructional supplies and equipment must be made through District Purchasing Office procedures and submitted by the College Administrative Services. All purchases should be submitted on a District requisition and signed by the Dean. Allow sufficient time for the requisition to be filled. No reimbursements can be assumed for supplies purchased by instructor *without prior approval of Dean*. Division Deans and Division staff have details and will assist in submitting orders and/or requisitions.

#### **Furniture, Equipment and Room Arrangement**

The furniture and equipment in the classrooms, library, offices, and laboratories may not be moved from these locations without the prior approval of the Division Dean or relevant manager and final approval by the Vice President of Administrative Services.

Most classrooms on campus are set up to accommodate traditional lecture classes. Many rooms are furnished with tables and/or arm chairs that can be rearranged. While faculty are encouraged to use classroom furniture in a way that best supports their teaching styles, they are requested to reposition furniture to accommodate the traditional lecture format. It is virtually impossible for the custodial staff to keep track of furniture arrangement in all classrooms, even at the end of the day when the entire campus must be cleaned and made ready for early classes the following morning.

#### **Request for Custodial and Maintenance Service**

For requests of special custodial and maintenance services please contact the division Administrative Assistant for completing the online request with the Dean's approval. In cases of emergency only, contact the M & O Administrative Assistant at ext. 1761. Exact procedures are attached at the end of this document.

**Keys and Building Security**

Classroom buildings and other instructional areas on campus will be opened each day. Keys to teaching areas and to faculty offices will be issued by Campus Safety. For information regarding the requests and approval process, please check with your division Dean or contact Campus Safety at ext. 1690. (Article 9H)

Under no circumstances are staff members to have duplicate keys made from keys issued to them, or to loan keys to students.

**Non-Academic Facility Usage**

Request forms for use of buildings and grounds may can be found on the following website <http://www.laspositacollege.edu/facilities/index.php>, and completed forms should be submitted to the Administrative Services department.