

Edits Recommended

BP 7160 Professional Development

Reference:

ACCJC Accreditation Standard III.A.14

It is the intent of the District to maximize professional development opportunities for its employees.

Approved by the Board of Trustees: _____

Edits Recommended

AP 7160 Professional Development

Reference:

Education Code Sections 87150, et seq.:

ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consists of a variety of programs and use the results of the evaluation as the basis for improvement.

These procedures are covered in the faculty collective bargaining agreement and the classified collective bargaining agreement.

Approved by the Board of Trustees: _____

BP 7210 Academic Employees

Reference s:

AP 7211

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The ~~Director of Human Resources~~ Human Resources Staff will first screen all applicants. Those claiming equivalency will have their claims examined by the equivalency committee prior to being screened for an interview. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree using the following state standards:

- A. Recognized expertise in the field, or
- B. ~~Completion of a master's degree or a Ph.D. degree in the discipline or an equivalent degree from an appropriate foreign institution and experience in the field, or~~
- C. ~~Completion of a master's degree or a Ph.D. degree in the discipline, or~~
- D. An Associate Degree plus five (5) years of current experience directly related to the discipline, or the number of years of direct experience in the field that are determined by Advisory Committees, State Licensure Bodies/Boards, or departmentally defined standards, as being equivalent to five (5) years of education.

Rare exceptions: In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above, and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and the Vice President of Instructional Services agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the academic senate equivalency committee chair as deemed "equivalent" for that discipline. The equivalency committee considers the recommendation and makes the final decision.

AP 7212 Temporary Faculty

References:

Education Code Sections 874 81, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete

AP 7215 Academic Employees: Probationary Contract Faculty

Reference:

Education Code Section 87600 et seq.

The District shall employ a faculty member for the first academic year of his or her employment by contract. Any person who, at the time an employment contract is offered to him or her by the district, is neither a tenured employee of the District nor a probationary employee then serving under a second or third contract shall be deemed to be employed for "the first academic year of his or her employment."

A faculty member shall be deemed to have completed his or her first contract year if he or she provides service for 75 percent of the first academic year.

Before making a decision relating to the continued employment of a contract employee, the following requirements shall be satisfied:

The employee shall be evaluated in accordance with the evaluation standards and procedures established in accordance with law. (Reference Collective Bargaining Agreement

The board shall receive statements of the most recent evaluations.

The board shall receive recommendations of the ~~President of the College Superintendent/President~~.

The governing board shall consider the statement of evaluation and the recommendations in a lawful meeting of the board.

If a contract employee is working under his or her first contract, the board, at its discretion, shall elect one of the following alternatives:

Not enter into a contract for the following academic year.

Enter into a contract for the following academic year.

Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is working under his or her second contract, the board, at its discretion, shall elect one of the following alternatives:

Not enter into a contract for the following academic year.

Enter into a contract for the following two academic years.

Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is employed under his or her third consecutive contract, the Board shall elect one of the following alternatives:

Employ the probationary employee as a tenured employee for all subsequent academic years.

Not employ the probationary employee as a tenured employee.

The governing board shall give written notice of its decision and the reasons therefore to the employee on or before March 15 of the academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with the district personnel office. Failure to give the notice as required to a contract employee under his or her first or second contract shall be deemed an extension of the existing contract without change for the following academic year.

The governing board shall give written notice of its decision under Section 87609 and the reasons therefore to the employee on or before March 15 of the last academic year covered by

No Edits Recommended

AP 7216 Academic Employees: Grievance Procedure for Contract Decisions

Reference:

Education Code Section 87610.0

This procedure is covered in the faculty contract.

Approved by the Board of Trustees: November 11, 2003
Amended by the Board of Trustees: June 11, 2013
Reviewed by the Board of Trustees: _____

BP 7230 Classified Employees

Reference:

AP 7232

AP 7233 Claims for Work Out of Classification

References:

Edits Recommended

AP 7234 Overtime

References:

Education Code Sections 88027, 88028, 88029, and 88030

This procedure is covered in the classified collective bargaining agreement.

Approved by the Board of Trustees: _____

BP 7240 Confidential Employees

Reference:

Government Code Section 3540.1(c)

Confidential employees are those who

Administrative Procedure 7240 – Confidential Employees

maintaining security of information with which they are entrusted while performing their assigned duties for officers of the District. Employees designated Confidential are privy to the collective bargaining information. Sensitive personnel information regarding employees and private papers of management and supervisory officers and District Board members fall within the

Employees are expected to comply with all college policies and procedures, laws and regulations, and contractual, grant and other obligations, public or private, and to safeguard College property and funds.

Probationary Period

The probationary period for Confidential Employees is nine (9) months for new hires.

A permanent employee who is promoted to a position shall be returned to his or her original classification if the employee determines that the promoted position is not suitable for him or her, or the District releases the employee during the probationary period. The probationary period for such promotion shall be six-months.

Performance Appraisals

The supervisor will evaluate the performance of the Confidential employee at least once per year on or about May 1 of each year. Probationary employees shall be evaluated at least twice during their probationary period. Employees may be evaluated more frequently when there is reasonable cause for such evaluation.

Working Out of Class

Confidential Employees may be required to perform duties other than those reasonably related to their regular position. If those duties are at a higher level of responsibility for more than five

Transfer/Reassignment

employees to request a transfer. Consideration shall be given to such factors as the comparable duties and responsibilities, levels of compensation, minimum qualifications, and employee performance. It is at the discretion of the President or designee to determine that the transfer serves the best interest of the District.

Transfer is a change from one classification to another classification, having either the same salary range (lateral) or having a higher salary range (promotion).

Transfer requests will be considered before advertising for the vacancy.

Should the vacancy be opened to standard District recruitment procedures, applicants for transfer shall be considered along with other candidates.

The District reserves the right to reassign a Confidential employee to another position within the

Compensation

Confidential Employees will be paid off the Confidential Management Salary Schedule as recommended by the Superintendent/President to the Board of Trustees.

Salary Placement

Initial

~~Employees hired before July 1, 1986 and who retire after December 31, 2003, may continue on medical benefits beyond age 65. Such medical benefits shall remain unchanged, except that the higher cost PPO shall not be available. The District shall provide a fully funded plan at no cost after retirement.~~

used will be carried over to the succeeding fiscal year. Once employee has accrued a maximum of 336 hours of vacation leave, no additional vacation will accrue until the employee uses his or

and approved in advance by the Superintendent/President or appropriate supervisor. Personal

course of study.

Each salary increment is worth a \$700 fixed, but on-going, year to year stipend.

Professional Growth increments shall be effective the first (1st) day of the month following

at the completion of a course of study.

An employee can earn no more than four (4) increments (a lifetime cap).

Overtime

BP 7250 Educational Administrators

Reference:

Education Code Sections 72411 et seq., 87002(b), 87457 -87460;

Approved by the Board of Trustees: November 11, 2003
Amended by the Board of Trustees: _____

BP 7260 Classified Supervisors and Managers

Reference:

Government Code Section 3540.1(g) and (m);
Education Code Section 72411

Classified administrators are administrators who are not employed as educational administrators.