



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

Cañada College • College of San Mateo • Skyline College

Employee Handbook

This Handbook was produced by the San Mateo County Community College District (SMCCCD) for its employees. This document is the property of the SMCCCD and is not intended for publication

Office of Human Resources

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WELCOME

Welcome to employment in the San Mateo County Community College District where it is certain that you will enjoy a long and fulfilling career helping students to achieve their goals.

The Human Resources Department is an excellent source of information about employee services such as salary placement, benefits, training and promotional opportunities, paid and unpaid leave, retirement, and much more.

We invite you to use our **Automated Service Line at extension 6555** (650-574-6555). Also, please visit the District Portal Site at: <http://smccd.edu/portal> and under the Download tab, click on the Human Resources folder to find policies, procedures, and other information that you may need during your career at the District.

The Human Resources staff (next page) will make every effort to provide you with the information to become acclimated in your new position.

Questions

The Human Resources Department is an excellent resource for information that you need related to your employment, including health benefits, salary placement, employment verifications, training opportunities, promotional opportunities, paid and unpaid leaves, retirement system procedures and many other employee services. You are invited to use our **Automated Service Line at extension 6555** (650-574-6555). You may also find policies, procedures, and information that you will need and use during your career in the District. You may find this information in our District Portal Site: <http://smccd.edu/portal> under Downloads Tab, Human Resources folder.

We also encourage you to talk with your supervisor if you have a problem, question, or concern about your job, your performance, or related matters since he/she works closely with you. You may also contact your Union representative if you feel that he/she is better equipped to handle your inquiry.

EMPLOYMENT POLICIES/GUIDELINES

SECTION TWO

**Nondiscrimination
Board Policy No. 2.19**

1. The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
2. The District, and each person who represents the District, shall provide access to its services, classes, and programs to individuals without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy 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.
3. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy that are mandatory subjects for bargaining.
4. No District funds shall ever be used for membership in, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because they are perceived to have one or more of the foregoing characteristics

**Equal Employment Opportunity
Board Policy No. 2.20**

1. The San Mateo County Community College District is committed to equal employment opportunity and full recognition of the diversity of cultures, ethnicities, language groups and abilities that are represented in its surrounding communities and student body. The Board believes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and suitable role models for all students. The District shall demonstrate its commitment to the cultural competence¹ of its employees and students through policies, procedures, training programs, services and activities which

promote diversity and mutual respect within the District work force and student body.

2. The San Mateo County Community College District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.
3. The District shall monitor the success of equal opportunity in its recruitment, selection, retention and promotional policies and procedures by monitoring outcomes to assure no adverse impact against any person or group of individuals, due to ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability.
4. The District complies with the spirit and law of the Americans with Disabilities Act of 1990 as amended by providing equal opportunity for persons with disabilities. The District shall make reasonable accommodations so that persons of all levels of ability enjoy equal access to all aspects of employment and education in our District, including but not limited to, educational services, selection procedures, retention and promotion. In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.
5. The District will not tolerate discourteous, offensive or abusive conduct or language including jokes, slurs, derogatory comments, or behaviors or language regarding a person's ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or medical condition relating to other employees, students or the public. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.

Professional Ethics Board Policy No. 2.21

All District employees shall adhere to the highest ethical standards in pursuing the College District's mission of providing quality educational programs and in managing resources efficiently and effectively. Ethical standards include but are not limited to commitment to the public good, accountability to the public, and commitment beyond the minimum requirements of the law. Each employee group has prepared a distinct Code of Professional Ethics for their respective

constituencies, which, as a whole, comprise the Districtwide Policy on Ethical Behavior adopted by the Board.

1. The Board of Trustees, Administration and classified staff shall act in the best interests of students, the community and the District's mission over other competing interests and shall foster a work/study environment that values respect, fairness, and integrity and is positive, encouraging, and success-oriented. The College District has adopted policies and practices that protect the rights of individuals (Rules and Regulations 2.12); that protect individuals from unlawful discrimination (2.20) and sexual harassment (2.25); that prohibit the Board and employees from making or participating in making a decision in which they have a financial interest (1.35 and 2.45); and that provide for the support and development of each District employee (2.11).

The Board has also adopted policies ensuring public input into Board deliberations (1.45); adhering to the law and spirit of open meeting laws and regulations (1.40); exercising authority only as a Board (1.02); using appropriate channels of communication (1.35); and devoting adequate time to Board work and being informed about the District, educational issues and responsibilities of trusteeship (1.10).

Violations of the Board's Policy on Professional Ethics will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved, the Board President may appoint an ad hoc committee, consult with legal counsel and/or refer the matter to the District Attorney to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board and may include censure of the Board member who is in violation of the policy. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

2. The faculty of the SMCCCD has developed a Code of Professional Ethics which can be found at:
<http://www.smccd.edu/accounts/smccd/committees/academicsenate/ethics.php>
3. The Associated Student organizations of all three Colleges have developed a Code of Ethics which can be found at:
<http://www.smccd.edu/accounts/smccd/ethics.shtml>

Employment of Relatives
Board Policy No. 2.22

1. The District shall not prohibit the employment of relatives or domestic partners. However, no employee of the District or Board member shall supervise a member of his/her immediate family or an individual living in the same household. No employee of the District or Board member shall supervise the supervisor of a member of his/her immediate family or an individual living in the same household.
2. No District employee or Board member shall serve on a committee for the purpose of selecting or evaluating an employment candidate if he/she is in the immediate family of or is living in the same household with any candidate being considered.
3. It is the intention of the Board to generally prohibit an employee or Board member from making employment-related decisions of another employee related as described above; however, when essential for the operation of the District, an exception to this policy may be authorized by the Board.
4. For purposes of this section, "immediate family" is defined as: the spouse, domestic partner, child, parent, grandparent, sister, brother, daughter- or son-in-law, sister- or brother-in-law, mother- or father-in-law of the employee or Board member or any relative living in the immediate household of the employee or Board member.

Prohibition of Harassment
Board Policy No. 2.25

1. All 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, including acts of sexual violence. 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, physical disability, mental disability, genetic information, medical condition, marital status, sex, gender, gender identification, gender expression, age, or sexual orientation of any individual, or because an individual is perceived to have one or more of the foregoing characteristics. This policy shall apply to all employees, students and any other individuals who come onto District property.
2. 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 for participating in a harassment investigation. Such conduct is illegal and constitutes a 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 may be subject to disciplinary action, up to and including termination or expulsion. Engaging in intimidating conduct or bullying against another employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying are strictly forbidden.

3. Any individual who believes that he or she has been harassed, bullied or retaliated against in violation of this policy and wishes to report such incidents should use the procedure provided by his/her supervisor or the office of the Vice President of Student Services. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention to the Vice Chancellor of Human Resources and Employee Relations.
4. This policy applies to all aspects of the academic and work 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 minors as well as adults, and to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reemployment, transfer, leave of absence, training opportunities, assignment of work hours and projects, and compensation.
5. The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
6. The Chancellor shall establish procedures that define harassment throughout the District. The Chancellor shall further establish procedures for employees, students and other members of the District community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.
7. The District shall promptly investigate and resolve complaints of harassment and will assure that any harm resulting from the harassment will be promptly redressed by restoring any lost benefit or opportunity. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

8. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees on the District's public website.
9. It is the responsibility of each individual to maintain a level of conduct that is compliant with this policy. 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.

**Drug-Free Environment and Drug Prevention Program
Board Policy No. 2.26.1**

1. The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.
2. The unlawful manufacture, distribution, sale, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.
3. District property has been declared "drug free" and only under certain circumstances defined in law is the consumption of alcohol permitted.
4. It is unlawful to sell, provide or furnish alcohol to a person under the age of 21 and possession of alcohol by a person under age 21 in a public place is illegal.
5. Violation of the Drug Free Environment and Drug Prevention Program policy will result in appropriate disciplinary action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
6. As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug free policy within ten days after receiving notice of a workplace drug conviction.
7. Enforcement of alcohol and drug laws on campus is the primary responsibility of the District Public Safety Department.
8. Information on drug and alcohol treatment programs and providers can be found at <http://smcheath.org/aod>.

9. The Chancellor shall ensure that the District distribute information regarding federal and state drug free environment and prevention programs to all employees and students annually.

Smoking Policy No. 2.27

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, the District will limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.

1. Smoking is prohibited in all indoor locations within the District.
2. Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent. The College President, in conjunction with the College Council, has the discretion to set campus smoking regulations as long as smoking is prohibited within a distance of at least 20 feet from any District or College doorway, entrance to an interior area or fresh air intake vent.
3. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.
4. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
5. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.
6. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level,

or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

7. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations.

Safety; Injury and Illness Prevention Program Policy No. 2.28.1

1. The District is committed to providing a safe work environment. Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.
2. Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of work.
3. Workplace includes off-campus locations as well as District or College-sponsored activities where faculty, staff or student employees are engaged in District or College business or locations where incidents occur as a result of the person's relationship to the District or College community.
4. Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire or medical personnel by contacting the District Public Safety Department at (650) 574-6415 and/or by dialing 911 for local police.
5. Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health, safety, sanitation and working conditions shall be forwarded to the Vice Chancellor, Human Resources and Employee Relations for review and recommendations.
6. Any employee experiencing an unsafe working condition should immediately contact his/her supervisor or the Vice Chancellor, Human Resources and Employee Relations. The employee will be provided consultation regarding resources available to resolve the unsafe working condition.
7. Also see Procedure 2.28.2, Workplace Violence
Plan: https://sharepoint.smccd.edu/SiteDirectory/portal/Procedures/2_28.2.pdf

8. Please visit [Injury and Illness Prevention Program](https://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Firms/AllItems.aspx?RootFolder=%2fSiteDirectory%2fportal%2fHuman%20Resources%2fPolicies%20and%20Procedures&FolderCTID=&View=%7b2FE DA2F3%2d0908%2d48CE%2d980C%2dCBFD12B1C614%7d).
<https://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Firms/AllItems.aspx?RootFolder=%2fSiteDirectory%2fportal%2fHuman%20Resources%2fPolicies%20and%20Procedures&FolderCTID=&View=%7b2FE DA2F3%2d0908%2d48CE%2d980C%2dCBFD12B1C614%7d>

Workplace Violence Plan Policy No. 2.28.2

1. The District is committed to providing a safe work environment that is free of violence and the threat of violence. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.
2. Workplace includes off-campus locations as well as District or College-sponsored activities where faculty, staff or student employees are engaged in District or College business or locations where incidents occur as a result of the person's relationship to the District or College community.
3. If the safety of anyone on District property is threatened, a witness should contact the District Public Safety Department at (650) 574-6415 and/or dial 911 for local police.
4. An employee shall notify the District Public Safety Department of any restraining order/court orders when named as a plaintiff and provide a copy of the order. If a supervisor is informed of a restraining order, the supervisor will contact the District Public Safety Department and provide a copy of the order.
5. Violence or the threat of violence on District property or at District sponsored events by an employee, student or any other person is unacceptable. Such behavior may subject the perpetrator to prosecution, and or disciplinary action. Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken
6. Acts of violence and threat of violence include any physical action, whether intentional or reckless, that harms the safety of self, another person or property and any behavior that could be interpreted by a reasonable person as intent to cause physical harm to self, another person, or property. The following actions are considered violent acts:
 - Striking, punching, slapping or assaulting another person.
 - Fighting or challenging another person to fight.
 - Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.

- Engaging in dangerous, threatening or unwanted horseplay.
 - Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
 - Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
 - Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.
7. Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.
8. No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

**Sexual Assault & Education, Prevention, & Reporting
Policy No. 2.29**

1. Any sexual assault or physical abuse, including but not limited to rape, domestic violence, dating violence, sexual assaults or stalking as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.
2. The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in the Education Code and Code of Federal Regulations.

3. The District and Colleges will provide information to all SMCCCD faculty, staff, and registered students on the definition of sexual assault, how to prevent it and how to report it if assaulted.
4. The Colleges shall disseminate this information through means such as the student/staff handbooks, District and College websites and orientations to the Colleges. The District Vice Chancellor of Human Resources and Vice Presidents of Student Services may take additional steps to disseminate the information Districtwide and at each College.
5. The District/Colleges will develop partnerships with community agencies that provide support and assistance to sexual assault victims.
6. All Managers shall be educated on the prevention of sexual assault and how to report any incidents of such assaults on a student, employee or visitor to a campus, whether the assault occurred on campus or not.
7. Additional information and procedures regarding this matter can be found at:
<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/2012%20SMCCCD%20Annual%20Public%20Safety%20and%20Security%20Report1.pdf> and
<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/Department%20of%20Public%20Safety%20Policy%20Manual.pdf>

**Political Activity
Policy No. 2.30**

1. District employees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time, provided the following conditions are met:
 - a. Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is prohibited.
 - b. District resources may not be used to campaign for or against a candidate or issue. District resources include such things as computers, copying equipment, telephones, mailboxes, E-mail, PhoneMail, faxes, staff time, etc.
 - c. Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.
 - d. A careful accounting of the time used in campaigning must be maintained so that there is no question of impropriety.
 - e. All other restrictions imposed by the Political Reform Act of 1974 and other provisions of law are followed.
 - f. All College regulations relating to time, place and manner are observed.

2. District employees may utilize District resources to disseminate factual information regarding candidates or ballot propositions during work hours provided the following conditions are met:
 - a. The information disseminated relates exclusively to the San Mateo County Community College District and the educational programs and activities thereof.
 - b. The information disseminated provides a fair presentation of relevant facts in a manner which is objective, full, and impartial.
 - c. The information disseminated does not directly or indirectly advocate the passage or defeat of a ballot proposition or the election of a candidate.
 - d. The employee has obtained appropriate permission from his/her supervisor.
3. In certain academic disciplines, classroom discussion of political issues, ballot measures and candidates may take place provided the discussion is conducted in a fair and impartial manner and is directly related to the course matter being taught.
4. Candidates for office may be invited to address a class provided the following conditions are met:
 - a. All candidates for a particular office are offered the same opportunity to address the class, although not necessarily at the same time.
 - b. The discussion or debate of the candidates is directly related to the course matter being
5. District employees, employee organizations, or student organizations are encouraged to invite declared candidates for office to address groups on campus provided the following conditions are met:
 - a. The presentation does not interfere with the educational programs or processes of the College.
 - b. All candidates for a particular office are offered the same opportunity to address groups on a campus, although not necessarily at the same time.
6. Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations related to time, place, and manner are respected. Candidates or proponents or opponents of specific issues may not use District resources as described in 1(b) above to prepare or distribute materials on campus.

7. Violations of this policy may be forwarded to the County of San Mateo District Attorney's Office for prosecution.

Prohibited Conduct

In order to ensure orderly operations and provide the best possible work environment, the San Mateo County Community College District expects employees to follow rules of conduct that will protect the interests and safety of personnel. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action:

- Theft, unauthorized removal or possession of SMCCCD's property
- Falsification of timekeeping, employment or other records
- Possession, distribution, sale, transfer or use or being under the influence of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Carrying firearms or other dangerous weapons on SMCCCD's property at any time
- Negligence or improper conduct leading to damage of SMCCCD's property
- Insubordination or other disrespectful conduct
- Violation of SMCCCD's safety rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or absence without notice
- Committing a fraudulent act or a breach of trust in any circumstances
- Intimidating co-workers or creating an intimidating work environment for others

Personnel Records

The Human Resources Department maintains personnel files for all of SMCCCD employees. In each file, we keep such documents as your application, performance appraisals, leave records, change of status and all other related documents. You have the right at any time to inspect the contents of your own personnel file. You may make notes about the documents in your file and may request a photocopy of any documents in your file that you have previously signed.

Only the Human Resources staff will verify your employment and salary. As an employee of SMCCCD, if you wish to disclose your personnel information to outside sources, you have to submit a written request to the Office of Human Resources.

Inaccurate or obsolete information in your employee file could adversely impact your benefits and tax withholding. If you have a qualified change in status such as change in marital status, dependents, beneficiaries, address and other pertinent information, please be sure to notify Human Resources immediately.

We encourage you to provide Human Resources with any supplementary documents, such as recent training courses completed, so that your file can be kept up to date.

Computer and Network Use Policy No. 2.34

1. The District provides various electronic media, including laptop and/or desktop computers for use by employees. Employees are encouraged to use these media in their work to communicate with students, with each other and with the administration, and to improve their access to research and instructional tools.
2. District computers and networks are property of the District. Employees and students may use the District's network services and computers for personal purposes provided that such use does not directly interfere with the normal performance of duties, or with the normal operation of District systems or facilities. Use of these systems for unlawful purposes is not authorized and can constitute grounds for revocation of user privileges, removal of offensive material, and potentially result in disciplinary action.
3. While the District respects all employees' and students' right to privacy in work place communications, employees, students and others should realize that District communications systems are not always private. The District cannot routinely protect users' confidentiality in some situations. Some email or computer use, when created or stored on District equipment, may constitute a District record subject to disclosure under the California Public Records Act or other laws, or as a result of litigation. Users of District computer resources should be aware that such situations or laws may not permit the confidentiality of email or other documents or data on a computer in some circumstances.
4. The District shall not inspect, monitor, or disclose email or other computer files without the holder's consent, except (1) when required by and consistent with the law; (2) when there is a substantiated reason to believe that violations of law or provisions herein have taken place and the holder or user is the subject of suspicion; or (3) under time-dependent emergency circumstances or critical compelling circumstances.
 - a. Substantiated reason means that reliable evidence indicates the probability that violation of law or provisions herein has occurred, as

distinguished from rumor, gossip, speculation or other unreliable evidence.

- b.** Time-dependent, emergency circumstances means where time is of the essence and where there is a high probability that delaying action would almost certainly result in critical compelling circumstances.
 - c.** Critical compelling circumstances means that a failure to act may result in significant bodily harm, significant property damage or loss, loss of significant evidence of the violation of law or provisions herein, significant liability to the District or District employees or students
- 5. Except in emergency circumstances as defined above, District inspection, monitoring or disclosure of emails or other documents or data must be authorized in advance and in writing by the Chancellor. This authority shall not be further delegated. Unless precluded by law, law enforcement or related agencies, the District shall make a full and complete written record of the rationale for such access, which shall be provided to the affected employee within two work days of obtaining access.
- 6. Authorization shall be limited to the least perusal of contents and the least action necessary to resolve the situation. All inspection and/or monitoring pursuant to this Section is limited to the specific computer hardware which the District has a substantiated reason to believe were used in the violations as alleged and described in the written authorization. All inspection and/or monitoring shall be limited to the investigation of the violations as alleged and described.
- 7. Users should be aware that during the performance of their duties, Information Technology Services personnel occasionally need to observe certain transactional addressing information to ensure proper functioning of the District's computer services, including email. Except as provided in this Section or by law, they shall not intentionally read the contents of email or other documents, or to read transactional information where not germane to the foregoing purpose, or to disclose or otherwise use what they have seen.
- 8. Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility to respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.
- 9. The District cannot and does not wish to be the arbiter of contents of documents in any physical or electronic media. The District shall not protect users from receiving transmitted or physically conveyed language or images which they may find offensive or objectionable in nature or content, regardless of whether such documents originated within or outside the District. Employees and students are strongly encouraged to use the same personal and professional

courtesies and considerations in such communications as they would with face-to-face conversation.

Reporting of Crimes

Policy No. 2.51.1

1. Members of SMCCCD who are witnesses or victims of a crime should immediately report crimes to the SMCCCD Public Safety Department.

To Report a Crime: Contact San Mateo County Community College District Public Safety Department at:

College of San Mateo 650-574-6415

Cañada College 650-306-3420

Skyline College 650-738-4199

Dial 9-1-1 (emergencies only)

Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to the Vice President of Student Services on each campus.

2. In the event an employee is assaulted, attacked or menaced by student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the San Mateo County Community College District Public Safety Department. The supervisor shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.
3. The District shall publish warnings to the campus community about the following crimes:
 - Criminal homicide — murder and non-negligent manslaughter;
 - Criminal homicide — negligent manslaughter;
 - Sex offenses — forcible and non-forcible sex offenses;
 - Domestic violence, dating violence and stalking;
 - Robbery;
 - Aggravated assault;
 - Burglary;
 - Motor vehicle theft;
 - Arson;
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession;

- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
 - Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation destruction/damage/vandalism of property, or any other crime involving bodily injury;
 - Those reported to [appropriate law enforcement authorities]; and
 - Those that are considered to represent a continuing threat to other students and employees.
4. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the student newspapers. The information shall be disseminated by Director of Public Safety or designee in a manner that aids the prevention of similar crimes.
 5. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Public Safety or designee may also post a notice on the campus-wide electronic bulletin board on the campus website providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the San Mateo County Community College District Public Safety Department by phone or in person at the campus Public Safety Office.
 6. The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.
 7. If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.
 8. The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.
 9. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program,

student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by San Mateo County Community College District Public Safety Department or at the Public Safety website: <http://www.smccd.edu/publicsafety>.

Local Law Enforcement Policy No. 2.52.1

1. Each College has a written agreement with local law enforcement agencies which clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
2. The written agreements designate which law enforcement agency has operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements are public records and can be made available for inspection by members of the public upon request to the Chancellor's Office.
4. The College Public Safety Offices maintain a close working relationship with local law enforcement. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the campus Public Safety Offices will work closely with local law enforcement agencies.
5. In response to a call, the Public Safety Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received are forwarded to the Vice President, Student Services for review and potential action. The Public Safety Department may investigate a report when it is deemed appropriate.
6. Crimes should be reported to the campus Public Safety Offices to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.
7. Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Public Safety officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus Public Safety Offices and the appropriate police agency. Prompt

reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

8. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
9. All reports will be investigated. The District does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the District's Disciplinary Committee for review. When a potentially dangerous threat to the District's community arises, timely reports or warnings will be issued through e-mail announcements, text messages, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

Gifts and Donations

Policy No. 8.38

1. A gift or donation is defined as a contribution of money, securities, real or other property, goods, or, in some cases, services to the District/Colleges or any organization officially sponsored by the District/Colleges (e.g., student club) in exchange for which no return is given. Such a donation may not be designated to benefit a specific person; donors will only be allowed to establish broad criteria over the disposition of a donation and all IRS requirements shall be observed.
2. The Board of Trustees shall consider all gifts, donations and bequests with a value of \$1,000 or more made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
3. The District shall assume no responsibility for appraising the value of gifts made to the District. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.
4. The Board shall not knowingly accept a gift or donation from a donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.
5. For gifts and donations which have a value of \$1,000 or more, the College or District Chief Executive Officer shall accept or decline the contribution on behalf

of the Board and report all such contributions in summary form to the Board semi-annually, with the date of receipt of the contribution shown. The General Manager at KCSM may accept or decline gifts for KCSM on behalf of the District and submit a report annually to the Board of Trustees.

- a. Gifts with a value of less than \$1,000 will be accepted or declined by the receiving unit's manager.
 - b. The value of a contribution will be reported on the aggregate value of all items contributed at one time by a single donor and not the individual value of each item separately.
6. Only those gifts and donations which are deemed by the receiving unit's manager to be useful to the educational program, to support services, or for fund-raising will be accepted. All gifts and donations shall be used for the purpose specified by the donors. Unrestricted gifts or donations shall be used in accordance with District/College plans.
7. For contributions valued at \$1,000 or more, the appropriate College or District Chief Executive Officer shall provide the donor with an official acknowledgment of the contribution. The receiving unit's manager will provide appropriate acknowledgment for contributions with a value of less than \$1,000. Except for the case of a monetary contribution, it is the responsibility of the donor to provide an estimate of the value of the contribution.
8. Employees are encouraged to refer prospective donors to the San Mateo County Community Colleges Foundation.

**Solicitation of Funds
Policy No. 8.66**

1. By Off-Campus Organizations
All solicitation of funds from students or staff by off-campus organizations or person(s) is prohibited except with the express approval of the Board or of the Chancellor. In the event that the Chancellor denies a request to solicit funds, the applicant may appeal the decision to the Board.
2. By District Personnel or Organizations
 - a. All solicitation of funds from students, staff, or the public by District personnel or organizations is prohibited except with the express approval of the Board or the Chancellor. In the event that the Chancellor denies a request to solicit funds, the applicant may appeal the decision to the Board.
 - b. District personnel or organizations shall not use the name of the District in soliciting funds without the approval of the Chancellor.

- c. KCSM-TV and KCSM-FM are allowed to solicit funds from the public for station operations through the use of such fundraising methods as are approved by the Federal Communications Commission. Solicitation of funds by KCSM shall be governed by applicable law and Federal Communications Commission regulations. KCSM-TV and KCSM-FM may solicit funds in the following manner:
- Requests for corporate underwriting.
 - Request for viewer/listener contributions.
 - Special events sponsorship.
 - Sale of advertising space in program guides and other publications

Housekeeping and Break Room

The San Mateo County Community College District provides break rooms for the benefit of its employees throughout the three campuses and the District office. Although the general cleaning of the break rooms are provided by Facilities Planning & Operations, employees are expected to attend to their personal dishes, utensils, and trash and keep the work area neat and orderly.

Easily accessible trash receptacles and recycling containers are located throughout the offices. Put all litter and recyclable materials in the appropriate receptacles and containers and report any needed repair/replacement to the appropriate Facilities office immediately.

Attendance Guidelines

Maintaining good attendance is very important. Frequent absences or changes in work schedule hampers employee's productivity, as well as the overall production of the department or section which would ultimately result in offering a poor service to the students.

Employees need time away from work for rest, relaxation, recuperation from illness, and personal and family needs. Classified employees are provided with paid time away from work in the forms of vacation, holiday time, sick time, bereavement leave, jury duty and witness time off. Academic employees (faculty) are provided with sick time, jury duty, and bereavement time. Employees are encouraged to study their Collective Bargaining Agreement in order to have a better understanding of the subject.

Tardiness in arriving to work after the scheduled time, leaving early, and extending breaks or lunch beyond regular times is also unacceptable conduct and if it becomes a pattern, may result in disciplinary action. Employees are encouraged to refer to

their Collective Bargaining Agreements in order to have a better understanding of the subject and to avoid actions that could be cause for disciplinary action by the District.

Personal Property

SMCCCD will not be responsible for employee's personal property that is damaged or lost at work and we encourage you not to bring personal items of value to work. Although the District does not prohibit the reasonable display of personal pictures, knickknacks, and the like of nominal value in offices or cubicles, the employee must assume responsibility for the safekeeping of such articles.

COMPENSATION

SECTION THREE

Salary

All District employees are paid according to established "salary schedules" that include incremental salary "steps." Salary schedules are available on District website at: www.smccd.edu/hr.

Regular employees of the San Mateo County Community College District will fall under one (or more if applicable) of the categories below. However, any increase in pay for cost of living adjustment and/or revisions to the current Salary Schedules, requires Board approval. The increase in pay for step advancement that takes place on a yearly basis (when applicable), does not require Board approval and will be handled automatically by the office of Human Resources and Payroll.

- a. **Faculty** (Contract, Regular or Part-time) – employees in this category are represented by San Mateo Community College Federation of Teachers, AFT. Pay for these employees are determined by Salary Schedule 80 for regular pay, OL for Overload, PO for Post-Retirement, HI for Adjunct Instructional and AJ for Adjunct Non-Instructional. Cost of Living adjustments are negotiated and if an agreement is reached, the effective date of the increase will typically be the first day of work for the employee in Fall of each year. Revisions to the current salary schedules will also be negotiated, but the effective date will be determined at the time of the negotiations.
- b. **Classified** (probationary or permanent) – based on the position, employees in this category are represented by California School Employees Association (CSEA) or American Federation of State, County, and Municipal Employees (AFSCME). Pay for these employees are determined by Salary Schedule 60 for members of CSEA and salary schedule 70 for members of AFSCME. Cost of living adjustments are negotiated and if an agreement is reached, the effective date of the increase will typically be July 1st of each year. For the positions that are presented by CSEA, the District will complete a salary survey at least once every four years as stated in the contract for the possible revision of the current salary schedule and the appropriate effective date. For the positions that are presented by AFCSME, the District will negotiate the revisions and the appropriate effective date as needed.
- c. **Executive, Management, Academic-Classified Supervisory (Exempt), Classified Professional, and Confidential** employees are not represented and their pay is determined through Salary Schedules 10, 20, 35, 40, and 50. However, they typically receive the same COLA as classified employees. Any modification to the Salary Schedules and the effective dates, will be recommended to the Board of Trustees by the Chancellor.

Long Service Increment (LSI)

All **non-exempt** classified employees of the San Mateo County Community College District receive Long Service Increment (LSI) in addition to their regular base salary. Please see below for details.

1. Classified employees who are paid through salary schedules 40, 50, and 60, follow the procedures addressed in CSEA contract article 8-4. Accordingly, each employee beginning his/her eighth (8), twelfth (12), sixteenth (16), twentieth (20), twenty-fourth (24), or twenty-eighth (28) years of continuous service with the District will be granted monthly long-service increments based on the schedule below. Employees will be eligible for the increment on the appropriate employment anniversary date and those who are employed less than full-time will have the increment prorated accordingly.

<u>Beginning Year:</u>	<u>Monthly Increment:</u>
Eight (8)	2.25% of base salary
Twelve (12)	3.25% of base salary
Sixteen (16)	5.75% of base salary
Twenty (20)	7.50% of base salary
Twenty-four (24)	10.25% of base salary
Twenty-eight (28)	11.50% of base salary

2. Classified employees who are paid through salary schedule 70, follow the procedures addressed in AFSCME contract article 8-4. Accordingly, each employee beginning his/her eighth (8), twelfth (12), sixteenth (16), twentieth (20), twenty-fourth (24), or twenty-eighth (28) years of continuous service with the District will be granted monthly long-service increments based on the schedule below. Employees will be eligible for the increment on the appropriate employment anniversary date and those who are employed less than full-time will have the increment prorated accordingly.

<u>Beginning Year:</u>	<u>Monthly Increment:</u>
Eight (8)	2.25% of base salary
Twelve (12)	3.25% of base salary
Sixteen (16)	5.75% of base salary
Twenty (20)	7.50% of base salary
Twenty-four (24)	10.25% of base salary
Twenty-eight (28)	11.50% of base salary

Exempt and Nonexempt Status of Classified Positions

Classified positions of the San Mateo County Community College District are either exempt or nonexempt positions.

Exempt employees (supervisory, administrative, and executive) are paid for worked done rather than hours worked and receive a fixed salary for work performed.

Non-exempt employees are paid for actual hours worked. Accordingly, any time worked in excess of their regular time, will be compensated either as overtime or compensatory time. These employees also receive LSI as explained above.

Hours of Work and Overtime/Overload

Depending on the category of employment, employees of the San Mateo County Community College District will follow their designated work schedule:

- a. The regular workday for full-time unit members of CSEA, consists of eight and one-half (8.5) consecutive hours that includes a one (1) hour unpaid meal period. The regular workweek consists of thirty-seven and one-half (37.5) hours in five (5) workdays, Monday through Friday.

District and CSEA have agreed that an employee may request modification of the 37.5 hour workweek of 7.5 hours per day, 5 days per week. The request is subject to the approval of the supervisor. Employees whose work schedule is less than 100% of full time may also request a modification of their work schedules. The adjustment of the work schedule will not result in a reduction of the total hours worked in a week, nor will the adjustment result in overtime pay, compensatory time, or shift differential pay. It is understood that the above modification may not be possible in some work areas and will vary from department to department. In all cases, the employee work schedule must be approved in writing by the supervisor

Upon prior approval of their supervisors, employees who work above and beyond their regular scheduled hours, may be entitled to overtime or compensatory time at the rate of one and a half time their regular pay.

Please refer to the agreement between the San Mateo County Community College District and the California School Employees Association, Chapter 33 (CSEA), Article 5 for detailed information.

- b. The regular workday for full-time unit members of AFSCME, consists of seven and one-half (7.5) consecutive hours within an eight hour (8) hour

period that includes a half-hour (.5) paid meal and rest period. The regular workweek consists of thirty-seven and one-half (37.5) hours in five (5) workdays. For all employees who are members of the unit at the time of ratification of the agreement, the five consecutive workdays will be Monday through Friday, unless mutually agreed to by the District, the employee, and the Union.

Despite the above provisions, the District may modify the thirty-seven and one-half (37.5) hour workweek to a four (4) consecutive day basis, Monday through Thursday, provided that the District certifies that the modification is likely to provide significant energy savings for the District and its employees. The regular workday in this case will be 9.375 hours, including two rest periods of fifteen (15) minutes each. No employee shall receive less compensation, vacation, holidays, seniority, or any other benefit that he or she would have received while working five days a week.

Upon prior approval of their supervisors, employees who work above and beyond their regular scheduled hours, may be entitled to overtime or compensatory time at the rate of one and a half time their regular pay.

Please refer to the agreement between the San Mateo County Community College District and Local 829, Council 57, American Federation of State, County, and Municipal Employees AFL-CIO (AFCSME), Article 5 for detailed information.

- c. The total required number of service days for each faculty member on a regular academic year contract shall not exceed one hundred seventy-five (175) work days, including any flex or staff development days included in the year. The academic year consists of two (2) separate instructional semesters, each begins on the first day of instruction and ends on the last day of final examination.

The contract responsibility days of instructional faculty will end once the total required number of service days is served and final grades and other official paperwork are submitted. The contract responsibility days of non-instructional faculty will end at the conclusion of the final examination period.

Compensation for counseling/advising responsibilities beyond the total 175-day commitment will be either paid at the faculty overload lab rate, by unit banking, or with compensatory time, schedule permitting.

Academic employees may occasionally be asked to work extra days that are not a part of the 175-day academic year. To the extent that funds have been budgeted and specific assignments approved by the

appropriate administrator, required services involving a minimum of six (6) hours of work will be compensated on a per diem basis. For less than a full day of work, academic employees will be compensated at the special rate of the Part-time or Faculty Overload Salary Schedule. The per diem rate is six hours at the special rate, Step 10 of the appropriate hourly salary schedule.

Please refer to the agreement between the San Mateo Community College Federations of Teachers Local 1493, AFT, AFT-CIO, article Article 7 for more detailed information.

Paycheck and Paycheck Stub

All regular employees of the District are paid once a month, on the last working day of each month. Employees may elect to have monthly paychecks deposited directly to their bank, credit union or other financial institution or receive a check from the Payroll office. If you wish to establish a direct deposit into you designated account, please fill out the “Payroll Direct Deposit Authorization” form and send it to the Payroll office with a cancelled check. The form is located on the downloads at: <https://sharepoint.smccd.edu/SiteDirectory/portal/default.aspxIt> under Payroll and it usually takes over two weeks to activate your direct deposit account.

Mandatory payroll deductions on your paycheck are: Federal and State withholding taxes, FICA withholding tax (Social Security and Medicare taxes), Retirement (STRS for Certificated positions, PERS for Classified positions, and STRS Cash Balance or Social Security for adjunct faculty), Union Dues as applicable, and Court Orders/Paybacks according to the instructions from the court order. Also, any leave without pay will be deducted from your regular pay.

Optional/voluntary payroll deductions are: 403B/457 Plan (based on the approved list of vendors available under Payroll downloads), contributions to SMCCCD Foundation, purchase of supplemental life insurance, dependent care flexible spending, health care flexible spending, faculty senate dues, and United Way.

Your paycheck stub provides important details of your gross earnings, voluntary deductions, taxes, vacation balance, sick leave balance, and other pay-related information. We encourage you to verify the information on your paychecks, including your name and Social Security number, so that errors can be corrected promptly before we issue your W-2 statement for your tax filing.

Your tax position may change from time to time. We strongly urge you to complete a new W-4 at the beginning of each year to ensure that we withhold the appropriate tax amount from your gross earnings.

Employees are encouraged to obtain their W-2 and W-4 forms as well as their paycheck stubs on the WebSMART rather than requesting paper copies.

PROFESSIONAL GROWTH & DEVELOPMENT

SECTION FOUR

Management, Staff, & Professional Development Programs

The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District provides:

- a. **Management Development Program for managers and academic supervisors:** this program is intended to provide opportunities for personal growth and advancement of employees through attending classes and workshops. The District will provide conference and tuition reimbursement as applicable.
- b. **Staff Development Program for Classified Staff and members of the classified professional/supervisory and confidential groups:** this program is intended to provide opportunities for personal growth and advancement of employees through attending classes and workshops. The District will provide conference reimbursement for a maximum of \$1000.00 per conference per fiscal year and tuition reimbursement for a maximum of \$1,400.00 per fiscal year as applicable, based on advance approval of the supervisor and available funding.
- c. **Professional Development Program for Certificated Staff:** This program is intended to provide paid/unpaid leave opportunities for regular academic employees to update, retrain, and extend their expertise to meet the current and future needs of the students. The leave options available through the program include the following:
 1. Conference/professional meeting attendance
 2. Short-term projects defined as activities of three (3) weeks or less
 3. Long-term projects defined as activities of more than three (3) weeks up to a full semester
 4. Extended leaves defined as full release from regular duties for an academic year

These programs will encourage professional growth that maintains and extends the high performance standards of all employees. Please refer to Chapters 4 and 5 of Board Policies for Classified and Non-Represented Staff and Chapter 13 of AFT Contract for Certificated Staff.

The professional growth and development is a collaborative process between the District and the employee. Ultimately, however, the success will depend equally, if not mostly, upon the employee. Your drive, your ability to learn, your effort to achieve or maintain a high level of performance, your willingness to take calculated risks, your acceptance of change and even your attitude have a bearing on how well you progress in the District.

Probationary Period for Classified and Academic Employees

The San Mateo County Community College District employs persons for faculty and non-faculty positions.

- a. A faculty member is an instructor, counselor, librarian, nurse or other employee whose position requires that s/he meets the minimum qualifications or equivalencies for community colleges as adopted by the State Board of Governors and the District Board of Trustees.

Faculty members are classified as hourly, first-year contract, second-year contract, third-year/fourth year contract, or tenured and will be notified of their classification. While on a contract status, faculty members are on probationary status and the status will change to permanent upon becoming tenured or regular faculty. Reemployment and classification of faculty is in accordance with the AFT agreement.

- b. The Board of Trustees, will classify and assign titles to all non-faculty positions and employees in these positions (both Represented and Non-Represented) who are considered part of the Classified Service.

All new and promoted employees in the Classified Service, will serve a probationary period of six months prior to obtaining a permanent status. Unsatisfactory performance during the probationary period, may result in termination of employment.

Performance Evaluations

Certificated Employees:

- a. Contract faculty will be evaluated each of the four years while in contract (probationary) status, even though a single contract covers the third and fourth years. The evaluation is processed by Tenure Review Committee and is an affirmative mean for awarding tenure based upon rigorous evaluation in the first four years of employment. In a way, it is a continuation of the selection process and emphasizes the fact that hiring does not guarantee tenure.
- b. Regular (tenured) classroom and non-classroom faculty will be evaluated at least once every three academic year. The evaluation is processed by Peer Review Committee and will alternate between Standard and Comprehensive Evaluation.
- c. Adjunct faculty will be evaluated full-time faculty and is an affirmative means for reviewing performance. Adjunct faculty will be evaluated in

the first semester of service and thereafter, at least once every six regular semesters.

Please check the AFT agreement, chapter 15 and appendix G for complete explanation of the process.

Classified Employees (to include Professional/Confidential):

- a. All newly hired classified employees are reviewed upon completion of the first three (3) and five (5) months of employment at the San Mateo County Community College District.
- b. Permanent classified employees who are promoted into a higher level job are reviewed on the same cycle as a newly hired employee.
- c. Following probationary reviews, classified employees are reviewed annually on their anniversary date of hire or promotion. However, after two consecutive satisfactory evaluations, the evaluation will be processed every two-year. An employee's anniversary date is defined as the date the employee is granted salary step advancement. For employees assigned to a classification during the first sixteen (16) days of the month, the anniversary date is the first of that month. If assigned after the sixteenth of the month, the anniversary date is the first of the following month.

Management/Academic Supervisory (to include Academic/Classified Exempt):

- a. All newly hired managers/academic supervisors are reviewed at the end of their six month probationary period.
- b. Employees who are promoted into a higher level job are reviewed on the same manner as a newly hired employee.
- c. Following probationary reviews, managers/academic supervisors are reviewed annually on their anniversary date of hire or promotion. The anniversary date is defined as the date the step advancement is granted. For employees assigned to a classification during the first sixteen (16) days of the month, the anniversary date is the first of that month. If assigned after the sixteenth of the month, the anniversary date is the first of the following month.
- d. Within a three-year period, each employee in this category will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.

Classified Promotional Opportunities

San Mateo County Community College District strives to provide opportunities for continued growth of its employees. Open positions may be filled from within the District, thereby providing advancement opportunities for employees. SMCCCD is

committed to providing promotions and lateral job transfers regardless of race, color, ancestry, national origin, age, sex, citizenship, veteran status, marital status, sexual orientation, physical or mental disability, religion or medical condition.

Vacant positions are posted on the employment website at: <https://jobs.smccd.edu> and are continuously updated as new positions become open or jobs are filled. Internal candidates usually have priority and are offered a time frame to apply for the desired positions and to be considered by the hiring manager for interview/skills test (when applicable). Outside applicants will only be considered when the internal process is closed and the position is not filled.

We encourage employees to discuss their potential for advancement with their supervisors and strengthen their skills for internal opportunities as they become available.

Museum of Tolerance (MOT)

Beginning with the 2000-01 academic year, the District has funded two groups of twenty employees (classified and academic staff, administrators, and Board members) each year through the two-day training offered by the Simon J. Wiesenthal Museum of Tolerance (“MOT”) in Los Angeles, CA. The training, titled “Tools for Tolerance” provides participants with intensive interactive learning experiences related to acceptance and valuing of societal differences in people and diversity of cultures, language groups, abilities, backgrounds and points of view.

In the Board meeting of May 29, 2002, it was approved to adopt the program as an institutionalized enhancement of the District mission, relative to valuing diversity for continued institutionalized growth.

The office of Human Resources is in charge of planning the attendance and providing all necessary accommodations for the participants.

LEAVES

SECTION FIVE

Description

The San Mateo County Community College District provides leaves in the form of holidays, vacation (non-faculty positions), sick leave, extended sick leave, unpaid leave, and other leaves to allow the employees to rest, recover from illness, and attend to other needed circumstances.

The District recognizes the possible need for extended absences and complies with federal and state laws governing leaves of absence.

Holidays

The Board of Trustees will grant the following sixteen (16) paid holidays annually, as well as any additional holidays mandated by Education Code Section 88203.

Martin Luther King's Birthday
Lincoln Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day following Thanksgiving
Winter Recess (total of seven District work days)

When a holiday falls on Sunday, the succeeding workday will be observed as the Board approved holiday. When a holiday falls on Saturday, the preceding workday will be observed as the Board approved holiday.

If a holiday occurs while an employee is on an unpaid status, the employee is not eligible for holiday pay.

Vacation

The District recognizes the need for employees to take time off during the year for recreational activities or for conducting personal business and provides paid vacation to all Non-Faculty employees:

- a. All **Classified Employees** who are members of **CSEA** and **AFSCME**, earn vacation hours at the end of each month. The accrual rate will change based on the years of service (see the chart below) and employees are allowed to save their vacation to a maximum of two years accrual.

Employees who are employed for less than full time, will earn prorated vacation credit.

Newly hired employees, will accrue vacation from the date of hire but are not allowed to use it while on six month probation. Please refer to articles 6 of CSEA and AFCSME Collective Bargaining Contract for detailed information on the subject. Rates are based on a full-time 37.5 hours per week, 12 month per year work schedule:

CSEA Members				AFSCME Members			
YEARS	DAYS	HOURS	MAXIMUM	YEARS	DAYS	HOURS	MAXIMUM
1	10	6.25	150.00	1	10	6.25	150.00
2	11	6.88	165.12	2	11	6.88	165.12
3	12	7.50	180.00	3	12	7.50	180.00
4/5/6	15	9.38	225.12	4	13	8.13	195.12
7/8	16	10.00	240.00	5/6	15	9.38	225.12
9	17	10.63	255.12	7/8	16	10.00	240.00
10	18	11.25	270.00	9	17	10.63	255.12
11-19	20	12.50	300.00	10	18	11.25	270.00
20 +	22	13.75	330.00	11 -19	20	12.50	300.00
				20 +	21	13.13	315.12

- b. All **Classified Employees** who are not members of CSEA and AFCSME, accrue vacation hours slightly higher than the above (below chart). Employees in this category are considered Confidential and/or Professional. All other regulations that apply to members of CSEA , also apply to employees in this category and you may refer to article 6 of CSEA Collective Bargaining Contract for detailed information. Rates are based on a full-time 37.5 hours per week, 12 month per year work schedule:

CONFIDENTIAL/CLASSIFIED PROFESSIONAL SUPERVISORY			
YEARS	DAYS	HOURS	MAXIMUM
1	12	7.50	180.00
2	13	8.13	195.12
3	14	8.75	210.00
4/5/6	17	10.63	255.12
7/8	18	11.25	270.00
9	19	11.88	285.12
10	20	12.50	300.00
11-19	22	13.75	330.00
20 +	24	15	360

- c. **All Administrators and Academic Supervisory** employees, (full time, 12 month per year), earn 16.88 hours (2.25 days) of vacation at the end of

each month and the maximum accrual is 405.12 hours (54 days). All other regulations that apply to members of CSEA, also apply to employees in this category and you may refer to article 6 of CSEA Collective Bargaining Contract for detailed information.

- d. **Termination of Employment:** in the event of termination of employment, employees in all the above categories will be compensated for all accrued and unused vacation.

Sick Leave

The San Mateo County Community College District provides its employees with paid sick time at the beginning of each fiscal year in the month of July.

- a. All full time employees in **Classified Services**, accrue 90 hours (12 days) of sick leave in July of each year and they can use all or part of it at any time during the fiscal year. However, newly hired Classified Employees who are members of CSEA and AFCSME, are eligible to use only six days of their sick leave during the six-month probation period. Employees who are employed less than full time, will earn prorated sick leave credit.

Sick leave may be used for employee illness, immediate family illness, personal necessity, and bereavement for distant family.

Sick leave will be saved without limitation and employees may be eligible to receive service credit from STRS (State Teachers Retirement System) and PERS (Public Employees Retirement System) upon retirement for their accrued sick leave.

Please refer to article 10 of CSEA and AFCSME Collective Bargaining Contract for detailed information.

- b. All full time (25 hours per week), 10 month **Academic Employees** accrue 10 days of sick leave in July of each year and they can use all or part of it at any time during the fiscal year. Employees who are employed less than full time (to include adjunct faculty), will earn prorated sick leave credit. Also, Academic Employees will be granted one day of sick leave if they are employed for full (at least six weeks) summer session.

Sick leave may be used for employee illness, immediate family illness, personal necessity, and bereavement for distant family.

Sick leave will be saved without limitation and employees may be eligible to receive service credit from STRS (State Teachers Retirement System)

and PERS (Public Employees Retirement System) upon retirement for their accrued sick leave.

Please refer to article 9 of AFT Collective Bargaining Contract for detailed information.

Other Available Leave Categories

In addition to vacation and sick leave that the District provides for employees, the following leaves are also offered by the District:

- a. **Extended Sick Leave** for employees in **Classified Services** (to include less than full-time employees): If absence because of illness or injury extends beyond accumulated leave for this purpose, the employee will be paid at fifty percent (50%) of his/her regular rate for a period not to exceed one hundred (100) working days. The fifty percent (50%) benefit begins upon the expiration of full paid sick leave. In no event shall this benefit extend beyond one hundred (100) working days in a fiscal year.

Paid leave will also be provided for:

Bereavement for immediate family (up to three (3) days for in-state travel and up to five (5) days for out of state travel) per occurrence.

Jury Duty

Witness under subpoena (for CSEA members only)

Military Leave: The District will pay the full salary for the first thirty (30) days

Workers Compensation Injury/Illness, for up to a maximum of sixty (60) days per fiscal year per injury/illness. Refer to article 10.2 in CSEA and 10.4 in AFCSME Contracts for detailed information.

- b. **Extended Sick Leave** for **Certificated Employees** (does not include adjunct faculty); If absence because of illness or injury extends beyond the number of days of the employee's accumulated sick leave, the District will pay partial salary for a period not to exceed five (5) school months. The payment shall be the difference between the employee's salary and the substitute's pay, if a substitute is employed, or the amount that would have been paid to a substitute on Step I of the appropriate schedule, should it be unnecessary to employ a substitute. This partial salary benefit begins upon the expiration of sick leave. The five-school-month limitation begins with the first day of absence involving the illness or injury.

Paid leave will also be provided for:

Bereavement for immediate family (up to three (3) days for in-state travel and up to five (5) days for out of state travel) per occurrence.

Jury Duty

Military Leave: The District will pay the full salary for the first thirty (30) days

Workers Compensation Injury/Illness, for up to a maximum of sixty (60) working days per fiscal year per injury/illness. Refer to article 11.2 in AFT Contract for detailed information.

Catastrophic Illness Leave

Pursuant to collective bargaining agreements, regular District employees may participate in the Catastrophic Illness Leave Program by donating a maximum of one day of their own accumulated sick leave balance, per college year, to another District employee who has been diagnosed with a catastrophic illness. For the purpose of this Program, “catastrophic illness” is defined as a medically-diagnosed condition which is determined by a licensed medical practitioner to be potentially life-threatening. Use of accumulated and donated sick leave, extended sick leave and long-term disability benefits is concurrent with employee entitlements under the Family and Medical Leave and California Family Rights Acts. Donations of sick leave through this Program can be accepted from all regular District employee groups.

Please refer to Articles 10.1.14 in CSEA, 10.14 in AFSME, and 11.15 in AFT Contracts for detailed information.

Other Leaves

Employees of the San Mateo County Community College District may request the following leave of absences:

- a. **Personal Business Leave of Absence:** Employees may request leave of absence from duty for personal reasons that do not fall into any other type of leave. This type of leaves are without pay and without District paid health benefits and must be approved by the division/department administrator in advance.
- b. **Family and Medical Leave of Absence:** FMLA (Family and Medical Leave Act) and CFRA (California Family Rights Act) allow employees to

balance their work and family life by taking reasonable leave for certain family and medical reasons. Entitlement to Family and Medical Act provisions run concurrently with all other applicable regulations. To be eligible for FMLA/CFRA, you must (1) have worked for SMCCCD for the previous 12 months; and (2) have worked at least 1,250 hours during the 12-month period preceding the request for leave.

Approved family medical leave of absence, if applicable, may qualify the employee to use sick leave, vacation, compensation time, and/or extended sick leave/partial pay. Employee may continue to accrue vacation and/or sick leave while on paid status.

This type of leave is provided up to twelve (12) weeks due to serious health condition of the employee, family care, birth or care for employee's newborn, placement of employee's child for adoption or foster care, pregnancy, and family military leave.

For **maternity leave**, an employee is considered incapacitated for a period of six (6) weeks for a normal birth delivery and up to eight (8) weeks for caesarian section birth delivery following the birth of a new born baby. The District provides twelve (12) months of maternity leave without pay securing employment.

For the duration of FMLA leave (12 weeks), the District will continue the employee's health coverage. In the case of employee's own injury or illness, the District will continue to cover the health benefits for an additional five (5) calendar months following the expiration of all paid leaves. If the employee has a medical cap expense prior to the leave, the amount will be deducted from his/her pay.

- c. **Military Leave of Absence:** To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, SMCCCD will grant thirty (30) working days of paid leave to all regular employees who enter military service for active duty. If employee's service exceeds the 30 days granted by the District, employee will be placed on leave without pay and without benefits until his return.
- d. **Exchange Teaching Leave** (Certificated employees only): Upon the recommendation of the Chancellor-Superintendent and approval by the Board of Trustees, a leave of absence of not more than two consecutive semesters may be granted for exchange teaching.

More on Pregnancy Leave

Below is the summary on pregnancy leave and pregnancy disability leave:

- a. Maternity leaves of absence are presented to Board of Trustees for approval.
- b. For maternity leave, an employee is considered incapacitated for a period of six (6) weeks for a normal birth delivery and up to eight (8) weeks for caesarian section birth delivery following the birth of a new born baby. Employee will be able to use sick leave (as applicable) to stay on paid status during that period.
- c. If and when sick leave is exhausted during incapacitated period, classified and non-represented employees may be eligible for Extended Sick Leave (ESL) and certificated employees may be eligible for Partial Pay (PP) for the remainder of the period (usually six or eight weeks).
- d. Concurrent with ESL and PP, employee may be eligible for Short Term Disability (STD) through Hartford Life & Accident Insurance Company. STD begins after 30 calendar days or exhaustion of sick leave, whichever is greater.
- e. Upon exhaustion of Short Term Disability, if employee is still unable to return to work based on medical certification, coverage converts to Long Term Disability (LTD) through Hartford Life & Accident Insurance Company.
- f. The District provides twelve (12) months of maternity leave without pay securing employment. For the first five months of the leave, the District paid health benefits will continue. However, since FMLA/CFRA, Family Medical Leave Act & California Family Rights Act, provide 12 weeks without pay with District paid benefits, based on each case employee may be eligible to use the twelve week and continue the benefits for another five months.
- g. When both parents work for the District, the combined total weeks used by the two employees for FMLA/CFRA, will not exceed 12 weeks.
- h. Employees of Classified Services may use vacation/comp time and certificated employees may use unit banking to stay on paid status throughout the leave of absence.
- i. Employee continues to accrue sick/vacation time while on paid status for at least 50% of full time each month.
- j.

Procedures for Leave of Absence Requests

1. For leave requests for thirty (30) or more calendar days, employees are required to complete the Leave of Absence Request Form and submit the form to their division/department administrator.
2. Leaves of twenty nine (29) or fewer calendar days are processed through collaboration with the employee, Human Resources, and Payroll Department. This type of leave does not require Board approval or completion of the leave request form and will be reported on employee's monthly absence affidavit.

3. Leaves of absence without pay for thirty (30) or more calendar days and maternity leaves of absence will be presented to the Board of Trustees for approval.
4. While on paid status through sick leave, extended sick leave, vacation, and partial pay (for certificated employees) for at leave 50% of full time, the District will continue the health benefits.
5. Once the employee is on approved medical leave without pay, the District paid health benefits will continue for five months and employee will be responsible for the applicable medical cap.

Return to Work

An employee has the right to be restored to his original job or to an equivalent job, identical to the original job in terms of pay, benefits, and other employment terms and conditions for all approved leaves of absence. The Family and Medical Leave Act require two (2) day notice before returning to work. However, the District would like to be notified by the employee two (2) weeks prior to returning to work. The Office of Human Resources may request a fitness for duty examination at the District's expense.

Employee may also be allowed to return to work with job duties modification or work schedule restrictions with advance notice. The Human Resources Department will review the restrictions and notifies the employee whether or not approval has been granted to return to work. Approval is based on restrictions and job duties.

Unapproved Leave of Absence and Termination of Employment

Failure to supply a certification of health care provider form will result in an unapproved leave of absence and denial of a family/medical leave of absence. Falsification of information may result in an unapproved leave of absence and grounds for immediate termination.

At the expiration of all applicable paid District leaves, employees may request up to three medically-verified leaves of six (6) months each, for a total of eighteen (18) months. For classified employees, denial of medical leaves of absence request may result in placement on the thirty-nine (39) month re-employment list, until such time that the employee is medically-released and fit to return to duty.

Unapproved leaves of absences will result in separation of employment from the District.

Workers' Compensation Leave

All employees and volunteer workers of San Mateo County Community College District are covered by Workers' Compensation for injuries and illnesses that occur while at work. Currently, the management of all District workers' compensation matters is the responsibility of the Human Resources Department in conjunction with our third-party administrator, Sedgwick Claims Management Service.

Supervisors and administrators are responsible for assuring that the required employer reporting form is completed and sent to the Human Resources Department within twenty-four (24) hours of the time that the injury or illness is reported to them.

Procedure

1. Upon occurrence of work related injury and/or illness, employee should notify his/her supervisor within 24 hours. In the absence of supervisor, employee can report the incident to division administrator, any administrator, or the Human Resources Department at the District.
2. In case of life threatening incidents, 911 should be notified.
3. In case of minor injury and need for first aid, the health center on each campus may provide temporary relief for the injured worker.
4. The supervisor is required to complete the appropriate form and also provide the necessary form for the injured employee.
5. Once completed, the supervisor will forward the required forms the office of Human Resources..
6. Human Resources will then review the forms for completion and gather any facts needed: detail information regarding the incident, loss time, medical treatment referrals, witnesses; any information necessary to report to Sedgwick Claims Management Service.
7. In case the employee fails to report the injury/illness upon occurrence thinking that it is not severe enough but feels the consequences later, he/she should go through the above process as soon as possible.
8. Employees may choose to pre-designate their personal physician for treatment of job related injury/illness. However, they should do so prior to the injury. Otherwise, employee can seek medical treatment through one of the District designated medical panel facilities. The list is available on the District Portal website, under HR downloads.
9. **Sedgwick Claims Management Service** has sole responsibility for approving or denying claims for worker's compensation.

Pay While on Worker's Comp

Payment for worker's compensation claims that are approved by Sedwick, will be processed as follows:

1. WC Total Temporary Disability (TTD) provides 2/3 of the pay. However, for employees that 2/3 of their earnings is higher than state disability allowance, the amount paid by TTD will be less than 2/3 of their regular earnings.
2. Per articles 10.2 in CSEA, 10.4 in AFSCME, and 11.2 in AFT collective bargaining agreement, the District compensates the injured employee by 1/3 (or more for higher paid employees) of their earnings for the first 60 working days of their injury. As a result, employee will receive full earnings through TTD and District portion for the first 60 working days.
3. In order for TTD to be paid from the first day, employee should be off work for more than 14 working days or to be hospitalized. Otherwise, TTD will not be paid for the first three (3) days. However, the District will compensate the employee for the full pay for those days.
4. The 60-day pay provided by the District is per injury/illness per fiscal year.
5. After the 60-day period if employee is still off, TTD will continue to pay 2/3 of earnings (with the limitation mentioned above) and 1/3 will be charged to sick leave and extended sick leave, if and when applicable, for all employees.
6. When all sick leave/extended sick leave is exhausted, employees in classified services can use vacation and compensatory time to cover the remaining 1/3 of their earnings. Certificated employees may use unit banking for the coverage.
7. If and when the employee has completely recovered to their best ability and has permanent disability limitations or restrictions, he/she may be entitled to permanent disability per the treating physician and state law and will no longer receive TTD payments.
8. Short Term Disability (STD) and Long Term Disability (LTD) payable at maximum 2/3 of salary through Hartford Life & Accident Insurance will start upon termination of TTD payments.

Group Insurance Benefits

While on paid status through TTD, sick leave, extended sick leave, vacation, and unit banking (certificated employees), the District will continue the group insurance benefits. After exhausting all the paid leave mentioned, the District will continue the benefits for an additional five months and employee will be responsible for over the cap amount (if any) only. Upon termination of the five months, the group insurance benefits will be terminated. However, employee may choose to continue their benefits at his/her own expenses.

BENEFITS

SECTION SIX

Summary of Benefits Offered

The San Mateo County Community College District offers comprehensive group medical, dental, and vision insurance and supplementary benefits to its eligible employees. Based on the date of hire and labor negotiations, medical and dental benefits may continue after retirement as well. Below is the summary of the benefits offered by the District that starts the first day of the month following employment:

1. Medical, Dental, and Vision coverage
2. Flexible Spending Accounts
3. Life and AD&D Insurance
4. Disability Insurance
5. Employee Assistance Program

In addition to the above benefits, the District offers the following with the effective date specified:

1. Retirement Benefits starts the day of employment
2. Post-Retirement Benefits starts the first day of the month following the retirement date

The office of Human Resources provides information in the Benefits Handbook available under the HR download and the handbook is revised every calendar year to include the latest updates for the employees.

Definition of Eligible Employee

To be eligible to enroll in benefits, regular faculty should be employed at least 60% of full-time and employees of the classified services should be employed at least 50% of full-time.

Medical, Dental, and Vision Coverage

For Medical, dental, and vision coverage employee and his/her family members as stated below may be enrolled in the plans:

1. Legal spouse or domestic partner
2. Employee's children up to age 26
3. Employee's dependent child who is incapable of self support due to mental or physical disability

Every calendar year during Open Enrollment period (September/October), employees will be able to change their medical and dental plans. In addition, some

major life events may allow employees to change their plans outside of the said period. Please contact the office of Human Resources for details.

Medical Plans

SMCCCD offers a variety of HMO and PPO plans and new employees may choose the plan that best suits their need. All employees have the option of changing their medical plan during open enrollment in September/October of each year and the effective date of the change will be January first of the following year. However, in case of a qualifying life event as defined by IRS, employee may be able to request a change outside of open enrollment period.

Currently CalPERS is the District broker for the medical plans and each year, they negotiate with the plans and inform the District of all the changes that will be effective in January of the following year.

SMCCCD contributes toward the cost of the health plan premiums and employees are responsible for the remaining portion, if any. The District contribution (Employer Share) is negotiated with AFT, AFSCME, and CSEA each year and will be effective January 1st through December 31st of each calendar year. In 2014, the employer shares are as follow:

<i>Description</i>	<i>CSEA Members</i>	<i>AFSCME Members</i>	<i>AFT Members</i>	<i>Classified Professional/ Confidential</i>	<i>Academic Sup/ Administrators</i>	<i>Board Trustees</i>
Employee Only	\$679.00	\$679.00	\$704.00	\$654.00	\$654.00	\$704.00
Employee + 1	\$1,092.00	\$1,127.00	\$1,027.00	\$1,052.00	\$977.00	\$1,127.00
Employee + 2 or More	\$1,437.00	\$1,482.00	\$1,334.00	\$1,382.00	\$1,284.00	\$1,482.00

For employees whose premiums exceed the employer share covered by the District, the out of pocket amount will be deducted from their monthly pay (pre tax deduction) each month.

Dental and Vision Plans

SMCCCD provides dental and vision plans coverage for eligible employees and the premiums are paid in full by the District.

- a. There are two comprehensive dental plans to choose from. These plans are designed to provide the employees with preventive care as well as coverage to assist with more serious issues, if needed.
 1. **Delta Dental Plan** allows the employee to receive dental care services from any dentist. However, if employee chooses to receive

care from a non-Delta dentist, he/she may be responsible for paying any charges over Delta Dental's approved fees. This plan does not include orthodontic care.

2. **DeltaCare (PMI) Plan** does not allow the employee to receive dental care services from a dentist who is not in the network which is very limited. However, this plan includes orthodontic care for children.
- b. The vision plan offered by the District is through **Vision Service Plan (VSP)**. As a VSP member, employee can access out-of-network providers. However, he/she may receive lower benefits and have a higher out-of-pocket expense.

Flexible Spending Account

Flexible Spending Account (FSA) allows employees to set pre-tax money aside through payroll deductions to get reimbursed for purchase of eligible goods and services throughout the year. The plan is administered by Playflex and the monthly premiums are fully covered by the District.

The FSA plan year is from January 1st to December 31st of each year. Employees should carefully plan to determine how much to contribute each month since IRS has imposed a "use it or lose it" rule and any amount unclaimed and remained in the account will be forfeited.

Employees can use the FSA for Health Care expenses, up to \$2,500.00 per year, and for Dependent Care for up to \$5,000.00 per year.

Life and AD&D Insurance

Basic Life & Accidental Death and Dismemberment (AD&D) coverage is provided by the District at no cost to employees and the plan is administered by Hartford Life & Insurance Company.

If death occurs while employee is covered under the plan, the beneficiary will receive the following benefits:

1. Beneficiaries of certificated and classified employees will receive a benefit amount equal to the annual salary of the deceased employee up to a maximum of \$100,000.
2. Beneficiaries of administrators and board trustees will receive a benefit amount equal to twice the annual salary of the deceased employee up to a maximum of \$550,000.00.

The plan also offers Portability and Conversion options. Please refer to the benefits handbook for more information.

Supplemental Life Insurance

Employees of SMCCCD have access to voluntary supplemental term life insurance. The program allows employees to purchase additional amounts of insurance at favorable group rates with certain amount of coverage guaranteed. Premiums are paid through after-tax payroll deductions and the benefits are insured by Hartford Life & Insurance Company.

Disability Insurance

Disability insurance replaces a percentage of employee's income during extended periods of illness or injury that prevent the employee from performing his/her regular work. The benefits could be Short Term or Long Term and it is administered by Hartford Life & Insurance Company.

Employee will receive a benefit of 66.67% of his/her regular pay when becomes partially or totally disabled due to illness or injury. However, the benefit durations and maximum monthly benefit amounts vary based on employee's age and employment classification. Please refer to the benefits handbook for more information.

California State Disability Insurance (SDI)

Part-time faculty members (Adjunct Faculty) are eligible for State Disability Insurance.

Employee Assistance Program (EAP)

SMCCCD recognizes there are times when employees may need assistance with work or life issues. The Claremont Employee assistance Program (EAP) is a free, confidential service available to employees and their families.

The EAP can help with a wide range of issues including emotional well-being, financial issues, child and elder care issues, adoption assistance, and many more.

The service includes up to three face-to-face free counseling sessions per issue per year with availability of additional sessions at discounted rate if needed. Also, employees are able to contact EAP at (800) 834-3773 anytime day or night to seek assistance without limitation to talk to master's-level consultants.

Retirement Plans/Benefits

Regular employees of the San Mateo County Community College District, based on their employment classification, can choose one of the following two retirement systems. Both systems offer a “defined benefit” plan which provides benefits that are calculated using a “defined formula” rather than contributions and earnings to a savings plan. Retirement benefits are calculated using member’s years of service credit, age at retirement, and final compensation.

1. California Public Employee’s Retirement System (**CalPERS**): employees who have been members prior to January 1, 2013, contribute 7% of their creditable compensation per month. Employees whose membership begins on or after January 1, 2013, contribute 6% of their creditable compensation per month. The employer contribution rate is set by CapPERS each fiscal year and the rate is usually higher than the employee contribution rate. Please refer to CalPERS Member Handbook available at HR downloads for details.
2. California State Teacher’s Retirement System (**CalSTRS**): employees contribute 8% and employers contribute 8.25% of employee’s creditable compensation per month. However, the benefit formula for employees whose membership begins on or after January 1, 2013, is different from members prior to the said date. Please refer to CalSTRS Member Handbook available at HR downloads for details.

Social Security Benefits

Employees of the San Mateo County Community College District who are part of the classified services, also contribute for Social Security Benefits and the District contributes the employer share. However, regular certificated employees are not eligible for the benefits and there are no contributions by the employee or the District.

Other

1. Cash Balance Benefit Program, an Internal Revenue Code 401, is designed specifically for part-time educators and adjunct faculty. Generally if eligible, employee and employer each contribute 4% of employee’s gross salary per month.

However, the above employees have the option of choosing Social Security Benefits or CalSTRS defined benefits (if applicable) instead of Cash Balance Program.

2. 403 (b) and 457 (tax-sheltered) Plans are offered by the District to allow employees to make pretax contributions for retirement purposes. The District does not make any contributions and the earnings in these plans grow tax-deferred.

For a complete list of approved vendors and contact information, please check the HR downloads. You can also visit www.403bcompare.com for plan fees, charges, expenses, and other costs to employees.

Post-Retirement Medical & Dental Benefits

Employees of the San Mateo County Community College District may be eligible for Retiree Fringe Benefits (medical and dental benefits) upon retirement. The combination of age and years of service should equal at least 75 (often called “Magic 75”) to qualify for Retiree Fringe Benefits. However, depending on the original hire date, the eligibility criteria and type of benefits may be different.

Please refer to Retiree Fringe Benefits Handbook under the HR downloads for more details.

Adjunct Faculty Benefits

Adjunct faculty who are employed and complete at least 40% of a full-time load, may be eligible for the following benefits. Please contact the office of Human Resources for eligibility requirements and necessary forms.

1. **Medical Reimbursement** for up to \$500.00 per semester (fall and spring). However, the amount may change and employees will be notified.

The reimbursement request must be *received by Human Resources by:*

- a) **January 31st** for the period covering July through December;
- b) **June 15th** for the period covering January through June.

2. **Flexible Spending Account (FSA)** which allows employees to set pre-tax money aside through payroll deductions to get reimbursed for purchases of eligible goods and services throughout the year.

The FSA plan year is from January 1st to December 31st of each year. Employees should carefully plan to determine how much to contribute each month since IRS has imposed a “use it or lose it” rule and any amount unclaimed and remained in the account will be forfeited.

Employees can use the FSA for Health Care expenses, up to \$1,200.00 per year, and for Dependent Care for up to \$5,000.00 per year.

EMPLOYEE SAFETY

SECTION SEVEN

Emergency Procedures

The District has established procedures for a plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. The plan complies with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and incorporates the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan incorporates NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. The procedures can be found at: <http://www.smccd.edu/publicsafety/emergencypreparedness.shtml>.

District and College emergency planning documents and information about the Emergency Operations Center (EOC) can be found at: <http://sharepoint.smccd.edu/SiteDirectory/emergencyplanning/Emergency%20Planning/Forms/AllItems.aspx>.

Ergonomics

The District is committed to maintaining a safe work environment and has adopted an ergonomics program to prevent repetitive motion injuries (RMIs) through work site evaluations, adoption of control measures and training of employees. Please contact the Office of Human Resources if you need assistance.

Illness and Injury Prevention Program

It is the policy of SMCCCD to provide a safe and healthy campus environment for SMCCCD personnel, students, and visitors and to promote safety awareness at all levels. To help achieve this goal, SMCCCD promotes a comprehensive Illness and Injury Prevention Program (IIPP) that integrates a cooperative effort of the whole campus community to identify and eliminate unsafe conditions/practices, to control health hazards, and to comply fully with all applicable safety and health regulations.

As delegated by the SMCCCD, individual College deans, directors, department chairs, managers, and supervisors take a leadership role in ensuring the IIPP's effectiveness by promoting safety awareness for those they supervise and ensuring that all operations under their control are conducted in compliance with applicable regulations, SMCCCD policy, and this IIPP. Please check the Illness and Injury Prevention Program under the HR downloads for details.

DISTRICT PROGRAMS

SECTION EIGHT

District Housing Programs

In response to regional housing costs that are among the highest in the country, the San Mateo County Community College District has undertaken initiatives to assist faculty and staff with high housing costs, including building apartments that are rented at below-market rates to District employees and offering very affordable second home loans to first time-buyers.

Below Market Rentals: College Vista & Cañada Vista

1. College Vista is a two and three story complex with 44 units built on a 2 acre land with stunning views of the Bay and South San Francisco. College Vista is at close proximity of the District and College of San Mateo.
2. Cañada Vista consists of two three story complexes with 60 units built on a 3.3 acres site at Cañada College.

For the purpose of this program, employees must meet the definition of first time home buyer (FTHP) as stated below:

- Have never owned a home
- Have not owned a home in the past three years and received less than \$15,000.00 in equity when they sold their last home
- Divorced or separated in the past three years and vacated a primary residence and received less than \$15,000.00 in equity from sale
- Lost their home through short sale or foreclosure and received less than \$15,000.00 in equity from the sale
- Own a home outside the Bay Area and commute at least 50 miles each way to come to work at the District (certain restrictions apply)

Depending on availability and other conditions, employees may be placed on a waiting list. For detailed information, please contact:

Barbara Christensen

Director of Community/Government Relations

christensen@smccd.edu

(650) 574-6510

Second Loan Program

For more than ten years, the District provided a second loan program in order to help employees purchase a home in the Bay Area. The program was discontinued in early 2009 but was reinstated based on low interest rates, more reasonable housing prices, and increase in the number of employees seeking to purchase a home. The

maximum loan amount is \$50,000.00 and for the duration of ten years of which the first five years would interest and payment free.

For detailed information on eligibility requirements, please contact:

Barbara Christensen

Director of Community/Government Relations

christensen@smccd.edu

(650) 574-6510

Loan-to-Own Computer Program

The District offers the Loan-to-Own Computer program to employees to increase their understanding of how computers can enhance the educational environment of the District.

This program, allows eligible employees to purchase computer and related peripherals through the college bookstores with an interest free loan than can be paid back via monthly payroll deduction over a two or three-year period, depending on the amount of the loan. The program may temporarily become unavailable if the allotted funds exceed the program's spending limit.

Employees should contact the campus bookstore with their request and the bookstore will contact the office of Human Resources on behalf of the employees. Upon approval, employees will consult with campus CTL (center for teaching and learning) to decide on what to purchase. To qualify for this program, all computer equipment, printers, and software must be purchased through the college bookstore.

Please contact the campus bookstore for detailed information.

College of San Mateo	(650) 574-6277
Cañada College	(650) 306-3199/3313
Skyline College	(650) 738-4449

Printing Services at CSM and Skyline College

Printing services at CSM and Skyline College offer services to the campuses and the District as well as employees for their personal use. Please check the following locations for available services and rates:

1. Campus Copy and Post located at the College of San Mateo in Building 10, room 190

Phone: (650) 574-6310
Email: csmcopycenter@smccd.edu

2. Graphic Arts and Production at Skyline College located in Building 5, room 118
Phone: number (650) 738-4133,
Email: skygap@smccd.edu

San Mateo Athletic Club (SMAC)

The San Mateo Athletic Club is a professionally managed enterprise program sharing the state-of-the-art fitness facility. The Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool along with a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. The multi-use facility provides credit classes, non-credit classes, community education and adaptive fitness.

The mission of the Health & Fitness Center is to create a healthy environment that engages students, staff and community members in the pursuit of health and physical fitness. With a facility such as this, the emphasis is on enjoying exercise for its own sake and learning fitness habits for life. This means that students have a place where they can focus on lifetime fitness goals and individual achievement, and community members can find opportunities to improve their health and well-being.

Please contact SMAC at (650) 378-7373 for membership and discount information for SMCCCD faculty and staff and to schedule a complimentary visit.

[Website: http://www.smccd.edu/sanmateoathleticclub/index.asp](http://www.smccd.edu/sanmateoathleticclub/index.asp)

Cellular Phone

Cellular Phone Discounts for Employees

Cell Phone carrier discounts are offered to SMCCCD employees by several companies. Please visit the CORP page on the District's intranet for more information (<http://www.smccd.edu/dsgs/cell-phone.php>).

Use of Cellular Phone for Business

Employees of the San Mateo County Community College District may need to use cellular telephones to conduct legitimate SMCCCD business, and such use is a predictable necessity. SMCCCD will provide cellular telephones by one of the three

following plans for authorized employees who use a cellular telephone during the course of their daily business:

- 1) A Stipend Allowance
- 2) District Issued Cellular Telephone
- 3) Reimbursement of employee's personal cellular telephone for business use

Stipend Allowance

This plan provides a taxable allowance to the employee in advance. The allowance will appear on the employee's paycheck and will be reportable as State and Federal taxable income, and is not re-payable to the District. Eligibility for this stipend as well as the amount of the stipend will be determined by the employee's supervisor. However, the maximum monthly allowance shall not exceed \$90.00.

District issued cellular telephone

Individually assigned cellular telephones will be issued based on approval by the Department Administrator. The sole purpose of these telephones is for business use only. Personal calls are not permitted in order to ensure compliance with IRS tax laws. In this case, the Department Administrator will be responsible for implementing proper tracking and collection of cellular telephone charges. All cellular telephone documents must be kept for three years.

Reimbursement of personal cellular telephone for business use

Employees who need to use their personal cellular telephone for business use on an occasional basis are eligible for reimbursement. Whenever possible, prior authorization should be obtained from the employee's supervisor (before attending conferences, travel, etc.). A copy of the bill with highlighted calls made for business must be submitted when requesting reimbursement.

SEPARATION FROM THE DISTRICT

SECTION NINE

General Information

Termination of employment with the San Mateo County Community College District may be caused by:

1. Retirement
2. Resignation
3. Reduction in Work Force
4. Release of Duties

Upon termination of employment, the office of Human Resources will conduct an exit interview to assist the exiting employee through the process. All exiting employees regardless of the reason for separation will be entitled to receive the following:

- All earned, but unused, vacation pay
- All earned, but unused, compensatory time
- Salary through the last day of work
- Notification regarding continued medical, dental, and vision coverage for self and/or eligible dependent under COBRA
- Notification regarding continuation of life/supplemental life insurance
- Notification regarding the flexible spending account and the deadline for using or losing the amount left in the account
- Notification regarding when to expect to receive payment for the amount due to the employee for salary, vacation pay, and compensatory pay

For any funds in 403 (b) and 457 (tax-sheltered), employee should personally contact the vendor and discuss the options available to him/her.

The exiting employees will be asked to return all District property (see below) by the last day of service.

- Office and building entry card and/or keys
- Keys for the employee desk
- Any equipment and resources such as computer hardware and software, calculators, manuals, files, etc.
- District procurement cards
- District cellular phones
- District vehicle
- Any cash advances
- Disclosure of any undisclosed computer passwords

Retirement

Employees of the District may retire from California State Teacher's Retirement system (CalSTRS) or California State Public Employee's Retirement System (CalPERS). If you are planning to retire, please submit a request to your division within 30 to 90 days prior to your planned retirement date, so that the District will have adequate time to process the necessary paperwork and benefit entitlement.

Employees may retire from STRS and PERS with or without eligibility for medical and dental coverage. Also, employees who retire with benefits, depending on their original date of hire, may have different options for continuation of their medical/dental benefits. Please refer to "Retiree Fringe Benefits Hand Book" under the HR downloads for details.

Employees who retire from PERS/STRS with eligibility for District benefits, will continue their medical and dental benefits un-interrupted for self and spouse (when applicable). They also have the option of continuing their dependent's coverage through COBRA.

Employees who retire from PERS/STRS w/out eligibility for District benefits, may be able to continue their medical insurance through the retirement system. However, they will be fully responsible to pay the premiums. Also, they can continue their dental coverage through the District through COBRA.

Resignation

Per Board Policy No. 2.60, the following apply to resignation of the employees of the San Mateo County Community College District:

1. Resignations shall be submitted in writing, signed and dated, and shall expressly state the date set for resignation. The resignation shall be submitted to the employee's immediate supervisor; the supervisor shall then submit the resignation to the College or District chief executive officer and the Office of Human Resources. An employee shall have up to twenty one (21) days from the date of submission to rescind the resignation.
2. The Board shall accept resignations of any employee, and will fix the time when the resignation is to take effect. By law, this date may not be later than the close of the academic year during which the resignation has been received by the Board.
3. A classified employee wishing to resign shall provide the District at least two weeks' notice of his/her intention to leave, unless the Board consents to his/her leaving sooner.

4. The Board delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. All such resignations shall be forwarded to the Board for ratification

In addition to items listed under General Information, the office of Human Resources will provide a pamphlet describing the unemployment benefits to the employees who resign.

Reductions in Force

The District hopes to continue growing and providing employment opportunities through offering educational services to more students. However, changes in the California state budget, conditions of the economy, decrease in student enrollment and other factors can create a need to restructure or reduce the number of people employed.

If it becomes necessary to restructure the operations or reduce the number of employees, the District will provide advance notice to minimize the impact on those affected. Please refer to article 19 of the CSEA contract, article 18 of the AFSCME contract, and article 14 of the AFT contract for details.

Release from Duty

Per Board Policy No. 3.50, the following apply to the suspension and dismissal of faculty members:

1. The District shall suspend or dismiss members of the faculty only for causes specified in the Education Code and only according to procedures specified therein.
2. If the Board decides it intends to dismiss a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code.
3. In lieu of dismissal, the Board may impose a suspension for up to one year with a reduction or loss of compensation during the period of suspension.

Per Board Policy No. 4.45.1, the following apply to dismissal and disciplinary action of the classified employees:

1. Disciplinary procedures for classified employees are outlined in the collective bargaining agreements between the District and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, and between the District and the California School Employees Association (CSEA), Chapter 33.
2. The portions of the contracts dealing with discipline and dismissal can be found at:

AFSCME:

<https://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Labor%20Documents/AFSCME%20Contract%202010-2013.pdf>, page 32

CSEA:

<https://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Labor%20Documents/CSEA%20Contract%202010-2013%204-18-2012.pdf>, page 46

In addition to the above, all new employees in the Classified Services, will serve a probationary period of six months prior to obtaining a permanent status. Unsatisfactory performance during the probationary period may result in termination of employment.