Classified Non-Exempt Personnel Policy Statement
Approved Changes for 2011/2012

Miscellaneous
All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year updating, and formatting changes will be made.

Section II. Conditions of Work
E. Work Schedules/Shifts/Locations
  o Add language to clarify an employee may request an adjustment in a work schedule for one work week due to occasional extraordinary personal needs, which can include half-hour meal breaks, where an on-going schedule change requires Executive Administrator approval.

Section III. Employment
C. Transfers and Reassignments
  o Add language to explain the process when the temporarily deployment of employees is needed to meet the needs of the College.

Section IV. Compensation
G. Work in a Higher Classification
  o Add the Executive Administrator is responsible for obtaining prior approval from the Chief Human Resources Officer or his/her designee for a temporary work assignment in a higher job classification.
  o Clarify an out-of-classification assignment beyond the initial 75-work days may be extended upon approval of the Chief Human Resources Officer or his/her designee.
  o Remove provision which required a lapse of two years since last review of the position by Human Resources.

Section V. Leaves and Holidays
A. Holidays and Recesses
  o Update holiday and recesses schedule.
  o Add provision for Department of Public Safety commission and dispatch employees assigned to a ten-consecutive hour (40 work week) schedule have the option to bank entitled time off when unable to take time off for a holiday or recess.

D. 4. Transfer of Sick Leave to Annual Leave
  o Change the transfer of sick leave to annual leave provision from an employee’s anniversary date to once a year during the month of June. Add a transition provision to permit employees with an anniversary date within the period of July 1 through December 24, 2011 to request transfer in December.

Appendix E – Non-Exempt Staff Step Progression Plan and Criteria
  o Update to reflect step plans earned in FY11-12 will be held in abeyance.
Classified Exempt Personnel Policy Statement
Approved Changes for 2011/2012

Miscellaneous
All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year updating, and formatting changes will be made.

Section II. Conditions of Work
A.2. Position Change Probation Period
   b. Benefits Eligibility: Add language to clarify during a position change probation period, employee retains all College-provided benefits for full-time regular employees.

Section IV. Compensation
B. Salary Administration
   Change to reflect 7.5% increase in pay for an acting assignment.

Section V. Leaves and Holidays
A. Holidays and Recesses
   Update holiday and recesses schedule.
D. 4. Transfer of Sick Leave to Annual Leave
   Change the transfer of sick leave to annual leave provision from an employee’s anniversary date to once a year during the month of June. Add a transition provision to permit employees with an anniversary date within the period of July 1 through December 24, 2011 to request transfer in December.

VI. Professional Development, Educational Enrichment and Paid Educational Leave Programs
A. Purpose and Funding
   Delete language pertaining to the process for monitoring of funds and the amount of funding available.
B. Application and Awarding Funding
   Add language pertaining to the process for monitoring of funds and the amount of funding available.

Appendix E – Exempt Staff Step Progression Plan and Criteria
   Update to reflect step plans earned in FY11-12 will be held in abeyance.

Administrator Personnel Policy Statement
Approved Changes for 2011/2012

Miscellaneous
All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year updating, and formatting changes will be made.

Section IV. Leaves and Holidays
A. Holidays and Recesses

(Continued)
o Update holiday and recesses schedule.

D. Transfer of Sick Leave to Annual Leave
o Change the transfer of sick leave to annual leave provision from an employee’s anniversary date to once a year during the month of June. Add a transition provision to permit employees with an anniversary date within the period of July 1 through December 24, 2011 to request transfer in December.

Appendix A: Salary Determination for Administrators Reassigned to Faculty Status
B. Placement on the Faculty Salary Schedule
o Delete outdated provision 2. and 3. pertaining to length of service step increase.

Appendix F – Administrator Step Advancement Plan and Criteria
o Update to reflect step plans earned in FY11-12 will be held in abeyance.

Faculty Personnel Policy Statement
Approved Changes for 2011/2012

Miscellaneous
All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year updating, and formatting changes will be made

Article II. Conditions of Work
A. General Responsibilities
- Add language to faculty members’ duties to include creating and implementing assignments (including the assessment of Student Learning Outcomes) and analyzing and utilizing the results.
- Clarify faculty members may be required to serve on one College-wide or campus committee, task force or ad hoc work group. Clarify serving as a Discipline Standards Faculty, or similar assignments recognized by the College, fulfills this requirement.

B. Workload, Workload Calculations and Accountability
- Add timeframe to when a faculty member can request distribution of duties over more than one campus or over one department or discipline/program/service area within a campus. Include a provision for the supervising administrator to approve exceptions to the deadlines.
- 4. Faculty Workload – clarify academic year contracts do not include classes taught in the summer session or winter intersession unless the faculty member is under a flex contract.
- 5. Instructional Faculty Workload Calculations, k. – Delete language reference to compensation when a course is developed but is not offered or is cancelled or transferred.
- 6. Instructional Faculty Accountability, a. – clarify a day spent in a required College, campus and/or division meeting during the five accountable days prior to regular semester count as one day of advising. Delete language referencing pilot program.

Article IV. Professional Status
B. Faculty Success Program
Add language to include participation in the Student Learning Outcomes process as a major area of focus in the Faculty Success Program.

Add as a component of the Annual Collegial Conference a review of participation in the Student Learning Outcomes process.

Article V. Compensation

B. Salary Determination for Regular Full-Time Faculty

Add provision for a new hire faculty member to receive a copy of Human Resources written review of initial salary placement and for the faculty member to notify Human Resources of any discrepancy and provide documentation supporting his/her claim. Add provision for appeal of salary placement to the Chief Human Resources Officer.

Article VIII. Transfers

A. Voluntary Transfers

Add provision when there are no campus discipline faculty, the CDAC will be invited to identify additional faculty members to contribute discipline expertise.

Appendix A. Faculty Salary Schedule and Compensation Plan

I. Initial Salary Placement for Faculty with an Initial, Full-time Regular Contract

Add provision for a new hire faculty member to receive a copy of Human Resources written review of initial salary placement and for the faculty member to notify Human Resources of any discrepancy and provide documentation supporting his/her claim. Add provision for appeal of salary placement to the Chief Human Resources Officer.

IV. Salary Placement for Administrators Assigned to Faculty Status

New language to clarify an administrator returning to faculty status shall be credited with the number of steps attained during tenure as an administrator. However, adjustments to the step structure of either the faculty or administrator salary schedules will be taken into account as long as the employee is not disadvantaged.

Appendix B. Unit Guidelines

Flex Year Contracts for Instructional Faculty

Eligibility – add provision for an exception to the flex deadline due to an unforeseen circumstance in order to serve the needs of the program or operation of the subject/service area.

Eligibility – add provision for a newly employed faculty member to request an exception for a flex schedule the first year of employment.

Appendix D. Instructional Department Chair Structure

4.c. Compensation for Instructional Department Chairs, Complexity/Additional Responsibilities: Modify language to clarify what constitutes a different type of lab facility.


Appendix G. Lead Faculty

2. Compensation

Revise note to state within a discipline, these points may be credited to or distributed between a Department Chair or Lead Faculty, but may not be credited to both.

Modify language to clarify what constitutes a different type of lab facility.
Clarify 12 points from the Lead Faculty Compensation Worksheet is the maximum for additional stipend compensation.

Appendix H: Faculty Duties and Responsibilities
- Add language to clarify faculty may have involvement in academic and student disciplinary matters as referenced in the Student Code of Conduct.
- Add to General Duties a statement that faculty participate in classroom, discipline and program assessment activities, including the Student Learning Outcome process.
- Add a definition of Student Learning Outcomes (SLO).
- Add Student Learning Outcome Duty requirement for faculty to participate in the determination of specific outcomes for courses and programs within their discipline, as well as the assessment and analysis of those outcomes.
- Add language to Classroom/Course Duties that faculty manage and maintain an appropriate classroom environment.
- Add the Student Learning Outcome process to Department/Discipline Duties.

Appendix K: Other Instructional Stipends – Activity Related
- Incorporate into policy the current practice for compensation of SLO facilitator.

Appendix N: Step Plan
- Add to Step Advancement criteria that at least one of the three activities must demonstrate substantive participation in the Student Learning Outcomes process of the discipline or program.
- New 5. Commitment to Assessment of Student Learning Outcomes.
- Add language to define Student Learning Outcome activities.
- Incorporate 5. into matrix example.
- Add examples of activities that would satisfy participation in Student Learning Outcome process for step advancement.
- Update to reflect step plans earned in FY11-12 will be held in abeyance.

Personnel Policy Statement for College Employees (Common)
Approved Changes for 2011/2012

Section I: General Information
G. Conflict of Interest
- 1. Pecuniary or Proprietary Interest - Add language to expand the definition of others considered as close relatives of the employee who can impact an employee’s personal pecuniary or proprietary interest.
- 2. Nepotism –
  Include ‘transaction’ to the types of decisions that a conflict of interest can occur as admissions, registration, records management, student grades, financial aid, student accounts, employment, payroll, operational finance, purchasing and any other College actions

  Clarify no employee may initiate or participate in any transaction or decision involving the employee, a relative of the employee, or an individual with a close personal relationship with the employee.
Replace the types of transactions examples with broader functional areas of responsibility examples where a transaction or decision involving a relative or an individual with a close personal relationship can result in a conflict of interest.

Section VII. Employee Representative

B. Dues Deduction –

Authorization - Add language to clarify fulltime regular faculty employees wishing to participate in the College’s recognized employee representative group must provide written or electronic authorization annually to the Employee Service Center for payroll deductions for employee group membership dues.

Cancellation – Add language to clarify a faculty member wishing to cancel his/her dues deduction authorization may do so at any time by notifying the Employee Service Center (Payroll Office).