



REDWOODS COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE MULTICULTURAL AND DIVERSITY COMMITTEE

College of the Redwoods

- **Eureka: 7351 Tompkins Hill Road– Board Room – SS 202**
 - **Crescent City: 883 W Washington Blvd, Room E-3**
- November 16, 2018 – *3:15 pm***

AGENDA

1. Call to Order
2. Introductions and Public Comments: Members of the audience are invited to make comments regarding any subject appropriate to the Multicultural and Diversity Committee.
3. Approve October 19, 2018 Multicultural and Diversity Minutes (Attachment)
4. Discussion:
 - 4.1. APs and BPs currently up for review – Finalize member comments (Attachments)
 - 4.2. MDC Committee planning for 2018-2019 –Professional Development
5. Future Agenda Items: Committee members are encouraged to request to place an item on a future agenda.
6. Announcements and Open Forum
7. Adjourn

Public Notice—Nondiscrimination

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Next Meeting: December 7, 2018

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College of the Redwoods

- **Eureka: 7351 Tompkins Hill Road– Board Room – SS 202**
- **Crescent City: 883 W Washington Blvd, Room E-3**

November 2, 2018 – *3:15 pm*

MINUTES - TEMPLATE

Members Present: Natalia Margulis (Chair), Wendy Bates, David Bazard, Bernadette Johnson, Kintay Johnson, Justine Shaw, Shannon Sullivan, Angelina Hill, and Support: Jessica Frint.

Members Absent: David Duberow, Alia Dunphy, Cameron Johnson,

Others Present:

1. Call to Order: Natalia Margulis called the meeting to order at 3:18 pm.
2. Introductions and Public Comments: There were no public comments.
3. Approve October 19, 2018 Multicultural and Diversity Minutes: On a motion by Bernadette Johnson seconded by Justine Shaw. The minutes were unanimously approved as emended to correct Shannon Sullivan’s attendance as absent.
4. Discussion:
 - 4.1. Low-Enrollment Protected Courses. Natalia Margulis presented the finalized document for the committee to review. She explained that Spanish 99A – Latin American Cinema is now listed as Spanish 9, and this is reflected in the list. There were no further changes made to the list.
 - 4.2. APs and BPs currently up for review – review relevant AP/BPs. Natalia Margulis informed the committee that she had emailed the Senate Co-Presidents that the committee was reviewing the AP/BPs up for review with College Council. She stated that she requested a time extension, and is unclear if it was approved. The committee reviewed the policies and discussed language alterations. The committee determined to make edits within the documents to reflect these alterations. N. Margulis will create a Google Drive for everyone to add their edited PDFs for review at the next MDC meeting on 11/16. She will additionally add an inclusivity statement for all committee members to use where appropriate within the policies for standardization.
 - 4.3. MDC Committee planning for 2018-2019 –Professional Development.
 - The committee discussed ways of encouraging faculty and staff to attend trainings. Some suggestions included; making some training required; would this need to be listed in the employees’ contract, provide compensation for some; Sartco or

stipends, having trainings on canvas, making the training interactive. The committee also discussed the timing for trainings. Convocation was suggested; however this can be difficult for staff to be able to attend.

5. Future Agenda Items: Committee members are encouraged to request to place an item on a future agenda.
6. Announcements and Open Forum: There were no announcements.
7. Adjournment: On a motion by Natalia Margulis, seconded by David Duberow the meeting was adjourned at 5:04 pm.

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Next Meeting: November 16, 2018

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I. Standardized **Text A**

Refers to the language of non-discrimination pertaining to hiring new employees: managers and administrators, classified and confidential staff, full-time faculty, associate faculty, and temporary employees:

[Shall consider all qualified applicants for employment] **without regard to national origin, religion, age, sex, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is 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.**

II. Standardized **Text B**

Refers to the language of non-discrimination and recognition of the diversity of the community college student body:

A sensitivity to and understanding of the diverse academic, socioeconomic, racial, gender expression and sexual orientation, disability, veteran status, religious, immigrant status and ethnic backgrounds of community college students.

III. Standardized **Text C**

Refers to the non-binary gender descriptors for all individuals mentioned in APs and BPs. It is preferential to omit binary language/pronouns altogether whenever possible, and, when not possible, to replace 'he/she' whenever applicable with:

He/She/They

Book Board Policies

Section Chapter 7 - Human Resources

Title Return-To-Work Program

Number BP 7366

Status Active

Adopted July 11, 2000

Last Revised July 11, 2000

Last Reviewed July 11, 2000

PURPOSE

Studies have confirmed that returning employees to work as soon as possible after an illness or injury is **can be** one of the more effective forms of rehabilitation. A Return-to-Work program should enable the ill or injured employees to return to full productivity and potential much earlier in their healing process. The program also reduces workers' compensation costs and helps ensure cost-effective administration of this aspect of employee benefit plans.

It is the intent of this policy to provide employees who have become ill or injured on-the-job with the best possible recovery program so that they can return to work with minimal emotional and financial disruption in their lives. The District endorses this Return-to-Work policy that endeavors to return ill or injured workers to their regular assignments as soon as possible. The goal is to maintain service to students and the employees' sense of job security, while reducing premium costs and temporary disability payments.

This policy will also be extended to employees who become ill or injured off the job to the extent possible and reasonable.

GENERAL

In order to return ill or injured employees to the job as soon as possible, the District will attempt to provide temporary modified work tasks or hours tailored to the physical, **emotional, and mental** capabilities of employees who are ill or injured. Employees will be asked to perform only those job functions that their medical provider has agreed can be safely performed during the recovery process. All alternative and modified job assignments will be structured to meet the physical, **emotional, and mental** capabilities and therapeutic needs of the employee.

The success of the Return-to-Work program depends on all employees and supervisors understanding and adhering to the roles and responsibilities outlined in this policy.

ROLES AND RESPONSIBILITIES

District:

1. Establish clear, consistent return to work policies and procedures. 2. Provide all employees with orientation/training in the District's Return to Work program. 3. Ensure that the District's Return to Work policies and procedures are uniformly followed. 4. Report all workers' compensation claims to the administrator in a timely manner. 5. Where appropriate, direct injured employees to established preferred provider networks.

Supervisor:

1. Understand and adhere to the District's Return-to-Work program. 2. Ensure that their staff receive a thorough Return-to-Work orientation and that they understand the

District's Return-to-Work program and procedures. 3. Report on-the-job injuries immediately to Human Resources and Environmental Health & Safety.

Ill or Injured Employee:

1. Report all injuries, no matter how slight, immediately to your supervisor. 2. Inform your medical provider of the District's Return-to-Work program. 3. Return to work following medical, **psychiatric, or other therapeutic** treatment and report to your supervisor. If it is not medically possible to return to work, report to your supervisor via telephone, **email, or in writing** as soon as possible following your medical evaluation. 4. Report to work in your temporary or modified job assignment following a temporary or modified job

offer by the District. 5. Follow your medical provider's recommendations with respect to established work restrictions,

limitations, therapies, and physical capabilities. 6. Return to your regular work assignment as soon as your medical provider deems it safe.

DEFINITIONS

MDC Summation of suggestions for this document:

To replace binary pronouns he/she with the more gender-neutral 'employee' whenever possible. If not possible, adding a pronoun 'they' is suggested in addition to he/she.

Add 'emotional and mental' in addition to 'physical capabilities' of employees;

Add 'psychiatric and other therapeutic' in addition to 'medical' when referring to 'treatment';

Add 'via email and in writing' in addition to 'by phone' when referring to the need to notify a supervisor following a medical evaluation;

Add 'and other licensed healthcare provider' in addition to 'a treating physician', since services of different kinds of providers and different modalities of therapies could be sought by an employee to treat a wide variety of conditions.

Medical Verification includes 1) a brief history of the injury/illness, 2) the exact diagnosis or diagnoses of the condition(s) from which the employee suffers, 3) the medical provider's factors of disability, including any work restrictions that would preclude the employee from performing the essential functions of his/her **the employee's** regular duties, and 4) a prognostic opinion as to when the employee may fully recover from the condition.

Restricted-work Activity – When an employee is temporarily disabled as a result of a **mental or physical** illness or injury and unable to perform his/her/their usual and customary job duties, the District may assign the employee to a restricted-work activity within the work restrictions as determined by the employee's medical provider. The Restricted-work Activity may be a modification of the employee's usual and customary job or a job outside the employee's classification.

Release to Work, as determined by the employee's medical provider, is when the employee returns to their usual position/classification without restrictions and without loss of status.

Program Coordinator for the Return to Work Program will be the District's Environmental Health & Safety Specialist.

PROCEDURES

Return-to-Work Resulting from an On-the-Job Illness or Injury:

1. A report of the employee's work injury is completed on site, the supervisor completes an Injury Report and the Employer's Report of Occupational Injury or Illness, and the reports are forwarded to the District office. 2. The employee is sent to either the District's designated medical provider or, if the employee notified the

District in writing prior to the date of injury, to her/his/their personal physician **or other licensed healthcare provider**.

a. The District's designated medical provider will be notified that the District has a Return-to-Work

program and may have a modified work assignment available. b. Employees who gave the District written notice prior to the date of injury of their personal

physician **or other licensed healthcare provider** will be provided with a letter reminding them the District may have modified work assignments available, and the physician **or other licensed healthcare provider** will

be notified by the District of the District's Return-to-Work program. 3. Once the employee receives treatment, he/she/they **shall obtain a medical** verification of their physical condition, including limitations, anticipated date of release, and types of modifications/restrictions

requested. Medical verification shall be sent to the District's Return-to-Work coordinator who will forward the original to the Human Resources office and a copy to the employee's supervisor. Unless the physician **or other licensed**

healthcare provider gives the employee a full release, the employee may be considered eligible for temporary or modified work assignment. 4. The coordinator, in conjunction with the employee's supervisor, will look for a temporary or modified work assignment within the parameters indicated by the treating physician **or other licensed health care provider** for work restrictions or

modifications. If the treating physician **or other licensed healthcare provider** does not indicate work restrictions or modification, or if the physician's restrictions **are vague** or unclear, the coordinator may contact the **licensed healthcare provider** physician for clarification or to see if modified duty may be appropriate.

a. If the medical verification and/or the physician report lists restrictions, a conference will be held

between the coordinator, employee, and supervisor to determine if the employee can return to his/her/their regular job assignment within restrictions. b. If the employee is not able to return to her/his **this** regular job assignment within the restrictions, the coordinator, with the assistance of the employee's supervisor, will look for temporary modified duty assignments available within the District at the employee's normal campus location. c. If no temporary restricted-work activities can be found, the employee will be placed on

temporary disability, sick leave, or other available leave until an appropriate modified position within the medical restrictions is found, or the medical restrictions are changed or lifted.

5. A letter notifying the employee of temporary restricted-work activity will follow within five (5) days of oral notification. The notice shall include that temporary modified work assignments shall only be granted for limited periods of time, not normally exceeding eight (8) weeks. 6. In providing a temporary restricted-work activity, the District will typically assign **employees** to perform

tasks that are at or below their regular assignment, and during such assignments will be **compensated** at their regular rate of pay and/or in conjunction with temporary disability benefits as prescribed by law. The employees may be assigned temporary duties above their regular assignment. During such times the employees will be compensated at their regular rate of pay and/or in conjunction with temporary disability benefits as prescribed by law. All temporary modified Return-to-Work assignments are just that — temporary — and carry no loss or change in position, status, or benefits. 7. The employee shall commence her/his **this** temporary restricted-work activity as of the date prescribed on

the medical verification and in accordance with the directions of the coordinator. Absent a physician's **licensed healthcare provider's** change in medical status and/or diagnosis, failure to report to work on the designated date shall be considered

abandonment of position and/or insubordination 8. The coordinator shall monitor all injured employees' "date of release" pursuant to their medical

verifications and return them to their regular job assignments at that time. The coordinator shall also monitor an employee with an "off work order" from the treating physician licensed healthcare provider for a possible return to a temporary restricted-work activity at a later date.

Return-to-Work After an Off-the-Job Illness or Injury:

1. After an illness or injury that occurs off the job, the affected employee should contact his/her/their supervisor and the District's coordinator to request a return-to-work in a temporary modified position. 2. The employee must provide the District appropriate medical verification from his/her/their treating physician or licensed healthcare provider. At this point the procedure for Return-to-Work for an off the-job condition is the same as that of an on-the-job condition.

Former Board of Trustees Policy No. 346/442, number change only on August 7, 2012 Approved by Board of Trustees: July 11, 2000

Last Modified by Cindi Petrusa on January 25, 2018



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Commitment to Diversity
Number	AP 7100
Status	Active
Adopted	August 6, 2013
Last Revised	August 6, 2013
Last Reviewed	August 6, 2013

MDC Recommendations:

To replace 'periodically' (highlighted) with a specific number of years.

To support the District's commitment to employing qualified administrators, faculty, and staff members who are dedicated to student success, and to ensure that its employment activities promote equal employment opportunity, the District administration shall periodically initiate a review of its Equal Employment Opportunity Plan. Such review shall verify that the Plan is consistent with applicable regulations adopted by the Board of Governors of the California Community Colleges and other applicable laws, including the Plan's process for presenting complaints regarding alleged violations of equal employment opportunity regulations, that the Plan supports the goal of equal employment opportunity, and that the Plan's workforce analysis is updated appropriately.

Reference: Education Code Section 87100 et seq. Title 5 Section 53000, et seq.

Adopted by Board of Trustees: August 6, 2013



Book	Board Policies	
Section	Chapter 7 - Human Resources	
Title	Recruitment & Hiring of Classified and Confidential Staff	
Number	AP 7120-1	Questions from the MDC pertaining to Point 5: Responsibilities of Screening Committee Members/ Item 'a': "Training in the classified hiring procedure and equal opportunity employment efforts of the District"
Status	Active	
Adopted	June 7, 2016	a) What does the training consist of?
Last Revised	June 7, 2016	b) Is the training standardized for committee members when hiring classified and confidential staff, i.e is training always procedurally and content-wise the same?
Last Reviewed	June 7, 2016	c) Is it the same training as for hiring full-time faculty?
		d) Is there training for hiring procedures that pertain to associate faculty and temporary employees?

1. Application:

This procedure shall apply to the selection of classified staff and confidential employee positions within the Redwoods Community College District.

2. Allocation of Positions:

The need for hiring of classified staff and confidential employees allocations shall be determined by the President/Superintendent, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District- wide planning needs, and budgetary considerations.

3. Chief Human Resource Officer (CHRO), or designee, will review the qualified applicant pool and determine whether the pool reflects diversity as defined by the National Education Association (The dimensions of diversity include race, ethnicity, gender, sexual orientation, language, culture, religion, mental and physical ability, class, and immigration status.). After the position close date if the applicant pool is determined to be adequate, the CHRO, or designee, will ~~forward all qualified applications to the Chair of~~ provide access to the applicant pool to the Screening Committee. If the applicant pool is determined inadequate, the Chair will determine the best course of action.

4. Screening Committee Composition and Role:

Classified - The screening committee will be formed and comprised according to California School Employee Association (CSEA) contract to include the majority of the committee must be classified representatives.

Confidential – The screening committee will be comprised of at least three (3) persons and shall include the following:

- a. The supervising administrator, who shall serve as chair of the committee;
- b. Additional employees of the District selected by the supervising administrator based on their knowledge of the position and expertise in recommending a qualified candidate.

In special circumstances, if approved by the CHRO or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee.

The role of the screening committee is advisory to the President/Superintendent.

5. Responsibilities of Screening Committee Members:

- a. Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - i. Training in the classified hiring procedure and equal opportunity employment efforts of the District.
 - ii. Development of interview questions.
 - iii. Establishing timelines for screening and interviewing.
 - iv. Development of protocol for performance tests.
 - v. Evaluation and rating of candidates.
 - vi. Interviewing of candidates.
 - vii. Recommendation of finalists.
- b. Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- c. A committee member who fails to participate in any aspect of the process may, at the discretion of the committee, be removed from the committee.

Responsibilities of Committee Chair

- a. The committee chair shall be responsible for the following:
 - Ensuring compliance with District policies and procedures in conjunction with the hiring process.
 - Convening and conducting committee meetings, according to reasonable consideration to the schedules of committee members.
 - Conducting reference checks.
 - Performing other duties determined by committee.

The Equal Employment Officer (EEO) shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status and shall serve as the committee liaison to the CHRO, with responsibility for reporting noncompliance.

6. Development and Distribution of Job Announcement Development of Job Announcement

- a. The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the supervising administrator and shall include the following information:
 - Job title
 - Description of the position and duties
 - Required and desirable qualifications for the position.
 - ~~Percentage and m~~Months per year of employment.
 - Current position location, schedule and shift.
 - Salary range.

The CHRO shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

Distribution of Job Announcement

- a. Internal Transfer Opportunity announcement will be posted for minimum of six (6) working days which can be done concurrently and/or consecutively with the public job announcement.
- b. Positions will be posted publicly for a minimum of three (3) weeks.
- ~~c. In addition to the regular District employment opportunity bulletin, the District Office of Human Resources will advertise and distribute position announcements, as practical and appropriate.~~

Application Requirements:

- a. Applications ~~shall~~ must be submitted ~~to the District Office of Human Resources~~ online through the application system.
- b. A complete application packet must include the following:
 - Completed District application form online
 - Cover Letter
 - Resume
 - ~~List of 3 professional References~~

- Additional documentation as may be required by the screening committee, including, but not limited to, the following:

Required licenses/certificates/college transcripts_(unofficial documentation may be submitted with application; candidates selected for employment will be required to provide official documentation prior to the first day of service).

Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile (FAX)_applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of recommendation), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.

Applicants who apply for more than one position must submit a separate and complete application for each position.

8. Screening Committee Operating Procedures:

- a. The initial meeting of the screening committee shall be convened by the supervising administrator, who shall provide each member of the committee with a copy of the hiring procedure. The committee, in consultation with the supervising administrator, shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of the final candidates
- b. The screening committee shall evaluate candidates against the advertised job announcement using the following:
 - Required interview questions - Mission, Diversity, Student Success
 - Protocol for a performance test, writing sample, and/or other performance indicators appropriate for the position.
 - Parameters for conducting interviews and the administration of performance tests.

9. Initial Screening of Applications:

1. The screening committee, or such representatives of the committee as the committee may designate, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
2. Incomplete applications will not be considered.
3. After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria.
4. Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.
5. The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.
 - i. If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - ii. If the pool is not deemed adequate by the committee, the supervising administrator shall discuss the matter with the President/Superintendent or designee, who shall determine the action to be taken after consultation with the District Office of Human Resources.

10. Selection of Candidates for Interview: The committee chair ~~shall~~in collaboration with the District Office of Human Resources shall:

- Establish an interview schedule and the ~~Human Resource Analyst-CHRO, or designee,~~ will notify the candidates to be interviewed.
- Email to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

11. Interview and Performance Tests:

- a. The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.
- b. Each committee member shall independently assess each candidate using the rating criteria.

- c. Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

12. Selection of Finalists:

1. Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates to determine the candidates to be recommended as finalists to the President/Superintendent.
2. The committee chair shall appoint committee members for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.
3. Following the results of the reference checks a discussion via email may be held.
4. The committee chair shall consult with the CHRO or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.
5. After discussion with the committee, the CHRO, or designee, will present the list of the finalist(s) to the President/Superintendent for selection. If the President/Superintendent has questions about the list of finalist(s), they may discuss with CHRO, or designee, and/or committee chair. Once selected the District Office of Human Resources shall notify the successful candidate(s) and confirm the candidate's acceptance.
6. In the event the successful candidate does not accept the offer of employment, the District Office of Human Resources in consultation with the committee chair, shall determine the next action to be taken.
7. After the finalist has been selected and accepted the position, the District Office of Human Resources will notify the unsuccessful candidate ~~via phone~~.
8. The District Office of Human Resources will keep the screening committee apprised of the outcome of the search.

Reference:

Education Code Sections 87100, et seq., 87400 and 88003; WASC/ACCJC Accreditation Standard III.A.1

Adopted: Board of Trustees June 7, 2016



Book	Board Policies	
Section	Chapter 7 - Human Resources	
Title	Recruitment & Hiring of Management and Administrators	
Number	AP 7120-2	
Status	Active	
Adopted	June 7, 2016	
Last Revised	June 7, 2016	MDC Question Re: 3.a.vii and 3.b.vi and 3.c.v: Is this a human resources only position, or could this be an MDC Rep?
Last Reviewed	June 7, 2016	MDC Suggestion: Insert Text A in place of Point 5 .a 'no discrimination on basis of descriptor.

1. Application: This procedure shall apply to the selection of managers and administrators for regular management positions within the Redwoods Community College District. This procedure shall not apply to the election of temporary special project managers and administrators.

2. Allocation of Management and Administrative Positions: The need for manager and administrator hiring and administrative staff allocations shall be determined by the President/Superintendent (President/Superintendent), in consultation with established governance structures of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District- wide planning needs and budgetary considerations.

3. Screening Committee Composition

a. Chief Instructional Officer (CIO), Chief Student Services Officer (CSSO), Chief Business Officer (CBO) and Chief Human Resources Officer (CHRO):

The screening committee for the position of CIO, CSSO, CBO and CHRO shall be comprised of the following:

- i. One (1) management representative selected by the Management Council.
- ii. Two (2) faculty representatives selected by the Academic Senate Co- President(s).
- iii. Two (2) classified representatives selected by California School Employees Association (CSEA).
- iv. One (1) student representative selected by each Associated Student College of the Redwoods (ASCR).
- v. Three (3) management or administrative representatives selected by the President/Superintendent, broadly reflective of the District community.
- vi. One to two Board members at the discretion of the President/Superintendent.
- vii. A non-voting Equal Opportunity/Diversity representative selected by the President/Superintendent.

b. Educational Administrator: The screening committee for the position of an educational administrator shall be comprised of the following:

- i. One (1) management representative selected by the Management Council.
- ii. One (1) classified representatives selected by CSEA.
- iii. Two (2) faculty representatives selected by the Academic Senate Co- President(s);
- iv. One (1) management or administrative representative selected by the President/Superintendent, broadly reflective of the campus community.
- v. One (1) student representative selected by the ASCR (college) or the Academic Senate Co-President(s) (SCE).
- vi. A non-voting Equal Opportunity/Diversity representative selected by the President/Superintendent.

c. Other Management & Administrator Positions

- i. One (1) management representative selected by the Management Council.
- ii. One (1) classified representatives selected by CSEA.
- iii. One (1) faculty representatives selected by the Academic Senate Co- President(s);
- iv. One (1) management or administrative representative selected by the President/Superintendent, broadly reflective of the campus community.
- v. A non-voting Equal Opportunity/Diversity representative selected by the President/Superintendent.

✗ In special circumstances, if approved by the CHRO or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee.

4. Responsibilities of Screening Committee Members

Responsibilities of All Committee Members

a. Committee members shall participate in all aspects of the process, including, but not limited to, the following:

- i. Training in the hiring procedure and equal opportunity employment objectives of the District.
- ii. Discuss rating criteria and interview questions.
- iii. Establishment of timelines for screening and interviewing.
- iv. Development of protocol for performance tests (if applicable).
- v. Evaluation and rating of candidates.
- vi. Interviewing of candidates.
- vii. Recommendation of finalists.

b. Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.

c. A committee member who fails to participate in the paper screening or all interviews shall be removed from the committee.

Responsibilities of Committee Chair

a. The committee chair shall be responsible for the following:

- i. Ensuring compliance with District policies and procedures in conjunction with the hiring process.
- ii. Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members.
- iii. Coordination of candidate interviews, ie. in-person, phone and/or virtual.
- iv. Performing other duties determined by agreement with the committee.

b. The hiring site and or the District Office of Human Resources will be responsible for providing clerical assistance to the chair.

c. The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the President/Superintendent and a majority of the members of the screening committee.

5. Responsibilities of the Equal Opportunity/Diversity Representative

a. The Equal Opportunity/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status and shall serve as the committee liaison to the CHRO, with responsibility for reporting noncompliance.

b. Any allegation of noncompliance shall be investigated by the CHRO and reported to the President/Superintendent, who shall take appropriate corrective action, if warranted.

c. The Equal Opportunity/Diversity Representative will be a nonvoting member of the committee and will observe but not participate in paper screening or deliberations regarding the selection of candidates.

6. Development and Distribution of Job Announcement

Development of Job Announcement

a. The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the appropriate administrator or manager, and shall include the following information:

- i. The position.
 - ii. The major duties of the position as specified in the approved District job description, which shall also include the following statement: "Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students."
 - iii. The qualifications for the position, which shall include the minimum qualifications for service as required by law, and/or such other qualifications as established by the District.
 - iv. The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications, which are specific and directly reflective of the screening criteria to be utilized in the selection process.
- b. The job announcement shall be reviewed by the appropriate administrator or manager for final approval.
 - c. The District Office of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

Distribution of Job Announcement

- a. Internal Transfer Opportunity announcement will be posted for minimum of six (6) working days which can be done concurrently and/or consecutively with the public job announcement.
- b. The District Office of Human Resources, in consultation with the screening committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.
- c. The District Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate.

7. Application Requirements

- a. Applications ~~shall~~ must be submitted ~~electronically to the District Office of Human Resources online~~ through the application system.
- b. A complete application packet must include the following:
 - i. Completed District application, signed by the applicant.
 - ii. Letter of application, which provides examples from background and experience to demonstrate how the candidate's knowledge and expertise apply to the position.
 - iii. Resume of education and professional experience.
 - iv. Academic transcripts of undergraduate and graduate coursework (unofficial transcripts may be submitted with application; candidates selected for employment will be required to provide official transcripts and verification of experience prior to the first day of service).
 - v. Documentation of required licenses/certificates (unofficial documentation may be submitted with application; candidates selected for employment will be required to provide official documentation prior to the first day of service).
 - vi. Additional requirements as may be established by the screening committee, including, but not limited to, the following:
 - 1. Current letters of recommendation.
 - 2. Current job description.
- c. Except for letters of ~~reference~~ recommendation, required application materials must be submitted with the District application, as a complete packet. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of ~~reference~~ recommendation), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.
- d. Applicants who apply for more than one position must submit a separate and complete application packet for each position.

8. Screening Committee Operating Procedures

- a. The initial meeting of the screening committee shall be convened by the appropriate administrator, manager or designee, who shall act as chair and provide each member of the committee with a copy of

the hiring procedure. The chair shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.

- b. The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be approved by the District Office of Human Resources prior to consideration of applicant materials by the screening committee:
 - Paper screening criteria
 - Required interview questions – Mission, Diversity, and Student Success
 - Parameters for conducting interviews and administration of performance tests.

Initial Screening of Applications

- a. The Office of Human Resources will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
- b. Materially incomplete applications will not be considered.
- c. After completion of the initial screening, and after the position close date, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee.
- d. Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.
- e. The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process
- f. If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
- g. If the pool is not deemed adequate by the committee, the committee shall discuss the matter with the President/Superintendent, CIO, CSSO, CBO and CHRO, whichever is appropriate, who shall determine the action to be taken after consultation with the committee.

Selection of Candidates for Interview

- a. The screening committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair and/or other representative(s) of the screening committee, as the committee prefers, shall consult with the CHRO or designee, to ensure that all candidates possess the required qualifications for the position.
- b. After determination of the candidates cleared for interview the committee chair in collaboration with the District Office of Human Resources shall:
 - i. Notify the screening committee regarding the candidates cleared for interview.
 - ii. Establish an interview schedule and notify the candidates to be interviewed.
 - iii. Email to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.
 - iv. The District Office of Human Resources will notify the candidates not selected for interview.

Interview and Performance Tests

- a. The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.
- b. Each committee member shall independently assess each candidate using the rating criteria developed by the committee.
- c. Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

Selection of Finalists

- a. Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates to determine the candidates to be recommended as finalists to the President/Superintendent.
- b. The committee chair shall appoint committee members for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.
- c. Following the results of the reference checks a discussion via email may be held.
- d. The committee chair shall consult with the CHRO or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.

- e. After discussion with the committee, the CHRO will present the list of the finalist to the President/Superintendent for selection. If the President/Superintendent has questions about the list of finalist, they may discuss with CHRO and/or committee chair. Once selected the District Office of Human Resources shall notify the successful candidate(s) and confirm the candidate's acceptance.
- f. In the event the successful candidate does not accept the offer of employment, the with the District Office of Human Resources in consultation with the committee chair, shall determine the next action to be taken.
- g. After the finalist has been selected and accepted the position, the District Office of Human Resources will notify the unsuccessful candidates ~~via phone~~.
- h. The District Office of Human Resources will keep the screening committee appraise of the outcome of the search.

Reference: Education Code Sections 87100, et seq., 87400 and 88003; WASC/ACCJC Accreditation Standard III.A.1

Adopted: Board of Trustees June 7, 2016



Book	Board Policies	
Section	Chapter 7 - Human Resources	
Title	Recruitment and Hiring of Full Time Faculty	
Number	AP 7120-3	MDC Recommends:
Status	Active	Under 'Position Announcement', replace highlighted part 'c' with Text B
Adopted	July 9, 1990	Under 'Responsibilities of Committee Chair', replace highlighted part (non discrimination on basis of...) with Text A
Last Revised	June 7, 2016	Under 'Recruitment'. Replace 'positions will be advertised for a minimum of two calendar weeks and up to four calendar weeks' with 'positions will be advertised for at least 8 weeks'. This recommendation is based on the necessity to ensure that the announcement is seen and considered by a wide pool of diverse candidates.
Last Reviewed	June 7, 2016	We recommend for the 'position announcement' section to include references to conducting a nation-wise search with postings in publications/sites most likely to be seen by a diverse pool of candidates.

FULL TIME FACULTY APPOINTMENT PROCEDURES

This procedure shall apply to the selection of faculty members (tenure track, full-time temporary replacement, and full-time grant funded non-tenure track) within the Redwoods Community College District. Faculty members are those employees who are employed by the District in academic positions that are not designated administrative or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

IDENTIFICATION OF POSITIONS

The need for hiring of faculty positions shall be determined by the President/Superintendent in consultation with the executive officers (Cabinet), taking into consideration recommendations of the Faculty Prioritization Committee (FPC) through the process outlined in AP 7217 Faculty Prioritization Process.

EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES

The Chief Human Resources Officer (CHRO)/Equal Employment Opportunity (EEO) Officer or his/her designee (EEO consultant) serves throughout the faculty selection process as a consultant on equal employment opportunity guidelines and is responsible for monitoring all phases of the screening and selection process to ensure compliance with equal employment opportunity policies and procedures.

POSITION ANNOUNCEMENT

The position announcement defines the parameters by which candidates are selected and ranked. Consequently, while the CHRO, or designee, is responsible for developing a job announcement, collaboration is imperative with the Dean or Director, in consultation¹ with discipline faculty. The position description and desired qualifications are based on the position request as put forth in the discipline Program Review and used in the prioritization process.

The position announcement shall include the following information:

1. Job Title;
2. Description of the position and job duties;
3. Required minimum qualifications:
 - a. Any applicable valid credential(s); and
 - b. The most current minimum qualifications listed in the publication "Minimum Qualifications for Faculty and Administrators in California Community Colleges"

- c. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

4. A list of additional qualifications suggested by the Dean or Director or his/her designee in consultation with the discipline/division faculty. The EEO consultant will monitor these qualifications for adverse impact and if they appear too restrictive, he/she will meet with the Dean or Director or his/her designee to review/revise them;
5. Starting date;
6. Salary range and benefits;
7. Statement that the position may be required to work on Saturdays and/or Sundays;
8. Required application material.

The Human Resources Office shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy. A final version of the job announcement will be distributed to the Dean and divisional faculty, normally no later than the last week of fall term for immediate comment and revision, after which Human Resources shall revise the finalized announcement (brochure).

Once the job announcement has been finalized, it is distributed to the full time faculty in a notice of positions available for internal transfer. The vacant position can be filled by the procedures detailed in Article X Transfer and Reassignment of the CRFO Collective Bargaining Agreement (CBA).

POSITION VACATED BY INTERNAL TRANSFER

In the event that the position is filled in an internal transfer, normally the newly vacant position will be filled according to the procedures described below. A decision to not fill the newly vacated position is made by the President/Superintendent, in consultation with the Chief Instruction Officer (CIO), or Chief Student Services Officer (CSSO), and the Academic Senate Co-Presidents. If the President/Superintendent decides to not fill the position, then he/she will communicate rationale and ramifications in writing to the Academic Senate. If the Co-Presidents determine that not filling the position may put a program at risk, then procedures outlined in AP 4021 Program Revitalization, Suspension, or Discontinuation should be considered.

SCREENING COMMITTEE MEMBERSHIP AND SELECTION

In the event that the position is not filled by internal transfer, a screening committee will be convened. The composition of the screening committee membership is the responsibility of the Academic Senate Co-Presidents following consultation with the CIO, the area Dean or Director, and a good-faith effort² to consult with all full-time discipline faculty.

The composition of the screening committee is as follows:

1. The area Dean or Director, who shall serve as a chair of the committee;
2. Two (2) to three (3) faculty representatives from the discipline or academic area³, selected by the Academic Senate, and informed by input from discipline faculty and Division Dean/Director.
3. One (1) faculty representative selected by the Academic Senate from a discipline outside of the area of recruitment. Non-tenured faculty will not normally be asked to serve on screening committees unless there are no tenured faculty available.
4. At the option of the screening committee chair, additional members of the committee may be appointed based on their knowledge of the position and expertise in recommending a qualified candidate. If such an additional member is classified staff, CSEA will be consulted; if such an additional member is a student, ASCR will be consulted; and
5. One (1) EEO consultant (a non-voting member) appointed by the CHRO.

Before the review of applications begins, the composition of the screening committee is approved by the CHRO/EEO to ensure that there is appropriate diversity among the committee membership. Additional members may be added to the committee, in consultation with the Academic Senate and committee chair, to achieve the appropriate diversity.

ROLES AND RESPONSIBILITIES OF SCREENING COMMITTEE MEMBERS

The role of the screening committee is advisory to the President/Superintendent.

Committee members shall participate in all aspects of the process, including but not limited to the following:

1. Training in the faculty hiring procedures and equal employment opportunity efforts of the District;
2. Development of rating criteria and interview questions;
3. Establishing timelines for screening and interviewing;
4. Developing the teaching demonstration or other performance testing methods;
5. Evaluation and rating of applicant materials;
6. Interviewing of candidates; and
7. Recommendation of finalists.

Committee members shall maintain strict confidentiality throughout the entire process and after the process is completed.

RESPONSIBILITIES OF THE COMMITTEE CHAIR

With support from the Office of Human Resources, the committee chair shall be responsible for:

1. Ensuring compliance with District hiring policies and procedures;
2. Convening and conducting committee meetings;
3. Coordinating candidate interviews; and
4. Conducting or coordinating reference checks.

The committee chair shall serve as the liaison to the CHRO/EEO Officer, with respect to reporting noncompliance to help ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status, or military status.

RECRUITMENT

Candidates will be recruited locally and regionally as well as at the state and national levels. Positions will be advertised for a minimum of two calendar weeks and up to four calendar weeks to ensure an adequate and diverse pool of applicants.

SCREENING OF APPLICATIONS

The Human Resources Office will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the position announcement. Incomplete applications will not be forwarded to the committee for consideration.

Chief Human Resource Officer (CHRO), or designee, will review the qualified applicant pool and determine whether the pool reflects diversity as defined by the National Education Association (The dimensions of diversity include race, ethnicity, gender, sexual orientation, language, culture, religion, mental and physical ability, class, and immigration status.). After the position close date—if the applicant pool is determined to be adequate, the CHRO will forward all qualified applications to the Chair of the Screening Committee. If the applicant pool is determined inadequate, the Chair will determine the best course of action.

SCREENING COMMITTEE OPERATING PROCEDURES

The EEO consultant meets with the screening committee to discuss the appropriateness of the applicant pool, the applicant file screening process, the guidelines for the interview process, and the procedures for conducting interviews of candidates.

Members of the screening committee first independently review and evaluate each qualified applicant file. Next, the committee meets to identify and rank the candidates who best meet the qualifications listed in the position announcement. Finally, the screening committee determines how many of the top-ranked candidates will be interviewed. The initial evaluation of applicants, ranking of applicants, and selection of interviewees is overseen by the committee's EEO consultant to ensure compliance with District policies, equal employment opportunities, and legal requirements.

If the committee deems the pool inadequate, the committee chair shall discuss the matter with the CHRO who will recommend a course of action to the CIO or CSSO and President/Superintendent.

INTERVIEWS mandatory diversity questions for the interviewees??

The screening committee may elect to conduct preliminary interviews of selected candidates by teleconference or video conference and repeat the ranking process based on these interviews.

Once the screening committee identifies candidates for on-campus interviews, the on-campus visit will include an interview with the screening committee and meetings with the Dean or Director or his/her designee and the CIO or CSSO and/or President/Superintendent.

The candidates may also be asked to make a presentation or conduct a class as part of the interview process. The circumstances of each interview and teaching demonstration/presentation must be as similar as practicable. The interview questions for both preliminary and on-site interviews, as well as the instructions for the teaching demo must be the same for all candidates.

Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

FINAL SELECTION

Following the interviews, the committee shall engage in a discussion focused on the strengths and weaknesses of the candidates to determine the candidates to be recommended for hire and their ranked order. The committee chair shall coordinate and conduct reference checks, and if necessary, the committee shall reconvene to reevaluate the ranking. Normally three candidates are ranked and forwarded. If the committee forwards fewer candidates, it must provide an explanation.

The committee will prepare a final report that includes the candidates' strengths and limitations and the committee's ranking of the candidates. This report shall be forwarded to the CIO or CSSO by the chair, who will discuss the recommendations and rankings with the CIO or CSSO. All discussions are strictly confidential.

The President/Superintendent, in consultation with the CIO or CSSO, shall select a candidate from the ranked list of finalists. If the CEO selects a candidate other than the highest ranked candidate, the President/Superintendent explains to the screening committee the rationale for the selection. The CIO or CSSO offers the position to the candidate in person or by phone and requests a response in a timely fashion.

Human Resources will provide the selected candidate with provisional salary information, subject to approval by the Board of Trustees. When the candidate accepts the offer, the CIO or CSSO, in consultation with Human Resources, verifies the candidate's appropriate position on the faculty salary schedule. Human Resources explains the benefits to the candidate. When the candidate accepts the offer, the President/Superintendent recommends the candidate to the Board of Trustees.

If the candidate does not accept the position, the President/Superintendent can determine whether to offer the position to another ranked candidate. If no candidate is selected, the President/Superintendent and/or the CIO or CSSO will meet with the screening committee to discuss options for continuing or reopening the search process.

FAILED SEARCHES

In the event that the recruitment for an approved faculty position results in a "failed search," the funding for that position remains in the budget and the search process will normally continue until filled. However, during this period, exigent circumstances may cause the President/Superintendent, in mutual agreement with the Academic Senate, to eliminate the position. (See AP 7217 Faculty Prioritization Process)

¹Consultation: A solicitation for input and collegial discussion. Not to be confused with mutual agreement or consent.

² Good-Faith Effort: Three or more emails to faculty over no fewer than five contract days. The first email will solicit input; the second email will be a reminder; the last email (at the end of five contract days) will close the window for input.

³Academic Areas: Closely-related disciplines as determined by Faculty Service Area (FSA) or discipline minimum qualifications.

References: BP 7120, AP 7120, BP 7218,
Education Code Sections 87602, 87605, 87608 et.seq. 87608.5et. seq. and 87609.

Approved: July 9, 1990

Revised: April 5, 1999; November 1, 2001; September 9, 2002

April 5, 1999; November 1, 2001; September 9, 2002 Revised by ASPC Spring 2016

Board of Trustees June 7, 2016



Book Board Policies

Section Chapter 7 - Human Resources

Title Recruitment and Hiring of Associate Faculty

Number AP 7120-4

Status Active

Adopted February 7, 2017

Last Revised February 7, 2017

Last Reviewed February 7, 2017

MDC Recommends:

Under 'Position Announcement' item 'c', replace highlighted section with **Text B**.

ASSOCIATE FACULTY APPOINTMENT PROCEDURES

This procedure shall apply to the selection of associate faculty members within the Redwoods Community College District. Associate faculty members are those employees who are employed Temporarily by the District in part time academic positions which are not designated administrative or management. Associate faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

IDENTIFICATION OF POSITIONS

The need for hiring of faculty positions shall be determined by the Chief Instructional Officer (CIO) or Chief Student Services Officer (CSSO).

SELECTION

The hiring of the associate faculty is the responsibility of the CIO or CSSO following consultation the area Dean or Director, the Collective Bargaining Agreement, and a good-faith effort to consult with all full-time discipline faculty.

POSITION ANNOUNCEMENT

The Chief Human Resources Officer (CHRO) is responsible for developing a position announcement in collaboration with the dean or director. The position announcement shall include the following information:

1. Job Title;
2. Description of the position and job duties;
3. Required minimum qualifications:
 - a. The most current minimum qualifications listed in the publication "Minimum Qualifications for Faculty and Administrators in California Community Colleges";
 - b. Any applicable valid credential(s); and
 - c. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
4. Desired qualifications: A list of additional qualifications suggested by the dean or director or his/her designee in consultation with the discipline/division faculty.
 - a. The Equal Employment Officer (EEO) consultant will monitor the job related desirable qualifications for adverse impact.

- b. If they appear to be too restrictive, he/she will meet with the dean or director or his/her designee to review/revise qualifications;
5. Starting date;
6. Salary range and benefits;
7. Statement that the position may be required to work on Saturdays and/or Sundays; and
8. Required application material.

The Human Resources Office shall review the job ~~description~~announcement for accuracy, clarity, and consistency with legal requirements and District policy.

RECRUITMENT

Candidates will be recruited locally and regionally. Positions will be advertised continually as required by the appropriate dean or director.

SCREENING OF APPLICATIONS

The CIO or CSSO office, in conjunction with the Human Resources Department, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement. Associate faculty qualifications will be reviewed by the faculty qualifications committee.

Approved: February 7, 2017

should text be added to the effect of understanding of sensitivity and understanding of the diverse populations of the california community college system?



Book	Board Policies	
Section	Chapter 7 - Human Resources	MDC Recommends:
Title	Employment of Temporary Employees	For this document to include the same language as the rest of the HR APs concerned with hiring, i.e. to include both Text A (non-discriminator descriptor which pertains to hiring new employees with no regard to their age, sex, gender, etc.) and Text B (non-discrimination descriptor concerned with potential employees being cognizant of the diversity of the community college student body)
Number	AP 7120-5	
Status	Active	
Adopted	June 7, 2016	
Last Revised	June 7, 2016	
Last Reviewed	June 7, 2016	Question: under 'Compensation and Benefits', item 2 'i', might it be more applicable to replace 'not later than' with simply 'as soon as possible', when it comes to notifying the Supervisor in case of domestic violence, sexual assault, etc.?

1. Use of Temporary Employees

- a. Temporary employment is defined as a person to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis
- b. Temporary employee can replace a classified employee who is temporarily absent from duty or to take the place of an employee in a vacant position while the District is actively engaged in recruitment for the position. The maximum period for which a vacant position may be filled through the employment of one or more temporary employees is sixty (60) calendar days.

2. Criteria for Employment

- a. The service to be performed must have defined starting and ending dates and the requested period of employment must be for the actual period of time during which services are required.
- b. The service to be performed may not be of a type designated as "academic" in Title 5 of the California Code of Administrative Regulations (i.e., service which requires state-mandated minimum qualifications.)

3. Conditions of Employment

Terms of Employment: Are employed on an "as needed" basis, subject to termination at will by the District.

Period of Employment

- a. Temporary Employees
 - i. Each period of employment shall not exceed (160) days.
 - ii. All calendar days during a specified employment period as a Temporary Employee will count toward the specified employment limits, irrespective of the number of hours worked per day.

4. Compensation & Benefits

The need for hiring of temporary employees allocations shall be determined by the President/Superintendent, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District- wide planning needs, and budgetary considerations.

- a. Persons employed as Temporary Employees are able to participate in District's Health and Welfare plan in conjunction with their employment as a Temporary Employee based on Affordable Care Act (ACA) requirements and within the restrictions of the North Coast School Medical Insurance Group JPA.
- b. Beginning July 1, 2015, eligible employees will accrue no less than one (1) hour of paid sick leave for every thirty (30) hours worked. This sick leave will carry over from year to year but is limited to a maximum balance of forty-eight (48) hours. Employees are eligible to use accrued leave after ninety (90) day of employment. It will be used in quarter (.25) hour increments. Use will be limited to 3 days or 24 hours per year. When separating from the District, employees will not be provided compensation for any accrued, unused paid sick leave hours. If an employee separates from the District and is rehired within one year from the date of separation, any previously accrued and unused paid sick days will be reinstated.
 - i. Upon oral or written request, the District shall permit an employee to use paid sick leave for the following purposes:
 1. For the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.
"Family member" means any of the following:
 - a. A child, which for this purpose means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of child is applicable regardless of age or dependency status.
 - b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - c. A spouse or registered domestic partner.
 - d. A grandparent or grandchild.
 - e. A sibling
 2. For an employee who is the victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1
 - i. If the need for sick leave is foreseeable, employees shall notify the Immediate Management Supervisor not less than two (2) working days in advance of the day and time of the appointment. If the need for paid sick leave is unforeseeable, employees shall contact the supervisor's office as soon as possible, but not later than the scheduled time the employee would be required to report for duty.
 - ii. Persons employed as Temporary Employees do not receive paid holidays, paid vacation days, or paid leaves of absence in conjunction with their employment as a Temporary Employee.

Reference: Healthy Workplaces, Healthy Families Act of 2014 (AB 1522); Ed Code 45103

Adopted: Board of Trustees June 7, 2016



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Student Employees
Number	AP 7120-6
Status	Active
Adopted	July 5, 2016
Last Revised	July 5, 2016
Last Reviewed	July 5, 2016

MDC:

Question: under 'Conditions of Employment', item 7, might it be more applicable to replace 'not later than' with simply 'as soon as possible', when it comes to notifying the Supervisor in case of domestic violence, sexual assault, etc.?

The Redwoods Community College District participates in the following Work-Study Programs:

- District Work-Study Program (DWSP)
- Federal College Work-Study Program (CWSP)
- Extended Opportunity Programs and Services (EOPS) Work-Study Program
- CalWORKs Work-Study Program

Eligibility for Employment as a Student Employee:

Qualification for Student Employee status requires enrollment as a student within the District for the requisite number of semester units, as provided below. Students attending other educational institutions who are not enrolled as students within the District do not qualify for Student Employee status and must be employed as Temporary Employees.

Students employed in the DWSP:

1. cannot be simultaneously employed under the Federal College Work-Study program
2. cannot be simultaneously employed under the classified services of the college
3. must be enrolled in ~~and maintain a minimum half-time enrollment status~~ while employed ~~(6 units per semester for Fall and Spring semesters; 3 units for Summer term)~~ (6 units per semester)
4. must maintain a minimum 2.0 ("C") grade point average and make progress toward their educational goal

Students employed in the CWSP:

1. a student must be able to demonstrate financial aid need in accordance with applicable federal regulations
2. must be enrolled in ~~and maintain a minimum half-time enrollment status while employed (6 units per semester for Fall and Spring semesters; 3 units for Summer term)~~ (6 units per semester)
3. cannot be simultaneously employed under the district college work-study program
4. must be in a SAP status(Satisfactory Academic Progress) as determined by the Financial Aid Office.
5. cannot be simultaneously employed under the classified service of the

college. Students employed in the EOPS Work Program:

1. must meet EOPS eligibility criteria as well as criteria listed above for the CWSP

Students employed in the CalWORKs Work-Study Program (this was listed as 2.)

1. must meet CalWORKs eligibility criteria as well as criteria listed above for the CWSP (this was listed as a bullet)

Verification of Student Status:

1. Verification of enrollment within the District ~~for the appropriate number of semester units~~ is required for each semester of employment.
2. Employment will be automatically terminated if the student fails to maintain ~~enrollment~~ ~~the required number of units for eligibility~~, GPA or rate of progress.

Conditions of Employment:

1. Terms of Employment: Student Employees are temporary employees. They are employed on an "as needed" basis, subject to termination at will by either the District or the employee.
2. Period of Employment
 - Student Employees **may** work the academic year as long as they maintain eligibility.
 - Student Employees who are employed during the spring semester and who maintain eligibility through the end of the semester may continue their employment in Student Employee status through June 30 of the fiscal year. If the student is to be reemployed as a Student Employee for the subsequent fall semester, a new request for employment and verification of eligibility must be submitted.
3. Employment Limitations
 - The employment of a Student Employee shall be limited to not more than twenty (20) hours per week when school is in session. During holiday breaks students may work up to 40 hours per week depending upon department need.
 - Student Employees are prohibited from working when there is a gap of 5 weeks or more between their enrollment periods.
 - The service to be performed may not be of a type designated as "academic" in Title 5 of the California Code of Administrative Regulations (i.e., service which requires state- mandated minimum qualifications.)
 - The service to be performed may not be similar to that performed by a trade or business professional (e.g., CPA) or of a type that requires professional licensure.
 - Employment of students shall not result in the displacement of classified personnel.
4. Compensation:
 - Persons employed as Student Employees are not eligible to participate in the District's Health and Welfare plan or optional fringe benefit plan in conjunction with their employment as a Student Employee.
 - Beginning July 1, 2015, eligible employees will accrue no less than one (1) hour of paid sick leave for every thirty (30) hours worked. This sick leave will carry over from year to year but is limited to a maximum balance of forty-eight (48) hours. Employees are eligible to use accrued leave after ninety (90) day of employment. It will be used in quarter (.25) hour increments. Use will be limited to 3 days or 24 hours per year. When separating from the District, employees will not be provided compensation for any accrued, unused paid sick leave hours. If an employee separates from the District and is rehired within one year from the date of separation, any previously accrued and unused paid sick days will be reinstated.

Upon oral or written request, the District shall permit an employee to use paid sick leave for the following purposes:

1. For the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. "Family member" means any of the following:
2. A child, which for this purpose means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of child is applicable regardless of age or dependency status.
3. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
4. A spouse or registered domestic partner.
5. A grandparent or grandchild.
6. A sibling.

7. For an employee who is the victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

If the need for sick leave is foreseeable, employees shall notify the Immediate Management Supervisor not less than two (2) working days in advance of the day and time of the appointment. If the need for paid sick leave is unforeseeable, employees shall contact the supervisor's office as soon as possible, but not later than the scheduled time the employee would be required to report for duty.

Persons employed as Student Employees do not receive paid holidays, paid vacation days, or paid leaves of absence in conjunction with their employment as a Temporary Employee.

Reference: Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). Treasury Decision 9167.

Adopted: Board of Trustees July 5, 2016



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Temporary Faculty
Number	AP 7212
Status	Active
Adopted	June 7, 2016
Last Revised	June 7, 2016
Last Reviewed	June 7, 2016

MDC Suggestion: Replace Highlighted text below with Standard Text A.

The District may employ any qualified individual as a temporary faculty member for a complete school year, but not less than one semester during a school year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester or year because a faculty member has been granted leave for a semester or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as temporary faculty member for a complete school year but not less than a complete semester or quarter during a school year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of the students during that semester or quarter as compared to the other semester or quarter in the academic year, or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

Any person who is employed to teach classes for not more than 67 percent of the hours per week over an academic year unless specified by Ed code or contract that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit temporary faculty members to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment. In particular, there shall be consideration given to principles of recruitment that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

References: Education Code Sections 87481, 87482, 87482.5, and 87482.8.

Adopted by Board of Trustees: June 7, 2016



Book	Board Policies	
Section	Chapter 7 - Human Resources	
Title	Faculty Prioritization Process	
Number	AP 7217	
Status	Active	
Adopted	February 7, 2012	MDC Question: Can we add a #17 to include Standard Text A?
Last Revised	July 11, 2017	
Last Reviewed	July 11, 2017	

Faculty prioritization is a key process aimed at strengthening our college, engaging community needs and fostering student success. Because prioritization cannot be reduced to one rubric, the process is multifaceted, and decision making will consider qualitative and quantitative data from program review, legal mandates, accreditation, and student education goals to come from large and small groups across transfer, career technical and student development areas. This process relies on collegial consultation between the administration and the academic senate.

Process:

1. Each academic year, as part of Program Review, the administration and faculty will have the opportunity to fill out a faculty position request form, providing relevant data and a narrative justifying the need for a fulltime position. All faculty request forms will be forwarded to the Academic Senate Co-presidents and to the Chief Instruction Officer (CIO) who will then prepare the requests for distribution to the Faculty Prioritization Committee. Faculty position requests and the faculty prioritization process are completed each year. Position rankings developed during the faculty prioritization process do not carry over into the faculty prioritization process in following years.
2. Faculty requests will include both teaching and non-teaching faculty positions. Replacement requests due to tenure track attrition during the four year probationary period for that position are not part of this process and are filled automatically, unless there is mutual agreement to the contrary.
3. Requests shall be campus and site specific.
4. Temporary grant-funded positions will not be included in this process. Proposals to convert grant-funded to tenure-track faculty positions will be included in the process.
5. The data required on the Faculty Request forms and the criteria used for ranking on the Prioritization Rubric will be articulated and revised as necessary by mutual agreement of the Academic Senate and the Administration.
6. Each year, prior to the evaluation of the faculty requests, members of the Faculty Prioritization Committee (FPC) will be trained (normed) in using the criteria on the rubric. Data will be used as much as possible in evaluating the requests, but as every program is different, qualitative factors must be considered. Not all criteria are hierarchical in nature.
7. The FPC will review the data from the request forms and will evaluate each request on the basis of the specified criteria (See Prioritization Rubric and Directions).
8. The co-chairs of the Faculty Prioritization Committee are voting members.
9. In the event that the Faculty Prioritization Committee needs more information, the Co-Chairs of the committee may ask for a representative from the discipline in question to come forward to answer questions about the position; however, no formal presentations will be made.
10. All faculty requests will be ranked, regardless of how many positions may be available.
11. The initial ranking will be done by ballot as follows: each member will assign a score to each rubric category for each position request. Each member will then use their scores to determine an initial

ranking of the (e.g. 10) positions, where a ranking of 1 indicates the position with the lowest priority, and a ranking equal to the total number of positions (e.g. 10) indicates the position with the highest priority. The ranking that results shall not include ties.

12. Once the individual committee members' rankings been completed all the rankings will be added together to create an overall ranking for all positions, any member of the Faculty Prioritization Committee can request an override of a ranking where there is significant statistical discrepancy of 5 total points or more with any of the members initial ranking scores. Overrides can move a ranking by one position, and are permitted when a majority votes to re-rank a single position
13. Faculty positions will be forwarded to the President/Superintendent by the committee Co- Chairs as a recommendation for action.
14. The President/Superintendent acts on the committee's recommendations and forwards positions to the District as appropriate (timing maybe affected by available funding or information regarding the fulltime faculty obligation [FTO]). Should the President/Superintendent override any of the ranked positions, he or she must present a written explanation of that decision to the FPC.
15. The timeline shown below is for typical prioritization and faculty hiring cycle. The process will also apply to out-of-cycle faculty requests.
16. In the event that the recruitment for an approved faculty position results in a "failed search", the funding for that position remains in the budget and the search process will normally continue until filled. However, during this period, exigent circumstances may cause the President/Superintendent, in mutual agreement with the Academic Senate, to eliminate the position.

Membership of the Prioritization Committee:

Academic Senate Co-Presidents or designees (2) (1 of whom is Co-Chair)
Program Review Committee faculty representatives (2)
At-large faculty representatives selected by the Academic Senate Co-Presidents (3)
Chief Instruction Officer (CIO) (Co-Chair) Deans (4)
Director of Counseling and Student Development
At least one member of the committee shall be a non-Eureka representative

Timeline:

Nov Administration and faculty fill out faculty request forms as part of Program review. Faculty Prioritization Committee evaluates and ranks the requests. Ranked list is forwarded to the President/Superintendent.

Dec President/Superintendent announces the number of positions to be funded for the next academic year. HR initiates the process for faculty hiring. Faculty Prioritization Committee reconvenes, debriefs, and evaluates the process (in order to improve it).

Jan Screening committees review applications.

Feb Candidates interviewed; finalists selected.

March/April Board of Trustees approves contracts

Directions for Using the Rubric:

Prior to the Faculty Prioritization Committee meeting, each Co-Chair will be tasked with determining three interests from the faculty and administrative groups they represent and then meeting to collectively bring forward a single shared interest.

During the Faculty Prioritization Committee meeting, the single shared interest will be scored under the category "Other."

All faculty requests will fall into one of the first three blocks on the rubric: Faculty Replacement Positions (for programs/disciplines that have lost full-time faculty due to retirement or other reasons); Growth Positions (for established programs requesting full-time faculty); New Program/Discipline Position (for programs/disciplines not yet established or newly established with no full-time faculty).

Within the appropriate block, each request will be assigned 0-5 points based on the criteria listed.

All requests will be evaluated in blocks four, five and, if applicable, six. In each of these blocks, each request will be assigned 0-5 based on the criteria listed. NOTE: Not all criteria within a block are hierarchical in nature. Requests must be evaluated holistically within each block, based on a variety of factors.

The positions will then be ranked in order of the total points earned. In the case of ties, the committee will vote to rank the positions; a simple majority is all that is required for this procedure.

Approved by Board of Trustees: February 7, 2012 Revised: October 6, 2015; Interim October 2016
Approved: July 11, 2017



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Management Performance Evaluation Report
Number	AP 7262
Status	Active
Adopted	December 1, 1980
Last Revised	April 7, 2015
Last Reviewed	August 7, 2018

MDC Suggestion/Question:
Can we add Text B as an
evaluation metric?

PURPOSE:

This report provides the supervisor and employee an opportunity to formally discuss job performance in relation to the job description, mutually agreed upon objectives and identified management skills. The performance evaluation provides an official opportunity for discussion of strengths as well as areas where improvement is needed.

INSTRUCTIONS:

1. A performance evaluation report for management employees, as defined in BP 7262, shall be completed during the first six months of employment. Permanent employees shall be evaluated biennially, prior to March 1. Evaluations may take place more frequently.
2. It shall be the responsibility of the supervisor of each manager scheduled for evaluation to conduct the evaluation process, to conduct the post evaluation conference, to assure that the process is completed, and to file the completed evaluation instruments with the Director, Human Resources.
3. A peer evaluation form is included as part of the appraisal process to elicit input from peers. The peer is to be chosen by the evaluatee. The form is to be completed and routed to the immediate supervisor for inclusion as part of the evaluation report.
4. A faculty evaluation form is included to elicit input from faculty. A faculty representative will be appointed by the Academic Senate. Human Resources will notify the manager who the Academic Senate has appointed. The manager being evaluated will have the opportunity to disqualify the faculty member by notifying Human Resources in writing. Human Resources will request the Academic Senate appoint a replacement. The completed forms are routed to the immediate supervisor for inclusion as part of the evaluation report.
5. The evaluation shall be accomplished at the direction of and on a schedule established by the immediate supervisor in keeping with this policy.
6. The supervisor will conduct a post evaluation conference to discuss with the employee the objectives accomplished during the past year, future objectives, and areas of strengths, as well as areas where improvement may be needed.

Former Administrative Regulation No. 328.01, number change only on August 7, 2012

Approved: December 1, 1980

Revised: March 5, 1990

Revised: April 7, 2015

Last Modified by Cindi Petrusha on August 21, 2018



Book Board Policies

Section Chapter 7 - Human Resources

Title Nepotism

Number AP 7310

Status Active

Adopted August 15, 1977

Last Revised June 7, 2016

Last Reviewed June 7, 2016

MDC Suggestion: Replace Highlighted Text below with Standard Text A.

The District does not prohibit the employment of relatives or domestic partners in the same department or division, with two exceptions:

1. No person shall be assigned to a regular position within the same department, division, or site as an immediate family member who is in a position to recommend or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partners.
2. The District retains the right to reassign or transfer any employee, providing for fair treatment and due process for all persons, and subject to the terms of any bargaining agreement or labor contract if and only if it has been proven necessary to do so in order to eliminate adverse impact on supervision, safety, security, or other conflicts of interest.

It is recognized that current assignments may exist in conflict with this policy. Where such may occur, the President/Superintendent or designee will be responsible for determining the appropriateness of the assignment.

Any such reassignment must not impose a financial penalty on those involved. Financial reimbursement may be negotiated through the collective bargaining organization or directly with non-represented employees.

The appropriate collective bargaining organization will be notified in writing of any recommended reassignment of a unit member under this policy. The collective bargaining organization will be allowed fifteen (15) working days to respond in writing to the Chief Human Resources Officer, or designee, and the Board of Trustees, and no action shall be taken on the reassignment of any persons unless and until the District, the employees, and the collective bargaining organization mutually agree on implementation.

Exceptions:

The President/Superintendent may authorize an exception to this policy if it is found that:

1. The position to be filled requires a person with specialized training and experience not generally available in the employment market.
2. Substantial bona fide efforts have been made to locate and/or employ a person who is not a relative or spouse of any employee, or to find an alternate department or location for one of the two employees who marry,
3. The relationship between the relative or spouse and the applicant or employee is unlikely to materially affect their employment by the District, or
4. Refusal of the assignment would adversely affect the Affirmative Action goals of the District.

References: Government Code Sections 1090 et seq. and 129240 et seq. (Title 2, Sec. 7292.5 Calif. Code of Regulations)

Approved: 7/10/2012 Former Redwoods CCD Policy #332/424: "Employment of Relatives," Adopted by Board of Trustees:
August 15, 1977; Amended: February 6, 1989
Amended: June 7, 2016

Last Modified by Cindi Petrusha on January 24, 2018



Book Board Policies

Section Chapter 7 - Human Resources

MDC Question for this document:

Title Commitment to Diversity

Is it possible to include language that discusses the EEO Plan? Or include language here that details some specifics from the plan to show concrete support for a "Commitment to Diversity"?

Number BP 7100

Status Active

Adopted August 6, 2013

Last Revised August 6, 2013

Last Reviewed August 6, 2013

The District is committed to equal employment opportunity.

The District, and each individual who represents the District, shall consider all qualified applicants for employment without regard to national origin, religion, age, sex, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President/Superintendent and/or his/her designee 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.

No District funds shall ever be used for membership, 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, sex, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference: Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.

Adopted by Board of Trustees: August 6, 2013



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Employment of Temporary Employees
Number	AP 7120-5
Status	Active
Adopted	June 7, 2016
Last Revised	June 7, 2016
Last Reviewed	June 7, 2016

1. Use of Temporary Employees

- a. Temporary employment is defined as a person to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis
- b. Temporary employee can replace a classified employee who is temporarily absent from duty or to take the place of an employee in a vacant position while the District is actively engaged in recruitment for the position. The maximum period for which a vacant position may be filled through the employment of one or more temporary employees is sixty (60) calendar days.

2. Criteria for Employment

- a. The service to be performed must have defined starting and ending dates and the requested period of employment must be for the actual period of time during which services are required.
- b. The service to be performed may not be of a type designated as "academic" in Title 5 of the California Code of Administrative Regulations (i.e., service which requires state-mandated minimum qualifications.)

3. Conditions of Employment

Terms of Employment: Are employed on an "as needed" basis, subject to termination at will by the District.

Period of Employment

- a. Temporary Employees
 - i. Each period of employment shall not exceed (160) days.
 - ii. All calendar days during a specified employment period as a Temporary Employee will count toward the specified employment limits, irrespective of the number of hours worked per day.

4. Compensation & Benefits

The need for hiring of temporary employees allocations shall be determined by the President/Superintendent, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District- wide planning needs, and budgetary considerations.

- a. Persons employed as Temporary Employees are able to participate in District's Health and Welfare plan in conjunction with their employment as a Temporary Employee based on Affordable Care Act (ACA) requirements and within the restrictions of the North Coast School Medical Insurance Group JPA.
- b. Beginning July 1, 2015, eligible employees will accrue no less than one (1) hour of paid sick leave for every thirty (30) hours worked. This sick leave will carry over from year to year but is limited to a maximum balance of forty-eight (48) hours. Employees are eligible to use accrued leave after ninety (90) day of employment. It will be used in quarter (.25) hour increments. Use will be limited to 3 days or 24 hours per year. When separating from the District, employees will not be provided compensation for any accrued, unused paid sick leave hours. If an employee separates from the District and is rehired within one year from the date of separation, any previously accrued and unused paid sick days will be reinstated.
 - i. Upon oral or written request, the District shall permit an employee to use paid sick leave for the following purposes:
 1. For the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.
"Family member" means any of the following:
 - a. A child, which for this purpose means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of child is applicable regardless of age or dependency status.
 - b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - c. A spouse or registered domestic partner.
 - d. A grandparent or grandchild.
 - e. A sibling
 2. For an employee who is the victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1
 - i. If the need for sick leave is foreseeable, employees shall notify the Immediate Management Supervisor not less than two (2) working days in advance of the day and time of the appointment. If the need for paid sick leave is unforeseeable, employees shall contact the supervisor's office as soon as possible, but not later than the scheduled time the employee would be required to report for duty.
 - ii. Persons employed as Temporary Employees do not receive paid holidays, paid vacation days, or paid leaves of absence in conjunction with their employment as a Temporary Employee.

Reference: Healthy Workplaces, Healthy Families Act of 2014 (AB 1522); Ed Code 45103

Adopted: Board of Trustees June 7, 2016



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Recruitment and Hiring
Number	BP 7120
Status	Active
Adopted	July 5, 2016
Last Revised	July 5, 2016
Last Reviewed	July 5, 2016

The President/Superintendent shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 titled Equal Employment Opportunity.

Support the Administration's efforts to implement strategies that promote diversity and inclusion in recruiting and hiring.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

For purposes of employment, salary placement, and any other accrued benefits or recognition, all degrees and/or college units shall be measured against the following definition of "accredited institution":

An accredited institution shall be any institution of higher education which is accredited by one of the six nationally recognized, regional accrediting associations: Middle States Association of Colleges and Secondary School; New England Association of Schools and Colleges; North Central Association of Colleges and Secondary Schools; Northwest association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges

Foreign degrees shall be subject to outside consult evaluation.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the California School Employees Association (CSEA) an opportunity to participate in the decisions under the Board's policies regarding local decision making.

References:

Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq. and 87458; Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.A.1

Adopted: July 5, 2016



Book	Board Policies	
Section	Chapter 7 - Human Resources	MDC Question for this document: Can we highlight the importance of professional development topics related to diversity and inclusion? (We require this from our students so should we emphasize that our faculty also be proficient in these areas?) GE AREA E:
Title	Professional Development	"analyze issues from multiple perspectives; express an awareness of cultures in a diverse global community ;
Number	BP 7160	explain the relationships between humanity and the natural environment; and
Status	Active	analyze issues within their historical context."
Adopted	August 15, 1977	
Last Revised	December 10, 2013	
Last Reviewed	December 10, 2013	

The Redwoods Community College District recognizes education and planned professional development of employees is essential to the efficient and economical operation of the school system and contributes to an improved instructional program for students. It shall be the policy of the District when financially feasible to provide employees at every level and classification where the need is evident, with programs in orientation and in-service education activities for the purposes of continually improving job performance and individual job-related skills, and of enhancing understanding of total staff responsibilities. It is recognized that the staff development program herein described should be made available to the public as instructional programs to the maximum extent possible.

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

Adopted by Board of Trustees: August 15, 1977 Revised: December 10, 2013



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Whistleblower Protection
Number	AP 7700
Status	Active
Adopted	April 7, 2008
Last Revised	October 4, 2016
Last Reviewed	October 4, 2016

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in Board Policy BP 7700, "Whistleblower Protection," and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the President/Superintendent, the report should be made to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the President/Superintendent who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but maybe made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he or she must immediately forward to the President/Superintendent. However, if this

process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt, and appropriate, corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A District employee or applicant whose family member makes a protected disclosure is also protected from retaliation.

Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the College President. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Requirement to Post

The District shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws referenced in this procedure.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403. The telephone number of the whistleblower hotline is (800) 952-5225.

Other Policies Covering Unlawful Activities

Procedures for investigating allegations of unlawful activities covered in other district administrative procedures shall be followed.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

References:

Labor Code Section 1102.5, 1102.7, 1102.8; Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Education Code Sections 87160-87164; 29 U.S. Code Section 218 C (Affordable Care Act)

Approved: 4/7/08 Revised: October 4, 2016



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Political Activity
Number	AP 7370
Status	Active
Adopted	April 5, 2005
Last Revised	October 4, 2016
Last Reviewed	October 4, 2016

No restriction shall be placed on the political activities of any employee of the District except as provided in board policy and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the governing board.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or board member may appear before a citizens' group upon request to discuss the reasons why the Board called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the district. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before or after the work day or during the employees' lunch period or other breaks during the day.

Reference:
Education Code Sections 7050 et seq.

Approved: April 5, 2005
Revised: October 4, 2016

Last Modified by Cindi Petrusha on May 14, 2018



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Health and Welfare Benefits
Number	AP 7381
Status	Active
Adopted	August 15, 1977
Last Revised	October 4, 2016
Last Reviewed	October 4, 2016

The health and welfare benefits for the administrative, classified, management and confidential employee groups shall include the following programs:

1. Major Medical Health Insurance
2. Dental Insurance
3. Salary Continuation Insurance
4. Vision Insurance

Employees eligible for benefits shall constitute all full-time administrative, classified management, and confidential employees. Retired employees shall be eligible as group members as stated below.

The following procedures apply to employees who are not covered by a collective bargaining agreement or a specific employment contract.

Employees whose regular assignment is 2,080 hours/year shall receive full benefits twelve months per year. Employees whose regular assignment is less than 2,080 hours/year shall receive benefits twelve months per year, but the district shall contribute only that portion of premium costs as the employee's regular hours per year bear to 2,080 hour. Retired employees shall be eligible as group members at the retired employee's expense as restricted by board policy.

In addition, a life insurance policy shall be provided to administrative, management, and confidential employees ~~as per the district policy in the amount~~ of \$10,000, ~~through age 64, \$6,500 age 65 through age 69, and \$5,000 age 70 and older.~~

Pre-65 Health and Welfare Retirement Benefits

All benefit provisions in this administrative procedure are available to eligible members with employment starting dates prior to September 1, 2006. All administrative, classified management, or confidential employees hired on or after September 1, 2006, will not be entitled to these benefit provisions.

Medical, dental, and vision insurance for retirees to age 65: Retirees from the district who qualify for service or disability retirement under the State Teachers Retirement System (STRS) or Public Employees Retirement System (PERS) and who are drawing retirement pay from either system shall be eligible to continue with the district's insurance plans provided the following requirements are met.

Procedures:

1. Employees wishing to avail themselves of the pre-65 retirement benefits shall, six months prior to the effective date of retirement, write a letter of request to the President/Superintendent. This letter shall outline the facts relative to having met the minimum requirements of the program.
2. The President/Superintendent, or designee if the employee is the President/Superintendent, shall validate the employee's claims regarding minimum qualifications within 10 days.
3. If the employee has been found qualified for participation in the pre- 65 retirement program, the benefits shall commence on the first day of retirement.

Benefits:

1. The district will continue to provide medical, dental, and vision benefits to the retired employee and eligible dependents until the employee reaches the age of 65, at no cost to the employee.
2. The medical, dental, and vision benefits shall be consistent with those being received by current employees in the unit and their dependents including any expansion of benefits under the basic benefits program that is in existence at the time the employee retires.
3. If a new fringe benefit plan or program accrues to active employees, the retiree and eligible dependents shall not be eligible for the plan unless it is an expansion of a plan or program in effect at the time of retirement.
4. Dependents other than the spouse/domestic partner qualify for benefits only if the employee and/or spouse/domestic partner qualifies for benefits.
5. District payment for participation in this program for the employee and/or spouse/domestic partner shall be terminated at the time that the employee reaches 65 or, if the employee is deceased, at the age or date asset forth for the spouse/domestic partner in paragraph 3.2. Upon the district discontinuance of premium payments, the employee and/or spouse/domestic partner may elect to continue participation at his/her own expense as set forth in Post-65 Health and Welfare Retirement Benefits, provided there has been no break in coverage.
6. This plan, or equal coverage when this plan is combined with other coverage for which the employee is qualified, shall be effective until age 65. Such other coverage shall be, but is not limited to, Medicare A-B and coverage obtained or obtainable through other employment. If an option is available to an employee and/or spouse/domestic partner and the coverage is equal, the employee shall cooperate with the district to exercise the option provided that the option does provide equal coverage.
7. For purposes of this program, the immediate family covered by this plan means only biological children, legally adopted children, and spouse/domestic partner.

Minimum Requirements:

1. Must have been a full-time employee for the ten years immediately prior to such retirement.
2. Must qualify for service or disability retirement under State Teachers Retirement System (STRS) or Public Employees Retirement System(PERS) and must be drawing retirement pay from either system immediately after retiring from the district.
3. Sabbatical leave or teacher exchange will count as eligible time within the ten-year period if accepted and used within the first five years of the ten-year period.
4. Leave without pay does not count toward part of the ten-year service requirement but does not constitute a break in the continuity of the ten-year requirement.
5. Paid sick leave counts toward the satisfaction of the ten-year requirement.
6. Extended sick leave (beyond the paid sick leave time) does not count toward a part of the ten-year service requirement but does not constitute a break in the continuity of the ten-year requirement.
7. Employees eligible for disability retirement are eligible to participate in this plan on the same terms as other retirees.
8. The employee must have attained the minimum age of 55 by the first day of retirement under this plan.
9. Employee acceptance of this plan is irrevocable. Further, it is understood and agreed by the parties that this program is for the benefit of the employees in the unit who wish to retire from active employment with the district, and therefore the employee is responsible to ascertain the provisions and coverages of the various retirement plans without assistance from the district. It is also understood and agreed by the parties that the district shall have no responsibility other than as set forth herein, particularly with regard to ascertaining specifics of the various retirement plans available to employees in the unit who are retiring and wish to take advantage of this program.

Post-65 Health and Welfare Retirement Benefits

All benefit provisions in this administrative procedure are available to eligible members with employment starting dates prior to September 1, 2006. All administrative, classified management, or confidential employees hired on or after September 1, 2006, will not be entitled to these benefit provisions.

Medical, dental, and vision insurance for retirees post age 65 to age 70: The district will cover 70 percent of the cost of medical, dental, and vision insurance up to a maximum of \$13,500 total for each eligible retired employee during the five-year period from age 65 to age 70.

Eligible administrative, classified management, and confidential member may exercise the option to have the district provide a one-time payment equivalent to \$13,500 (gross) in lieu of insurance benefits. Currently eligible retirees who have not exhausted their \$13,500 limit may request to receive a one-time payment of the unpaid balance in lieu of continued insurance benefits.

Requirements:

1. The program begins with those employees retiring after October 6, 1996, and who qualify for service or disability retirement under the State Teachers Retirement System (STRS) or Public Employees Retirement System (PERS) and are drawing retirement pay from either system.
2. The retiree must have been a full-time employee for the ten years immediately preceding retirement.
3. Sabbatical leave or teacher exchange will count as eligible time within the ten-year period if accepted and used within the first five years of the ten-year period.
4. Leave without pay does not count toward part of the ten-year service requirement, but does not constitute a break in the continuity of the ten-year requirement.
5. Paid sick leave counts toward the satisfaction of the ten-year requirement.
6. Extended sick leave (beyond the paid sick leave time) does not count toward a part of the ten-year service requirement but does not constitute a break in the continuity of the ten-year requirement.
7. The health and welfare benefits shall be consistent with those being received at the time the employee retires.
8. If a new fringe benefit plan or program accrues to active employees, the retiree and eligible dependents shall not be eligible for the plan unless it is an expansion of a plan or program in effect at the time of retirement.
9. Dependents other than the spouse/domestic partner shall have no rights of their own for benefits under this program.
10. District payment for participation in this program for the employee and/or spouse/domestic partner shall be terminated at the time that the employee reaches 70 or, if the employee is deceased, at the date the employee would have reached 70, up to the \$13,500 maximum. Upon the district discontinuance of premium payments, the employee and/or spouse/domestic partner may elect to continue participation at their own expense provided there has been no break in coverage.
11. This plan, or equal coverage when this plan is combined with other coverage for which the employee is qualified, shall be effective until age 70. Such other coverage shall be, but is not limited to, Medicare A-B and coverage obtained or obtainable through other employment. If an option is available to an employee and/or spouse/domestic partner and the coverage is equal, the employee shall cooperate with the district to exercise the option provided that the option does provide equal coverage.

Medical Benefits for Surviving Spouse/Domestic Partner

All benefit provisions in this administrative procedure are available to eligible members with employment starting dates prior to September 1, 2006. All administrative, classified management, or confidential employees hired on or after September 1, 2006, will not be entitled to these benefit provisions.

Pre-retirement Benefits for Surviving Spouse/Domestic Partner: The district will provide the following benefit for the surviving spouse/domestic partner of full-time employees of the district.

The district will continue, at the district cost, to provide medical benefits to the surviving spouse/domestic partner and dependent children, not to exceed five years, after which period the surviving spouse/domestic may remain in the district program at his/her own cost, in accordance with the following limitations:

Limitations:

1. The medical benefit shall be consistent with those being received by current employees and their dependents including any expansion of benefit under the basic benefit program that is in existence.
2. If a new fringe benefit plan or program accrues to active employees, the retiree and eligible dependents shall not be eligible for the plan unless it is an expansion of a plan or program in effect at the time of retirement.
3. This benefit would not be provided if comparable coverage were available to the surviving spouse/domestic partner or upon remarriage.

4. If Medicare or CHAMPIS is available to the surviving spouse/domestic partner, he/she may remain in our medical plan at his/her own cost.
5. The spouse/domestic partner and other dependents shall continue to receive these benefits until the spouse/domestic partner reaches the age of 65, but not longer than five years after the employee would have attained the age of 65.
6. Dependents other than the spouse/domestic partner shall have no rights of their own for benefits under this program but only as the spouse/domestic partner qualifies for such benefits.
7. For purposes of this program, the dependents covered by this plan means only natural children and legally adopted children.

Minimum Requirements:

1. Must have been a full-time employee for the ten years immediately prior to death.
2. Sabbatical leave or teacher exchange will count as eligible time within the ten-year period if accepted and used within the first five years of the ten-year period.
3. Leave without pay does not count toward part of the ten-year service requirement but does not constitute a break in the continuity of the ten-year requirement.
4. Paid sick leave counts toward the satisfaction of the ten-year requirement.
5. Extended sick leave (beyond the paid sick leave time) does not count toward a part of the ten-year service requirement but does not constitute a break in the continuity of the ten-year requirement.

Pre-65 Retirement Benefits for Surviving Spouse/Domestic Partner: If the retiree predeceases the spouse/domestic partner and other dependents as identified below, the spouse/domestic partner or other dependents shall continue to receive these benefits until the employee would have attained the age of 65.

Post-65 Retirement Benefits for Surviving Spouse/Domestic Partner: If the retired employee predeceases the spouse/domestic partner, the spouse/domestic partner shall continue to receive these benefits until the time when the employee would have attained the age of 70 up to the \$13,500 maximum the employee would have received.

The surviving spouse/domestic partner may exercise the option to have the district provide a one-time payment equivalent to \$13,500(gross) in lieu of insurance benefits. Currently eligible retirees who have not exhausted their \$13,500 limit may request to receive a one-time payment of the unpaid balance in lieu of continued insurance benefits.

Reference:

Government Code Section 53200; Education Code 87040; Government Code 53200 et. seq.

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