CITY COLLEGE OF SAN FRANCISCO
Human Resources Department

ADMINISTRATIVE
HANDBOOK
# Table of Contents

## INTRODUCTION

CALIFORNIA COMMUNITY COLLEGES  
AND THE SAN FRANCISCO COMMUNITY  
COLLEGE DISTRICT/CITY COLLEGE OF SAN FRANCISCO

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Basis</td>
<td>1</td>
</tr>
<tr>
<td>The California Community Colleges</td>
<td>1</td>
</tr>
<tr>
<td>The Association of California Community</td>
<td>1</td>
</tr>
<tr>
<td>College Administrators (ACCCA)</td>
<td>1</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Structure</td>
<td>2</td>
</tr>
<tr>
<td>The Chancellor</td>
<td>2</td>
</tr>
<tr>
<td>Vice Chancellor, Finance &amp; Admin.</td>
<td>2</td>
</tr>
<tr>
<td>Vice Chancellor, Academic Affairs</td>
<td>3</td>
</tr>
<tr>
<td>Vice Chancellor, Student Develop.</td>
<td>3</td>
</tr>
<tr>
<td>Vice Chancellor, Inst. Advance.</td>
<td>3</td>
</tr>
</tbody>
</table>

## SHARED GOVERNANCE SYSTEM

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collegial Governance System</td>
<td>3</td>
</tr>
<tr>
<td>College Advisory Governance System</td>
<td>4</td>
</tr>
<tr>
<td>Budget &amp; Planning Governance System</td>
<td>4</td>
</tr>
</tbody>
</table>

## STRATEGIC PLANNING

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Overview</td>
<td>4</td>
</tr>
<tr>
<td>Our Changing Environment</td>
<td>6</td>
</tr>
<tr>
<td>Our Vision</td>
<td>8</td>
</tr>
<tr>
<td>Institutional Goals</td>
<td>9</td>
</tr>
<tr>
<td>Strategic Priorities</td>
<td>10</td>
</tr>
</tbody>
</table>

## UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative Action Office</td>
<td>10</td>
</tr>
<tr>
<td>Harassment Defined</td>
<td>11</td>
</tr>
<tr>
<td>Reporting and Investigating</td>
<td>12</td>
</tr>
<tr>
<td>Discriminatory or Harassing Conduct</td>
<td>12</td>
</tr>
<tr>
<td>Retaliation</td>
<td>12</td>
</tr>
</tbody>
</table>

## ADMINISTRATIVE REGULATIONS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Action</td>
<td>12</td>
</tr>
<tr>
<td>Americans with Disabilities Act and FEHA</td>
<td>12</td>
</tr>
<tr>
<td>Use of Slurs</td>
<td>12</td>
</tr>
</tbody>
</table>

## BENEFITS, RETIREMENT, & LEAVES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Care Insurance</td>
<td>21</td>
</tr>
<tr>
<td>Flexible Spending Accounts</td>
<td>21</td>
</tr>
<tr>
<td>Dental/Orthodontia</td>
<td>21</td>
</tr>
<tr>
<td>Vision Care Plan</td>
<td>21</td>
</tr>
<tr>
<td>Prescription Drug Plan</td>
<td>22</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>22</td>
</tr>
<tr>
<td>State Disability Insurance</td>
<td>22</td>
</tr>
<tr>
<td>Deferred Compensation – 403(b), 457(b), &amp; 529</td>
<td>22</td>
</tr>
<tr>
<td>Retirement</td>
<td>22</td>
</tr>
<tr>
<td>Leaves</td>
<td>22</td>
</tr>
<tr>
<td>Sick Days</td>
<td>22</td>
</tr>
<tr>
<td>Personal Emergency Days</td>
<td>23</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>23</td>
</tr>
<tr>
<td>Jury Duty Pay</td>
<td>23</td>
</tr>
<tr>
<td>Vacation</td>
<td>23</td>
</tr>
<tr>
<td>Unpaid Leave</td>
<td>23</td>
</tr>
<tr>
<td>Family &amp; Medical Leave (FMLA)</td>
<td>24</td>
</tr>
<tr>
<td>Voluntary Sick Leave Bank – VSLB</td>
<td>25</td>
</tr>
<tr>
<td>Pregnancy Disability Leave</td>
<td>26</td>
</tr>
<tr>
<td>Lactation Accommodation</td>
<td>27</td>
</tr>
</tbody>
</table>
PROFESSIONAL DEVELOPMENT

Sabbatical Leave 28
Short-Term Paid Leave for Professional Development 29
Staff Development 29

SAFETY IN THE WORKPLACE

Injuries to Employees 30
Workers' Compensation 30
Supervisor's Responsibilities 30
Medical Treatment 30
Designated Providers & "After Hours" Treatment Sites 31
Designation of Personal Physician 32
Injuries to Students or Visitors 32
Reporting Theft 32
Reporting Willful Damage to District Property 32
Workplace Violence Policy 32
Report of Assault by Student Against a School Employee 33
Student Health Services 34
Employees and Drug Use 34
Food & Smoking Regulations 34
Emergency Procedures 34

REFERENCES/PERSONNEL & PAYROLL SERVICES

HR SERVICES 37
WEB4 37
Personal Information 37
Changing Your Name 37
Changing Your Address/Phone 37
Emergency Contact(s) 37
PAYROLL DEPARTMENT SERVICES 37
CALENDAR 38
COMPENSATION 38
SALARY SCHEDULE 38

ADDITIONAL COLLEGE SERVICES & FACILITIES

Network & Email Accounts 38
Technology Learning Center (TLC) 38
New Employees - How to Get Your Network & Email Accounts 38
BANNER 38
Official Publications 38
College Catalog 38
Time Schedules 39
City Currents 39
Policy Manual & Employee Handbooks 39
Professional & Employee Organizations 39
Library Locations 40
Computer Labs 40
Office of Research, Planning & Grants 40

Contracting for the District 41
CCSF Bookstores 41
Duplicating Services 41
General Information 41
Duplicating Copyrighted Materials 42
Photocopying Copyrighted Materials 42
Use of Buildings & Equipment 42
Maintenance & Repair Requests 42
Keys 42
Control of Bicycles 42
Requests for Use of Facilities between 8 a.m. and 5:00 p.m. 42
Requests for Use of Facilities After 5:00 p.m. 42
Use of Equipment 43
Visitors 43
Animals on Campus 43
TDD's - Telephone Calls 43
Other Campuses 43
Summer Cleaning 43
Ocean Campus 43
Other Campuses 43
Telephone Calls 43
Lost and Found Articles 44
Parking Regulations 44
Disabled Student Programs & Services 45

APPENDICES

A. SHARED GOVERNANCE SYSTEM ORGANIZATION CHART 47

B. SFCCD POLICY & PROCEDURES FOR HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION UNDER TITLE 5 SECTIONS 59300 et seq. 48 - 69

C. SAN FRANCISCO COMMUNITY COLLEGE EMPLOYEES' ADA ACCOMMODATIONS PROGRAM 70 - 71

D. USE OF SLURS (PM 4.09) 72

E. CONSTITUTION OF THE SFCCD ADMINISTRATORS' ASSOCIATION 73 - 74

F. ADMINISTRATIVE HIRING PROCEDURES 75 - 82

G. ADMINISTRATIVE SALARY SCHEDULE 83

H. CCSF COMPUTER USAGE POLICY 84 - 87

I. PROHIBITING WORKPLACE VIOLENCE POLICY & PROCEDURES 88
INTRODUCTION

The purpose of the ADMINISTRATIVE HANDBOOK is to inform the City College administrators of the principal rules, regulations, practices, and procedures that are essential to their role in the operation of the District.

In an effort to ensure currency and specificity of information, the reader is referred, in certain instances, to applicable District regulations contained in the SAN FRANCISCO COMMUNITY COLLEGE DISTRICT POLICY MANUAL & Administrative Regulations. (Copies may be obtained at www.ccsf.edu/Policy-Manuals)

Additional referrals are made to sections of the COLLEGE CATALOG, updated annually and distributed to all administrators.

Administrators are required to adhere to the employment responsibilities described in these various documents and should review them to ensure that all responsibilities are understood.

NOTE: The provisions of this Handbook are subject to changes in applicable statutes, policies, regulations, agreements, and procedures. This Handbook is invalid to the extent it is inconsistent with applicable law, contrary to District policy, administrative regulations, or matters properly negotiated by the District with legally recognized employee organizations.

This handbook is the first edition, prepared jointly by the CCSF Human Resources Department and the CCSF Administrators’ Association.
CALIFORNIA COMMUNITY COLLEGES
AND THE SAN FRANCISCO
COMMUNITY COLLEGE DISTRICT/
CITY COLLEGE OF SAN FRANCISCO

Legal Basis
The California State Education Code provides the primary legal basis for the statewide agency governing community colleges, the Board of Governors of the California Community Colleges, as well as for the local District and its Board of Trustees.

The California Community Colleges
Office of the State Chancellor
1102 Q Street, Sacramento, CA, 95814-6511
www.cccco.edu

Regulations issued by the Board of Governors of the California Community Colleges and by the Office of the State Chancellor are also binding on the District.

City College of San Francisco (CCSF) is one of 108 community colleges in the State of California.

The Association of California Community College Administrators (ACCCA)

ACCCA is a member-supported professional organization for administrators and managers of California's 108 community college campuses. ACCCA provides its members with services, benefits, products, and programs that enhance administrators' professional lives.

For more information about the ACCCA please visit www.accca.com

HISTORY
City College of San Francisco was established in 1935 as an integral part of the San Francisco Unified School District (SFUSD). The District was founded to meet a sustained demand by the people of San Francisco for establishment of a public institution on both the college and semi-professional levels.

Instruction began in August, 1935 in temporary facilities at the University of California Extension Division Building and Galileo High School (currently renamed as Galileo Academic and Technology).

On November 21, 1970, City College of San Francisco and the adult education division of SFUSD joined to form a new educational entity - the San Francisco Community College District (SFCCD). It had two divisions: CCSF and the Centers' Division.

On May 23, 1991, the Board of Trustees adopted the recommendations of the Reorganization Implementation Steering Committee (RISC) to merge the noncredit division with the credit division as the City College of San Francisco under a single administration.

BOARD OF TRUSTEES
The Board of trustees is a body of seven (7) officials elected by the voters of the City and County of San Francisco. Each trustee serves a four (4) year term.

The Board of Trustees of the San Francisco Community College District governs the local District under authority delegated by the State as specifically authorized in the Education Code. The authority, organization, and duties of the Board of Trustees are detailed in Chapter I of the District Policy Manual and in the Administrative Regulations.
In conformity with its power and duties under law, the Board of Trustees assumes full responsibility for the general control and direction of the District.

The California Education Code provides for the inclusion of a student as a non-voting member of the Board of Trustees to act as a representative of the Associated Students.

The Board of Trustees recognizes the U.S. and California Constitutions, the California Education Code, the California Administrative Code, Title 5, all applicable federal and state laws, and the Charter of the City and County of San Francisco as sources of its authority to establish and conduct a program of education under the aegis of the San Francisco Community College District. Anything contained herein that is inconsistent with these sources shall be void.

Regular meetings of the Board are usually scheduled on the fourth Thursday of each month at 6:00 p.m. Procedures have been adopted for granting the privilege of the floor to individuals desiring to address the Board. Minutes of public Board meetings are public records, open to inspection by any citizen by prior arrangement with the secretary to the Board of Trustees. The Board of Trustees' meeting notice and agenda are posted at the District Business Offices (33 Gough Street), Ocean Campus (50 Phelan Avenue), the San Francisco Main Library, and sent also to an established campus list 72 hours prior to the regular meeting.

Board of Trustees' schedules, agenda, and minutes, as well as board member fact sheets may be viewed at www.ccsf.edu/Offices/board.html

ADMINISTRATIVE STRUCTURE
City College of San Francisco offers both credit and noncredit classes at its campuses and at over more than 100 community instructional sites located throughout San Francisco. The largest campus is located at Phelan and Ocean Avenues. Other campuses are: Alemany; Castro-Valencia; Chinatown/North Beach; Downtown; Evans; Fort Mason Art Center; John Adams; Mission; SF International Airport School; and Southeast. Approximately 100,000 full-time and part-time students take advantage of City College courses at one or more of its sites. CCSF continues to satisfy the collegiate and semi-professional needs of the community it serves. The College has organized 71 departments into schools and major cost centers.

The Chancellor
The Chancellor of the San Francisco Community College District is charged by the Board of Trustees with the administration of the District and has primary administrative responsibility and authority in the District. The Chancellor is the chief executive officer of the District and is responsible for providing educational leadership for the District and the communities it serves.

The Board of Trustees delegates the detailed conduct of District affairs to the Chancellor. The role and function of the District administration are described in the Policy Manual and Administrative Regulations of the San Francisco Community College District. These documents are available from the Office of the Chief Legal Counsel.

The District's senior management currently includes the Chancellor, the Vice Chancellor of Finance and Administration, Vice Chancellor of Academic Affairs, and Vice Chancellor of Student Development. Other staff reporting to the Chancellor are the Dean, College Development; Dean, Research, Planning, and Grants; Associate Dean, Grants & Resource Development; Chief Legal Counsel; Associate Dean, Affirmative Action/ADA Coordinator; Dean, Marketing and Public Information; Dean Governmental Relations; and the Special Assistant to the Chancellor.

Vice Chancellor of Finance and Administration
The Vice Chancellor of Finance and Administration is responsible for all financial procedures, policies, and practices which may affect or impact the District's
operations. When the Chancellor is absent for fewer than 30 consecutive days, the Vice Chancellor of Finance and Administration serves as the acting Chancellor.

The Vice Chancellor of Finance and Administration is also the chief administrative officer of the District and is responsible for planning, directing, supervising, and evaluating the following areas: Administrative Services, Buildings and Grounds, Business Services, Employee Relations, Information Technology Services, Human Resources, Risk Management, and Facilities Planning and Construction. The Vice Chancellor of Finance and Administration manages all aspects of District activities that impact on the fiscal integrity of the institution, including student revenues.

**Vice Chancellor of Academic Affairs**
The Vice Chancellor of Academic Affairs is the chief instructional officer. When the Chancellor is absent for 30 continuous days or more, the Vice Chancellor of Academic Affairs serves as the acting Chancellor. The Vice Chancellor of Academic Affairs provides leadership to plan, develop, supervise, and evaluate the instructional programs of the District and its related academic support services. Additionally, the Vice Chancellor of Academic Affairs oversees seven schools: 1) Applied Sciences and Technology; 2) Behavioral and Social Sciences; 3) Business; 4) Health and Physical Education; 5) International Education and ESL; 6) Liberal Arts; and 7) Science and Mathematics; as well as the following campuses: Alemany, Castro/Valencia, Chinatown/ North Beach, Downtown, Evans, John Adams, Mission, and Southeast. Other services and programs under this Office are: Library and Learning Resources; Education Technology; Contract/ Continuing Education; Curriculum, Tenure Review and Faculty Evaluation; and Faculty Support Services, Course/Room Scheduling.

**Vice Chancellor of Student Development**
The Vice Chancellor of Student Development is responsible for providing leadership, vision, direction, and advocacy for a comprehensive array of Student Services that are necessary to ensure students' success in meeting their educational goals for the District. She/he is responsible for planning, supervising, and evaluating all segments of student services programs at all campuses of the College. The Vice Chancellor of Student Development supervises other administrators in the following District Student Services departments and programs: Recruitment and Outreach Services, Admissions and Records, Counseling and Special Support Services, EOPS & Financial Aid Services, Matriculation and Assessment Services, Student Advocacy Rights and Responsibilities, Student Activities, African American Scholastic Programs, Latino Services Network, and the Asian Pacific Student Services Programs.

**Vice Chancellor of Institutional Advancement**
The Vice Chancellor of Institutional Advancement is responsible for providing leadership, vision, direction and advocacy in the areas of the College's planning and budgeting system; institutional research; grants and resource development; and development programs to promote major gifts, alumni resources, annual and planned giving, and other activities supporting the resource needs of the College. The Vice Chancellor is also responsible for the oversight of the Office of the Executive Director/Dean of the City College of San Francisco Foundation. The Vice Chancellor provides leadership and supervision to the following College programs and services: Planning; Institutional Research; Grants and Resource Development; Program Review; Annual Giving; Major Gifts; Alumni Development; Scholarships; Planned and Deferred Giving; Corporate and Foundation Giving; Special Fundraising Campaigns; and the CCSF Foundation Executive Director/Dean.

**SHARED GOVERNANCE SYSTEM**
The Shared Governance Handbook may be viewed at www.ccsf.edu/offices/Shared_Governance

In September of 1993, the Board of Trustees of the San Francisco Community College District established the City College of San Francisco, Shared Governance
System, in accordance with Assembly Bill 1725 (AB 1725). The CCSF Shared Governance organization consists of three systems, each with a set of permanent committees. All members of the City College community – students, faculty, classified, and administrators – are represented in these committees. The committees may establish sub-committees and task forces wherever needed and appropriate. Refer to Appendix A - Shared Governance System Organization Chart.

Collegial Governance System
Four main committees address issues related to academic policies, student preparation and success, curriculum, and staff development. All recommendations from these committees go to the Vice Chancellor of Academic Affairs and the Executive Council of the Academic Senate for review and approval before going to the Chancellor and, ultimately, to the Board.

College Advisory Governance System
Policies and recommendations from the committees in this system go to the College Advisory Council comprised of senior administrators and representatives from the major student, faculty, and classified organizations. The recommendations are advisory to the Chancellor and the Board.

Budget and Planning Governance System
The main committee in this system is the Planning and Budgeting Council. All recommendations are advisory to the Chancellor and the Board.

Appointments to the committees, subcommittees, and task forces are made by the appropriate appointing body of the four constituent groups. Over 400 members of the college constituent groups participated in the work of the CCSF Shared Governance.

STRATEGIC PLANNING

Over the years, the Board of Trustees has made a serious commitment to strategic planning for the future of City College of San Francisco. In December, 1997, and after a two-year development and consultation process (with shared governance), the Board of Trustees approved a new strategic plan. Since that time the Board has hired a new Chancellor, conducted Listening Sessions throughout the community, and reviewed the results of the first five (5) years under the plan. In March of 2003, and after a year of development under the Chancellor's leadership, the Board of Trustees adopted a new Strategic Plan.

STRATEGIC PLAN OVERVIEW

In the 21st century, City College of San Francisco faces a world of accelerating change – demographic change, technological change, and economic change – all affecting what the College should and must be doing to serve the public. It is precisely because of these challenges that the College recognizes the importance of a responsive and well-designed Strategic Plan.

Over a five to six year period, the CCSF Strategic Plan is expected to provide an anchor and sense of continuity for the College, as well as a visionary springboard for innovation. Through this plan, the College will be able to sustain a clear vision and achieve a coordinated effort in fulfilling its mission and meeting the expectations of the community.

Initially an instrument for the setting of goals, it will become a measuring stick for their attainment. In that way, the plan will foster in the college community a mode of continual improvement and responsiveness.

The development of this new plan began with an extensive assessment of the results of the College’s previous plan, followed by detailed research on
important trends and changes at local, state, and national levels. The College also held listening sessions throughout the community with panels of interested citizens, and goals and strategies were proposed with input from, and review by, the many constituents of the College. As the result of extensive participation in the planning process, the Strategic Plan has become the embodiment of a college-wide consensus on future directions in an era of constant change.

This Plan is prefaced with an enhanced statement of mission, an overarching vision for the years ahead, and institutional goals to frame the College’s intentions. The plan itself contains eight major Strategic Priorities which reflect the principal directions for the College’s development in the next half decade. For each Strategic Priority, a number of objectives have been formulated and measures of performance have been identified. The Strategic Priorities reflect an emphasis on the following:

6. Identify and promote strategies to ensure stabilized funding resources;

7. Upgrade and expand technology utilization in order to enhance learning, optimize resources, and improve communication and organizational effectiveness;

8. Promote a dynamic organizational climate, expanding staff and professional development, improving communication and promoting diversity throughout the organization.

During the deliberative and participatory process of planning that led to these priorities, it became clear that this plan can only be implemented with an institution-wide recognition of five imperatives that must permeate the execution of each and every priority in the plan. As these planning priorities are carried out, the College is committed to keeping these imperatives in the forefront of implementation:

- That all Strategic Priorities must address and guide the whole College, with consistent application to both credit and noncredit instructional programs and structures at the College, particularly as relating to student support services, retention activities, career pathways assistance, and transfer assistance;

- That all Strategic Priorities provide for and promote diversity at all levels of the organization, purposefully contributing to a climate which fosters high morale, improved performance, and greater connectedness for all college constituencies and the community;

- That all Strategic Priorities incorporate the development and maintenance of strategic alliances and partnerships with external and internal constituencies, including especially the involvement of students,
community members, and community groups and organizations;

- That all Strategic Priorities strengthen to the maximum feasible extent the concept of an integrated, one-college, multi-campus district, particularly with relation to the distribution of resources and services; and

- That the success of this plan is principally assured by the vital role of the CCSF Board of Trustees in adopting programs and policies supporting the vision, mission, goals and Strategic Priorities of the plan; monitoring the process made towards goals and objectives contained in the plan; supporting the college community while holding it accountable; and encouraging the Chancellor and administration in partnership with faculty, staff, and students to implement this plan to the fullest in order to achieve the desired outcomes.

With these imperatives clearly in mind and with eyes focused on the priorities that will guide and shape our future, we anticipate a successful journey amidst the challenges of a world accelerating with change.

OUR CHANGING ENVIRONMENT
The College's Strategic Planning process identified eight Strategic Priorities. These key priorities met with enormous support during the entire review period which included five internal follow-up review sessions and seven listening sessions with the college community and representatives from community organizations, business, labor, and government.

This strong level of agreement on key priorities among the diverse group of planning participants results from a shared understanding of the importance of certain social, political, educational, and economic trends shaping City College's environment.

Each of the following sections discusses the background behind the key priorities that planning participants agreed should be addressed in the Strategic Plan.

The Need for Basic Skills
Data on entering students demonstrate the scope and depth of students’ lack of preparation for college work. First-time students as a whole show a significant need for basic skills classes. Over 60 percent of students taking the CCSF placement examination test into one or more basic skills courses, and 75 percent of students 16 to 19 years old place into basic skills. More than 50 percent of the graduating high school students from San Francisco Unified School District schools place into one or more basic skills courses. The success rate for students overall in basic skills is 55 percent. For some student populations within basic skills, the success rates are below 50 percent.

The College already provides a great deal of support services to students, many of whom are able to attain their goals. For example, about 1,000 students receive an associate degree each year from City College of San Francisco, and nearly 75 percent of those students took at least one basic skills course while enrolled at the College. Forty percent of those students took three or more basic skills courses. Clearly, CCSF serves a large number of students with basic skills needs.

The CCSF planning participants agreed that if the College was to continue to provide opportunities for basic skills students to transfer to baccalaureate institutions or find training in a high skill/high wage occupation, expansion and improvement of basic skills programs would be required. The planning participants identified seven major objectives to support this priority.

The Need for Expansion and Enhancement of Academic Programs
The communities served by City College of San Francisco are among the most diverse in the nation for ethnicity, lifestyles, and points of views. Recent
trends show a continuation of growth of the Latino and Asian/Pacific Islander populations in the City of San Francisco. The College's Strategic Plan diversifies curricular offerings throughout the College and promotes instructional strategies that optimize student success. The new accreditation standards are another important development that will require faculty to identify and assess student learning outcomes at the course, program, and college level. In the Strategic Plan, the College responds to the new standards with a focus on teaching and learning issues in order to further extend and deepen the rich learning environment at the College.

The Need for Expansion of Economic and Community Development
Despite the current downturn in the region's economy, the long-term economic projections for the Bay Area and the City of San Francisco continue to be optimistic, emphasizing economic growth in the health, construction, transportation, information technology, and biotechnology sectors. Virtually all of the new jobs in these and other sectors will require at least an associate degree. Among the significant local economic and community developments are the Mission Bay and the Third Street Corridor projects which need a workforce with multiple skills and competencies. Therefore, the College plans to expand workforce training and development opportunities and integrate basic skills, English as a Second Language, and other appropriate instruction. The College Plan calls for partnerships with other educational institutions, community organizations, and local employers in order to provide educational and training services in ways that are convenient and cost effective.

The Need to Increase Academic and Student Support
San Francisco continues to be one of the top destinations in the state for immigrants needing English as a Second Language programs and academic support services. The College's student population continues to shift toward older working adults (24 to 45 years old) who attend college part time.

The new Strategic Plan calls for increases in the quality and accessibility of student development services to address the needs of current and future City College students. The Plan addresses student orientation, counseling, career guidance, the expansion of retention programs for underserved and underrepresented students, the improved use of technology in student services, and increased financial aid opportunities.

The Need for Stable Funding
During each of the last three decades, community colleges suffered reductions in staffing and services due to decreased funding from the state. The College's financial condition remains excellent with reserves well in line with state requirements. However, given the cyclical nature of state finances, the planning participants identified as a strategic priority maintaining a stable pattern of funding to support the implementation of the Strategic Plan.

The Plan calls for initiatives to improve the efficient allocation of resources within the College, to secure alternative resources through development and grants programs, and to pursue full equity funding for all programs within the College.

Facilities
While state funding in this area remains uncertain, facilities funding from the Proposition A Bond Referendum will provide the College with resources to implement facility projects including upgrades, remodeling, and new buildings during the next five years. The Strategic Plan delineates the objectives and the supporting activities to implement these projects.

Technology
Planning participants agreed that the College has already made significant strides in applying new technologies in the provision of educational services and College operations. The general expectation was
that there would be an ongoing need for the College to update and extend its use of technology in appropriate ways to provide quality services efficiently. These efforts will include expansion of educational technology programs, improvement of network services, expansion of technical support, and expansion of applications for an improved administrative system and working environment.

Organizational Effectiveness
Successful implementation of the College's Strategic Plan will require the efforts of all faculty, classified staff, and administrators. To support a dynamic college environment, the Plan's objectives promote the development of the talents of all College employees. They further the College's effort to utilize a diversified workforce reflecting the communities that the College serves.

OUR VISION
As the City College of San Francisco moves into the twenty-first century, our foremost vision is that we will continue to value and foster superior levels of educational participation and academic success among our students. Through the outreach to and inclusion of all populations, the provision of an unparalleled learning experience for students, and the enhancement of a supporting and caring environment that sustains and leads them to the successful completion of their educational goals, we are motivated by a compelling and authentic vision.

A Teaching and Learning Community
Above all else, we aspire to be a teaching and learning community whose principal distinction is the quality of instruction delivered by departments with strong reputations in their fields. The quality of success in learning will permeate all levels of the educational experience, from basic skills to advanced honors courses, from vocational/technical to academic courses. The breadth of superior learning opportunities extends to a vast array of courses and programs sufficient to offer any student a pathway to educational and career success.

A Service Community
We will continue to reach out to all neighborhoods, ethnic populations, and economic segments of our service area; develop campuses and sites to better serve geographic areas of the city; diversify and improve programs and services for the benefit of the community; build partnerships with public, private, and community-based agencies to better respond to educational, economic, and societal needs; and foster informed participation of our students and employees in community life.

A Diverse and Caring Community
We seek to build an inclusive community, in which respect and trust are common virtues, and in which all people are enriched by diversity and multi-cultural understanding; a responsive environment in which student needs are met in a friendly, caring, and timely manner; and a working environment for all faculty, staff, and administrators in which everyone is valued and the climate is supportive, positive, and productive.

A Contributing Community
In the larger realms of the state, the nation, and the world, we hope to share our educational resources and contribute knowledge, expertise, and innovation as a post secondary institution of higher education, as a member of the Community Colleges of the State of California and throughout the country, as colleagues in our various fields, trades, and professions, and as educators committed to lifelong educational opportunities for all.

Mission Statement
City College of San Francisco provides educational programs and services to meet the following needs of our diverse community:

- Preparation for transfer to baccalaureate institutions;
- Achievement of Associate Degrees of Arts and Science;
- Acquisition of career skills needed for success in the workplace;
1. **Enhance Access to City College of San Francisco**
   City College will inform everyone of the benefits of the institution's programs and services through a comprehensive outreach and recruitment effort. New and continuing students will be equipped with the appropriate information needed to enroll and succeed in the College's programs and courses. The College will continue to expand its efforts to respond to the needs of the diverse communities we serve by maintaining an open door for all who can benefit from enrollment, scheduling programs and classes throughout the City of San Francisco to ensure maximum access.

2. **Promote Student Success in Achievement of Educational Goals**
   The College is a learner-centered environment encouraging the acquisition of essential learning skills, civic engagement, and relevant knowledge that students need to achieve their educational goals. The College's programs support student education goals including the associate degree, certificates of program completion, transfer to baccalaureate institutions, specific career skills, English as a Second Language, basic skills, and lifelong learning.

3. **Improve Satisfaction with College Services**
   All students should receive the highest quality educational and student support services at all campuses; faculty, staff, and administrators should be able to rely upon the most efficient and effective college operations to fulfill their professional commitments to providing those services. College operations and services will rely upon a college-wide program review system as well as quality improvement processes to ensure that all students and employees receive the most reliable and efficient possible services.

4. **Promote a Supportive and Positive Workplace**
   To better serve our students and our diverse communities, CCSF will promote a supportive work environment which fosters collaboration and improved levels of communication, innovation and experimentation among the various college departments and units; the College will continue to build effective staff development programs, ensure healthy working conditions, foster an environment of respect and trust, and strive to be the most productive and best rewarded workforce in the California community college system.

5. **Manage Resources Effectively**
   To increase the College’s fiscal stability and effective management of its resources, CCSF will continue to pursue the highest standards of
efficiency in delivery of educational services. The College will also aggressively pursue alternative sources of revenue including grants, alumni support and capital campaigns.

6. Pursue Highest Standards of Educational Excellence
City College promotes educational excellence by supporting faculty, administration, staff, and student participation in national, state, and local professional organizations by building partnerships with other educational organizations and by pursuing the highest standards of excellence for its programs and services.

STRATEGIC PRIORITIES
1. To ensure student access, progress, success, and transfer readiness through an effective and expanded approach to improving basic skills, remediation, and transitional studies including instruction, academic and student support services, and other services as necessary.

2. To continue to emphasize the strengthening and improvement of academic programs and courses, instruction, alternative systems of delivery, and success in achieving student learning outcomes.

3. To continue to respond effectively to the educational and training needs of students and communities related to workforce, economic, and community development initiatives.

4. To expand the College’s outreach, recruitment, marketing, and promotional activities related to the College’s programs, services, and resources in order to support the enrollment and community development objectives of the College and the needs of our current and prospective constituencies.

5. To increase the quality and accessibility of student development services to positively impact student outcomes related to student learning, retention, course completion, graduation, and job placement.

6. To identify and promote strategies that provide a stable pattern of funding for CCSF’s Strategic Priorities.

7. To significantly upgrade and expand the utilization of technology systems that enhance learning, optimize institutional resources, and contribute to improved levels of communication, and organizational effectiveness. To continue to promote a dynamic and supportive organizational climate including improved communication among students, faculty, and staff; development of the talents of faculty and staff; and the promotion of diversity at all levels of the College.

8. To continue to promote a dynamic and supportive organizational climate including improved communication among students, faculty, and staff; development of the talents of faculty and staff; and the promotion of diversity at all levels of the College.

UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY

Affirmative Action Office
31 Gough Street
241-2281

The primary functions of the District Affirmative Action Office are to implement the District’s equal employment opportunity program and to investigate all discrimination complaints filed by students, staff, or job applicants. Discrimination complaints include, but are not limited to, unlawful employment discrimination complaints, harassment (employees P.M. 3.29, students P.M. 5.08), Title IX violations, and ADA/504/FEHA (disability related) violations. Please refer to APPENDIX B - SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination.
Under Title 5 Sections 59300 et seq. (Revised 12/31/02; updated 6/1/06). The District Affirmative Action Officer is the person responsible for receiving complaints alleging a violation of the District’s unlawful discrimination and harassment policy. The Affirmative Action Officer also functions as the ADA Coordinator.

It is the City College of San Francisco’s policy to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status, medical conditions, gender identity, domestic partner status, AIDS/HIV status, status as a Vietnam-Era veteran, or status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.

The City College of San Francisco’s policy is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

**Harassment Defined**

Harassment in the form of hostile environment harassment on the basis of any protected category is prohibited unlawful discrimination. Prohibited harassing conduct may include, but is not limited to epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault, impeding or blocking another’s movement, or any physical interference with work or school activities, drawings, or cartoons when directed at an employee or student based upon any protected category.

Sexual harassment is a form of prohibited harassment that requires special mention. Harassment because of sex includes sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the workplace or in the educational setting. This definition includes harassment of a person of the same sex as the harasser. Prohibited sexual harassment may include but is not limited to:

- Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. Examples of possible sexual harassment that appear in a written form include suggestive or obscene letters, notes, or invitations. Examples of possible verbal sexual harassment include leering, sexual gestures, display of sexually aggressive objects or pictures, cartoons, or posters. Examples of physical sexual harassment include touching, assault, impeding, or blocking movements.

- Continuing to express sexual interest after being informed that the interest is unwelcome.

- Making reprisals, threatening reprisals, or implying threats of reprisal following a rebuff of sexual advances. Examples of conduct in an academic environment that might be found to be sexual harassment include: implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.

- Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
• Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.

• Offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, or reclassifications, in exchange for sexual favors.

The City College of San Francisco strongly disapproves of and will not tolerate harassment of its employees by managers, supervisors, co-workers, or non-employees, or by or towards its students. Similarly, the District will not tolerate harassment by its employees of non-employees with whom the District employees have a business, service, or professional relationship. The District is committed to taking all reasonable steps to prevent harassment directed at its employees and contractors from occurring, whether the harassment is committed by other employees, contractors, students, or vendors.

Reporting and Investigating Discriminatory or Harassing Conduct
Any incidents of possible discrimination or harassment should be reported to the District’s Affirmative Action Officer. Supervisors and managers who receive complaints or who observe discriminatory or harassing conduct should immediately inform the Affirmative Action Officer so that an investigation may be initiated. Sexual Harassment Advisors are available to assist employees in identifying sexual harassment and taking action against it. There is no obligation to seek the support of an Advisor before reporting the matter to the Affirmative Action Officer. However, if an employee wants action taken, the employee must report his or her concerns to the Office of Affirmative Action.

Every complaint of discrimination or harassment filed with the Office of Affirmative Action will be investigated thoroughly and promptly. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation as set forth in APPENDIX B - SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq.

Retaliation
The District will not tolerate retaliation against any employee or student for making a complaint of discrimination or harassment or for cooperating with an investigation. It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, someone who refers a matter for investigation or complaint, someone who participates in an investigation or a complaint, or someone who represents or serves as an advocate for an alleged victim or alleged offender.

Corrective Action
Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in the District’s policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

For more information about the District’s policies, the types of conduct that constitute impermissible discrimination and harassment, and the District’s internal procedures for addressing complaints of discrimination and harassment, please contact the Affirmative Action Office, 31 Gough Street, San Francisco, CA 94103, at 241-2281. Please also refer to APPENDIX ‘B’ - SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq. (Revised 6/1/06).

Americans with Disabilities Act and FEHA
Consistent with its policy on non-discrimination and its legal obligation, the District will comply with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). When necessary, the District makes reasonable accommodations for individuals with
reasonable accommodations for individuals with disabilities who request an accommodation with the advice of their health care providers. For information contact the Office of Affirmative Action, 31 Gough Street, Room 16, 241-2281. For further information refer to APPENDIX C - San Francisco Community College Employees' ADA Accommodations Program.

Use of Slurs
It is the policy of the District (PM 4.09) that each of its officials, employees, and agents acting in their official capacity treat all persons equally and respectfully, and to refrain from the willful or negligent use of slurs against any person on the basis of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, disability or AIDS/HIV status, medical conditions, sexual orientation, gender identity, domestic partner status, or status as a Vietnam-Era veteran. Refer to APPENDIX D – Use of Slurs.

ADMINISTRATIVE REGULATIONS

DEFINITIONS
Administrator – Any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code.

It is understood that “administrator” refers to those managerial positions so designated in the Administrative Organization of the District, and does not apply to Department Chairs, Program Supervisors or Civil Service Classified Managers; also does not apply to exempt employees.

Educational Administrator – means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

Administrators not employed in either the instructional or student services programs of the District shall be considered non-educational administrators.

CCSF ADMINISTRATORS’ ASSOCIATION
The purpose of this organization is to promote educational excellence in the San Francisco Community College District through implementation of the concepts stated in the preamble to this document and to represent and protect the professional interests of its members. Refer to APPENDIX E – Constitution of the San Francisco Community College District Administrators’ Association.

The Administrative Association is a professional association representing all administrators at CCSF. It also serves as the “fourth leg” of the shared governance system in making appointments to sharing governance committees, making recommendations to the Chancellor on appointing administrators to serve on Administrative hiring committees and participating in the College Advisory Council.

Membership
1. Membership shall be open to those administrators in the following categories: Administrative Directors, Associate Directors, Deans, Associate Deans, Associate Vice Chancellors, Vice Chancellors, and acting and interim administrators of the above categories. Membership is also extended to Classified Administrators and Managers.
2. Members in good standing who have paid their dues shall have one vote.

Members in good standing at the time of retirement are eligible for Associate Membership without voting privileges.

ADMINISTRATIVE HIRING PROCEDURES
Please refer to Appendix F - Administrative Hiring Procedures.

REQUIREMENTS AT THE TIME OF HIRE
Live Scan – Fingerprinting Process
Pursuant to the State of California Education Code Section 87013, the City College of San Francisco is mandated to obtain fingerprints from all academic employees for purposes of criminal background checks.

Education Code Sections 87405 and 87406 state in part that a California community college shall not employ, or retain in employment, persons having a criminal record that includes convictions for certain drug or sexual conduct offenses. Should such convictions exist, such persons will be excluded from employment opportunities or their employment terminated.

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background check and response.

New academic employees are responsible for payment of the fees assessed by Live Scan Fingerprinting agencies.

For further details regarding the Live Scan Fingerprinting Process, please contact the Human Resources Department at 241-2246.

Tuberculosis Examination
Education Code Section 87408.6 requires that all San Francisco Community College District employees, WITHOUT EXCEPTION, have a tuberculosis examination upon employment and every four years thereafter to determine that the employee is free from tuberculosis. The provisions of the Education Code are mandatory and compliance is a condition of continued employment.

Tuberculosis skin tests are available through the employee’s source of medical care, the District Health Centers in San Francisco, or City College of San Francisco Student Health Center for a fee through the City College Student Health Service. Returning to your provider or clinic for your Tuberculin Test result is essential. Under provisions of the Governing Board resolution, the tuberculin test fee is not reimbursable.

In addition, please note that for individuals ages 50 and over, an additional step may be required to ensure accuracy of the test results. This is known as “boosting” the immune system. Please consult your medical provider.

If the employee has had a “positive” tuberculin skin test in the past, an X-ray examination of the lungs is required in lieu of the skin test. Please provide the Human Resources Department, as indicated below, with written verification of the NEGATIVE Chest X-ray as well as the previous POSITIVE SKIN TEST. If a positive skin test and NEGATIVE CHEST X-ray can be documented, it may not be necessary to have additional X-rays every 4 years.

The employee’s health plan may be able to provide the Chest X-ray examination for a fee; the employee may go to one of the organizations listed below, or to a radiologist of their choice. Continuing employees only may submit a valid original receipt for the chest X-ray within 30 days of the date of the receipt, and the Human Resources Department will initiate steps to reimburse the actual cost up to a maximum of $40.00. If a receipt is presented after 30 days, there will be no reimbursement.

For questions, please contact the Human Resources Department at 241-2246.
The Tuberculin skin test is given for a nominal charge at the centers listed below. Please call ahead for cost, hours of operation, and the necessity for an appointment:

**Testing Sites:**
San Francisco Department of Public Health Clinics:
Castro – Mission Health Center No. 1
3850 17th Street (near Noe Street), (415) 487-7500

Maxine Hall, Health Center No. 2
1301 Pierce Street (at Ellis Street), (415) 292-1300

Silver Avenue Family Health Center, No. 3
1525 Silver Avenue (near San Bruno Avenue)
(415) 715-0300

Chinatown Public Health Center, No. 4
1490 Mason Street (at Broadway), (415) 705-8500

Ocean Park, Health Center No. 5
1351 24th Avenue (near Irving), (415) 753-8100

**Chest X-Ray Site:**
Mission Neighborhood Health Center (MNHC)
240 Shotwell Street, (415) 552-3870

**Medical Examination**
All new administrative employees must provide a medical statement signed by their attending physician certifying “that the applicant is free from any disabling disease unfitting the applicant to instruct or associate with students” based on a medical examination conducted within six months prior to submission of the medical certificate, or have submitted verification that they have been previously employed in California in a position requiring certification qualifications.

The attending physician may use a certification form provided to the new employee by the Human Resources Department and attach her/his “prescription form” or other identifier, or may use her/his own form which must include dates and the exact certification as noted above. The attending physician must send the report directly to the Human Resources Department, attn: Academic New Hire Section. The cost of the examination is the applicant’s responsibility.

**MINIMUM QUALIFICATIONS**
The State minimum qualifications and City College of San Francisco’s local qualifications for administrators should help to ensure that the college will select individuals competent to perform the administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration, and who understand the needs of the faculty and the learning process.

The District may establish additional qualifications/criteria that are more rigorous than those specified by the California Community Colleges.

Administrators employed in the instructional programs of the District must have in addition to the State minimum qualifications the local minimum qualification of three years of teaching experience (or the equivalent) in an accredited post-secondary institution. Administrators employed in the student services programs of the District must have in addition to the State minimum qualifications the local minimum qualification of three years of faculty experience in Student Services or Instruction (or the equivalent) in an accredited post-secondary institution.

Additionally, the Board of Governors of the California Community Colleges has adopted regulations that set forth an equivalency process authorizing local governing boards to employ faculty members and educational administrators who do not meet the applicable minimum qualifications.

Employees may view the publication, “Minimum Qualifications for Faculty and Administrators for the California Community Colleges – March 2003” at http://www.cccco.edu

Assistance regarding minimum qualifications and the equivalency process is provided by the District Human Resources Department - telephone 487-2441.
GENERAL DUTIES AND RESPONSIBILITIES
(Administrative Regulation 2.04.01)
All administrators have the following general duties and responsibilities in common:

To plan, organize, and administer the activities of her/his department, office or division efficiently;

To keep informed of new developments relating to her/his function and to maintain a creative and experimental attitude toward change in order to improve continuously the operation of her/his unit;

To recommend the organizational structure and staffing complement of her/his unit;

To establish and maintain in her/his unit a climate which encourages the development of personnel, the retention of competent personnel, and a high level of morale;
To maintain his reporting relationship to his immediate supervisor by keeping her/him informed of activities of the unit, apprising him particularly of major or unusual developments, and seeking his advice and counsel;

To promote an integrated effort in administration by cooperating with other administrators and staff and coordinating her/his activities with theirs when such is indicated;

To maintain effective relations with faculty, students, staff, the community, and other educational institutions and to interpret District policies and programs accurately and constructively;

To recommend the budget for her/his department, office, or division and, within limitations established by the Board of Trustees or Chancellor, administer her/his budget;

To serve on committees and councils as directed by the Board of Trustees, the Chancellor, or her/his immediate supervisor;

To attend professional meetings as directed, or authorized by her/his immediate supervisor; and,

To perform any other duties assigned or delegated by her/his immediate supervisor.

PERSONNEL FILE CONTENTS AND INSPECTION
(Education code § 87031)
Every employee has the right to inspect her/his personnel records pursuant to Section 1198.5 of the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter and have attached to any derogatory statement, her or his own comments. The review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District. Nothing in §87031 shall entitle an employee to review ratings, reports, or records that (A) were obtained prior to the employment of the person involved, (B) were prepared by identifiable examination committee members, or (C) were obtained in connection with a promotional examination.

Employees are required to make an appointment to inspect their personnel file with a Human Resources staff member - telephone 241-2305.
ADMINISTRATIVE EVALUATION AND APPOINTMENT RENEWAL PROCEDURES

I. Evaluation Process

A. City College of San Francisco administrators (including exempt administrators) will be evaluated annually to provide a comprehensive assessment of the administrator's performance. The immediate supervisor of the administrator will be responsible for managing the evaluation process and establishing in which semester the administrator will be evaluated.

B. The purposes of administrative evaluation are:
   1. To give accurate feedback to an administrator regarding her/his job performance from faculty, classified staff, administrators, and where appropriate, students.
   2. To document an administrator's accomplishments during the period under review.
   3. To identify ways that an administrator can improve her/his job performance and thereby better serve all segments of the District community.

C. The administrator will submit to the supervisor a brief self-evaluation that includes an assessment of the progress on the objectives established as part of the previous evaluation and steps taken to address any areas of improvement identified in the last evaluation.

D. The supervisor will administer confidential evaluation forms that provide feedback from:

   1. Individuals working with administrator. The supervisor and the administrator will develop a list of individuals to be surveyed. The list will include faculty, administrators, and classified staff who directly report to the administrator. For school deans, the list will include, but not necessarily be limited to, all of the department chairs and program coordinators in the school. For campus deans, the list will include, but not necessarily be limited to, department chairs and/or coordinators whose departments regularly offer courses at the campus. For other deans with district-wide responsibilities, the list will include, but not necessarily be limited to, all of the department chairs and program coordinators district-wide.

   2. Faculty, staff, and other administrators:
   The administrator will submit to the supervisor a proposed list of additional individuals to be surveyed (including appropriate faculty, administrators, and classified staff), not covered in #1 above. The supervisor may augment the final list of individuals to be surveyed and that list shall not be restricted to the proposed list provided by the administrator.

   3. Faculty: Faculty survey forms will be available from the Office of the Academic Senate to any faculty member who desires to provide an assessment of the administrator's performance. The purpose of the faculty survey forms is to provide additional separate feedback directly to the administrator's supervisor.

   4. Students: For administrators with direct responsibility for working with individual students on a regular basis, the supervisor, in consultation with the administrator, will develop a list of individuals to be surveyed. One of the criteria for selecting students will be regular contact between the administrator and the individual student over a period of time.

   Evaluation forms will be anonymous.
Ratings on the evaluation surveys will be scaled as follows:

5     Outstanding
4     Above Average
3     Satisfactory
2     Improvement Needed
1     Unsatisfactory
N/A   Not Applicable/Not Observed

E. The supervisor will summarize the results of the evaluation forms and write a draft evaluation report based on the data collected from the forms (including average scores for survey items and a summary of the comments on each item) and the supervisor’s assessment of the administrator’s performance including, but not limited to, progress on the objectives established at the end of the previous evaluation. The supervisor will provide a rationale for the final overall rating as it relates to the numeric summary of surveys, comments on the surveys, and the supervisor’s assessment. The final overall ratings for the evaluation are: Outstanding, Above Average, Satisfactory, Improvement Needed, or Unsatisfactory.

F. The supervisor and the administrator will examine and discuss all evaluation forms submitted under the provisions of L.D. 1, 2, 3 and 4. The supervisor will review the draft of the evaluation report with the administrator and solicit feedback from the administrator. The supervisor and the administrator will develop a set of objectives for the next year based on the current year’s evaluation and the goals in the annual plan that the supervisor and administrator agree are appropriate to the administrator’s areas of responsibility. The supervisor will then prepare a final assessment report for review and comment by the Chancellor. The administrator has the right to attach comments or rebuttal to the final assessment report. The supervisor will meet with the Chancellor to review the final assessment report. After the Chancellor’s review, the administrator will receive the final evaluation report signed by the supervisor and the Chancellor. The administrator has the right to meet with the Chancellor to appeal the evaluation. The administrator will sign off on the evaluation as an acknowledgment of receipt. The administrator has the right to attach comments or rebuttal to the final report that will be included as part of the administrator’s personnel file.

G. Anytime an administrator receives an over-all rating of “needs improvement” or unsatisfactory” on an evaluation, the objectives developed by the supervisor and the administrator for the following year’s evaluation will clearly articulate the areas for improvement and indicate the criteria to be used to assess that improvement. The supervisor and administrator will develop a plan for professional development that will provide the administrator the opportunity to improve performance in the designated areas. The supervisor will be responsible for overseeing the implementation of the plan, providing institutional support related to the plan, and monitoring and advising the administrator on her/his progress toward meeting the objectives of the plan.

For the next annual evaluation, the supervisor will be responsible for ensuring that the progress on objectives of the plan are assessed using criteria established at the time of the previous evaluation.

II. Evaluation and Appointment Renewal

All administrators will be evaluated annually. Appointment renewal will be based on the administrator’s status with the District as follows:

A. Continuing Administrators: Each administrator has a three-year appointment that is extended for an additional year if the administrator receives a satisfactory annual evaluation. If an administrator receives a “needs improvement” or “unsatisfactory” annual evaluation, the administrator will not receive the additional year. If the administrator shows significant improvement in the following year (i.e., does not
receive a “needs improvement” or “unsatisfactory” evaluation, the three-year appointment is restored. If the administrator receives a “needs improvement” or “unsatisfactory” evaluation the following year, the administrator will be given a one-year appointment. If an administrator is on a one-year appointment due to a series of less-than-satisfactory evaluations, the administrator’s supervisor will be responsible for completing the evaluation for that academic year by December 15. The evaluation schedule will provide adequate time for the administrator to have the opportunity to demonstrate improvement as stipulated in the previous evaluation(s). If the administrator receives a less-than-satisfactory evaluation, the administrator will receive notification of the District’s intent to terminate employment as an administrator no later than January 15 of that academic year.

B. New Administrators: New administrators are individuals not previously employed by the District as an administrator. New administrators will receive a two-year appointment and be evaluated during the first year of service. If the new administrator receives a satisfactory evaluation, she/he will receive a three-year appointment and will be treated as a continuing administrator in future evaluations and appointment renewals. If a new administrator receives an over-all rating of “needs improvement,” the new administrator will have one-year to correct deficiencies. If the new administrator receives an over-all “unsatisfactory,” rating, the Chancellor or his designee may reassign the new administrator to other administrative duties during the second year of the initial appointment.

The administrator’s supervisor will be responsible for completing the evaluation for that academic year by December 15. The evaluation schedule will provide adequate time for the administrator to have the opportunity to demonstrate improvement as stipulated in the previous evaluation. If a new administrator receives a satisfactory evaluation in the second year, she/he will receive a three-year appointment and will be treated as a continuing administrator in future evaluations and appointment renewals. If the new administrator receives a less-than-satisfactory evaluation in the second year, the administrator will receive notification of the District’s intent to terminate employment no later than January 15 of that academic year.

C. Continuing Administrators, Faculty or Classified Staff in New Administrative Assignments: Continuing administrators in new assignments or former faculty/classified staff in new administrative assignments will receive an Initial appointment of one year in the new assignment and the administrator’s former position will be filled on a one year interim basis for that year. If the administrator receives a satisfactory evaluation in the first year in the new assignment, the administrator will receive a three-year appointment and appointment renewal will be based on the criteria for continuing administrators. If the administrator receives a less-than-satisfactory evaluation in the first year in the new assignment, the administrator will return to the former assignment.

III. Oversight Committee

A. The Administrative Evaluation Oversight Committee is an advisory committee to the Chancellor and will be responsible for ensuring that the evaluation process is followed, is conducted appropriately, and that there is reasonable input by the constituencies described in these procedures. Each semester, each Vice-Chancellor will prepare a summary of the results of each evaluation conducted including: the name of the administrator evaluated; whether the evaluation is satisfactory or less-than-satisfactory (i.e., needs improvement or unsatisfactory); and the statistics on the number of individuals who participated in each evaluation. The Chancellor
will prepare similar reports on the evaluation of Vice-Chancellors and other administrators who report directly to the Chancellor. If the Committee is concerned that the process was not followed, or is not conducted appropriately, or that there is not reasonable input by the constituencies described in these procedures, the Committee may make recommendations to the Chancellor regarding any deficiencies identified as a result of its review of the Vice Chancellors'/Chancellor's reports.

Individual evaluation reports are confidential personnel documents and therefore may not be reviewed by Committee members other than the appropriate Vice-Chancellor and the Chancellor.

B. The Committee shall consist of: the Chancellor; each of the Vice-Chancellors; Administrators' Association Chairs; and members of shared governance bodies: the President of the Academic Senate or designee; three faculty appointed by the Academic Senate; the Chair of the Department Chairs' Council or designee; the President of the SEIU 790 (Classified); the Student Trustee or designee. When a Vice-Chancellor presents the results of evaluations conducted in his or her area of supervision, the Vice-Chancellor shall act in an advisory role and not as a member of the Committee in its review of those evaluations. The Committee will meet at least once each semester. The Chancellor will chair the Oversight Committee.

completed two years of service as an academic employee. Administrators may not obtain tenure rights to administrative status, but do obtain tenure as regular employees. Pursuant to the California Education Code, this paragraph applies to faculty whose first date of paid service was before June 30, 1990.

It shall be the policy of the Board of Trustees to grant regular status (tenure) only to those academic employees who have clearly and fully demonstrated their competency.

A. Faculty - Faculty may gain tenure pursuant to procedures adopted by the Board of Trustees and the faculty's exclusive representative pursuant to the California Education Code.

B. Academic Administrators - Procedures governing the right of certain administrators to a faculty position shall be adopted by the Board of Trustees and shall become Administrative Regulations. For these purposes, academic administrators shall mean management employees.

REASSIGNMENT OF ADMINISTRATORS
Please refer to Policy Manual Section 3.31 accessible via the following website:
http://www.ccsf.edu/Policy/Manuals

RETREAT RIGHTS
Policy Manual Section 3.19 Tenure/Administrator's Rights to A Faculty Position states, "A contract academic employee who has not been dismissed under the provisions of law shall be classified as regular (tenured) upon completion of two years of service in accordance with the provisions of the Education Code. This policy grants tenure regular employees (e.g. instructor or staff) to administrators who have not been dismissed and who have
BENEFITS, RETIREMENT, & LEAVES

BENEFITS
Administrators are eligible for the following benefits immediately upon appointment: Health Insurance, Dental Insurance (District paid), Vision Care Plan, Flexible Spending Accounts, Life Insurance/Accidental Death and Dismemberment Plan, and Drug Co-Payment Reimbursement.

Medical Care Insurance
Upon appointment, administrators are immediately eligible for health service coverage as determined by the District Board of Trustees and/or the City and County of San Francisco Health Service System (HSS) as appropriate and in accordance with carrier requirements. Employees are responsible for paying the employee share of the medical premiums, which vary depending on the coverage and plan selected.

Membership in HSS is mandatory for eligible employees. An eligible employee may be exempted from membership under certain conditions:

1. The employee can demonstrate that she/he has adequate health insurance coverage from some other source.

2. The employee’s annual personal income from salary alone exceeds a specified level.

HSS provides alternative health plans as follows: 3 HMO’s and 1 Indemnity/Preferred Provider Plan. All include a vision plan. HSS will automatically place the employee under the City and County’s health plan (Plan One – Preferred Provider Plan) unless the employee has selected an alternate plan and she/he has informed HSS of her/his selection.

Changes from one plan to another, addition of dependents (except new dependents i.e. birth, marriage, adoption or domestic partner) and claims for exemption not made at the time of original enrollment, may be made only during the open enrollment period. Open enrollment periods are held annually and are announced by HSS.

HSS requires the Social Security number of each enrolled dependent.

All newly acquired dependents (for example, a new spouse or newborn child) must be enrolled in HSS within 30 days of the day on which the person becomes the employee’s dependent.

Flexible Spending Accounts
Employees are also eligible to open Flexible Spending Accounts (FSA’s) for health care and dependent day care expenses using tax-free dollars.

For more information refer to the HSS CCSF Benefit Information for Active CCSF Employees Booklet provided to all eligible employees upon employment and by HSS during the open enrollment period. You may also contact the Human Resources Benefits Unit at 241-2358.

Dental/Orthodontia
The District provides, in accordance with carrier Delta Dental Plan of California requirements, dental and orthodontia coverage to administrators and their eligible dependents as follows:

The level of coverage begins at 70% for basic dental service and increases each year; $2,000 annual maximum; 50% coverage for major dental services; and $1,500 lifetime maximum for orthodontia.

Dental insurance brochures distributed to all eligible employees give a more detailed description of coverage and use requirements. Brochures and dental claim forms are available at the Human Resources Department at 241-2358.

Vision Care Plan
The Health Plan Carriers Vision Service Plan (VSP). VSP provides access to a national network of vision care professionals comprised of optometrists, opticians and refractive surgeons.
**Prescription Drug Plan**

Administrators and their eligible dependents with District-provided Health Service System health plans are eligible for the District-provided Drug Insurance Plan.

Under the CCSF's Drug Insurance Plan, eligible employees and their eligible dependents must first obtain prescriptions through such plans. Co-payments must be submitted for reimbursement within ninety-(90) days of service.

Prescription claim forms for reimbursement of prescription drugs may be obtained at the Human Resources Department, 33 Gough Street.

Employee dependents not participating in a District-provided Health Service System health plan are not eligible for benefits under the District-provided Drug Plan.

NOTE: This prescription drug insurance should not be confused with the benefits offered by the health plans under the Health Service System. This prescription drug insurance program is a separate and supplemental CCSF fringe benefit.

**Life Insurance**

Eligible employees are enrolled in a District-paid life insurance and accidental death and dismemberment plan. Employees will receive a Certificate of Coverage prepared by SAFECO Life Insurance Company, Seattle, Washington.

Each eligible employee is provided with a $50,000 group term life insurance policy. The amount is reduced to 35% when the employee turns 70 and 50% when the employee turns 75.

No benefits are paid to retirees.

**PLEASE NOTE: IMPORTANT NOTICE TO EMPLOYEES REGARDING LIFE INSURANCE:** If you experience a change of status (marriage, divorce, birth of a child, etc.) or if you simply would like to change your beneficiary(ies), you MUST complete a new form as soon as possible. Please contact the Human Resources Department Benefits Unit at 415/241-2368.

**State Disability Insurance**

Administrative/Academic employees do not receive State disability. Employees may seek optional disability insurance on their own accord.

**Deferred Compensation – 403(b), 457(b), and 529**

The Board of Trustees of the San Francisco Community College District of San Francisco makes available to its employees the provisions of the United States Internal Revenue Code Sections 403(b), 457, and 529 and the California Revenue and Taxation Code Section 17501. Visit the Payroll Department's website for additional information and respective forms. [www.ccsf.edu/Offices/Payroll](http://www.ccsf.edu/Offices/Payroll) or contact them at 33 Gough Street, 241-2312.

**RETIREMENT**

Administrative employees participate in the State Teacher's Retirement System (STRS). Questions pertaining to payroll deductions and/or employer contributions to STRS should be directed to the Payroll Department representative at 415/241-2245 or amessa@ccsf.edu. Employees within six months of retirement should contact the Human Resources representative at 415/241-2246 for a retirement audit. For information regarding STRS retirement benefits, please contact STRS directly at 800-228-5453 or via the web at [www.calstrs.ca.gov](http://www.calstrs.ca.gov)

**LEAVES**

**Sick Days – SPD**

Administrators are granted twelve (12) days per year. However, if the assignment does not begin at the start of an academic year, sick leave is accrued at one (1) day per month.
Administrators may request to use either ½ day or full days only. Requests/notifications of sick day pay (SPD) are made on the Administrator Leave Request form. Whenever possible, sick time requests should be made in advance. SPD requests of over five work days need to be accompanied by a physician’s statement. It is the administrator’s responsibility to ensure that there is an adequate balance to accommodate the request.

Personal Emergency Days - PEP
Administrators may request up to six days per fiscal year (1/2 day or one full day) of PEP time for a personal emergency. Requests are made on the Administrator Leave Request form. Sick time will be used for PEP requests. It is the administrator’s responsibility to ensure that there is an adequate balance to accommodate the request.

Bereavement For Death Of Relative - BER
Administrators may request three days of paid leave (five days if significant travel is involved) in case of the death of an immediate family member by using the Administrator Leave Request form. Immediate family is defined as: spouse, domestic partner, child, stepchild, child of spouse or domestic partner; also, brother, sister, mother, father, grandmother, grandfather, of the administrator or of their spouse/domestic partner. If more than the three or five days are needed, SPD may be used. If the deceased is not an immediate family member PEP may be used. Leave balances will not be charged for BER pay.

Jury Duty Pay - JUR
Administrators called to jury duty or called to appear as a witness in a court proceeding may use Jury Duty/Witness Leave. A copy of the summons or subpoena as well as a document detailing the days spent in court should be submitted with an Administrator Leave Request form, which may be accessed via the Payroll Department’s website at www.ccsf.edu/Offices/Payroll or 241-2338.

Vacation - VAA
(Administrative Regulation 3.11.02)
Vacation is usually equivalent to the number of service days in July*, as well as winter vacation (Between Christmas and New Year’s Day) and spring vacation (at Easter).

*The Chancellor/Vice Chancellors may require service of an administrator during the month of July to meet special or emergency needs. Such service shall be considered as part of the regular calendar, and a vacation equivalent to, but not exceeding, the number of service days in July, may be taken at another time subject to the approval of the immediate supervising administrator.

While Administrators are permitted to accumulate vacation days without limit, upon resignation, retirement, or termination of services, administrators may not receive pay for more than 45 unused vacation days.

Administrators should request VAA (administrators may request ½ day or full days) by using the Administrator Leave Request form. VAA requests should be made in advance, and are subject to the approval of the administrator’s immediate supervising administrator.

Unpaid Leave
An unpaid leave of absence as an administrator may be granted for a maximum of one year at a time and not to exceed two years.

A leave may be requested for study, internship, or personal reasons. The request should be submitted to the appropriate Vice Chancellor/Chancellor using the District leave application form. The Chancellor and the Board of Trustees will make the final approval.

The administrator will retain her/his right to her/his same position unless the position has been eliminated for some reason. If the position has been
eliminated, the administrator shall retain her/his right to a position at the same administrative level.

The administrator may be replaced by an acting administrator during an unpaid leave.

Except in emergency situations or when waived by the Chancellor, requests for unpaid leaves for longer than 20 working days should be submitted within 10 days following the beginning of one semester for the following semester.

FMLA - Family and Medical Leave
The Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide a maximum of 12 weeks of unpaid leave in a 12-month period when an eligible employee or a member of the eligible employee's immediate family has a serious health condition, or when the employee has a newborn, adopted, or newly placed foster child. The 12-month period is a "rolling" 12-month period measured backward from the date that an employee uses FMLA leave.

Eligibility
Administrators are eligible if they have been employed by the District for more than 12 months and have worked at least 1,250 hours in the 12-month period before the date the leave begins.

Definition of "Immediate Family"
For the purposes of FMLA, immediate family is defined as a spouse/domestic partner, daughter, son or parent of the employee. Parents “in-law” are not immediate family.

Serious Health Condition
FMLA leave is available to employees for a serious health condition that, in the opinion of their health care providers, prevents them from working. Generally, this type of leave is available only for medical conditions that result in a period of prolonged incapacity (more than three days), but is also available for chronic health conditions for which the employee is being medically supervised.

Notice and Medical Certification
Contact the Human Resources Department at 241-2246 to request additional information and applicable forms. The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”. Failure to comply with the notice rule is grounds for, and may result in, deferral of the requested leave until the employee complies with the notice policy. The District requires medical certification to support a request and may require second or third opinions and a fitness for duty report to return to work. While on leave the employee may be required to furnish the District with periodic status reports. Failure to provide the certification on a timely basis may result in denial or delay of the leave. The District may delay reinstatement of the employee until a fitness for duty report is provided. If the employee fails to provide either the certification that the employee is physically able to return to work or a new medical certification for a serious health condition at the time the FMLA/CFRA leave is concluded, the employee may be subject to termination.

The District will not consider FMLA absences when determining discipline for absenteeism.

Benefits and Job Protection
For the duration of the FMLA leave, the District will maintain the employee’s health coverage under her/his “group health plan” to the same extent as if the employee were not on FMLA leave. The employee on FMLA leave continues to be responsible for her/his share of the premium cost, if any.

Upon return from FMLA leave, the employee will be reinstated to her/his original position, or an equivalent position, unless the employee can no longer perform the essential job functions. Under FMLA, an employee does not have a greater right of reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. An employee’s right to continued leave, maintenance of health benefits and restoration cease under FMLA if and when the employment relationship terminates.
VSLB - Voluntary Sick Leave Bank
The Administrators' Voluntary Sick Leave Bank was established and is maintained by the voluntary contributions of accrued sick leave days by academic administrators. Only academic administrators will be eligible for benefits from the bank. The Academic Administrators' Voluntary Sick Leave Bank is administered as per the provisions set forth in Board of Trustees Resolution No. 97031-S5.

Contributions
The Academic Administrators' Voluntary Sick Leave Bank Committee may call for contributions near or at the beginning of any college year in which the balance is less than 75 days. Additional calls for contributions may be made whenever the balance is less than the current demands upon the bank. Contributions may also be accepted from employees newly appointed to administrative positions whose initial hire date as administrators falls between calls for contributions.

Administrators may voluntarily contribute from their accrued sick leave no less than three (3) days per call.

Effect of Contribution
Contributions shall be treated as if no right to the contribution had ever accrued. Under no circumstances shall contributed time be retrievable.

Eligibility
Current Contributors - Only current contributors to the Academic Administrators' Voluntary Sick Leave Bank shall be eligible for benefits. Current contributors shall be defined as administrators who contributed to the most recent call for contributions or persons appointed as administrators between calls for contributions, who contributed at the time of appointment and were not otherwise able to contribute at the most recent call.

Other Paid Leave Accounts
No administrator will be eligible for benefits from the Academic Administrators' Voluntary Sick Leave Bank until all other available paid leave accounts for such administrator have been exhausted.

Catastrophic or Life-Threatening Injury or Illness
Benefits will be available from the Academic Administrators' Voluntary Sick Leave Bank only in the event of a catastrophic or life-threatening injury or illness, as defined below:

A catastrophic injury or illness is one which is expected to create a financial hardship and one which the employee's physician has certified is expected to incapacitate the employee for an extended period of time.

Life-Threatening Injury or Illness - A life threatening injury or illness is one which is expected to create a financial hardship and one which the employee's physician has certified poses an imminent threat to the employee.

Benefits
The Academic Administrators' Voluntary Sick Leave Bank may contribute up to 100 days of half-pay sick leave, which leave shall coincide with the District's provision of 100 days of half-pay sick leave while the employee is or remains an administrator. Any such benefit will be granted for up to 25 days at a time, at the end of which period, a reassessment will be made as to whether the benefit will be granted for additional periods, with the days in such additional periods not to exceed 25 days.

Limitations on Use
No administrator may receive benefits from the Academic Administrators' Voluntary Sick Leave Bank more than two times in her/his lifetime. (i.e. not to exceed 200 days of half-pay sick leave) Administrators shall not be entitled to any additional benefits where they have contributed in excess of three days per call.

Extraordinary Benefits
The Academic Administrators' Voluntary Sick Leave Bank Committee as defined below may, in its
discretion, make a finding that in a particular case there are exceptional circumstances which would make it desirable to provide an extraordinary benefit to an administrator. Such a finding shall be made by majority vote of the Committee. In such exceptional cases the Committee may allow the Academic Administrators’ Voluntary Sick Leave Bank to contribute up to 25 fully paid sick leave days to the administrator, to commence after the administrator has exhausted the half-pay sick days which the Voluntary Sick Leave Bank contributed to her/him.

No administrator may receive extraordinary benefits from the Academic Administrators’ Voluntary Sick Leave Bank more than one time in her/his lifetime.

Effect of Receiving Benefits – Benefit recipients shall be solely responsible for any state and federal taxes on the donated time. Such taxes shall be withheld at the normal rate for the recipient employee. In the event that the state or federal government rules that a tax liability is due other than as taxed, the recipient shall be solely liable for such liabilities.

Procedure
Applications for benefits shall be submitted in a sealed envelope to the Director of Human Resources. Such applications shall be referred to the Academic Administrators’ Voluntary Sick Leave Bank Committee consisting of three administrators. One of the three administrators shall be appointed by the Chancellor or her/his designee. The other two administrators shall be selected by these administrators. This Committee shall administer the Academic Administrators’ Voluntary Sick Leave Bank, and its decisions regarding the administration of the Bank shall be by majority vote. This Committee shall also make determinations, by majority vote, of the number of fully paid sick leave days to be made available to persons who apply for them.

Physician Certification
Applicants for benefits must submit a physician’s certification that a catastrophic or life threatening injury or illness exists. At its discretion and expense, the District may require that applicants submit to examination by a second physician for confirmation.

The decisions of the Academic Administrators’ Voluntary Sick Leave Bank Committee shall not be subject to any grievance provision.

Pregnancy Disability Leave
Any employee who is disabled by pregnancy, childbirth, or related medical conditions may take an unpaid pregnancy disability leave (“PDL”), utilize sick leave, or partially paid sick leave. Effective April 28, 2005, when an employee is absent from duties because of disability caused by or contributed to by pregnancy, miscarriage, childbirth, or recovery there from, her accumulated sick leave, if any, shall not be charged in connection with the absence for a maximum period of up to six weeks, provided that the employee provides a physician’s statement as to the expected length of disability/ability to return to work and any subsequent physician’s statement should circumstances cause a re-evaluation of the expected length of disability/ability to return to work. PDL is available for the actual period of disability as certified by the employee’s health care provider up to four (4) months. If CFRA-eligible, an employee has certain rights to take both PDL and a CFRA leave for reason of the birth of their child. Both leaves contain a guarantee of reinstatement to the same or comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, an employee must provide the District with at least 30 days advance notice for foreseeable events (such as the expected birth of a child, or a planned medical treatment of the employee, or of a family member). For events which are unforeseeable, notice must be given as soon as the employee learns of the need for leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

The District may require certification from the employee’s health care provider before allowing a
PDL. When medically necessary, PDL may be taken on an intermittent or a reduced work schedule. In addition, an employee who is affected by pregnancy or a related medical condition is eligible for reasonable accommodation, including transfer to an available position or duties that are less strenuous or hazardous. The employee must provide the District with a certification from her health care provider stating the nature of the accommodation or transfer requested, that the accommodation or transfer is medically advisable, and the period during which the accommodation/transfer is needed.

Taking PDL may impact certain employment benefits. Contact the Human Resources Department at 241-2246 for additional information and applicable forms. Please also refer to the AFT 2121/SFCCD CBA Article 17.D.

Lactation Accommodation
Pursuant to Labor Code §§ 1030-1033 effective January 1, 2002, the District shall provide a private space and a reasonable amount of break time during work hours to accommodate employees who are nursing mothers. Contact Human Resources at 241-2246 for questions about the policy. Contact the appropriate Campus Dean or Vice Chancellor for accommodation arrangements.

The District shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission shall be unpaid.

The District shall make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this section.

The District is not required to provide break time under this chapter if to do so would seriously disrupt the operations of the District.
PROFESSIONAL DEVELOPMENT

Sabbatical Leave
Based on the current number of administrators, two (2) sabbatical leaves per year will be granted and they may be one-semester, one-year, or split leaves. At the time of application, administrators must have completed at least twelve (12) semesters of service within the College since the last sabbatical leave. The proposal can be for renewal, education, professional development or a project. Senior management may suggest projects. Administrators are strongly encouraged to work on projects suggested by senior management or that directly benefit the institution. Projects are subject to approval by the Chancellor.

Approval is based on:
- Seniority or semesters of service since last sabbatical;
- Benefit to institution;
- Benefit to individual for renewal in relation to her/his professional responsibilities including pursuit of doctoral studies; and
- Timing of leave consistent with institutional priorities (Rationale will be given to applicant).

The administrator who has not been previously granted a sabbatical is favored. If an application for sabbatical is denied because of institutional priorities, that administrator’s application is given priority in the following year.

The three Vice Chancellors/Chancellor and the co-chairs of the Administrator’s Association or their designees review all proposals. The appropriate Vice Chancellor sends a recommendation on each proposal to the Chancellor. Administrators who report directly to the Chancellor apply directly to the Chancellor. The Chancellor makes the final decision.

The administrator receives 100% pay for a one-semester; 60% pay for a one-year sabbatical (including a split sabbatical). In the case of a one-year or split, the administrator’s salary may be averaged over two years.

The administrator has the right to return to her/his same position.

The administrator may be replaced by an acting administrator during the sabbatical leave.

All sabbatical leave applications are submitted one academic year in advance. The completed sabbatical leave application is submitted to the appropriate Vice Chancellor/Chancellor by the first Tuesday in September. Administrators are notified in writing by the Human Resources Office about the approval/disapproval no later than the end of the 2nd week of October. If no sabbatical is granted to initial applicants, there will be a second call for proposals and the deadline will be extended to the 2nd week of November.

All applications for sabbatical leave are submitted on a form provided by the Human Resources Office of the District and include a full statement on purpose and plans for use of such a leave as well as how the leave will meet the criteria as stated above. This full statement becomes a major part of the administrator’s sabbatical contract with the District.

The sabbatical report is due 60 days after the administrator’s return to duty. If the report is not submitted or the report is not satisfactorily submitted, the administrator will be notified in writing by the Human Resources Office that salary payment due the employee for her/his last four (4) weeks of service for the year will be withheld until a satisfactory report is submitted.

At the discretion of the Chancellor, a sabbatical may be awarded to an administrator transitioning into another position. These sabbaticals shall be awarded in addition to the sabbatical awards granted per year and based on the current number of administrators.
Forms are available from the Office of the Dean of Curriculum, Tenure Review and Faculty Evaluation at 415/239-3360

**Short-term Paid Leave For Professional Development**

Short-term leaves are separate from and are not considered a sabbatical leave.

The administrator receives 100% pay.

The duration of the leave shall be less than a semester sabbatical.

Approval is based on the merit of the proposal. The proposal can be for study, internship, a special project or professional renewal. Benefit to the institution and timing of requested leave are primary considerations.

Replacement of the administrator is dependent on the length of leave and the impact on the area of responsibility. Approval of replacement is determined by the appropriate Vice Chancellor in consultation with the Chancellor.

The administrator can apply for Staff Development Funds, if funding permits, for expense related to leave activities.

A short-term leave cannot be added to either ends of a sabbatical leave.

A maximum of one short-term leave per person every four years is granted.

Applications may be obtained from the Human Resources Office and are submitted to the appropriate Vice Chancellor/Chancellor. The senior administrator reviews all applications and makes a recommendation to the Chancellor who makes the final approval.

After the administrator has taken a short-term paid leave, she/he may not take a sabbatical leave until she/he has returned and worked for one calendar year.

**Staff Development**

Office of Professional Development
31 Gough Street, Telephone 241-2320
www.ccsf.edu/Services/Staff_Development

The Office of Professional Development provides training and funding for City College of San Francisco (CCSF) employees to improve in their personal and professional skills. This includes, but is not limited to, instructional development, departmental activities, funding to attend a workshop, seminar, computer training, and/or other professional development activities.

Professional Development also offers free workshops and training throughout the year and provides funding for faculty and staff for independent or group activities.
SAFETY IN THE WORKPLACE

PLEASE REPORT ALL DANGEROUS WORKPLACE CONDITIONS TO THE VICE CHANCELLOR OF FINANCE & ADMINISTRATION: 241.2229

INJURIES TO EMPLOYEES

First Aid - Employees requiring on-the-job first aid should contact the Student Health Service, Bungalow 201, 239-3110.

In a medical emergency, call 911.

WORKERS’ COMPENSATION

The District provides a comprehensive workers’ compensation insurance program to all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. For more information or assistance contact: 241.2234.

Any employee who sustains a work-related injury or illness should immediately inform her/his supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible. In all cases the injury or illness shall be reported by the end of the scheduled work shift.

Supervisor’s Responsibilities:
1) Within 24 hours of knowledge of an employee injury, the employer must provide a claim form (DWC Form 1) to the employee.

2) If the employee needs medical attention please refer to the following section, "Medical Treatment".

3) The supervisor must fill out an Employer Report Of Occupational Injury or Illness Form (5020) and the Supervisor Incident Report form immediately after learning about the injury or illness.

4) Supervisors must turn in: (1) the completed Employee’s claim form (DWC Form 1); (2) the Employer’s Report of Occupational Injury or Illness Form (5020); and (3) the Supervisor’s Incident Report form for proper processing to the: Office of the Vice Chancellor of Finance and Administration, 33 Gough Street, San Francisco, CA 94103 attn: Workers’ Compensation Desk.

5) The City of San Francisco’s Division of Workers’ Compensation will accept or reject the claim within 90 days.
   - If the claim is ACCEPTED - Benefits are provided;
   - If the claim is DENIED - The employee may file an application to appeal the claim.

6) Supervisors should follow up with the employee to check on their health status.

Please contact 241-2234 or visit www.ccsf.edu/VCF for all respective forms and for further information.

Medical Treatment

Employees who sustain a work-related injury or illness are required to seek medical care at facilities designated by their employer unless they have filed a pre-designation of personal physician prior to sustaining the work-related injury or illness. The City and County of San Francisco’s designated provider is:

San Francisco General Hospital (SFOHS)
Occupational Health Services Clinic
M – F: 7:30 a.m. – 4:30 p.m.; 415/206-8998
(Clinic is located at SFOHS, in Building 9, 2nd floor.)
The facility is served by bus lines 9, 48, and 33. Parking is available in the parking garage at 24th and Utah (enter from 24th Street).

Employees who sustain a work-related injury or illness after regular working hours or on weekends, report to the designated “after hours” treatment sites. (See Designated Providers and “After Hours” Treatment Sites.)

Employees who require on-the-job first aide only and who cannot treat themselves should contact the Student Health Service, Bungalow 201, 239-3110.

In case of severe traumatic injury or illness requiring immediate medical assistance, call Emergency Services 911. If the employee is outside of San Francisco, she/he should go to the nearest Emergency Hospital for treatment and notify her/his supervisor as soon as possible.

**NOTE:** Only those employees who have pre-designated their personal physician(s) for treatment of work related injuries or illnesses, in accordance with the procedures as outlined above, may be treated by their personal physician(s). Please refer to the “Designation of a Personal Physician” section below.

**Designated Providers and “After Hours” Treatment Sites**

Employees who sustain a work-related injury or illness after regular working hours or on weekends report to the designated “after hours” treatment sites. (See Designated Providers and “After Hours” Treatment Sites.)

**San Francisco General Hospital Emergency Dept.**

1001 Potrero Avenue, San Francisco, CA
415.206.8111

This facility is located between 22nd and 23rd Street and can be accessed by bus lines 9, 48, and 33. Parking is available in a lot adjacent to the Emergency Department and in a parking garage on 24th Street.

**California Pacific Medical Center – Davies Campus**

Castro and Duboce Streets, San Francisco, CA
415.600.0600

This facility is located between 14th and Duboce Streets and is served by bus lines N Judah and 24. Parking is available in the adjacent garage.

**Kaiser Permanente Medical Center**

Report to Urgent Care Clinic: 5:00 p.m. to 9:00 p.m.
Report to Kaiser San Francisco Emergency Department after 9:00 p.m.

This facility can be reached by bus lines 38, 24, and 43. Parking is available in the adjacent garage.

**Saint Francis Memorial Hospital Emergency Dept**

900 Hyde Street, between Fine and Bush Streets.
415.353.6300

This facility is served by bus lines 1, 2, 3, 4, 27 and the California St. Cable Car. Parking is available at 1234 Pine Street, at 909 Hyde Street, and at 1199 Bush Street.

**St. Mary’s Medical Center Emergency Department**

450 Stanyan Street, between Hayes & Fulton Streets.
415.750.5700

This facility is served by bus lines 5, 21, and 33. Parking is available in the Department parking lot and in the adjacent parking garage.

CCSF employees stationed at the airport should seek initial treatment at:

SFO Medical Service at SF Airport located in the International Terminal on the ground floor and open seven (7) days a week from 7:00 a.m. to midnight. 650.749.5600
Designation of a Personal Physician
If an employee prefers to be treated by her/his own physician, she/he must request a Pre-designation of Physician for Treatment of Work Related Injuries Form available at: www.cosf.edu/VCFA or from the Office of the Vice Chancellor for Finance and Administration, 33 Gough Street, 241-2234.

Employees who have pre-designated their personal physician for the treatment of work injuries may still choose to be seen at the San Francisco General Hospital Occupational Health Services Clinic.

A copy of the Pre-designation of Physician for Treatment of Work Related Injuries Form is provided to the employee’s immediate supervisor. Following treatment by her/his personal physician, the medical treatment documents and the Employer Report of Occupational Injury or Illness Form (5020) must be forwarded to the San Francisco General Hospital Occupational Health Service Clinic.

---

INJURIES TO STUDENTS OR VISITORS

First Aid
Employees who are present when a student or visitor is injured or becomes ill on campus should immediately notify the Student Health Service, 239-3110. The student or visitor should be sent to Student Health Services in Bungalow 201.

Other Campuses
Report injuries immediately to the campus public safety officers and to the office of the campus dean. They have all relevant forms.

More Serious Injury or Illness
Employees who are present when a student or visitor is seriously injured or becomes seriously ill on campus should immediately contact Student Health Services at 239-3110 and the Campus Public Safety Department at 239-3200. The Public Safety Department staff will notify the Dean of Student Advocacy Rights & Responsibilities of all injuries.

For an injury which occurs in the evening, please notify the Public Safety Department at 239-3200.

Employees who learn of an accident to visitors on the campus are requested to report it to the Vice Chancellor for Finance and Administration at 241-2229.

A written report of student or visitor injury or illness shall be submitted (District Form OM14 – Refer to Report of Injury Form) within twenty-four hours of the occurrence. Forms are available in the Buildings and Grounds Office, Science Hall, Room 142.

Reporting Theft
In the event of theft of District equipment or materials, immediately notify the District Public Safety Office at 239-3200. A written report of the incident shall be made to the Police Captain of the Public Safety Department.

Reporting Willful Damage to District Property
After first checking for damage and theft and, whenever possible, isolating the areas, report break-ins and vandalism as soon as possible to the Campus Public Safety Department at 239-3200. In no instance are break-ins or vandalism to be reported to the City Department of Public Works by other than authorized Buildings and Grounds staff. Further, no administrator shall call the police in these instances unless so authorized by the Director of Buildings and Grounds.

---

WORKPLACE VIOLENCE

Policy Manual 1.16 Prohibiting Workplace Violence
The San Francisco Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.
Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated. Any District employee who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to restraining orders, criminal charges, and civil law suits, as permitted by law.

Incidents of violence, threats, stalking, harassing, intimidation, or other disruptive behavior should be reported immediately to a supervisor, manager, and the Campus Police. All reports of incidents will be taken seriously and will be dealt in accordance with the workplace violence guidelines contained in the District's Injury and Illness Prevention for Workplace Security. Refer to Appendix I - Prohibiting Workplace Violence Policy and Procedures.

Student Right to Know & Campus Security Act
Copies of City College of San Francisco's Publication of the “Student Right to Know and Campus Security Act of 1990” are available at all City College of San Francisco Public Safety Offices.

REPORT OF ASSault BY STUDENT AGAINST A SCHOOL EMPLOYEE

Education Code § 87014 provides that whenever any employee of a community college district is attacked, assaulted, or menaced by any student, it shall be the duty of that employee, and the duty of any person under whose direction or supervision the employee is employed who has knowledge of the incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine.

The employee must report the threat immediately to the campus public safety department, if on site, and the immediate supervisor/chairperson.

Students may be removed for up to two (2) consecutive class meetings in accordance with established District procedure. The administration shall conduct an immediate investigation/hearing. During the period of investigation/hearing, if the employee feels endangered, she/he may request and the District shall make a reasonable effort to make the work environment secure by doing such things as changing the office/class site, providing on-site security, reassigning the student or employee by mutual agreement, or using other remedies agreed upon by the District and employee.

General Procedures for Assistance:

1. CALL THE CAMPUS PUBLIC SAFETY DEPARTMENT/COMMUNITY COLLEGE DISTRICT IMMEDIATELY! 239-3200, IN CLOUD HALL ROOM 119. PUBLIC SAFETY OFFICERS ARE ON DUTY TWENTY FOUR (24) HOURS, 7 DAYS A WEEK.

[At Campuses other than the Ocean Campus, contact the campus public safety officers and the office of the campus dean.]

2. #1 (pound one) from all District pay phones will go directly into public safety department headquarters.

3. Explain the nature of the situation briefly, but clearly.

4. Give your name, location, and phone number.

5. Cooperate with the public safety officer. A public safety officer cannot make an arrest for a misdemeanor that did not occur in the officer's presence. If a misdemeanor occurred in your presence, you might have to sign a citizen's arrest card. This does not necessarily mean that you have to go to court. You will be asked to call or go to the District Attorney's Office to file a formal complaint. If you refuse to sign a citizen's arrest card, the public safety officer can do little to help.
STUDENT HEALTH SERVICES
Student Health Office
Ocean Campus, Bungalow 201
239-3110/3148
call for hours of operation
http://www.ccsf.edu/Services/Student_Health/

Medical/Nursing Health Services for employees
Generally services are rendered to currently enrolled students taking credit classes. However, Nurse practitioners may also be available to employees for consultation. Employees will be responsible for some health care charges.

EMPLOYEES AND DRUG USE

The San Francisco Community College District does not allow the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance in any City College of San Francisco facility. Any employee violating this prohibition shall be subject to discipline up to and including termination and/or will be required to complete a drug abuse assistance or rehabilitation program.

Employees must report any drug related workplace conviction to the Director of Human Resources within five days. When required by federal law, the District will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

Additional References:
National Institute on Drug Abuse Hotline
1-800-662-HELP
www.nida.nih/gov

National Cocaine Hotline: 1-800-COCAINEx

National Council on Alcoholism and Drug Dependencies: 1-800-NCA-CALL
www.ncadd.org/

FOOD AND SMOKING REGULATIONS – ALL CAMPUSES

Food Regulations
Beverages or food MAY NOT BE TAKEN into auditoriums (including the Diego Rivera Theatre), classrooms, laboratories, gymnasiums, or libraries.

Smoking Regulations
In accordance with state law, smoking is prohibited inside any District building or in any outdoor area within twenty feet of the exit doors. S.F.C.C.D. AR 7.13.02P, Gov. Code 19994.30 and Gov. Code 7597(a).

Smokers are urged not to violate the rights of non-smokers. "No-smoking" signs are posted in classrooms and halls.

EMPLOYEES ARE URGED TO HELP ENFORCE THE SMOKING REGULATIONS FOR THE ENTIRE CAMPUS COMMUNITY.

EMERGENCY PROCEDURES

Each Campus has an emergency procedure in place. Administrators are responsible for working closely with the Campus Public Safety Officers to:

Report a Fire
All fire and water damage, regardless of how minor, shall be reported to the Buildings and Grounds Department as soon as practical after the damage has occurred - 239-3546. Within twenty-four hours, a complete written report covering all aspects of the damage shall be addressed to the Vice Chancellor of Finance and Administration.
Bomb Threat

A. An employee receiving a threat of a bomb by telephone or other means should perform in the following manner:

1. Try to ascertain as much information from the caller or source as possible. Verbatim responses to the following questions are especially desired.
   
   a. When is the bomb to explode?
   b. Where is the bomb right now?
   c. What kind of bomb is it?
   d. What does it look like?
   e. Why was the bomb placed?

Telephone operators and others receiving threats will be asked to describe the caller's voice (gender, age, and tone) and whether the voice was familiar or not. Any background noise should also be noted.

2. Notify the Public Safety Department at 239-3200, and the Buildings and Grounds Department at 239-3546.

3. The San Francisco Community College District Public Safety Department shall notify the San Francisco Police Department and the Vice Chancellor for Finance and Administration.

Anyone discovering a suspicious package, box, or strange device should carefully act in the following manner.

1. DO NOT TOUCH OR REMOVE STRANGE OBJECTS !!!

2. Notify the Public Safety Department immediately at 239-3200.

3. The Captain of the CCSF Public Safety Department shall notify the San Francisco Police Department, the Chancellor, and the Vice Chancellor for Finance and Administration.

B. Whenever a bomb threat is received or a suspicious package is found and the police are called the following will occur:

1. A police officer will respond.

2. The Chancellor or designee shall evaluate the threats or found objects and make the decision whether to evacuate the building by sounding the building fire alarm or institute a search of the premises. The police officers who respond to the call may be used to assist and advise on which action to take.

3. If it is decided to institute a search of a building before evacuating it, an informal search should be made by the public safety staff familiar with the building. In particular, the boiler room, mechanical room, janitors' closets, store rooms, and lavatories should be checked. Should any suspicious item be found, it shall not be touched until investigated by the police, but the building shall be evacuated by sounding the building fire alarm. A thorough search of an evacuated building shall be made before students are instructed to re-enter it.

Earthquake

Indoor Procedures During an Earthquake

Employees shall act in the following manner:

1. Direct students and staff in classrooms, laboratories, and indoors to stay at safe distances from windows and potentially dangerous objects;

2. Direct students and staff to assume protective positions under desks or furniture with their backs towards windows (protective positions: drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover
ears with forearms). WALK SLOWLY AND DO NOT USE ELEVATORS:

3. Direct students and staff to another place only if hazardous conditions in the administrator's judgment make evacuation imperative.

When taking students and staff to another place, the administrator shall act in the following manner:

1. Stay inside buildings if possible:

2. Use stairways or go outdoors only as a last resort; stairways and the areas immediately surrounding buildings are hazardous because of possible falling glass and other materials.

Provision for the Disabled: the Public Safety Department and Custodial offices will arrange for the evacuation of persons with disabilities.

Outdoor Procedures for Earthquakes
Employees shall remain a safe distance from buildings or potentially dangerous places.

Administrators and Instructors are responsible for taking action that is consistent with the safety and well-being of their students and staff.
REFERENCES/PERSONNEL & PAYROLL SERVICES

The Human Resources Department administers the following processes:

Application for Employment
241-2246

Physical Examinations - X-Ray and Tuberculin Test
487-2442

Verification of State Minimum Qualifications for Instructional Disciplines
487-2441

I-9 Form--Employment Eligibility Verification
487-2441

Health & Dental Benefits
241-2358

Life Insurance
241-2358
Prescription Drug Co-Payment Reimbursement
241-2310

Leaves
487-2443

Sabbatical Leaves
487-2443

STRS – Retirement
241-2356 or CalSTRS at
1-800-228-5453 www.calstrs.ca.gov

WEB4
Employees may view and maintain their personal information such as: address(es), phone number(s) and emergency contact(s). WEB4 is accessible at http://ccsf.edu/w4.html. Please follow the User Login instructions.

Employees may also view their benefits plans and pay information, including tax forms and time off balances and history via WEB4.

Personal Information
Administrators must provide the District Human Resources Department with a current address and telephone number. NOTE: 50 Phelan Avenue or any other campus address is a business address and does not constitute a home address for this purpose.

Name Changes
Please notify, in a timely period, the Human Resources Department of changes in name by filing the appropriate form and providing a copy of the new Social Security card. Forms are available from the Human Resources Department - telephone 241-2246.

Home Address/Phone Number Changes
Employees are encouraged to update their home addresses and/or phone number(s) via the WEB4, or by filing the appropriate form. Forms are available from the Human Resources Department Telephone 241-2246.

Emergency Contact
Employees shall provide the Human Resources Department with an emergency contact and current telephone number through which they may be reached in the event of an emergency. Employees are encouraged to update emergency contact information via the WEB4 or by filing the appropriate form. Forms are available from the Human Resources Department at 415. 241.2246.

The Payroll Department administers the following processes:

Compensation – Annual increments
241-2241

Payroll Deductions
Sick Leave Balance
241-2241

TSA Accountant
241-2312

Retirement service credits
241-2245
CALENDAR
(Administrative Regulation 3.11.02)
All administrators work 228 service days in a fiscal year. Vacation is usually equivalent to the number of service days in July.

COMPENSATION
A new administrator's initial salary placement shall be determined by the Chancellor.

Advancement on the Administrative salary schedule shall be on the basis of service in the position. The annual increment shall be one step if the employee has served at least 75% of the service days in the calendar for the position until the maximum is reached.

SALARY SCHEDULE
The Administrative Salary Schedule is available from the Human Resources Department. Refer to Appendix G – Administrative Salary Schedule.

For further information about payroll services visit their website at: www.ccsf.edu/Offices/Payroll

ADDITIONAL COLLEGE SERVICES & FACILITIES

NETWORK & EMAIL ACCOUNTS
Technology Learning Center (TLC)
The TLC is the office that organizes the Technology Professional Development Training Program. Training is delivered in a variety of modes to meet the needs of CCSF faculty and staff.

The open lab for all CCSF Faculty and staff is located in Batmale Hall, room 31 on the Ocean campus. Additional computers and printers are located in Batmale 422 for those wishing to work during evenings and on weekends.

The TLC is partially funded by the California Community Colleges Technology Infrastructure Program, a part of the Technology Human Resources Fund.

The TLC provides on-site technical support by staff and student interns/lab aides.

The Help Desk is another source of technical support. You may reach the Help Desk at 239-3711 or at their website, http://www.ccsf.edu/helpdesk.

New Employees – How to Get your Network and Email Accounts
To get your Network and Email Accounts please go to the http://www.ccsf.edu/tlc/accounts.htm

The TechDocs site (http://www.ccsf.edu/techdocs) contains an orientation to the hardware, software, and applications available to CCSF employees.

Information about GroupWise email is also available at this site.

BANNER
Please consult your supervisor to determine whether or not you will need Banner access. Please complete the ITS form, “Information Technology Services Request for Computer Account”. To request a form please contact the help desk at 239-3711.

OFFICIAL PUBLICATIONS

The following official publications are available to members of the professional staff:

College Catalog
The College Catalog is available to District employees through the Office of the Vice Chancellor Academic Affairs, Cloud Hall, Room 308 or to view the online Catalog visit http://www.ccsf.edu/Catalog/main.shtml

Administrators should familiarize themselves with its contents and especially with the regulations and other
information contained in the sections “College Rules and Regulations” and “Academic Policies and Procedures.”

Suggestions to improve the Catalog are welcome. Proposed changes or additions should be submitted no later than the beginning of January – telephone 239-3360.

**Time Schedules**

Copies of the Class Time Schedule are distributed every semester to all administrators and academic employees. Students may obtain a free copy of this publication at the College Bookstore, CCSF Campus Offices, or on the CCSF website www.ccsf.edu

**City Currents**

Ocean Campus, Science Building, Room S194
239-3817; fax: 452-5150
to place an announcement - skoch@ccsf.org
deadline: 10:00 a.m. Monday, one week prior to the issue date.

City Currents is published weekly during the fall and spring semesters by the Marketing and Public Information Office. It is distributed free to all employees through the regular campus mail system. It is also available on the College’s website at www.ccsf.edu/Services/Public Information

Administrators are requested to read this publication regularly as it contains official announcements and other essential District information.

To place an announcement in City Currents, please send the announcement to the City Currents editor located at the Ocean Campus, Science Building, Room S194, by 10:00 a.m. Monday, one week prior to the issue date. To contact City Currents: Voice: (415) 239-3817; fax: (415) 452-5150; email to skoch@ccsf.org is preferred.

**NOTE:** There are a number of individual department publications, e.g., Student Development, Network, etc.

**Policy Manual and Employee Handbooks**

The purpose of the Policy Manual of the San Francisco Community College District and the CCSF Employee Handbooks is to apprise employees of policies, rules, regulations, and other information essential to the proper functioning of the District. The Handbooks are distributed to all employees.

Employees are expected to be familiar with these publications.
The Policy Manual may be accessed via: www.ccsf.edu/Policy/Manuals.

The employee handbooks may be viewed at www.ccsf.edu/Offices/hr, or for a hard copy contact the Human Resources Department at 415/241-2246.

**PROFESSIONAL AND EMPLOYEE ORGANIZATIONS**

The policy of the San Francisco Community College District covering membership in professional and employee organizations is encompassed in the following statements:

- All academic employees and all classified employees of the District shall have complete freedom in selecting the professional or employee organizations, if any, which they may wish to join, without coercion of any kind from any administrative officer or other District employee.

- Whatever courtesies are extended to any employee organization in the District shall be fully and unreservedly extended to all employee organizations to the extent permitted by law.

- The use of any coercion or pressure by any administrative officer or other District employee to influence any academic or classified employee to join or refrain from joining any organization shall be deemed to be unprofessional conduct.
LIBRARY LOCATIONS

Rosenberg Library
Ocean Campus
Reference (415) 452-5543
Circulation (415) 452-5433
Media Center (415) 452-5423
Language Lab (415) 452-5555

Alice Statler Library
Ocean Campus, Statler Wing
(415) 239-3460

Downtown Campus Library
(415) 267-6513

Josephine Cole,
Southeast Campus Library
(415) 550-4353

John Adams Campus Library
(415) 561-1946

COMPUTER LABS
Technology Learning Center
Ocean Campus, L312
Help Desk: 239-3711
http://www.ccsf.edu/tlc

FOR MORE INFORMATION ABOUT THE TLC’S SERVICES, PLEASE SEE P. 38 NETWORK & EMAIL ACCOUNTS

Ocean Campus Labs:
http://www.ccsf.edu/Services/TCL1/
http://www.ccsf.edu/Info/Cmp/labs.html

Other Campus Computer Labs:
http://www.ccsf.edu/Offices/ETO/labs.html

Computer Labs for Employees
The Technology Learning Center (TLC) is a computer lab, training room, and help facility open to all City College Faculty and staff.

- Batmale 313: The open lab on the Ocean Campus houses up-to-date Macintoshes and IBM-style PC's and is available on a walk-in basis. The TLC lab is for faculty and staff use only. Students are not allowed in the area unless they are student workers for a College department.
- The Rosenberg Library Room 210: The TLC holds training workshops in this 16-station PC lab located on the second floor of the Rosenberg Library.

The TLC provides on-site technical support, department block grants for training, face-to-face and online training tutorials, and limited equipment check-out. ITS Help Desk staff and lab aides are on-hand to provide assistance/tutorials.

Please refer to APPENDIX ‘H’– CCSF Computer Usage Policy.

OFFICE OF RESEARCH, PLANNING, & GRANTS

The Office of Research, Planning, and Grants provides services that are integral to institutional and programmatic decision-making throughout City College of San Francisco.

Research services include: developing surveys; producing small, selected reports for College departments; initiating in-depth, longitudinal studies of College departments and units; and, providing a variety of other research-related services for the College.

The Decision Support System (DSS) is an easy-to-use database that provides users with information from Spring 1998 to the present on course and section demand; student headcount and characteristics;
student success; and enrollment productivity aggregated at the course, department, or college level. Access the DSS online: http://research- www.ccsf.edu/Dss/Default.asp

Additionally, the office performs Environmental Scan studies focused on student enrollments, characteristics, success, and satisfaction as of Fall 2001; local and regional demographics and social, educational, and economic trends and projections. Access the Environmental Scan studies online: http://www.ccsf.edu/Office/Research_Planning/trends_scan.htm

The planning office supports the College's planning and budgeting system. The grants services encompass all phases of grant development, implementation, and management. For more information about the services that the Office of Research, Planning, and Grants provides for the College, please call 239-3014 or visit: http://www.ccsf.edu/Offices/Research_Planning/index.htm.

CONTRACTING FOR THE DISTRICT

Administrators may recommend contracts, but they should not sign off on behalf of the District. Administrators should work with the Chief Administrative Officer when developing a contract for the District. The standard contract forms vary depending on whether the contract amount is under or over $10,000. Please contact Administrative Services at 241-2327 on all contract issues.

CCSF BOOKSTORES

Locations
Ocean Campus - Annex (supplies, etc.)
11 Phelan Avenue, SF 94112
452-5210
Fax 239-3040

Ocean Avenue - Textbook
Ocean Campus, Conlan Hall

239-3470
Fax 333-5300

Downtown Bookstore
267-6585
Fax 267-6584

John Adams Bookstore
561-1871
Fax 561-1869

All other Branch Stores
561-1024; Fax 333-5300

The main web page for the bookstore is http://www.ccsf.edu/bookstore

DUPLICATING SERVICES

Duplicating Services Office
Ocean Campus
Batmale Hall, Room 120
239-3185; FAX: 239-3919
Monday – Friday: 7:50 a.m. - 4:00 p.m.*
Photocopying hours: Monday - Friday 7:50 a.m. - 4:00 p.m.*
*subject to change

Services
Duplicating Services offer the following: printing, color photocopying, collating, folding, cutting, padding, hole punching, perfect binding, spiral binding, perforating, heavy duty stapling, shredding of highly sensitive materials, laminating, faxing, electronic typesetting, graphic design, sign making, layout and paste-up. In addition, this department provides assistance in the use of the self-service photocopiers.

The District provides staff and/or equipment for reproduction of instructional materials only with certain limitations as described below.
All services are available to administrators and faculty from any campus. Call for special print time information. Appropriate order forms are available at all campuses. Submit through inter-office mail.

**Duplicating Copyrighted Materials**
There is both a legal and ethical responsibility to respect the copyright protection of authors. The distribution of multiple copies of any substantial part of most published works without permission of the copyright owner has been defined by the courts as a violation of fair use. The Duplicating Services staff has been instructed not to make copies of such materials. However, the production of a single copy (not to exceed 15 pages) for personal use of an instructor in connection with a class may be considered fair use of copyright. In case of doubt, rulings will be made by the dean. The date and source of such materials must be shown. Under limited circumstances, instructors may reproduce printed materials to use for scholarly research, to prepare for teaching, or to distribute in class.

**Photocopying Copyrighted Materials (Self Service)**
Administrators and instructors must acquire written permission from all publishers to reprint articles unless the article falls under the Copyright and Fair Use Guidelines for Teachers.

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Photocopies or other reproductions can be furnished only under certain conditions if they will be used solely for private study, scholarship, or research. Use of the reproduction for other purposes may make the user liable for copyright infringement.

---

**USE OF BUILDINGS AND EQUIPMENT**

When using buildings and equipment, employees can help the District operate with maximum efficiency and at minimum cost by observing the following regulations. (Further information is available on the Ocean Campus in Science Room 142, 239-3133, or in the office of the campus deans.)

**Maintenance and Repair Requests**
Please make requests for maintenance or repair services only through the Buildings and Grounds Office, Science Hall, Room 142, where Work or Service Forms are available. The Director of Buildings and Grounds will gladly receive suggestions concerning the quality of their services.

Other Campuses – direct all requests for maintenance and repair to the office of the campus dean. This office routes custodial staff and also follows special procedures for requisitioning maintenance through the Buildings and Grounds Office.

**Keys** - Essential keys (for offices, classrooms, cabinets, etc.) are issued to administrators by their supervising administrator. Additional keys in connection with the administrator's work may be requested from the Buildings and Grounds Director, Science Hall, Room 142.

**NOTE:** Section 469 of the California Penal Code makes unauthorized possession or duplication of District keys a misdemeanor.

**Control of Bicycles** - In the interest of safety, bicycles shall not be brought inside or ridden in any campus building.

**Requests for Use of Facilities Between 8 a.m. and 5 p.m.** - Contact the Office of Instruction, Cloud Hall, Room C308 - telephone 239-3363.

**Requests for Use of Facilities after 5:00 p.m.** - Administrators who wish to use District buildings for official business after 5 p.m. or on weekends must present a written application one week in advance for Use of District Property signed by the Director of Buildings and Grounds. This form is available in the Buildings and Grounds Office, Ocean Campus, Science Building, Room 142. Please attempt to
arrange these meetings during the normal operating hours to avoid additional facilities costs.

Use of Equipment - Equipment, software, and technology provided by the District may be used only for instruction and other functions approved by the District.

Visitors - Visitors are required to abide by all the regulations pertaining to visitors while on campus. Copies of rules and regulations are available in the Ocean Campus, Student Union Building, Room 205.

Animals on Campus - Other than those used in connection with special classes and service animals including guide dogs, no animals shall be allowed in District buildings or on District grounds. All unleashed animals will be turned over to the San Francisco Animal Care and Control Shelter.

TDD's - Telephone Calls
California Relay Service - toll free access #1-800-735-2922 for contacting an employee or a student with a hearing impairment.

Other Campuses - The aforementioned apply to all campuses. In those instances where an Ocean Campus office is stated and the situation involves another campus, consult with the office of the respective campus dean as to how to comply with the appropriate regulations.

Summer Cleaning
Ocean Campus
The custodial staff, under the supervision of the Buildings and Grounds Department, execute a special cleaning of all buildings on campus during summer. Administrators desiring their offices to be cleaned during summer should clear all work related materials and personal effects from tops of bookcases, file cabinets, desks, and work tables so that the custodial staff can stack furnishings as necessary to wash, strip, and wax floors, or shampoo carpeting.

Other Campuses - Consult with the office of the respective Campus Dean concerning summer cleaning.

TELEPHONE CALLS

Please refer to the CCSF Telephone User Guide for proper telephone usage. Contact the CCSF Operators at 239-3000 for a copy.

Outgoing Calls
Calls made through District telephones are metered, and the District is required to pay for each call. Since these telephones are to be used only for District business, all calls made through them are tax-free.

Therefore, it is essential that the following items are carefully heeded.

1. The number and length of official telephone calls should be kept to a minimum.

2. Unauthorized persons, such as students and visitors, should be granted permission to use District telephones only in an emergency.

Employees will be required to validate all calls that appear to be excessive in length.

Official Local Calls
Employees may make official calls in San Francisco and to parts of San Mateo County for which there are no toll charges by dialing 9 and, after hearing the dial tone, dialing the desired number. These calls are metered and the District incurs the cost.

Official Toll and Long-Distance Calls
All official toll and long-distance calls must be placed through the District operator by dialing 0 for Ocean Campus or 239-3000 for all other campuses.

Personal Toll or Long-Distance Telephone Calls
Administrators who wish to make a personal toll or long-distance telephone call from a District facility,
but are unable to use a pay telephone, shall have
calls billed to their home phone or shall use their
phone calling cards. Employees may not make
personal long-distance telephone calls and charge
them to the District telephone for later billing since
the District has no way of handling the federal tax
levied on such calls.

TDD's - Telephone Calls
California Relay Service - toll free access - 1-800-735-
2922 for contacting employees or students with a
hearing impairment.

Cellular phones
Each administrator is assigned a cellular phone to be
used for emergency and business use only.

LOST AND FOUND ARTICLES

Ocean Campus
Please deliver all lost articles to the Public Safety
Department, Cloud Hall, C119, 239-3200.

Other Campuses: Return articles to and direct
inquiries to the Public Safety Department.

PARKING REGULATIONS

Public Safety Department
Ocean Campus, Cloud Hall, Room 119
239-3200

Employee Parking Permits
Employee (this does not include student employees)
parking permits (decals) are issued by the Ocean
Campus Public Safety Department. Please contact
the Public Safety Office at your respective campus for
procedures and regulations pertaining to permit
issuance.

Vehicles parked in employee lots shall display a current
valid employee parking permit on the lower corner of the
passenger's side of the windshield that is CLEARLY
visible. All parking decals must be attached to the
windshield by the gum of the decal.

A parking decal is valid ONLY for the vehicle for which
it was originally registered as indicated on the permit
card. Permits may not be transferred from one
vehicle to another. Your old permit will be voided if
you sell that vehicle, whereupon a new permit will be
issued for your new vehicle. All permit changes MUST
be coordinated through the Campus Public Safety
Department, Ocean Campus, Cloud Hall, Room 119,
before parking on any City College parking lot.

NOTES ON DASHBOARDS ARE NOT VALID PARKING
PERMITS!

Disabled Persons Parking
Disabled employees and students may park in any
student or employee parking lot and designated Disabled
Blue zones on City College campuses provided they have
a permanent disabled parking permit issued by the
D.M.V. AND register their permit with the Public Safety
Department, Cloud Hall, Room 119. Disabled parking
stalls are monitored and violations are strictly enforced
on all campuses.

Campus public safety officers strictly enforce campus
parking regulations which are identical with the
California Vehicle Code and the San Francisco City
Traffic Code concerning parking in marked stalls: red,
yellow, blue, and green zones. All persons who violate
these regulations receive official City and County of
San Francisco citations.

Illegally parked vehicles may be towed at the owner's
expense. For towed vehicles, call 553-1235.

Motorcycles and Scooters
Motorcycles and scooters should be parked in
designated two-wheel vehicle areas. Contact the
public safety office regarding motorcycle and scooter
parking.
Contact the office of the respective campus dean or its security office regarding motorcycle and scooter parking.

Parking enforcement for no permits, color zones, and out-of-stall violations will commence on the first day of instruction and continue through finals.

**NOTE:** All citations issued by the San Francisco Community College Public Safety Department are municipal citations. Bail is payable to: The Department of Parking & Traffic, 1380 Howard St., San Francisco, CA 94103, Telephone 255-3900.

**Bicycles**
DO NOT lock bicycles to light poles, trees, railings, or any places that interfere with vehicular or pedestrian traffic. On the Ocean Campus, bicycles should be secured to the bicycle rack next to the Student Union and other bicycle racks around the campus. Illegally secured bicycles will be confiscated by the Public Safety Department. Bicycles are prohibited in all campus buildings.

**Skateboarding**
Skateboarding is prohibited on all City College Campuses.

**Parking Permits for Visitors**
Visitors on the campus are welcome. Vehicle parking in all parking lots is by permit only. Vehicles without a permit will be ticketed. **Day School** visitors may park in student lots after 10:30 a.m. with the purchase of a $1.00 permit from the vending machine. After **5:00 p.m.**, visitors to the Ocean Campus may park in all lots (except Cloud Circle, Science Circle, Marston Rd. and “E” lot) with a purchase of $1.00 permit from the vending machine. Information and directions are available from the Information Center located in the lobby of Conlon Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations is available in Conlon Hall, Room 106.

**Other Campuses**

The aforementioned apply to all campuses. In those instances where the Ocean Campus is stated and the situation involves another campus, consult with the office of the respective campus dean as to how to comply with the appropriate regulations.

**DISABLED STUDENT PROGRAMS AND SERVICES**

**Locations**

**Ocean Campus,**
Rosenberg Library, Room 323
(415) 452-5481 Voice
(415) 452-5451 TDD
(415) 452-5565 FAX
www://ccsf.edu/Services/DSPS
drop in or by appointment
hours: Hours: Monday, Wednesday, Friday: 7:50 am – 4:30 pm; Tuesday and Thursday: 7:50 am – 7:00 pm; and, Saturday: 9:00 am – 2:00 pm

*The Office is open at 7:50 am on weekdays so students who borrow electric scooters can get to their 8:00 am classes on time. For all other services, the office is open at 8:00 am.

**Ocean Campus - Services**
The Counseling Program of the DSPS offers supportive services for students with a wide range of disabilities. Services may include: academic, vocational, and personal counseling around disability issues; academic adjustments and auxiliary aids (such as special test arrangements, priority registration, elevator keys, lockers, note taker arrangements, medical parking information, sign language interpreters, mobility assistance, books on tape and referrals to other campus and community resources).

**John Adams Campus**
1860 Hayes Street
(415) 561-1001 Voice
(415) 561-1007 TDD
(415) 928-3890 FAX
hours: Monday, Wednesday, Thursday: 8:00 am - 4:00 pm (closed 12 - 12:30); Tuesday: 8:00 am - 7:00 pm

John Adams Campus - Services
The DSPS Department at the John Adams campus provides classes and extensive services for students. The Office is located in the Annex (off Grove Street). Services provided include: counseling, assessment, support services, and information about academic adjustments, and auxiliary aids for adults with disabilities. Referral services are available for those wishing to attend classes at other campuses.
Appendices
CCSF SHARED GOVERNANCE SYSTEM

Board of Trustees

Chancellor

Provost/Academic Senate

- Academic Policies Committee
- Curriculum Committee
- Staff Development Committee
- Student Prep/Success Committee

College Advisory Council

- College Diversity Committee
- Communication Committee
- Information Technology Policy Committee

College Advisory Gov. System

Planning & Budgeting Council

- Facilities Review Committee
- Health & Safety Committee

Budget & Planning Gov. System

Policy recommendations in respect to academic and professional matters as defined in Title 5 regulations, Section IV, Subsection H of "CCSF Shared Governance System".
San Francisco Community College District

Policy and Procedures

For

Handling Complaints of Unlawful Discrimination

Under

Title 5 Sections 59300 et seq.

(Revised 6/1/06)
San Francisco Community College District

Policy and Procedures

For

Handling Complaints of Unlawful Discrimination

Under

http://www.ccsf.edu/Offices/Affirmative_Action/Policy_and_Procedures.htm
Title 5 Sections 59300 et seq.
(Revised 6/1/06)

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and Scope</td>
<td>1</td>
</tr>
<tr>
<td>Definitions</td>
<td>1</td>
</tr>
<tr>
<td>Notice, Training, and Education for Students and Employees</td>
<td>4</td>
</tr>
<tr>
<td>Unlawful Discrimination Policy</td>
<td>4</td>
</tr>
<tr>
<td>Retaliation</td>
<td>5</td>
</tr>
<tr>
<td>Responsible District Officer</td>
<td>5</td>
</tr>
<tr>
<td>Informal/Formal Complaint Procedure</td>
<td>6</td>
</tr>
<tr>
<td>Filing of Formal Written Complaint</td>
<td>7</td>
</tr>
<tr>
<td>Threshold Requirements Prior to Investigation of a Formal Written Complaint</td>
<td>7</td>
</tr>
<tr>
<td>Defective Complaint</td>
<td>8</td>
</tr>
<tr>
<td>Notice to State Chancellor or District</td>
<td>8</td>
</tr>
<tr>
<td>Confidentiality of the Process</td>
<td>9</td>
</tr>
<tr>
<td>Administrative Determination</td>
<td>10</td>
</tr>
<tr>
<td>Complainant's Appeal Rights</td>
<td>11</td>
</tr>
<tr>
<td>Forward to State Chancellor</td>
<td>11</td>
</tr>
<tr>
<td>Extensions</td>
<td>12</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
</tbody>
</table>
A. Discrimination Complaint Process Flow Chart

B. Contact Information for Outside Agencies

C. Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaint

D. Formal Complaint Form

Introduction and Scope

This is the written policy and procedures for filing and processing complaints of unlawful discrimination at San Francisco Community College District. The policy and procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, Title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of the written policy on unlawful discrimination will be displayed in the Affirmative Action Office, 31 Gough Street, Room 16 and on the Affirmative Action Office Website. (http://www.ccsf.edu/Offices/Affirmative_Action/)

Copies also will be available on request from the Affirmative Action Office, and printed in full in the Catalog, Policy Manual, and referenced in the schedules.

The policy was adopted by the San Francisco Community College District Governing Board on December 19, 2002, in accordance with the procedures of the Board.
Definitions

Definitions applicable to the nondiscrimination policies and procedures are as follows:

- "Appeal" means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

- "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

- "Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.

- "Days" means calendar days.

- "Gender" includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

- "Mental disability" includes, but is not limited to, all of the following:

  1. Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

     (A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

     (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
(C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.

(2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.

(3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.

(4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).

"Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.²

- "Physical disability: includes, but is not limited to, all of the following:

(1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

(A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(B) Limits a major life activity. For purposes of this section:

(i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.

(iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

(2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.

(3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.

(4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
(5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

- 2 -

(6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.  

- District" means the San Francisco Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

- "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.

- "Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

  (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

  (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.

  (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

  (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.

  (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
(6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

(7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

- "Sexual orientation" means heterosexually, homosexuality, or bisexuality.

- Harassment in the form of hostile environment harassment on the basis of any protected category is also prohibited unlawful discrimination.

- "Unlawful discrimination" means discrimination based on a category protected under Title 5, section 59300, including sexual harassment and retaliation.

Authority: Gov. Code, Section 12926; Cal. Code Regs., tit. 5, Section 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Francisco Community College Districts’ responsible officer shall make arrangements for or provide training to employees and students on the District’s unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District’s written policy on unlawful discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural position change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.
A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District’s written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

Authority: Ed. Code, Section 66281.5; Cal. Code Reg., tit. 5, Section 59324 and 59326.

Reference: Cal. Code Regs., tit. 5, Section 59300 et seq.; 34 C.F.R. Section 106.8(b).

Information can also be obtained on the Office of Affirmative Action website:

http://www.ccsf.edu/Offices/Affirmative_Action/

Unlawful Discrimination and Harassment Policy

The policy of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is, administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status*, medical conditions*, gender identity, domestic partner status*, AIDS/HIV status*, status as a Vietnam-Era veteran*, or status as a lesbian, gay, bisexual, transgender* or questioning* person in any District program or activity.

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other

http://www.ccsf.edu/Offices/Affirmative_Action/Policy_and_Procedures.htm

8/1/2006
verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the San Francisco Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed Code, Section 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq.) and the Age Discrimination Act (42 U.S.C. Section 6101).[4]

*These categories are not subject to the State Chancellor's jurisdiction.


**Retaliation**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.


**Responsible District Officer**
The San Francisco Community College District has identified Linda R. Jackson, Associate Dean of the Office of Affirmative Action to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint, and at any other times deemed appropriate by the District responsible officer.  

Authority: Cal. Code Regs., tit. 5, Section 59324; 34 C.F.R. Section 106.8

**Informal/Formal Complaint Procedure**

When a person brings charges of unlawful discrimination or harassment to the attention of the District's responsible officer, that officer or designee will:

1. Undertake efforts to informally resolve the charges;
2. Advise the complainant that he or she need not participate in informal resolution;
3. Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedures for doing so;
4. Assure the complainant that he or she will not be required to confront or work out problems with the person accused of unlawful discrimination;
5. Advise the complainant that he or she may file a non-employment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
6. If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
Efforts at informal resolution need not include any investigation unless the responsible District officer or designee determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a

formal complaint. Efforts at informal resolution may continue after the filing of a formal

written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor’s Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor’s Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will provide for representation where required by law.


Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on the District’s Formal Complaint form which is prescribed by the State Chancellor. These approved forms are available from the District. The State Chancellor’s form may be obtained from the State Chancellor’s website, as follows:


Please note that the State Chancellor’s form is limited to protected categories within the State Chancellor’s Office jurisdiction. The completed form must be filed with the District representative or mailed directly to the State Chancellor’s Office of the California Community Colleges.

http://www.ccsf.edu/Offices/Affirmative_Action/Policy_and_Procedures.htm
Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, Section 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on the District’s Formal Complaint Form (which has been prescribed by the State Chancellor’s Office) or on the State Chancellor’s form,

- and must be filed with the District Affirmative Action Officer or with the State Chancellor.

- The complaint must allege unlawful discrimination prohibited under Title 5, section 59300, or District Policy.

- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.

- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination

- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the
complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Additional information about this initial review of complaints can be found in the Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints prepared by the State Chancellor's Office. See Appendix C.

Authority: Cal. Code Regs., tit. 5, Section 59328.

**Defective Complaint**

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement that complaint is defective. A copy of the notice to the claimant will also be sent to the State Chancellor’s Office.

Authority: Cal. Code Regs., tit. 5, Sections 59328, 59332.

**Notice to State Chancellor or District**

A copy of all formal complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor’s Office immediately upon receipt. Similarly, when the State Chancellor’s Office receives a complaint a copy will be forwarded to the District.

Authority: Cal. Code Regs., tit. 5, Section 59330.
Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer or designee should take all reasonable steps to investigate and respond to the complaint consistent with the complainant’s request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District’s process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code, section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential. 8

Authority: Cal. Const. Art. I, Section 1; Civil Code Section 47; Ed. Code, Section 76234 and 87740; Silberg v. Andersen (1990) 50 Cal. 3d. 205; Revised Sexual Harassment Guidance:

http://www.ccsf.edu/Offices/Affirmative_Action/Policy_and_Procedures.htm
Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

(a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;

(b) a description of actions take, if any, to prevent similar problems from occurring in the future;

(c) the proposed resolution of the complaint; and

(d) the complainant’s right to appeal to the District governing board and the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300, et seq., the responsible District officer will complete the investigation and forwarded a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

(a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint.

(b) a description of actions taken, if any, to prevent similar problems from occurring in the future.
(see footnote 10);

(c) the proposed resolution of the complaint; and

(d) the complainant’s right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

Authority: Cal. Code Regs., tit. 5, Section 59336.

Complainant’s Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District’s administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal of the District’s administrative determination to the District’s governing board within 15 days from the date of the administrative determination. The District’s governing board will review the original
complaint, the investigative report, the administrative determination, and the appeal. Written appeals must be addressed as follows: Board of Trustees, c/o Vice Chancellor of Finance and Administration, San Francisco Community College District, 33 Gough Street, San Francisco, CA 94103.

- The District’s governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District’s governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District’s governing board will be forwarded to the complainant and to the State Chancellor’s Office.

- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor’s Office in any case not involving employment-related discrimination within 30 days from the date that the governing board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days. The appeal must be accompanied by a copy of the decision of the governing board or evidence showing the date on which the complainant filed an appeal with the governing board, and a statement under penalty of perjury that no response was received from the governing board within 45 days from the date.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, Section 59338 and 59339.

Forward to State Chancellor

In any case not involving employment discrimination, within 150 days of receiving a complaint, the responsible District officer will forward the following to the State Chancellor:

- A copy of the final District decision rendered by the governing board or a statement...
indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.

- A copy of the notice of appeal rights the District sent the complainant.
- Any other information the State Chancellor may require.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor upon request.

Authority: Cal. Code Regs., tit. 5, Section 59338 and 59340.

**Extensions**

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the responsible District officer will file a written request that the State Chancellor grant an extension of the deadline. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt.
The State Chancellor may grant the request unless delay would be prejudicial to the complainant. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, Section 59342.
2 If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code section 12926 and will be included in district policy. (Gov. Code, Section 12926(1).)

3 Ibid.

4 If the federal statues cited above would result in broader protection of the civil rights of individuals then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Policy.

5 The Office for Civil Rights (OCR) advises educational institutions to give one official responsibility for oversight and coordination of all sexual harassment complaints to insure consistent practices and standards in handling complaints as well as coordination of record keeping. This will help ensure that the educational institution can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them. The State Chancellor's Office advises that having the responsible district officer, named pursuant to Title 5, section 59324, coordinate both sexual harassment and other unlawful discrimination complaints satisfies OCR's instruction on this subject.

6 The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through an alternative process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. However, the district is responsible for maintaining a safe and discrimination free educational environment and serious allegations may need to be investigated even if the complaining party considers the matter resolved. In an informal process the district officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible district officer shall present the complainant with a document that describes the informal/formal process, and a letter containing the basics of complainant's allegations of unlawful discrimination. The letter will clearly indicate that the complainant opted for the informal resolution process. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.
7 The Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints is a procedural aid for processing formal unlawful discrimination complaints.

8 Complainants must trust the District to take appropriate action and must understand that the District is generally not at liberty to discuss personnel or student matters, particularly disciplinary matters. In some disciplinary cases, the complainant may be required to testify at a hearing, and would therefore be aware of the proposed disciplinary action.

9 It is within the District's discretion to choose not to include the entire investigative report; however, a summary of an investigation report should, at the very least, include all of the following:

   (a) a description of the circumstances giving rise to the complaint;

   (b) a specific finding as to whether there is probable cause to believe that discrimination occurred with respect to each allegation in the complaint;

   (c) a summary and analysis of the relevant evidence (document, data, or witness testimony) on which the determination rests; and

   (d) any other information deemed appropriate by the district.

10 If it is determined that there is probable cause to believe that discrimination did occur, possible remedies to prevent similar problems from occurring in the future include all the standard District disciplinary actions for students and employees, ranging from undocumented reprimand to termination or expulsion. If formal disciplinary action is inappropriate, other possible remedies include training in the pertinent area(s) of unlawful discrimination, apology, and restricting or forbidding contact between the perpetrator and victim.

11 The Department of Fair Employment and Housing (DFEH) has final jurisdiction over employment-related cases. Therefore, the State Chancellor's Office has agreed to accept DFEH decisions and generally will not accept appeals in employment discrimination cases.
The Employee's Americans With Disabilities Act Accommodations Program (Employees' ADA Accommodations Program) was established to provide faculty and staff who have disabilities (as defined under applicable law) with reasonable accommodations, consultations and services. The Employees' ADA Accommodations Program works in concert with Human Resources and administrators to ensure that employees with disabilities (as defined under applicable law) have equal opportunities to do the essential functions of their jobs, with or without reasonable accommodations.

Employees with disabilities need to take the first step and self-identify by making an appointment with the ADA Coordinator in the Office of Affirmative Action. After a consultation, a confidential file is created, usually containing certification of disability and accommodations requested. The information employees divulge regarding their disability is confidential, and is stored separately from personnel records.

Frequently Asked Questions
Q. Who is eligible?
A. Any employee with a disability who meets the criteria established under the Americans with Disabilities Act, and the Fair Employment & Housing Act.

Q. What do I need to do to certify my disability?
A. You need a doctor or a specialist to provide the ADA Coordinator with information about your disability and how it may impact upon your ability to do your job.

Q. What kinds of accommodations are provided?
A. Accommodations vary with each individual. There may be modifications in the work schedule, a disabled parking permit, the use of sign language interpreters, or readers.

Q. Who needs to know about my disability?
A. Under applicable state and federal law, the employer has the right to require medical certification of a disability, specifically that information relevant to the kind of accommodation being requested. That is why the Office of Affirmative Action creates a confidential file. The request will be reviewed by the ADA Coordinator and the appropriate administrator(s) to determine its merit.

Q. What kinds of services are not considered to be covered under the ADA?

A. The following items are examples of some of the items considered to be personal accessories which are NOT required to be provided.

- hearing aids, wheelchairs, hand splints, eyeglasses, walkers and canes.

Who is Covered?

Under applicable state and federal law, the definition of disability includes:

* people who have a mental or physical impairment that limits a major life activity such as walking, seeing, breathing, and working,

* people who have a record of an impairment such as cancer in remission,

* people regarded as having a disability.

(However, people in the latter two categories are not normally eligible for accommodations.)

It is the policy of the San Francisco Community College District to provide equal employment and educational opportunity without regard to race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran.

For information contact:
Office of Affirmative Action
31 Gough Street, Room 16
San Francisco, CA 94103
(415) 241-2281
USE OF SLURS

On April 7, 1981, the College Board of Trustees adopted Resolution Number 810407-M2 regarding the use of slurs by CCSF Classified employees. As adopted by the City and County of San Francisco and the CCSF, the policy reads as follows:

"It is the policy of the City and County of San Francisco, and each of its officials, employees, and agents acting in their official capacity, to treat all persons equally and respectfully, and to refrain from the willful or negligent use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation or disability.

A slur, as used in this policy, is a word or combination of words that by its very utterance inflicts injury, offers little opportunity for response, appeals not to rational faculties, or is an unessential or gratuitous part of any exposition of act or opinion. All persons are entitled by law to the right of equal treatment and respect.

Slurs deprive members of the protected groups of this right by holding them up to public contempt, ridicule, shame, and disgrace and causing them to be shunned, avoided or injured in their occupation. By promoting ill will and rancor, slurs diminish peace and order. The use of such slurs by City officials or employees will be considered by commissions, departments, agencies, boards, and appointing authorities as prima facie evidence of lack of competence of said City officials and employees. Evidence of usage of such slurs shall be entered in the job performance evaluations and shall be considered in evaluating the fitness of City employees."
APPENDIX ‘E’

CONSTITUTION

OF THE

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION

AMENDED: RECOMMENDED FOR ADOPTION BY THE EXECUTIVE COUNCIL ON MODIFIED AND ADOPTED ON BY GENERAL MEMBERSHIP.

PREAMBLE

We, the SAN FRANCISCO COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION, in order to promote quality credit and non-credit community college education in San Francisco’s urban setting, devote ourselves and our energies to the improvement of the institutions and communities we serve. We will serve equitably the interests of our multilingual, multicultural community as well as individuals with diverse sexual orientations. We will work to provide the highest quality professional administration to the community college and to represent the interests of all San Francisco College District administrators.

ARTICLE I – NAME

The name of this organization shall be the SAN FRANCISCO COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION, referred to hereinafter as SFCCDAA.

ARTICLE II – PURPOSE

The purpose of this organization is to promote educational excellence in the San Francisco Community College District through implementation of the concepts stated in the preamble to this document and to represent and protect the professional interests of its members.

ARTICLE III – MEMBERSHIP

1. Membership shall be open to those administrators in the following categories: Administrative Directors, Associate Directors, Deans, Associate Deans, Vice Chancellors, and acting and interim administrators of the above categories. Membership is also extended to Classified Administrators and Managers.

2. Members in good standing who have paid their dues shall have one vote.

3. Members in good standing at the time of retirement are eligible for Associate Membership, without voting privileges.

ARTICLE IV – EXECUTIVE COUNCIL

1. The Executive Council shall consist of two Co-Chairs, Treasurer, and Secretary, and four other Association members.

2. The members of the Executive Council shall serve for three year terms in accordance with the election provision of the SFCCDAA Constitution. The three year terms shall be staggered.
APPENDIX 'E'

3. The election shall be held annually in May, the elected Council members to take office on July 1 of each year.
4. The Executive Council will elect its own officers after July 1 every year.
5. The Executive Council shall have general supervision of the affairs of the organization between its business meetings, shall fix the hours and place of general meetings, and shall make recommendations to the organization. The Council shall be subject to the orders of the membership and none of its acts shall conflict with action taken by the membership.
6. The Council shall meet regularly.
7. A quorum of the Executive Council shall consist of five members.

ARTICLE V – NOMINATIONS AND ELECTIONS

1. Nominating Committee: The Executive Council will serve as the nominating committee, will poll the members for possible candidates and present the general membership with a slate of candidates prior to May 1.

ARTICLE VI – MEETINGS

1. General meetings shall be held at least once each semester. Special meetings may be called by the Co-Chairs of the Executive Council with not less than twenty-four hours written notice to the membership.
2. Upon receipt of a petition signed by at least 25% (twenty-five percent) of the active membership, the Executive Council shall call a special meeting within ten school days.
3. A quorum for a membership meeting of SFCCDA shall consist of 25% (twenty-five percent) of the active members.

ARTICLE VII – PARLIAMENTARY AUTHORITY

This organization shall be governed by “Roberts Rules of Order”.

ARTICLE VIII – AMENDMENT

1. Amendments to this Constitution shall be submitted to the membership in writing, consistent with “Roberts Rules of Order”, except as otherwise provided in this Constitution.
2. A two-thirds vote of active members voting shall be necessary for passage.

ARTICLE IX – FINANCES

The Executive Council shall prepare a budget for each fiscal year which shall be submitted to the membership for ratification each May. Dues and assessments shall be set by the Executive Council. Dues are due and payable by the 15th of January of each year. Acting and interim administrators who are appointed for less than the full academic year will pay only 50% (fifty percent) of the dues.
APPENDIX 'F'

ADMINISTRATIVE HIRING PROCEDURES

1. General Statement

1.1 It is the policy of the San Francisco Community College District to establish administrative hiring procedures and guidelines that will provide the College with administrators who can lead, organize, facilitate, plan, and supervise; who understand the needs of faculty and the learning process; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues. Administrators who are hired must be individuals who are sympathetic and sensitive to the racial and cultural diversity in the college, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations served by our community college.

1.2 The State minimum qualifications and City College's local qualification for administrators should help ensure that the college will select individuals who are competent to perform the administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration, and who understand the needs of the faculty and the learning process.

1.3 An educational administrator is one who works in the Office of Instruction or Office of Student Services. All administrators in the Office of Instruction must have in addition to State minimum qualifications the local minimum qualification of three years of teaching experience (or the equivalent) in an accredited post-secondary institution. All administrators in the Office of Student Services must have in addition to State minimum qualifications the local minimum qualification of three years of faculty experience in Student Services or Instruction (or the equivalent) in an accredited post-secondary institution.

1.4 Nothing in this document shall limit the rights and responsibilities of the Board of Trustees as provided by law.

1.5 Nothing in this document shall be interpreted to limit the rights, duties and responsibilities of the District Affirmative Action Officer.

1.6 These procedures shall be interpreted so as to be in full conformity with applicable law.

1.7 It is understood that "administrator" refers to those managerial positions so designated in the Organizational Chart of the District, and does not apply to Department Chairs, Program Supervisors or Civil Service Classified Managers; also does not apply to exempt employees.

2. Request for Position

When a new or replacement position is desired, the administration shall consult with Senate and Classified representatives. After the Budget and Planning Committee determines the availability of funds in the Budget, a request accompanied by a justification and a job description, should be sent to the Executive Council of the Academic Senate. The Executive Council of the Academic Senate shall be empowered to make its own recommendations on the request and job description. If the Senate and Administration cannot agree on the request or job description, it shall be sent to the Chancellor for final determination.¹

3. Development of the Job Announcement

3.1 After the Executive Council has reviewed the job description and a Search Committee is formed, the job announcement is written by the Search Committee and the Vice Chancellor (or designee) will write the job announcement. In all cases, a consultative process involving several meetings of representatives of the Search Committee and administration must take place to determine the requirements necessary for the particular position. After these discussions the

¹ This section will not apply for Spring 1992
announcement and a copy of the complete job description will be reviewed by the Affirmative Action Officer to ensure conformity with the community college affirmative action and nondiscrimination commitments. Before any changes are made in the announcement they must be approved by at least five voting members of the Search Committee.2
3.2 The job announcement will inform the candidates that their references must be checked and that the submission of an application is an agreement to allow the District to conduct such a check.

4. Receipt of Applications
4.1 All applications, supporting papers, and letters will be sent to the Personnel Office. Within eight working 3 days after the close of applications, the Human Resources Office will forward the Equivalency Committee the files of applicants who claim they have qualifications equivalent to those stated in the job announcement. After eight faculty working days the Equivalency Committee will inform the Human Resources Office which applicants meet qualifications through Equivalency. The Human Resources Office will maintain records of all equivalency decisions.
4.2 The Affirmative Action Officer will review the pool of applicants for conformity with the District Affirmative Action Plan.
4.3 The Human Resources Office will send all files to the Search Committee except those which did not qualify under the equivalency process. The Search Committee shall receive all files of all applicants at the same time.

5. Search Committee
5.1 The Search Committee will consist of 9 members:
three administrators, and a total of six faculty and classified staff as outlined in the agreement in Appendix A.
5.2 The faculty shall be selected by the Academic Senate, the classified staff by the College chapter of SEIU Local 790, the administrators by the Chancellor.
5.3 The Affirmative Action Officer (or representative), who is a nonvoting member, will monitor all proceedings of the screening process.
5.4 Whenever possible, the committee shall include members of historically underrepresented groups.
5.5 All members of the Committee shall be provided training in the District Affirmative Action and Staff Diversity Plan, as well as screening and interviewing procedures of the District.
5.6 The initial meeting of the Committee will be arranged by Administration.
5.7 The Search Committee shall elect its own Chair, who shall be one of the voting members of the committee.

6. Preliminary Screening
6.1 The Search Committee will select candidates to be interviewed who best meet the qualifications, including educational background and experience. Each individual employed must possess qualifications that are at least equivalent to the applicable minimum qualifications specified in this document.
6.2 The names of those applicants not selected will be assembled in compliance with State and Federal regulations and sent to the Human Resources Office after the screening procedure is completed. Applicants who were not selected shall be so notified by the Human Resources Office.

---

2 For Spring 1992 only the job descriptions and announcements will be reviewed by RISC and not by the procedure outlined in section 3.1.
3 Working days are days when the College Administrative offices are open.
The Human Resources Office will also keep a record of all the applicants who claimed equivalency and how they made it in the hiring process.

7. **Interview**
   7.1 The Committee shall formulate job related interview questions to ensure a thorough assessment of the candidates' qualifications. Candidates will be informed of the hiring procedures before they are interviewed. All candidates will be asked the same questions, but some follow-up questions for clarification purposed to some answers are expected.
   7.2 City College of San Francisco will hire administrators who can lead, organize, plan, and supervise; who understand the needs of faculty and the learning process; and who value institutional governance based upon a genuine share of responsibility with faculty colleagues.
   7.3 The Search Committee will forward only candidates who demonstrate the abilities and qualities listed in the job announcement including, but not limited to:
      ability to communicate successfully facts and ideas of some complexity both in writing and in public speaking,
      ability to make sound decisions in a timely manner;
      ability to identify problems, to take initiative in solving them, and to carry through the required actions to completion;
      ability to develop consensus through collegial consultation; and,
      ability to work successfully with persons of various racial and ethnic backgrounds and of diverse sexual orientations.
   It is recommended that the Committee interview a minimum of six candidates provided that this number of qualified applicants is available.

8. **Ranking of Candidates**
   8.1 The Committee will rank all the candidates interviewed. Only those members of the Committee who have attended all interviews will be allowed to participate in the discussion and to vote and recommend candidates.
   8.2 The top candidates will have their references checked by members of the Committee. It is recommended that two members (one of whom should be an administrator) conduct all checks with one member asking set questions and the other taking notes on the answers to the questions. A joint statement from these two individuals could then be given to the Search Committee. After these checks are completed the Committee may vote to rank the top candidates again.
   8.3 The names of the top two or three ranked candidates will be sent to the Chancellor unranked.

9. **Final Selection**
   9.1 The Chancellor and Vice Chancellors (or Vice Chancellor's designee), the Chair of the Search Committee and the Affirmative Action Officer (or designee) will be present for the final interviews for the position.
   9.2 If the position is for a Vice Chancellor, then the final selection committee will consist of the Chancellor, the Chair of the Search Committee and the other Vice Chancellors.
   9.3 At the Chancellor's discretion, other appropriate parties may be present for the interviews.
   9.4 The interview questions must be the same for all candidates, but some follow-up questions for clarification are in order.
   9.5 The Chancellor will then select an individual for the position and request the Human Resources office to place the name of the individual on the Board of Trustees Agenda.
   9.6 At the time of the final interview with the Chancellor, finalists for positions as educational administrators who do not already have Retreat Rights in the District shall have their qualifications
assessed for possible Retreat Rights to the faculty. The results of this assessment shall be presented to the Board of Trustees as a part of the closes session materials.

10. Special Cases
10.1 If the Chancellor rejects all candidates forwarded, written notice must be given to the Search Committee with reasons for rejection and the Affirmative Action Officer must be informed. At its own discretion, the Committee may then send up another name or may start the hiring process over.
10.2 If the Board of Trustees does not hire the individual selected by the Chancellor, the Chancellor may either ask the Search Committee for more names or start the hiring process over again. If the Chancellor asks the Committee for names, the Committee will use its own discretion in deciding whether or not to provide additional names.

11. Exceptions
11.1 With the exception of Trustee-approved exempt administrative positions, all administrative positions will be subject to the above hiring procedures.
11.2 An administrator may be employed for one year or less as a replacement for an administrator who is on leave or away from the position for a year or less. The Chancellor can recommend this temporary replacement to the Board in consultation with the Executive Council of the Academic Senate. No administrative position can have a replacement for more than one year except by mutual agreement between the Chancellor and the Executive Council. Otherwise, at the end of the one year period the position must be filled by the hiring procedure set forth in this document or the position will be terminated.
11.3 No College administrative hiring will be done outside the academic year except in cases the Board and Senate identify as an emergency situation.
11.4 Except as noted in this section, no administrators below the Chancellor can be employed by the College if they have not gone through the above hiring procedure.

12. Equivalency Procedures
12.1 The Equivalency Committee for educational administrators will consist of two administrators and two faculty. For non-educational administrators, the committee will include two administrators, one faculty member and one classified staff appointee. The members of the Equivalency Committee shall not be the same as those on the Search Committee. It is recommended that members of the Equivalency Committee shall serve for at least one year to provide continuity.
12.2 The faculty members of the committee will be appointed by the Academic Senate, the classified staff by the college chapter of SEIU Local 790, and the administrators by the Chancellor.
12.3 It will be the duty of the Equivalency Committee to consider candidates on a case by case basis to determine if those candidates who claim qualifications equivalent to specified minimum qualifications do in fact possess qualifications which are at least equivalent to the stated minimums. The Committee will keep accurate records of their deliberations and decisions and insure uniformity within and between all cases.
12.4 An applicant who claims to be qualified through equivalency must demonstrate that he or she has qualifications equivalent to those specified. The applicant who claims equivalent qualifications will have to provide substantial and verifiable documentation, as clear and reliable as college transcripts and work experience being submitted by the other applicants, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications.

---

4 See Retreat Rights Procedures.
5 This sentence does not apply for spring 1992.
Specifically, the applicant making the claim must provide documentation in regard to each of the following:

1. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following as separate and distinct criteria: a) The education required for that degree and b) The major courses required of the degree in question.
2. For the equivalent of required experience, an applicant must show related experience broad enough to serve as a basis for performing the specific duties of the position.

12.5 Documentation
Evident that the applicant has qualifications equivalent to those on the job announcement shall be of the following:

   a. A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution;
   b. Publications that show a command of the major in question, the general education of the candidate, or his or her writing skill;
   c. Other work products that show a command of the major or occupation in question
   d. Work experience
   e. Life experience leading to expertise required by the job announcement.

It shall be the responsibility of the applicant to supply the Committee with all documentation needed to evaluate equivalency.

12.6 Report of the Equivalency Committee
The Equivalency Committee will report its findings to the Human Resources Office only in the form:

   a. “The candidate meets the minimum qualifications through Equivalency” or
   b. “The candidate does not meet the minimum qualifications through Equivalency.”

13. Advisory Committees
Advisory Committees will be formed at the discretion of the administrative screening committees and will be based on the administrative position’s direct impact on a specific department. The committees will consist of one or more of the following groups: department chairs, faculty, program supervisors, students, classified staff, and/or administrators. They can be composed of individual groups or a combination of groups.

The process and criteria for providing advisory committee feedback will be developed by the Human Resources Department and can be more general than those used at the formal interviews. The results of the advisory committee interviews will be given to the screening committee prior to its final recommendations to the Chancellor.

Procedures
The screening committee will paper screen and interview the most qualified candidates. It will then identify the advisory committees needed for feedback. The advisory committee can be composed of faculty, department chairs, program supervisors, classified staff, administrators and/or students or a combination of the groups. The screening committee will refer up to five candidates to the advisory committees.
The Human Resources Department and the Affirmative Action Office will train the advisory committee on hiring practices, rules, and regulations. The Human Resources Department will also establish a consistent assessment process to provide feedback to the administrative screening committee.

The advisory committee will elect a chair to lead the interview process. A member of the screening committee will also be present. All questions will be fair and consistent for every candidate. Advisory committee members must maintain confidentiality throughout and after the process. Interview questions must not violate equal employment opportunity regulations and practices.

Upon completing their interviews, the advisory committee will provide feedback to the screening committee. The screening committee will then make its final recommendations to the Chancellor.

**Current Regulations (Subject to Revision)**

Regulations on the administrative screening process that are subjected to change:

1. “The Affirmative Action Officer (or representative), who is a nonvoting member, will monitor all proceedings of the screening process." (Search Committee, 5.2)

2. “All members of the Committee shall be provided training in the District Affirmative Action and the Diversity Plan, as well as screening and interviewing procedures of the District.” (Search Committee, 5.5)

3. “At the Chancellor’s discretion, other appropriate parties may be present for the interviews.” (Final Selection, 9.3)

4. “Except as noted in this section (on exempted administrative positions), no administrators below the Chancellor can be employed by the College if they have not gone through the above hiring procedures.” (Exceptions, 11.4)

5. “At the time of the final interview with the Chancellor, finalists for positions as educational administrators who do not already have Retreat Rights in the District shall have their qualifications assessed for possible Retreat Rights to the faculty.” (Final Selection, 9.6)
### COMPOSITION OF HIRING COMMITTEES FOR ADMINISTRATIVE POSITIONS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Faculty</th>
<th>Classified</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chancellor's Office:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chancellor, Finance &amp; Administration</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Vice Chancellor, Academic Affairs</td>
<td>5</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Vice Chancellor, Student Development **</td>
<td>4 (2-Inst 2-St.Dev.)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Public Information</td>
<td></td>
<td></td>
<td>Exempt</td>
</tr>
<tr>
<td>Dean of College Development **</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chief Legal Counsel</td>
<td></td>
<td></td>
<td>Exempt</td>
</tr>
<tr>
<td>Associate Dean, Affirmative Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Assistant to the Chancellor for Governmental Affairs **</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Vice Chancellor of Research, Planning &amp; Grants *</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Associate Dean for Grants &amp; Resource Development <em>/</em>*</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Institutional Research Officer <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Vice Chancellor, Finance &amp; Administration Office:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate V. C. for Facilities Planning &amp; Management <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chief Administrative Services</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Associate Vice Chancellor of Finance <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Director of Payroll Services <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Human Resources</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Associate Dean, Human Resources</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>ADA Compliance Director <em>/</em>*</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Educational Technology Office *</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Vice Chancellor, Academic Affairs Office:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Vice Chancellor, Office of Workforce &amp; Economic Dev. *</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Alemany Campus</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Mission Campus</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Southeast Campus</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, School of Behavioral &amp; Social Sciences</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, School of Science &amp; Mathematics</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, John Adams Campus/School of Health &amp; Physical Ed.</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Downtown Campus/School of Business</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Director, Small Business Development Center <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Castro-Valencia Campus/School of Liberal Arts</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Chinatown/North Beach Campus/School of Int'l Ed. &amp; ESL</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Instruction, Scheduling &amp; Faculty Support</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
### COMPOSITION OF HIRING COMMITTEES FOR ADMINISTRATIVE POSITIONS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Faculty</th>
<th>Classified</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, Instruction-Curriculum/Tenure Review/Faculty Evaluation</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Vice Chancellor, Academic Affairs Office:</strong> (continued)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean, Library &amp; Learning Resources</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Contract Education/Continuing Education</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Associate Dean, California Early Childhood Mentor Program <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Vice Chancellor, Student Development Office:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean, Admissions &amp; Records</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Associate Dean, Admissions &amp; Records (Noncredit)</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Outreach &amp; Recruitment Services <em>/</em>*</td>
<td>4 (2-Inst/2-St.Dev.)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean of Financial Aid &amp; EOPS <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Matriculation &amp; Assessment Testing</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Student Affairs</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Associate Dean, Student Advocacy Rights &amp; Responsibilities *</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Associate Dean, Student Activities <strong>/</strong>*</td>
<td>4</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dean, Student Support Services **</td>
<td>4 (3-Inst/1-St.Dev.)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Director, African American Scholastic Programs *</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Director, Asian Pacific American Student Success Program <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Director, Latino Services Network <em>/</em>*</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

* This position was either established or modified after the current Administrative Hiring Procedure was adopted.

** Composition of Hiring Committee is based on most recent or current hiring.

*** Two students were added to the Search Committee (Board of Trustees approved).
San Francisco Community College District

Administrator's Pay Schedule 2006-2007

Effective July 1, 2006

<table>
<thead>
<tr>
<th>Steps</th>
<th>A ASST DIRECTOR</th>
<th>B DIRECTOR</th>
<th>C ASSOC DEAN</th>
<th>D DEAN</th>
<th>E ASSOC VC</th>
<th>F Vice Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$87,557</td>
<td>$91,496</td>
<td>$95,614</td>
<td>$99,917</td>
<td>$104,413</td>
<td>$114,022</td>
</tr>
<tr>
<td>2</td>
<td>$91,496</td>
<td>$95,614</td>
<td>$99,917</td>
<td>$104,413</td>
<td>$109,110</td>
<td>$119,153</td>
</tr>
<tr>
<td>3</td>
<td>$95,614</td>
<td>$99,917</td>
<td>$104,413</td>
<td>$109,110</td>
<td>$114,022</td>
<td>$124,515</td>
</tr>
<tr>
<td>4</td>
<td>$99,917</td>
<td>$104,413</td>
<td>$109,110</td>
<td>$114,022</td>
<td>$119,152</td>
<td>$130,118</td>
</tr>
<tr>
<td>5</td>
<td>$104,413</td>
<td>$109,110</td>
<td>$114,022</td>
<td>$119,152</td>
<td>$124,515</td>
<td>$135,973</td>
</tr>
<tr>
<td>6</td>
<td>$109,110</td>
<td>$114,022</td>
<td>$119,152</td>
<td>$124,515</td>
<td>$130,118</td>
<td>$142,092</td>
</tr>
<tr>
<td>7</td>
<td>$114,022</td>
<td>$119,152</td>
<td>$124,515</td>
<td>$130,118</td>
<td>$135,974</td>
<td>$148,486</td>
</tr>
<tr>
<td>8</td>
<td>$119,152</td>
<td>$124,515</td>
<td>$130,118</td>
<td>$135,974</td>
<td>$142,093</td>
<td>$155,168</td>
</tr>
<tr>
<td>9</td>
<td>$124,515</td>
<td>$130,118</td>
<td>$135,974</td>
<td>$142,093</td>
<td>$148,488</td>
<td>$162,150</td>
</tr>
<tr>
<td>10</td>
<td>$130,118</td>
<td>$135,974</td>
<td>$142,093</td>
<td>$148,488</td>
<td>$155,169</td>
<td>$169,447</td>
</tr>
<tr>
<td>11</td>
<td>$135,974</td>
<td>$142,093</td>
<td>$148,488</td>
<td>$155,169</td>
<td>$162,152</td>
<td>$177,072</td>
</tr>
<tr>
<td>12</td>
<td>$142,093</td>
<td>$148,488</td>
<td>$155,169</td>
<td>$162,152</td>
<td>$169,449</td>
<td>$185,041</td>
</tr>
<tr>
<td>13</td>
<td>$148,487</td>
<td>$155,170</td>
<td>$162,152</td>
<td>$169,449</td>
<td>$177,074</td>
<td>$193,367</td>
</tr>
</tbody>
</table>

Calendar Days: 228  228  228  228  228  228  228
APPENDIX ‘H’

CCSF COMPUTER USAGE POLICY

Copies of this CCSF Computer Usage Policy can be found in the college catalogue and the employee's handbook. Each user who uses the CCSF computing facilities and resources is bound by this policy. This policy is displayed to users via Message of The Day (MOTD) in the first two weeks of each semester at their logon to the CCSF HP/UX computer system.

Violation of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some of the policies below may constitute a criminal offense.

Rights and Responsibilities
CCSF is pleased to make computer accounts and resources available for student use in the pursuit of their instructional goals, and to faculty and staff to support the institution's instructional goals. In so far as the computing resources are under the user's control, the user is fully responsible for their proper and legal use.

The Computer Usage Policy applies to all members of the College community using our computer resources. This includes administrators, faculty, staff and students. This includes use of computer equipment at any CCSF facility including in the various computer labs, classrooms, offices, libraries and the use of the CCSF servers from any location.

Computer accounts and computer access are privileges, and require the individual user to act responsibly. By using the CCSF accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have further agreed to observe all relevant laws, regulations, policies and contractual obligations of the College.

Other organizations operating computing and network facilities that are reachable via the City College network may have their own policies governing the use of those resources. When accessing remote resources from City College facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations. It is the user's responsibility to be informed of the policies of other outside organizations to which they establish a computer link.

Confidentiality
All user files, including e-mail files, are not to be relied upon as confidential. CCSF explicitly does not guarantee or warrantee the confidentiality of these files. It is the practice of Information Technology Services (ITS) to respect the confidential nature of user files, but the ITS Department reserves the right to view or alter user files when it is necessary. Any ITS employee must have their manager's permission prior to investigating a user file.

User files may also be subject to search under court order if such files are suspected of containing information that could be used as evidence in a Court of law. Student files as kept on ITS facilities are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232g of the United States Code, also referred to as the Buckley Amendment).
In addition, a system administrator may access user files as required to protect the integrity of the computer system. For example, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

**Existing Legal Context**
All existing federal and state laws and College regulations apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking or information resources may result in the loss of computing and/or network privileges without notice. This includes both those that ITS administers, and those that may exist in other departments associated with City College of San Francisco and connected to its network. Deliberate violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary sanctions including, but not limited to, loss of computer use privileges, dismissal from the college, and/or appropriate legal action.

Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of the College's computing resources will be directed to those responsible for taking appropriate disciplinary action as specified under Enforcement below. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment (See CCSF Policy Manual 8.10).

**Copyright**
All users must follow all relevant copyright laws. US Copyright law governs reproduction and distribution of software and other material, including text, fonts, graphics, sound, video and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install the product. The EULA purchased by a department also controls the number of simultaneous users of the product. Please review the EULA for complete information on your rights as an end user of these products.

**Nondiscrimination**
Computer users need to follow the same non-discrimination policy including those governing "sexual harassment" & "hostile education environment".

All computer users must follow the non-discrimination guidelines as stated in the CCSF "Equal Opportunity Statement" listed in the catalog: [http://www.ccsf.org/Policy/nondiscrim.html](http://www.ccsf.org/Policy/nondiscrim.html)

Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. The CCSF administrator who receives a complaint of discrimination should inform the complainant of this right and that the complainant may file an additional complaint if he or she experiences retaliatory conduct.

**Examples of misuse include, but are not limited to, the following activities:**
**Breaking into another person's account**
1. Using a computer account that you are not authorized to use by the ITS Department.
   Knowingly or carelessly allowing someone else to use your account.
2. Obtaining a password for a computer account that is not your own account.
3. Using the Campus Network to gain unauthorized access to any computer systems.
4. Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating running and/or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.

5. Masking the identity of an account or machine. This includes, but is not limited to, sending e-mail anonymously.

**Harassment**

6. Using e-mail to harass others.

7. Posting on Internet services information that may be slanderous or defamatory in nature. This includes, but is not limited to, posting of said type of material on Usenet News.

8. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

**Commercial use**

9. Using your account for any activity that is commercial in nature. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.

**Copyright**

10. Violating terms of applicable software licensing agreements or copyright laws.

**Changing files**

11. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.

12. Modifying another user's files, which is illegal under California Computer Crime Laws.

**System misuse**

13. Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organization or department mailing lists, listserves, to send e-mail to groups of people on the system.

14. Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, or installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.

15. Deliberately wasting/overloading system resources, such as:

   - Printing resources - This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available on-line, or that might impact significantly on other users printing resources.

   - System file space - Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

**Additional System Information**

- Batch jobs or background tasks should be consistent with individual academic goals or institutional academic goals. Jobs that do not appear to coincide with the academic goals of the institution may be "killed" without warning.

- Any files stored in the temporary file systems are not backed up and are subject to deletion at any time. Users' file names and directory names starting with a period or another punctuation or special character will be deleted immediately.
Enforcement
After the appropriate investigation and/or hearing procedures have been followed, the penalties below may be imposed under one or more of the following: City College regulations, California law, the laws of the United States.

- Infractions of the CCSF Computer Policy may result in the temporary or permanent loss or modification of computer account and resource access privileges, and may be subject to further disciplinary action.
- Offenses which may be in violation of local, state or federal laws will result in the immediate loss of all computer account and resource privileges, and will be reported to the appropriate College or institution involved and law enforcement authorities.

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors or instructor and/or department chair.

Related documents
☐ Disclaimer, URL: http://www.ccsf.org/Policy/disclaim.html
☐ Equal Opportunity Statement, URL: http://www.ccsf.org/Policy/nondiscrim.html
☐ Web Site Standards & Practices, URL: http://www.ccsf.org/Policy/standards.html
☐ Web Design Guidelines, URL: http://www.ccsf.org/Policy/webguidelines.html

This document is subject to revision. The Information Technology Policies Committee approves changes to the guidelines, as needed.
PM 1.16 Prohibiting Workplace Violence Policy
District Policy 1.16 – Prohibiting Workplace Violence was adopted by the San Francisco Community College District Board of Trustees on June 10, 2004.

The San Francisco Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated. Any District employee who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to restraining orders, criminal charges, and civil law suits, as permitted by law.

Incidents of violence, threats, stalking, harassment, intimidation, or other disruptive behavior should be reported immediately in accordance with the Workplace Violence Procedures (outlined below). All reports of incidents will be taken seriously and will be dealt with in accordance with the Workplace Violence Procedures.

WORKPLACE VIOLENCE PROCEDURES

EMPLOYEE

Any person who is the victim of, or observes workplace violence should call the CCSF Police Department at 239-3200.

Any employee who believes a crime has been committed against him/her has the right to report that to the proper law enforcement agency.

Employees shall also report to his/her immediate supervisor any acts or threats of violence.

When reporting threats or acts of violence, the person making the report shall try to include as much of the following information as possible:

- Who made the threat or engaged in the violent act;
- against whom the threat was made or threat of violence was directed;
- the specific language of any threat, or a description of the specific conduct which constituted the act of violence;
- any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
- the names of any other witnesses to the threat or violent behavior;
- the time and place where the threat or act of violence occurred;
- threats of violent conduct by the alleged perpetrator before the current incident; and
- any other information which will help the District conduct its investigation and help the District prevent workplace violence from occurring.

INVESTIGATION

Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate administrator in consultation with the Director of Human Resources and the appropriate Vice Chancellor.

In all cases:

The administrator conducting the investigation may enlist the assistance of others in conducting the investigation.

Upon completion of the investigation, the District shall determine if the charge of workplace violence has merit.

If a charge is found to have no merit, the charge will be dismissed.

If the charge is found to have merit, appropriate disciplinary action will be taken.

DISCIPLINARY ACTION

Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with the appropriate District policies, laws, and/or collective bargaining agreements.