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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 agendum 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.
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:

1. Increase **student success** through expansion and improvement in the areas of basic skills, remediation, and academic support services;
2. Strengthen and improve **academic programs**, student learning outcomes, and alternative systems of delivery;
3. Expand programs meeting educational and training needs related to **workforce, economic, and community development**;
4. Expand the College’s **outreach and recruitment**, including marketing and promotional efforts, increasing access to educational opportunities for all those in need;
5. Increase the quality and accessibility of **student development services** to positively impact on student outcomes;
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;
Active engagement in the civic and social fabric of the community, citizenship preparation, and English as a Second Language;

Completion of requirements for the Adult High School Diploma and GED;

Promotion of economic development and job growth;

Lifelong learning, life skills, and cultural enrichment.

To enhance student learning and maintain a commitment to excellence, the College provides an array of academic and student services that support the development of students’ intellectual, cultural, and civic achievements.

City College of San Francisco belongs to the community and continually strives to reaffirm its commitment as a resource for the community.

INSTITUTIONAL GOALS

The institutional goals represent a translation of the mission and vision statements into more explicit purpose statements and intended outcomes. City College’s Plan rests upon six institutional goals.

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
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.

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.

MINIMUM QUALIFICATIONS
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, 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 I. 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 acknowledgement 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 that 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 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
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.

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 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
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 415/241-2358.

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 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 amesa@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

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.

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.)

Please contact 241-2234 or visit www.ccsf.edu/VCFA for all respective forms and for further information.
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 Pine 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 Emergency 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 *Predesignation of Physician for Treatment of Work Related Injuries Form* available at: www: [www.ccsf.edu/VCFA](http://www.ccsf.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 Predesignation 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.

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.

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.

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-COCAINE

National Council on Alcoholism and Drug Dependencies: 1-800-NCA-CALL
www.ncadd.org/
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 partly 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](http://www.ccsf.edu)

**City Currents**
Ocean Campus, Science Building, Room S194
239-3817; fax: 452-5150
to place an announcement - skech@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](http://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 skech@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](http://www.ccsf.edu/Policy/Manuals).

The employee handbooks may be viewed at [www.ccsf.edu/Offices/hr](http://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

**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 checkout. 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.

**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.*

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**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.

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**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 Conlan Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations is available in Conlan 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

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

(Appendices are not available online)