

CITY COLLEGE OF SAN FRANCISCO

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Human Resources Department

**CLASSIFIED HANDBOOK**

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# CLASSIFIED HANDBOOK

## SP04 – F05

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CITY COLLEGE OF SAN FRANCISCO  
HUMAN RESOURCES DEPARTMENT  
33 Gough Street, San Francisco  
Phone 415.241.2246 • Fax 415.241.2335  
[www.ccsf.edu/hr](http://www.ccsf.edu/hr)

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## INTRODUCTION

The purpose of the CLASSIFIED EMPLOYEE HANDBOOK is to provide information on personnel rules, policies, procedures, benefits and your obligations as a District employee. The Handbook also provides information about the District's mission, history, and organization and the City and County of San Francisco's Civil Service system.

The Handbook consists of material that has been summarized or extracted from original sources such as Resolutions of the College Board of Trustees, District Administrative Regulations, District Policy and Rules, and applicable Civil Service Commission Rules. Every attempt has been made to ensure accuracy. However, rules are subject to change. In the event of any discrepancy, the applicable regulations, policies, procedures, rules, or collective bargaining agreements properly negotiated by the District with legally recognized employee organizations, shall govern.

This Handbook is a reference guide and summary only. The provisions of this Handbook do not constitute a contract of employment and do not create a property or other right in employment. City College of San Francisco reserves the right to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based at any time without advance notice. This Handbook supersedes previous Handbooks.

A City College of San Francisco Human Resources Department representative is available to assist you in the event that you need additional information about any of the topics presented.

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## CITY COLLEGE OF SAN FRANCISCO

### **History**

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

Instruction began in August 1935, in temporary facilities at the University of California Extension Division Building and Galileo High School.

On November 21, 1970, City College of San Francisco and the adult education division of the City's Unified School District joined to form a new educational entity - the San Francisco Community College.

On May 23, 1991, the Board of Trustees adopted the recommendations of the Reorganization Implementation Steering Committee (RISC) to merge the noncredit Community College Centers with the credit Departments of City College of San Francisco as one unified District.

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## STRATEGIC PLANNING

Over the years, the Board of Trustees has made a serious commitment to strategic planning for the future of City College of San Francisco. In December, 1997, and after a two-year development and consultation process (with shared governance), the Board of Trustees approved a new strategic

plan. Since that time the Board has hired a new Chancellor, conducted Listening Sessions throughout the community, and reviewed the results of the first five (5) years under the plan. In March of 2003, and after a year of development under the Chancellor's leadership the Board of Trustees adopted a new Strategic Plan.

## OVERVIEW OF STRATEGIC PLAN

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

Over a five to six year period, the CCSF Strategic Plan is expected to provide an anchor and sense of continuity for the College, as well as a visionary springboard for innovation. Through this plan, the College will be able to sustain a clear vision and achieve a coordinated effort in fulfilling its mission and meeting the expectations of the community. Initially an instrument for the setting of goals, it will become a measuring stick for their attainment. In that way, the plan will foster in the college community a mode of continual improvement and responsiveness.

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

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

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, secure alternative resources through development and grants programs, and 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 the 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; diversity 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, where respect and trust are common virtues, and where 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 members 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, and 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
8. 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.

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## CALIFORNIA COMMUNITY COLLEGES AND SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

### Legal Basis

The California State Education Code provides the primary legal basis for the statewide agency which governs 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  
California Community Colleges  
1102 Q Street, Sacramento, CA 95814-6511  
[www.cccco.edu](http://www.cccco.edu)

Regulations determined by the Board of Governors of the California Community Colleges and by the Office of the State Chancellor are also binding on the City College of San Francisco.

### BOARD OF TRUSTEES

The Board of Trustees' schedules, agenda, and minutes, as well as board member fact sheets may be viewed at [www.ccsf.edu/Offices/board.html](http://www.ccsf.edu/Offices/board.html)

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 Administrative Regulations.

The Board of Trustees is composed of seven members elected at large for four-year terms. In conformity with its power and duties under law, the Board of Trustees assumes full responsibility for the general control and direction of the District. The California Education Code provides for the inclusion of a student as a non-voting member of the Board of Trustees to act as a representative of the Associated Students.

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

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

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## ADMINISTRATIVE STRUCTURE

In 1970, the incorporation of the SFUSD's adult education component into the newly formed San Francisco Community College District was accomplished

by creating a college non-credit division. It had a separate, equal administrative hierarchy parallel to the college credit division; Presidents reporting to the Chancellor headed both.

In 1988, in response to a recommendation made in that year's Accreditation Report, fueled also by the advent of the passage of AB 1725, the legislation that mandated the reorganization of the entire California Community College system, all segments of the District, faculty, administration, classified staff, and Trustees met to suggest and discuss a variety of reorganization plans. The Board of Trustees, with the additional research and advice of an external educational advisory group, finally opted for one of the configurations.

The divisional structure was replaced in 1990 by an integrated City College of San Francisco which offers both credit and noncredit courses at nine campuses and more than 150 sites throughout the city of San Francisco. The nine campuses are Alemany, Castro-Valencia, Chinatown/North Beach, Downtown, Evans, John Adams, Mission, Ocean, and Southeast. Approximately 100,000 full-time and part-time students take advantage of City College of San Francisco courses at one or more of its sites. The District continues to satisfy the collegiate and semi-professional needs of the community it serves. The College has organized departments into schools which cluster logical groups of disciplines together.

### **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 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 community. 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.

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 of College Development; Dean of Research, Planning and Grants; Associate Dean of Grants & Resource Development; Legal Counsel; Associate Dean of Affirmative Action/ADA Coordinator; Dean of Special Projects; Dean of Marketing and Public Information; and the Dean/Special Assistant to the Chancellor of Governmental Relations.

#### **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, Information Technology, 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: Applied Sciences and Technology, Behavioral and Social Sciences, Business, Health and Physical Education, International Education and ESL, Liberal Arts and Science and Mathematics, as well as eight campuses: Alemany, Castro/Valencia, Chinatown/North Beach, Downtown, Evans, John Adams, Mission, and Southeast. Other services and program 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. She/he is responsible for planning, supervising, and evaluating all segments of student services programs at all campuses of the College.

The Vice Chancellor for Student Development supervises other student services administrators in the following District Student Services departments and programs: Recruitment and Outreach Services, Admissions and Records, Counseling and Special Support Services, Financial Aid Services, Matriculation and Assessment Services, Student Advocacy Rights, and Responsibilities and Student Activities, African American Scholastic Programs, Latino Services Network, and the Asian American/Pacific Islander Student Services Program.

## UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY

It is the policy of the City College of San Francisco to provide all persons with equal employment and opportunities in all its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender or questioning person in any District program or activity. Further the District does not tolerate retaliation against any employee or student for making a valid complaint or charges under the provisions of its nondiscrimination procedures, or for cooperating in an investigation.

The San Francisco Community College District complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135 et. seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds.

The compliance officer/coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, 415-241-2281. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Affirmative Action Officer.

### 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 or 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 by 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 a confidential manner as possible consistent with a full, fair, and proper investigation as set forth in **APPENDIX 'A' - SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq.** (Revised 12/31/02) (updated May 2003).

#### **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, who refers a matter for investigation or complaint, who participates in an investigation or a complaint, or 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 'A'** - SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq. (Revised 12/31/02) (updated May 2003).

### **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 'B'** for a copy of the District's policy on the use of slurs.

### **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. Refer to **APPENDIX 'C'** for further information regarding the Employees' ADA Accommodations Program.

### **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 'A'** - SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq. (Revised 12/31/02) (updated May 2003). 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.

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## **ADMINISTRATIVE INFORMATION & CONTACT NUMBERS**

### **Administrative Offices**

The District's administrative offices are located at 31 and 33 Gough Street. They house administrative, personnel, and fiscal records as well as budgetary, personnel, accounting, and payroll services.

The Classified Unit of the City College of San Francisco Human Resources Department, 33 Gough Street, 241-2252 administers personnel records.

The Classified Payroll unit of the City College of San Francisco Payroll Department, 33 Gough Street, 241-2273 administers classified payroll responsibilities, and falls under the auspice of the Chief Financial Officer and the Director of Payroll Services.

The following areas fall under the administrative **jurisdiction of the Human Resources Department:**

Application for Employment: 241-2246  
Job hotline 241-2349; website: [www.ccsf.edu/hr](http://www.ccsf.edu/hr)

Physical Examinations - X-Ray and Tuberculin Test  
241-2446

I-9 Form--Employment Eligibility Verification  
487-2446

Salary Placement  
Initial Placement – 241-2252

Health & Dental Benefits & Life Insurance  
241-2358

Prescription Drug Co-Payment Reimbursement  
241-2314

Leaves  
487-2447

Retirement  
241-2314  
or City and County of San Francisco Retirement  
System 1155 Market Street, 2<sup>nd</sup> Floor, 94103,  
554-1500

#### **Employment Opportunities - Job “hot line”**

The Human Resources Department Classified Unit maintains a **job “hot line”** containing information on classified employment opportunities available at City College of San Francisco. The job hot line is updated weekly and is accessible by calling **415/241-2349**.

Job announcements are also posted via the departments' **website** at [www.ccsf.edu/hr](http://www.ccsf.edu/hr)

#### **Personal Information**

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

#### **Release of Address and Telephone Numbers**

Employee addresses and telephone numbers are not given to students or the public. Represented classified employees' home addresses and telephone numbers are provided to the SEIU Local 790 union as per the current contract, Article 5.B.2, and unless designated confidential by the employee.

Refer to **Form 1- Change of Name/Home Address/Phone Number/Emergency Information** for the following three sections.

#### **Name Changes**

Employees shall notify, in a timely period, the Human Resources Department of changes in their name by filing the appropriate form and providing a copy of their 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, phone numbers, and/or emergency contact information via the WEB4 by logging onto [www.ccsf.edu/w4.html](http://www.ccsf.edu/w4.html), 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 their current telephone number through which they may be reached in the event of an emergency. Employees are encouraged to maintain this information current by via the WEB4, or by filing the appropriate form. Forms are available from the Human Resources Department, Telephone 241-2246.

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The following areas fall under the administrative **jurisdiction of the Payroll Department at 241-2241**, unless otherwise stated:

Payroll Deductions  
Sick Leave Balance  
241-2273

Tax Shelter Annuity  
241-2312

**TAX-SHELTERED ANNUITY (TSA)**

A tax-sheltered annuity (TSA), also known as a 403(b) plan, is a retirement plan option available to all full-time and part-time employees. A 403(b) plan is a payroll-deducted tax deferred account.

403(b) plan contributions can be to either life insurance companies or mutual funds. Employees can choose from one hundred life insurance and mutual funds companies. Employees have the option to invest in two different companies at one time.

For a list of participating insurance companies and mutual funds and/or for further information regarding deducting monetary contributions to a TSA directly from your pay, please contact 241-2312.

**WEB4**

WEB4 is accessible via the CCSF website. WEB4 enables employees to view and maintain their personal information pertaining to address (es), phone number(s), and emergency contact(s). Additionally, employees may view their benefits plans and pay information including tax forms and time off balances and history. WEB4 may be accessed at <http://ccsf.edu/w4.html>. Please follow the User Login instructions.

**COMMUTER CHECK**

The City College of San Francisco participates in a "Commuter Check" program that allows employees to set aside money on a pre-tax basis from their paychecks for the cost of commuting to and from work on mass transit. Refer to **Form 2 - Commuter Check Program Payroll Form**. Forms are available from the Payroll Department, and they are accessible via the web at [www.ccsf.edu/Offices/Payroll](http://www.ccsf.edu/Offices/Payroll)

**CITY & COUNTY SF - CHARTER & MERIT SYSTEM****San Francisco Charter**

The Charter of the City and County of San Francisco is the legislative authority by which the City and County of San Francisco operates. It spells out the powers and responsibilities of the City and County of San Francisco as a whole, the duties and administration of the legislative, executive and judicial branches of the local government and other special provisions.

Included in the latter category is Article VIII, Education and Libraries, which provides in part:

"The Community College District shall be under the control and management of a Governing Board composed of seven members who shall be elected by the voters of the Community College District."

Article X, Personnel Administration, establishes the Civil Service Commission and provides that the Civil Service Commission shall adopt rules, policies, and procedures to carry out the civil service merit system provisions of the Charter.

**Civil Service Commission Rules**

The City College of San Francisco is a State agency, governed by the Education Code and the Educational Employment Relations Act. Pursuant to Education Code 88137, the District's employees (non-academic) are covered by the City and County of San Francisco's "merit system" of employment, which is overseen by the Civil Service Commission. The City and County of San Francisco Department of

Human Resources (DHR) is responsible for administering the policies, rules and procedures of the Civil Service Commission. Instructional aides are exempt from competitive Civil Service selection, appointment and removal procedures.

Civil Service Rule 101 AUTHORITY AND PURPOSE, Section 101.2 PURPOSE reads as follows:

"These Rules are prescribed for the purpose of implementing the Charter provisions, assuring continuance of the merit system, prompting efficiency in the dispatch of public business and assuring all persons in the classified service and all persons seeking admission thereto fair and impartial treatment."

The provisions of the Civil Services Rules Volume I, Miscellaneous Employees, (Rules) apply to District employees except as otherwise provided by the Rules, State law or Regulations or except as may be superseded by a collective bargaining agreement.

Specific questions regarding the Civil Service Commission Rules should be directed to the Classified Section of the City College of San Francisco Human Resources Department, 33 Gough Street, 241-2252.

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## APPOINTMENT AND CLASSIFICATION

### **Types of Civil Service Appointments**

**Permanent Civil Service (PCS)** - An appointment made as a result of a certification from an eligible list to a permanent position or to a position declared permanent.

**Probationary** - Status of civil service employees during a trial period following permanent appointment.

**Temporary Civil Service (TCS)** - An appointment made to a temporary position as a result of certification from an eligible list.

**Provisional** - An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which in either case, is time limited.

**Exempt** - An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Section 10.104 of the Charter. [Refer to **FORM 3 – Notice to Exempt Appointee.**]

### **Other Civil Service Definitions:**

**Part-Time** - Positions less than the established full-time normal schedule of hours per day or days per week.

**School-Term Only** - Positions in the District established for school term periods only.

**As-Needed** - A temporary or seasonal appointment of either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.

### **Classification and Assignment of Duties**

All non-exempt District classified positions have been reviewed and classified by the City and County of San Francisco Department of Human Resources (Civil Service Commission) according to their duties and responsibilities.

Each classification has a job code number and descriptive title. The duties and general characteristics for a position are contained in the

class specifications prepared by the Civil Service Commission.

The class specifications outline examples of the responsibilities and must not be considered complete and inclusive. Any duty contained within the specifications may be assigned. Responsibilities not specifically stated in the class specifications may also be assigned. Positions that are essentially similar in the type of work performed, with similar levels of difficulty and responsibility, are placed in the same classification.

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## REQUIREMENTS AT THE TIME OF HIRE

### **Social Security Number**

An employee must have a Social Security number.

### **Authorization to Work**

You must present documents to verify identity and authorization to work in the United States as required by the Immigration Reform Control Act of 1986. Failure to provide these documents may result in loss of eligibility. Acceptable verification documents are listed in the information pamphlet entitled "Federal Immigration and Naturalization Service Requirements" available at the City and County of San Francisco Department of Human Resources Information Center, 44 Gough Street, lobby level, telephone 557-4800.

### **Fingerprinting**

It is mandatory for new appointees to be fingerprinted since prints are used to research and obtain any conviction records from the California Department of Justice and/or the Federal Bureau of Investigation. The City College of San Francisco Department of Human Resources coordinates fingerprinting for appointees.

### **Misrepresentation or Falsification of Information**

Omissions or misrepresentation of information, or falsification of an application or document, may lead to removal from an eligible list, termination of employment, and/or restriction on future employment

with the District and the City and County of San Francisco.

### **Arrest and Conviction Policy**

Convictions by any court, including a military court, but not arrests, must be listed on the application for employment. A conviction does not necessarily preclude employment with the City and County of San Francisco. Each case is given individual consideration and carefully reviewed by the Department of Human Resources. A pamphlet entitled "*Applicant Information: Arrest and Conviction Policy*" is available from the City and County of San Francisco Department of Human Resources Information Center, 44 Gough Street, lobby level, telephone 557-4800.

The State Education Code prohibits the District from employing, or retaining in employment, persons that have been convicted of any sex offense, as defined in **California Education Code Section 87010**, or controlled substance offense, as defined in the **California Education Code Section 87011**. If, however, any such conviction is reversed, and the person acquitted of the offense in a new trial, or the charges are dismissed, the Education Code does not then prohibit that person's employment.

### **Security Clearance**

Prior to employment, a background review of criminal history, motor vehicle (driving) record, personnel history, and employment records is required.

### **License to Drive**

If the employee's job requires the employee to drive, the employee must have the appropriate licenses and **maintain** insurability under the District's automobile liability insurance policy. Only employees with a valid California driver's license will be authorized to operate a District and/or private vehicle. The District will use the State Department of Motor Vehicles' Pull Notice Program

to obtain information about employees as actions appear on their driving record. Failure to maintain license and insurability may be grounds for release of employment. The District will base driver-related decisions in compliance with the California Vehicle Code, as well the District's efforts to reduce vehicular accidents and exposure to liability.

### **Medical Examination**

Depending on the employee's classification, the employee may be required to pass a medical examination, including drug testing, as a condition of employment after a conditional offer of employment is made. Most medical examinations are conducted by the Department of Public Health, San Francisco General Hospital Medical Center, Occupational Health Service (OHS) located in Building 9, 2<sup>nd</sup> floor at San Francisco General Hospital at Potrero Avenue and 22<sup>nd</sup> Street.

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## **AFTER YOU ARE HIRED**

### **Employment Authorization**

Employees may not report to work for the first time on their new assignment until they have received a start-date authorization form (DBO 166-Employee Referral Form) from the District's Human Resources Office. Supervisors and Administrators cannot authorize an employee to start working until they receive the approved start-date authorization form.

### **Probationary Period and Permanent Status**

The probationary period is the final and most important phase of the selection process and is used for evaluating the performance of the employee in the position to which appointed. All appointments to permanent civil service positions are subject to a probationary period. Probationary periods shall be in accordance with Civil Service Rules (Rule 117 Probationary Period), current collective bargaining

agreements, or applicable District provisions or practice.

During the probationary period, the employee's work performance is evaluated by the supervisor and reviewed by higher level management. Factors considered by the District in determining whether to retain an employee beyond her/his probationary period include, but are not limited to, attendance, observation of established working hours and work periods, proper conduct and attention to duty, as well as job performance.

Employees transferring from a City department to the City College of San Francisco must **also** serve a new probationary period. Please refer to Civil Service Rule 117.3 Appointments Subject to Probationary Period to determine the types of permanent appointments that require a probationary period.

### **Review Period and Permanent Exempt Status**

In accordance with District practice, newly appointed permanent exempt employees are subject to an initial review period. A permanent exempt employee's employment relationship with the District is "at-will", except to the extent modified by an applicable collective bargaining agreement. An at-will employment relationship means that both employees and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause. During the initial review period, both employees and the District have the right to terminate employment for any reasons without advance notice. Successful completion of the initial review period does not change the at-will employment relationship.

Permanent exempt employees in the SEIU bargaining unit, who have been continuously employed for a minimum of 1040 hours at the time of the occurrence, are covered by the discipline procedure whereby unit members may be disciplined "for cause".

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## WORK SCHEDULES, ATTENDANCE AND OVERTIME

### Attendance

Regular and prompt attendance is an important requirement of the job. Each employee is expected to report on time for her/his scheduled work assignment each day. **The employee is responsible for notifying her/his supervisor on the first day of illness. The appropriate supervisor must be notified before 8:30 A.M. or within at least 30 minutes prior to the beginning of the shift. This process must be repeated daily. In the absence of the immediate supervisor, the next higher supervisor, normally the Dean/Director must be notified.**

If, for any reason, it is impossible for the employee to report to work or to report to work at her/his scheduled work time, it shall be the responsibility of the employee to notify the appropriate administrator or her/his designee of this fact prior to the established reporting time unless the employee is unable to give such notice in the circumstances; in such a case, the employee shall give notice as soon as possible. The consent of the administrator or her/his designee must be obtained in advance of any absence unless the necessity for the absence cannot reasonably be anticipated in advance. An employee must keep the administrator or designee informed of when she/he plans to return to work.

Absences for personal business will be without pay unless the prior agreement of the employee's supervisor is obtained to charge such absences to the employee's accumulated vacation or compensatory time credits. Excessive absenteeism, unauthorized absence or failure to notify your immediate supervisor when you are unable to report to work, may result in disciplinary action up to and including termination.

All City College of San Francisco classified employees are required to sign a daily/ weekly time sheet certifying their attendance.

### Work Hours

Except as otherwise provided in the collective bargaining agreements, the typical workweek is forty (40) hours consisting of five (5) consecutive days encompassing eight (8) hours of work completed within not more than nine (9) hours.

Regular College District office hours are from 8:00 A.M. to 5:00 P.M., with a one hour lunch period at mid-day except where continuous service is necessary, in which case a varied lunch hour may be specified.

Each employee is expected to observe the established working hours and to remain in her/his office or at her/his job site except when absent on official business of the District. During such absences, employees are required to keep their supervisors advised of where they can be reached.

Employees who are tardy, and who are non-exempt under the Fair Labor Standards Act, will have their pay reduced in proportion to the time lost from work. Repeated tardiness can be grounds for disciplinary action up to and including termination.

### Rest Breaks

Full-time employees are allowed two (2) separate 15-minute rest breaks per day; one in the morning, and one in the afternoon.

Part-time employees covered by the SEIU Local 790 collective bargaining agreement, who work a continuous shift of at least 3.5 hours per day are allowed one (1) 15-minute break after two (2) consecutive hours of work.

Occasionally, breaks may be delayed at the request of a supervisor in order to complete urgent work assignments or to fulfill District needs.

Breaks shall not be used in the following situations:

1. To arrive late for work;
2. To leave work early;
3. Within one (1) hour of the beginning or ending of regular work assignments, unless specifically authorized. Any such authorization shall not be considered as precedent-setting or as establishing a practice within that work area or within the District;
4. Added to the lunch hour.

Employees who misuse their break periods may be subject to disciplinary action up to and including termination.

### **Overtime**

An employee may be required to work overtime. Overtime is defined as *hours worked* either in excess of an eight- (8) hour day or a forty- (40) hour work week. Those employees electing to work ten- (10) or twelve- (12) hour work days, as part of a flexible work schedule, shall be compensated for all hours worked in excess of either a ten- (10) or twelve- (12) hour work day, as applicable.

Non-"Z" employees shall be compensated for overtime hours worked as follows. Overtime shall be compensated in cash at the rate of one-and-one-half times (1-1/2) the base hourly rate. Overtime shall be paid in cash; however, the employee may choose compensatory time in lieu of cash payment, as provided in the following section.

Employees designated as "Z" class fall within classifications exempt from the payment of overtime under the Fair Labor Standards Act. "Z" designated employees receive no cash payment for overtime worked, but shall be granted compensatory time off as set forth below.

Part-time employees are not eligible for paid overtime or compensatory time. Part-time employees will not normally be allowed to work in excess of their normal work schedule.

Advance written approval is required for all overtime work, and the overtime must be reported to the District's Classified Payroll Section, 33 Gough Street on

SFCCD Pay 311 [**FORM 4** - Time Report Form - Classified Overtime].

### **Compensatory Time Off**

Compensatory time off may be granted to an employee consistent with the Fair Labor Standards Act. Compensatory time shall be earned at the rate of time and one-half (1-1/2).

Employees occupying "non-Z" designated positions may accumulate compensatory time up to a maximum of 320 hours.

Employees occupying positions designated "L" (law enforcement) shall not accumulate a compensatory time balance in excess of 560 hours.

Employees designated as "Z" class shall not accumulate a compensatory time balance in excess of 320 hours.

Employees may use compensatory time in ½ hour increments.

Failure to report compensatory time used to the Classified Payroll section by the end of the pay period in which it is used may result in the absence being recorded as personal leave without pay.

**Refer to Forms: FORM 5 - DB0123** for reporting compensatory time earned, and **FORM 6 - Classified "Time-Off" Request Form** for requesting use of compensatory time.

**Flexible Work Schedule**

Temporary flexible work schedules may be provided with the written approval of the appropriate administrator or designee. Employees who work a normal 8-hour workday (40-hour work week) may voluntarily work more or less than 8 hours on a particular day provided they work a total of 40 hours in each week of their normal 14-day payroll period. Employees who request such flexible work assignments must complete and sign the "Flexible Work Schedule" form which (1) indicates that participation in the flex-time program is voluntary and (2) waives all rights to additional compensation with the exception of hours worked in excess of forty (40) hours in a work week. The Department head's decision to grant or deny a flexible work assignment is final and is not subject to a grievance procedure or any other appeal. [**FORM 7** -- Flexible Work Schedule]

**COMPENSATION****Payday**

The Payroll Department of the City College of San Francisco processes the payroll for classified personnel, including direct deposit, using the BANNER system.

The Payroll Department is also responsible for setting up all voluntary deductions such as 403b, health insurance, dental insurance, garnishments, etc. and involuntary deductions including federal and state taxes. All College employees are paid on a bi-weekly basis. The pay period begins on Saturday and ends on Friday. Payday is every other Tuesday, seven working days after the pay period ending date. If payday falls on a holiday, the checks are distributed the day before the holiday. The Payroll Department will make every effort to pay employees on time.

**Direct Deposit**

An employee may have their net pay deposited via Electronic Fund Transfer (EFT) to their checking or savings account in any financial institution within the United States. Employees may allocate their net check

to up to three (3) different bank accounts. Employees wishing to sign up for or change their direct deposit should contact the Classified Payroll Department at the District Business Office at 33 Gough Street, 241-2273.

[Refer to **FORM 8** -- Direct Deposit Action Form & Instructions.]

On payday, the employee will receive a "direct deposit advice notice", instead of a live check. The advice notice stub lists all pertinent payroll information for the respective pay period, check date and number, bi-weekly hours and wages, voluntary and involuntary deductions, and year-to-date wage and tax information. For further information contact the Classified Payroll Department of the City College of San Francisco, 33 Gough Street 241-2273.

**Longevity Pay**

An employee in any class in any city department, covered by the appropriate collective bargaining agreement, shall be granted an additional per hour longevity increment after completion of 10 years of continuous service working 20 hours per week or more. For longevity pay purposes, winter breaks, spring vacation, semester breaks, and the period between the end of the spring semester and the start of the fall semester are not considered as breaks in continuous service. For further information regarding longevity pay contact the Human Resources Department Classified Unit, 33 Gough Street, 241-2252.

**Salary Increment**

The Classified Section of the City College of San Francisco Human Resources Department determines eligibility for appointment to a particular step on the salary schedule and/or advancement through the salary steps. The eligibility rules vary depending upon the employee's classification, status, and length of service. Employees who have

questions or concerns regarding salary increments should contact the Classified Unit of the Human Resources Department, 33 Gough Street, 241-2252.

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## ASSIGNMENT AND EMPLOYMENT OPTIONS

### **Transfer**

Civil Service Rule 114, Article VI, governs appointments by transfer.

After successful completion of the probationary period, permanent appointees may request a transfer from a department of the City and County of San Francisco in the same class. An employee must complete a Request for Transfer with the City College of San Francisco Department of Human Resources and once approved, the employee must file the form with the City and County of San Francisco Department of Human Resources, 44 Gough Street.

Employees accepting a new appointment by transfer must give their CCSF department and the CCSF Human Resources Department fifteen (15) working days notice.

If the transfer is granted, the employee will be subject to a new probationary period. Refer to your collective bargaining agreement covering your class for probationary period information.

### **Additional Employment**

Additional or outside part-time employment for full-time employees is permitted only under limited circumstances and requires the written approval of both the City College and the City and County of San Francisco Departments of Human Resources. Such approval may only be given in increments of 6 months or less. Any such employment must not interfere with an employee's regular job and cannot exceed twenty (20) hours per week or 3 hours in any day. The required City and County of San Francisco Human Resources

Department form CSC 1-72a is available from the City College Classified Human Resources Section. For more information or to request a form consult a Human Resources Department representative. [Refer to **FORM 9** -- Request for Approval of Additional Employment.]

### **Promotional Opportunities**

Classified employees interested in promotional opportunities or interested in notification of examination filings for permanent employment opportunity are encouraged to take advantage of City and County of San Francisco Department of Human Resources (DHR) electronic card filing process. This process is automated and requires only an email address. Please access via the following website and click on "Go to Class Specifications":

<http://agency.governmentjobs.com/sf/default.cfm?action=jobs>

Employees may also visit the City and County's website at [www.sfgov.org](http://www.sfgov.org) for a listing of City and County of San Francisco employment opportunities.

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## SEPARATION PROCEDURES

### **Separation Procedures**

When you leave your employment with the City College of San Francisco you must return all supplies, keys, identification cards, access cards and any other City College of San Francisco property. Near the time of your departure, you may be asked to meet with the Human Resources Classified unit staff to review separation procedures and to provide you with information about health benefits.

### **Resignation**

If you intend to resign, please provide your department with notice at least ten (10) working days before your planned departure so that arrangements may be made to replace you. Resignation forms may be obtained from the Human Resources Department.

**Automatic Resignation**

If you are absent from your job without proper authorization, you may be subject to discipline. If you are absent from your job without proper authorization for five consecutive working days, or if you fail to return from an approved leave within such time, your absence will be deemed an "automatic resignation." Some employees may have appeal rights under the collective bargaining agreement.

**Layoff**

From time to time, budgetary or operational considerations may make it necessary to reorganize, reduce work hours, and/or layoff employees. The layoff and recall of District employees shall be in accordance with Civil Service rules and regulations and/or provisions of the collective bargaining agreements.

If you have any questions about the layoff process, contact the Human Resources Classified Unit.

**Unemployment Insurance**

Employees of City College of San Francisco who are laid off may be eligible to receive State unemployment benefits. Brochures explaining the unemployment program are available in the Classified Section of the City College of San Francisco Human Resources Department, 33 Gough Street, 241-2252.

For further information regarding the California Employment Development Department visit their website at [www.edd.ca.gov/](http://www.edd.ca.gov/)

**Termination**

The grounds and procedures for involuntary termination of employment may vary depending on whether you are an at-will employee. In most instances, at-will, probationary and some provisional employees may be terminated for any legal reason.

In other cases, termination must be for cause (for example, poor performance, misconduct, absenteeism, fraud, etc.). In those cases, employees for whom

discharge is being considered will receive written notice of the grounds for discharge, the underlying basis, and the proposed discipline and will have an opportunity to be heard in his or her own defense, assisted by a representative of the employee's choosing, prior to the final decision. Employees should consult their collective bargaining agreement for information regarding appeal rights. For more information contact the Human Resources Department.

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**RETIREMENT****Contributions**

Currently the District pays the full amount of an employee's contribution to the San Francisco Employment Retirement System (SFERS) or the Public Employees Retirement System (PERS), whichever is applicable. The District pays at the rate of 7.5%, or 8% for those employees who were enrolled in the Retirement System prior to November 2, 1976, of covered salary (excluding overtime earnings), as appropriate.

**Membership**

Permanent (full-time and part-time) and permanent/exempt (full-time only) employees are eligible for immediate membership to the SFERS. Coverage commences on the first date of the month following the date of permanent appointment and enrollment. All other employees must earn not less than 1040 hours of compensation during any twelve (12) month period in any classification to be eligible for membership.

An employee must designate a beneficiary (ies) for death benefit purposes. Please note, failure to comply with this requirement will result in the City and County of San Francisco Employee's Retirement

System Department designating the employee's ESTATE as the beneficiary.

Employees should visit the Retirement System office at least three months before the date they plan to retire.

For further information regarding the retirement system and the benefits provided, contact the Retirement System Membership Division, 30 Van Ness Street, Suite 300, 554-1500.

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.

## BENEFITS & DISABILITY INSURANCE COVERAGE

BENEFITS ELIGIBILITY MATRIX	Permanent Classified	Temp. STO Classified	Temporary Classified
HSS Health	YES	Yes, If Qualify	Yes, If Qualify
District-Paid Dental	YES	NO	NO
Employee-Paid Dental	NOT APPLIC.	YES	YES
Drug Co-Pay Reimbursement	YES, If Full-Time	YES, If Full-Time	YES, If Full-Time
Group Life Insurance	YES	NO	NO

### Health Service Benefits

The District provides medical care insurance programs to eligible classified employees as determined by the District Board of Trustees and/or the City and County of San Francisco Health Service System (HSS) as appropriate 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:

HSS provides several alternative health plans. All plans include a vision plan. HSS will automatically place the employee under the City and County's Health Plan (Plan One) 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.

Temporary employees who work twenty (20) or more hours per week and have completed six (6) months or more of continuous service may become members of the HSS.

Health Service benefit coverage for temporary school-term employees ends at the close of the academic year except where the employment is extended through the summer session(s) at twenty (20) hours per week, and is reinstated upon re-employment and re-enrollment at the beginning of the next academic year. An academic year is defined as a Fall and Spring semester and does not include the summer session(s).

Employees who have underlying permanent employee status shall continue membership in the HSS.

HSS now requires the Social Security number of each of your enrolled dependents.

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 your dependent.

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 City College of San Francisco Employees Booklet provided to all eligible employees by HSS during the open enrollment period or contact 241-2358.

#### **Dental/Orthodontia**

The District provides, in accordance with carrier Delta Dental Plan of California requirements, dental and orthodontia coverage to eligible permanent full-time and permanent part-time employees and their eligible dependents as follows:

Dental Insurance: General, Per year \$2,000  
Lifetime Orthodontia \$1,500

Permanent employees must regularly work at least 20 hours or more per week to be eligible.

Temporary employees who regularly work at least 20 hours or more per week and have completed six months or more of continuous service are eligible for coverage at their own expense by the dental plan provided by the District.

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, 33 Gough Street. For additional information, call the Human Resources Department Benefits unit at 241-2358.

#### **Prescription Drug Plan**

Full-time classified employees 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. Refer to **FORM 10** – Prescription Drug Co-Pay Reimbursement Form.

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**

The District provides, in accordance with carrier requirements, life insurance coverage to permanent employees.

Each eligible employee is provided with a \$50,000 group term life insurance policy covering the life of the employee only.

Eligibility for and continuation of Drug, Dental, and Life Insurance coverage commences on the first day of the month following the date of permanent appointment and enrollment.

**State Disability Insurance**

If the employee is in a classification approved for coverage under the State Disability Insurance (SDI) Program, she/he is eligible for SDI benefits, assuming she/he meets all eligibility requirements.

The employee is responsible for obtaining and processing the required SDI forms and doctor's certification.

Employees on State Disability Insurance should immediately contact the District's Classified Payroll Office at 241-2273 to avoid payroll errors. Civil Service Rule 120.24 Use of Sick Leave with Pay Credits to Supplement State Disability Insurance, requires that sick leave be used to supplement SDI benefits at the minimum rate in units of one hour. An employee wishing not to supplement or who wishes to supplement with compensatory time or vacation, must submit a written request on the appropriate form to the appointing officer or designee within seven (7) calendar days following the first date of absence.

For further information regarding applying for state disability benefits, employees may also wish to visit the Social Security Website at [www.ssa.gov](http://www.ssa.gov)

**Social Security**

Generally, all classified employees except uniformed members of the District Police Department are enrolled in the Federal Social Security system and are subject to Social Security tax deductions from paychecks. In general, all employees are covered under the Medicare portion of Social Security except as otherwise provided by the Social Security Act. The Medicare tax is also deducted from employees paychecks.

Exceptions include Classes 8204 Institutional Police Officer, 8205 Institutional Police Sergeant, 8206 Institutional Police Captain, 8209 Institutional Police Lieutenant, and 8287 Chief of College Police.

**HOLIDAYS, ADDITIONAL DAYS OFF WITH PAY, AND VACATION****HOLIDAYS**

The following is a list of holidays for all eligible classified employees of the City College of San Francisco. While the specific holidays or dates may change, the total number of designated holidays plus the three floating holidays is fourteen (14).

**Effective FY 2004/2005:**

Independence Day (Observed)  
 Labor Day  
 Veterans' Day (Observed)  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day (Observed)  
 New Year's Day (Observed)  
 Dr. Martin Luther King Jr.'s Birthday (Observed)  
 Lincoln's Birthday (Observed)  
 Washington's Birthday (Observed)  
 Memorial Day (Observed)  
 Three Floating Holidays\*

**Effective FY 2005/2006:**

Independence Day (Observed)  
 Labor Day  
 Veterans' Day (Observed)  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day (Observed)  
 New Year's Day (Observed)  
 Dr. Martin Luther King Jr.'s Birthday (Observed)  
 Washington's Birthday (Observed)  
 Cesar Chavez' Birthday  
 Memorial Day (Observed)  
 Three Floating Holidays\*

If any of these holidays fall on Sunday, the following Monday is observed as a holiday. If any of these holidays fall on Saturday, the preceding Friday is observed as a holiday. If you are required to work

on a holiday, contact the Human Resources Department or refer to your collective bargaining agreement for information and rates of pay or an in-lieu day off.

Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holidays on a proportionate basis. Part-time employees who are eligible for holiday pay will receive holiday pay based upon a ratio of 1/10 of the total hours regularly worked in the preceding bi-weekly pay period.

### **Floating Holidays**

An employee may take floating holidays as specified in the collective bargaining agreement for their classification.

Floating Holidays must be taken in the fiscal year earned and on a day selected by the employee subject to the approval of her/his supervisor. Employees must complete six months of continuous service before becoming eligible for Floating Holidays. Floating Holidays may be taken in 1/2 increments.

\*Eligible School Term Only (STO) employees who are not scheduled to work the designated days between Christmas Day and New Year's Day shall be granted an additional three (3) floating holidays:-

Requests for floating holidays shall be submitted on **FORM 6** - Classified "Time Off" Request Form at least

two weeks in advance and are subject to the approval of the appropriate administrator or her/his designee. Any subsequent modifications in the schedule require the approval of the appropriate administrator or her/his designee at least one week prior to the requested change. Request for addition or cancellation of floating holidays are made on the same FORM 5– Classified "Time Off" Request Form. All forms must be submitted to the Gough Street Classified Payroll Office at least five (5) days in advance.

### **ADDITIONAL DAYS OFF WITH PAY**

Eligible employees have been granted additional days off with pay by the District. Please contact the Human Resources Department for specifics at 415/241-2446.

Eligible School Term Only (STO) employees who are not scheduled to work the Spring Break will not be paid for these days off.

Please refer to **APPENDIX D** – Fiscal Year 2004-2005 – Classified Holiday Schedule and Additional Days Off With Pay.

### **Employees NOT Eligible for Holiday Compensation**

Part-time temporary employees who are employed on an intermittent basis, or on an as-needed, seasonal, or project basis for less than six (6) months continuous service, or persons on leave without pay status both immediately preceding and immediately following the legal holiday, or who are employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period are not eligible for paid holidays.

College aides (3591's) are not eligible for holiday pay.

### **VACATION**

#### **Eligibility**

Employees who work a regular schedule of 20 hours per week or more and who have completed one (1) year or more of continuous service are entitled to annual vacations. For this purpose, Christmas, spring vacation, semester breaks, and the period between the end of the spring semester and the start of the fall semester are not considered breaks in continuous service.

Employees are not eligible to use vacation time in the first year of continuous service.

School Term Only (STO) employees are eligible to use their vacation accruals on their anniversary date on a pro-rata basis.

Vacation allowances are based on length of service. Eligible employees generally receive the following vacation allowances:

1. A maximum of ten (10) working days per year for the first five (5) years of service after completion of the first year of service based on a vacation allowance computed at the rate of .0385 of an hour for each hour of paid service;
2. A maximum of fifteen (15) working days per year after five (5) years of service based on a vacation allowance computed at the rate of .0577 of an hour for each hour of paid service;
3. A maximum of twenty-two (22) working days per year after ten (10) years of service based on a vacation allowance computed at the rate of .0847 of an hour for each hour of paid service.

Employees represented by the San Francisco Building and Construction Trade Council Union and stationary engineers receive a maximum of twenty (20) working days per year after fifteen years of service.

Employees may elect not to take their entire vacation in any one year and in such event may accumulate the days allowable and not taken for use at some future time, with the provision, however, that no employee may accumulate unused vacation allowance in excess of 480 hours.

#### **Vacation Pay**

You may use your vacation allowance in ½ hour increments.

In computing vacation pay, no employee shall be considered to work more than five (5) days each week.

Vacation pay for employees working less than a five (5) day week shall be computed proportionately.

When a holiday falls on a regular work day and the employee would as a matter of law have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the employee's vacation allowance.

An employee with one year or more of continuous service who ceases employment with the District and who has neither received nor waived her/his current annual vacation allowance shall receive an amount equivalent to any accumulated pro-rata vacation allowance due her/him since January 1 of the calendar year in which she/he ceases to be employed, together with an amount equivalent to any accumulated vacation allowance due her/him.

#### **Requesting/Scheduling Vacation**

Requests for vacation shall be made on the appropriate District form as early as possible. Individual work units may establish reasonable deadlines for employees' submission of vacation requests. Any subsequent modifications in vacation schedules require the approval of the appropriate administrator or her/his designee at least one week prior to the requested change. Request for additional or cancellation of vacation days are also made on the Classified "Time-Off" Request Form. Forms are available at the Gough St. Classified Payroll Office. All forms must be submitted to the Gough St. Classified Payroll Office at least five (5) days in advance.

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## LEAVES OF ABSENCE

Except as otherwise provided for in negotiated collective bargaining agreements leaves of absence are governed by Civil Service Rule 120 Leaves of Absence and collective bargaining agreements. All requests for leaves must be approved by the appropriate department head and by the Chancellor or designee. A request for leave in excess of five working days must be made on Civil Service form CSC 7-20, copies of which are available from the City College of San Francisco Human Resources Department, Classified Unit, 33 Gough Street at 241-2252. [Refer to **FORM 11** - Request for Leave.]

Extensions or abridgments of leaves of absence may be made only with the approval of the Chancellor or designee. An employee who does not return to work on her/his approved date shall be deemed away without official leave (AWOL) and shall be subject to automatic resignation. In the absence of an automatic resignation, an unauthorized leave of absence may be grounds for discipline.

Contact the Human Resources Department, Benefits Unit, for information regarding the affect on health and/or dental benefits while on unpaid leave of absence.

### **SICK LEAVE WITH PAY**

Sick leave with pay is a privilege and should be requested and shall be granted only in cases of absence because of illness which incapacitates the employee for the performance of duties or as otherwise defined in Civil Service Rule 120 Leaves of Absence.

Eligible employees earn sick leave with pay credits at the rate of .05 hours for each hour of regularly scheduled paid service excluding, overtime exceeding forty (40) hours per week and holiday pay, except that an employee on disability leave shall earn sick leave with pay credit at her/his normal rate.

Sick leave with pay may not be taken until completion of six continuous months of regularly scheduled paid service. No minimum number of hours worked per week is required to be eligible for sick leave benefits so long as the employee works a regular work schedule.

For this purpose, Christmas, spring vacation, semester breaks, and the period between the end of the spring semester and the start of the fall semester are not considered breaks in continuous service.

It is the employee's responsibility to notify their supervisor when they are unable to report for duty because of illness, and of the approximate date of their return to work.

If you have earned sick leave with pay credits, you may use them:

- when you are unable to work because of illness or injury, not job-incurred;
- for medical or dental appointments;
- for absence due to the death of a member of your immediate family as defined in the Civil Service Rules;
- for absence due to death of a member to whom the employee may reasonably be deemed to owe respect;
- for the absence due to pregnancy or convalescence period following childbirth;
- for absence due to illness or medical appointment of a parent, dependent child, or spouse of employee, or;
- for absence due to quarantine declared by the Department of Public Health or other authority.

In accordance with the California Labor Code Section 233, employees may use in any calendar year, all the employee's accrued and available sick leave entitlement to attend to the illness or medical of a child, parent, or spouse or registered domestic partner of the employee. All conditions and restrictions placed on the employee for the use of sick leave shall also apply to the use of sick leave by the employee to attend to illness of her/his child, parent, spouse, or registered domestic partner.

The employee is responsible for notifying her/his supervisor on the first day of illness. The appropriate supervisor must be notified before 8:30 A.M. or within at least 30 minutes prior to the beginning of the shift.

This process must be repeated daily. In the absence of the immediate supervisor, the next higher supervisor, normally the Dean/Director must be notified.

To be considered an excused absence and to be paid for sick leave in excess of five consecutive working days, the District requires that the employee's health care provider certify, by letter or by Request for Leave Form, CSC 7-20, the employee's illness and/or inability to perform her/his job. Form CSC 7-20 is available from the City College of San Francisco Human Resources Department Classified Section, 33 Gough Street, 241-2252. Failure to submit an illness certification will result in the time being reported as absent without leave (AWOL) and may be grounds for discipline.

Except as otherwise provided for in a collective bargaining agreement sick leave with pay credits shall may be used and deducted at the minimum rate of increments of one-quarter (1/4) hour for those employees whose credits are calculated in hours.

Unused sick leave may be accumulated until a maximum accumulation of 1,120 hours is reached.

### **SICK LEAVE WITHOUT PAY**

#### **Sick Leave without Pay – Eligibility**

Subject to the provisions of Civil Service Rule section 120.18, sick leave without pay may be granted to employees who are not eligible for sick leave with pay or, subject to the approval of the appointing officer or designee, employees may choose not to use their sick leave with pay credits.

#### **Sick Leave without Pay – Temporary and Provisional Employees**

Sick leave without pay may be granted to temporary or provisional employees. Such leave shall be renewed monthly and shall not be extended beyond three (3) calendar months except for sick leave – maternity.

#### **Sick Leave without Pay – Permanent Employees**

Sick leave without pay may be approved for permanent employees for the period of the illness provided that requests for prolonged leave shall be renewed every three (3) months and provided further that such leave shall not be extended beyond a period of one (1) continuous year unless the physician designated by the Human Resources Director advises that there is a reasonable probability that the employee will be able to return to employment.

If the physician designated by the Human Resources Director determines that there is no reasonable probability that the employee will be able to return to duty, the appointing officer shall have good cause for discharge.

The physician designated by the Human Resources Director may defer certification of capability for additional periods of three (3) – month intervals for up to one (1) additional year.

**Prohibition Against Employment While on Sick Leave With or Without Pay**

Employees are prohibited from working in any other employment when on sick leave with or without pay unless, after considering the medical reason for the sick leave without pay, the appointing officer with the approval of the Human Resources Director.

**FAMILY MEDICAL LEAVE ACT (FMLA)**

Employees may have a right to take leave under the Federal Family and Medical Leave Act (FMLA) if you have at least 12 months of service with the City College of San Francisco and have worked at least 1250 hours in the 12 month period prior to the date the employee begins her/his leave. FMLA allows for a maximum of 12 weeks of leave in a 12-month period for any of the following reasons:

1. The birth, adoption, or placement of a child with you in foster care;
2. The employees' own serious health condition;
3. The serious health condition of the employee's child, parent, spouse or domestic partner that requires the employee's care;

The 12-month period is a "rolling" 12-month period measured backward from the date that an employee uses FMLA leave.

This leave may be taken on an intermittent basis where medically necessary. If the employee will be taking intermittent leave, the employee may be required to meet with their supervisor and/or other designated individuals in her/his department to work out scheduling issues. The employee must also keep their supervisor informed of any changes to their planned leave schedule.

Family and Medical Leave is unpaid. However, depending on the provisions of the employee's

collective bargaining agreement, the employee may use certain types of accrued paid time (such as sick leave, vacation, compensatory time off, or floating holidays) in order to receive pay during the leave. The employee may be required to use accrued sick or vacation time during a Family and Medical Leave.

**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 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 FMLA leave, the District will maintain the employee's health coverage under

her/his "group health plan." The employee continues to be responsible for her/his share of the premium costs, if any.

Upon return from FMLA leave, the employee will likely be restored to her/his original or equivalent position with equivalent pay, benefits, and other employment terms unless the employee can no longer perform the essential job functions. In addition, the District reserves the right not to reinstate employees who are considered "key" employees. The District will notify such employees of their "key employee" status and the conditions under which they may be denied reinstatement, if applicable.

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.**

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information: Contact the Human Resources office at 241-2246.

### **PREGNANCY DISABILITY LEAVE**

Any employee who is disabled by pregnancy, childbirth or related medical conditions may take an unpaid pregnancy disability leave ("PDL"). Conditions for which leave is available include prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth. 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 your 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.

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.

PDL is unpaid. However, the employee has the option to use accrued sick time, vacation, compensatory time off, or floating holidays to receive their pay during a PDL. If the employee is otherwise eligible for state disability insurance benefits, the employee may be eligible to receive SDI benefits during PDL as well.

Contact the Human Resources Department at 241-2246 for additional information and applicable forms.

### **Requesting Family/Medical, Pregnancy Disability, or Paid Family Leave Law**

If possible, you must provide at least 30 calendar 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 that are unforeseeable, an employee must notify her/his supervisor or contact the Human Resources Department, at least verbally, as soon as the employee learns of the

need for the leave. If an employee needs to take a leave, the employee must fill out the applicable forms available from the Human Resources Department.

Before an employee begins her/his leave (if foreseeable), or as soon as possible after (if not foreseeable), the employee will have to submit a certification form from her/his health care provider, or that of the family member requiring the care of the employee, stating that the leave is medically necessary. Contact the Human Resources Department for the applicable certification form.

Failure to comply with the notice and certification requirements is grounds for, and may result in deferral of the requested leave until the employee complies with the notice policy, or denial of the employee's requested leave.

#### **LACTATION ACCOMMODATION**

Pursuant to Labor Code Sections 1030-1033, effective January 1, 2002, the District will provide private space and a reasonable amount of break time during work hours to accommodate employees who are nursing mothers. Contact Human Resources at 415/241-2246 if you have questions about the policy. Please contact the appropriate Campus Dean 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.

#### **Paid Family Leave Law**

**The PFL benefit is a component of the California State Disability Insurance (SDI) program and is administered by the state EDD's Disability Insurance Branch.**

The Paid Family Leave (PFL) law provides partial wage replacement for employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child. **It does not provide additional leave, job protection or reinstatement rights beyond those provided by the Family Medical Leave Act ("FMLA"), California Family Rights Act ("CFRA"), or any other pre-existing, applicable leave entitlement.**

Paid Family Leave covers all employees who are covered by SDI (or by a voluntary plan in lieu of SDI). To be eligible, the employee must have earned at least \$300 from which deductions were withheld.

Employees wishing to receive Paid Family Leave benefits must file a claim with the EDD and provide documentation supporting the request.

Contact the Human Resources Department for further details at 241-2246.

**Catastrophic Illness Donors**

Employees of the District may individually transfer their accrued sick leave or vested vacation allowance credits to another individual employee of the District or of the City and County of San Francisco who has been determined to have sustained a life threatening illness or injury, and who has exhausted her/his vacation allowance, sick leave, and compensatory time off. Such employee shall be determined to be catastrophically ill.

For further details contact the Human Resources at 241-2246.

**Bereavement Leave**

Bereavement leave shall be in accord with Civil Service Rule 120.7.3. The following exception to rule 120.7.3 shall apply:

- a. bereavement leave pursuant to Civil Service Rule 120.7.3, shall not be charged against sick leave in connection with absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, grandchildren, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian, or any person who is permanently residing in the household of the employee;
- b. bereavement leave pursuant to Civil Service Rule 120.7.3 shall be charged against sick leave in connection with absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect.

**Witness or Jury Duty Leave**

Civil Service Rule 120.34 *Leaves of Absence, Witness or Jury Duty Leave*, states: An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service (Charter Section

A8.400(g). The employee must obtain a "Jury Duty Certificate" from the Jury Commission or Court Clerk. The employee must provide this certificate to their supervisor who in turn submits it to the payroll department. An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

Paid witness or jury duty leave generally shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off, unless otherwise provided for in the applicable collective bargaining agreement. Employees shall notify the appointing officer immediately upon receiving notice of jury duty. An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

**Military Leave**

Under certain conditions, the employee may be granted military leave. Certain employees on military leave may receive their regular compensation for a period not to exceed thirty (30) calendar days. A copy of the employee's official orders must be attached to the request for military leave. Consult a Human Resources Department representative for more information.

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## EDUCATIONAL OPPORTUNITIES

### **Classified Staff Development**

The Classified Senate and the SEIU Local 790 sponsor a classified staff development day every semester. Workshops and training sessions pertaining to professional development and personal well-being are offered. All classified staff are encouraged to attend.

### **Educational Leave**

For information regarding Educational Leave classified employees should refer to their respective collective bargaining agreement or contact Human Resources for details at 241-2246.

## **EDUCATIONAL OPPORTUNITIES FOR SEIU MEMBERS**

### **Enrollment Fee Waiver Program**

To improve staff development opportunities, the District will waive enrollment fees for eligible SEIU represented classified employees who enroll in District credit courses provided that (1) course meeting dates/times shall not conflict with work schedules, and (2) enrollment shall be on a space available basis. Waiver of fees shall be limited to enrollment fees, telephone registration fees, and health fees for up to fifteen (15) units per fiscal year. Waiver of fees shall not include Non-resident/International Student Tuition.

Employees who wish to enroll in a course must follow normal District processes regarding admission and enrollment.

Eligible classified employees are those employees who work a regular (full-time or a minimum 20 hours/week part-time) and who have completed one (1) year or more of continuous service. For this purpose, Christmas, Spring break, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service.

Refer to **Form 12 – Employee Enrollment Fee Waiver Program**. Forms are available from the Human Resources Classified Unit at 33 Gough Street. Please contact 241-2246.

### **Book Loan Program**

Eligible SEIU represented classified employees may borrow textbooks for District coursework at no cost from the Bookstore, provided that they complete the "City College of San Francisco Classified Book Loan Program" form and comply with all of the requirements set forth in that form. Refer to **Form 13 – CCSF Classified Book Loan Program**. Forms are available at the Ocean Avenue Campus, Batmale Hall Room 307, at the Human Resources Department at 33 Gough Street, and at each Campus main office.

### **SEIU Grant – Enrollment Fee Reimbursement Grant**

To improve educational opportunities, the District will allocate funds during the term of the 2004-2007 SFCCD/SEIU Local 790 CBA, to reimburse eligible employees who submit verification of successful completion of approved course work up to \$500 per academic year, subject to the limitations set forth below. The Office of Professional Development is responsible for the distribution of funds under this provision.

- Employees must meet the eligibility requirements as stated below.
- The course work must be for continuing education purposes.
- Prior written approval of courses must be obtained from the Professional Development Office.
- Employees shall not be allowed to work flexible hours to attend such courses.

Eligible classified employees are those employees who work a regular schedule of 20 hours per week or more and who have completed one (1) year or

more of continuous service. For this purpose, Christmas, spring vacation, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service.

Employees who wish to avail themselves of this program must complete and submit an SEIU Local Union 790 Classified Educational Opportunities/ Enrollment Fee Reimbursement Grant form in accordance with the grant guidelines. [Refer to **FORM 14.**]

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## COMPUTER LABS

**Technology Learning Center**

**Ocean Campus, L312**

**Help Desk (faculty & staff): 239-3711**

<http://www.ccsf.edu/tlc>

### **Computer Labs for Faculty and Staff**

The Technology Learning Center (TLC) is a computer lab training room and help facility open to all City College of San Francisco employees.

Batmale 313: The open lab on the Ocean Avenue 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 E** – CCSF Computer Usage Policy.

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## SAFETY ON THE JOB

### INJURIES & WORKERS' COMPENSATION

#### **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 is required to report 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.

PLEASE REPORT ALL DANGEROUS WORKPLACE CONDITIONS TO THE VICE CHANCELLOR OF FINANCE & ADMINISTRATION AT (415) 241-2229

The Computer Safety Working Group of the Teaching Learning Technology Roundtable at City College of San Francisco provides information on ergonomics, the key to computer-use safety. [Refer to the inside back cover of this handbook.]

#### **Claim Procedures**

1. Within 24 hours of knowledge of an employee's work related injury or illness, the employer must provide a claim form (DWC Form 1) to the employee. [Refer to **FORM -15.**]

2. The supervisor must fill out an Employer Report of Occupational Injury or Illness Form (5020) immediately after learning about the injury or illness. [Refer to **FORM -16.**]
3. The supervisor also completes the Supervisor's Incident Investigation Report as directed. [Refer to **FORM 17**]
4. Supervisors must turn in both the completed Employee's claim form (DWC Form 1), the Employer's Report Form (5020), and the Supervisor's Incident Investigation Report for proper processing to: Office of the Vice Chancellor of Finance and Administration, 33 Gough Street, San Francisco, CA 94103 attn: Worker's Compensation Desk.
5. The City of San Francisco's Division of Worker's Compensation will accept or reject the claim within 90 days.

If the claim is ACCEPTED – Benefits are provided

If the claim is DENIED – Employee may file an application to appeal the claim

### **Medical Treatment**

If you need medical care for a work-related injury during regular work hours, go to the San Francisco General Hospital Occupational Health Service Clinic.

If you sustain work-related injuries 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 aid only and who cannot treat themselves should contact the Student Health Service, Bungalow 201, 239-3110. In case of severe traumatic injury requiring immediate medical assistance, call Emergency Services (911). If you are outside San Francisco, go to the nearest Emergency

Hospital for treatment and notify your 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 accord with the procedures outlined below, may be treated by their personal physician(s).

### **Designated Providers and "After Hours"**

#### **Treatment Sites**

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 injury or illness. **The City and County of San Francisco's (City's) designated provider is the San Francisco General Hospital, Occupational Health Service (SFOHS) Clinic located at SFGH, 1001 Potrero Avenue in building 9, 2<sup>nd</sup> Floor (at the intersection of 23<sup>rd</sup> and Utah Streets). The clinic is open Monday through Friday 7:30 am to 4:30 pm. The main telephone number is (415) 206-8998.** 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.

#### **Designated "After Hours" Treatment Sites**

Any CCSF employee who sustains a work-related injury or illness requiring medical attention **outside** of the clinical hours listed above may obtain that care at any of the facilities listed below.

Appointments are not necessary before the first visit. However, before seeking treatment, all employees must follow departmental procedures for reporting their injury/illness.

#### **San Francisco General Hospital Emergency Department**

1001 Potrero Avenue, San Francisco, CA  
Telephone: 206-8111

This facility is located between 22<sup>nd</sup> and 23<sup>rd</sup> 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 24<sup>th</sup> Street.

**California Pacific Medical Center – Davies Campus**

Castro and Duboce Streets, San Francisco, CA  
Telephone 600-0600

This facility is located between 14<sup>th</sup> and Duboce, 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 from 5:00 p.m. to 9:00 p.m.

Report to Kaiser San Francisco Emergency Department after 9:00 p.m.

2200 O'Farrell at Divisadero, San Francisco, CA

Telephone 202-2000

Bus lines 38, 24, and 43 can reach this facility. Parking is available in the adjacent garage.

**Saint Francis Memorial Hospital Emergency Department**

900 Hyde Street, between Pine and Bush

Telephone 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 and Fulton

Telephone 750-5700

Bus lines 5,21, and 33 serve this facility. Parking is available in the Emergency Department parking lot and in the adjacent parking garage.

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

SFO Medical Service at SF Airport. The clinic is located in the International Terminal on the ground floor. Hours: 7 days a week, 7 am to midnight. Telephone:

(650) 749-5600. Free (validated) parking available in the Short Term Parking garage.

**\*Designation of a Personal Physician**

If an employee prefers to be treated by her/his own physician, s/he must complete an Employee Pre-Designation of Physician, Chiropractor, or Acupuncturist for Treatment of Work-Related Injuries Form (**FORM 18**). These forms are available 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.

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**WORKPLACE SECURITY**

**PM 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 in accordance with the Workplace Violence procedures. 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.

**“Student Right to Know and Campus Security Act of 1990”**

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.

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## **ADDITIONAL RULES, POLICIES & REGULATIONS**

### **Drug Free Workplace**

**Employee Assistance Program**  
**1360 Mission Street, Suite 400**  
**San Francisco, CA 94103**  
**554-9580**

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.

Information and counseling about the dangers of drug abuse, in or out of the work place, as well as limited one-time referral services are available at the Employee Assistance Program

### **Additional References:**

National Institute on Drug Abuse Hotline  
 1-800-662-HELP

**[www.nida.nih.gov](http://www.nida.nih.gov)**

National Cocaine Hotline : 1-800-COCAINE

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

### **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 five feet of the exit doors. S.F.C.C.D. AR 7.1302P, Gov. Code 19994.30, Gov. Code 19994.31 and Gov. Code 19994.32.

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

### **Use of Property for Business Purposes Only**

All San Francisco Community College District equipment, devices and materials (e.g. photocopier, telephones, computers, stationery, etc.) must be used only for conducting District business. Use of District property for personal or private purposes, or employee organization business, or other non-District business is strictly prohibited.

# Salary Schedule

# Appendices

# Forms

City College of San Francisco  
Human Resources Department

Clara Starr, Director  
Lety Sazo, Senior Personnel Analyst

Fall 2003 – Spring 2004

