

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE OF SAN FRANCISCO

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Human Resources Department

# **FACULTY EMPLOYEE HANDBOOK**

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# FACULTY EMPLOYEE HANDBOOK

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SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE OF SAN FRANCISCO

HUMAN RESOURCES DEPARTMENT

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[Human Resources | CCSF](#)

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## INTRODUCTION

The purpose of the Faculty Handbook is to inform and support San Francisco Community College District (SFCCD) / City College of San Francisco (CCSF) faculty in their adherence to the principal rules, regulations, practices, and procedures essential to their role and job responsibilities and that reflect the institution's mission and vision [City College's Mission and Vision | CCSF](#).

Faculty members are expected to adhere to the responsibilities as described in this handbook as well as to the documents referenced in the Sections, and should familiarize themselves with the handbook contents and to seek further information or clarification where needed.

In an effort to ensure the most recent and meaningful information, faculty can access applicable District regulations contained in the San Francisco Community District Policies and Administrative Procedures. Refer to [CCSF Policies & Administrative Procedures | CCSF](#) for specific citations. The AFT/CCSF Collective Bargaining Agreement can be found at [American Federation of Teachers \(AFT\) Local 2121 | CCSF](#). References in the Faculty Handbook have also been made to sections of the City College of San Francisco Catalog, which is available online at [CCSF Catalog | CCSF](#).

NOTE: Sections and provisions contained in this handbook are subject to change in applicable statutes, policies, regulations, agreements, and procedures. This handbook or sections of the handbook will be deemed invalid in the event that it should be inconsistent with applicable law, District policy, administrative regulations, or other governing rules or codes; nor does it have the force of law to replace any changes made in matters properly negotiated by the District with legally recognized employee organizations.

**This handbook supersedes previous editions of the Faculty Handbook.**

**2024**

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## **Section 1**

### **San Francisco Community College District**

## **SECTION 1.1 CITY COLLEGE OF SAN FRANCISCO**

### **History**

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

Instruction began in August 1935 in temporary facilities at the University of California's Extension Division Building and at Galileo High School. Later, CCSF secured the site at Balboa Park and built Science Hall, the first college building.

On November 21, 1970, City College of San Francisco and the Adult Education division of SFUSD joined to form a new educational entity -- the San Francisco Community College District (SFCCD). Initially, the SFCCD had City College of San Francisco and the Chancellor's Office with the District Office, which encompassed the District Business Office, District Personnel Office, and Payroll Department. The noncredit Adult Education Centers were led by the Associate Vice Chancellor, who reported directly to the Chancellor. The SFCCD was subsequently reorganized into three divisions: City College of San Francisco for credit instruction and services, Community College Centers for noncredit instruction and services, and the Chancellor's Office with the District Office. SFCCD expanded its services to locations throughout San Francisco in keeping with the concept of being "The College without Walls."

On May 23, 1991, the Board of Trustees adopted the recommendations of the Reorganization Implementation Steering Committee (RISC) to merge the then named noncredit Community College Centers with the credit division into a single educational delivery system with a single administration to be known as it is today, City College of San Francisco.

### **Vision**

CCSF shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of San Francisco and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality. Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body.

### **Mission Statement**

Consistent with our Vision, City College of San Francisco provides educational programs and services that promote student achievement and life-long learning to meet the needs of our diverse community.

Our primary mission is to provide programs and services leading to:

- Transfer to baccalaureate institutions;
- Associate Degrees in Arts and Sciences;
- Certificates and career skills needed for success in the workplace;
- Basic Skills, including learning English as a Second Language and Transitional Studies.

In the pursuit of individual educational goals, students will improve their critical thinking, information competency, communication skills, ethical reasoning, and cultural, social, environmental, and personal awareness and responsibility.

In addition, the college offers other programs and services consistent with our primary mission as resources allow and whenever possible in collaboration with partnering agencies and community-based organizations.

City College of San Francisco belongs to the community and continually strives to provide an accessible, affordable, and high quality education to all its students. The College is committed to providing an array of academic and student development services that support students' success in attaining their academic, cultural, and civic achievements. To enhance student success and close equity achievement gaps, the college identifies and regularly assesses student-learning outcomes to improve institutional effectiveness. As a part of the commitment to serve as a sustainable community resource, our CCSF mission statement drives institutional planning, decision making and resource allocation.

## **SECTION 1.2 LEGAL BASIS**

The California Legislature establishes laws regarding community colleges, and provides the primary legal basis for the statewide agency governing community colleges and the Board of Governors of the California Community Colleges, as well as for the local District and its Board of Trustees. These laws are contained in the State Education Code beginning with Title 3, Division 7, Part 43 (§70900).

## **SECTION 1.3 CALIFORNIA COMMUNITY COLLEGES AND THE SFCCD**

California Community Colleges State Chancellor's Office

[www.cccco.edu](http://www.cccco.edu)

916/445-8752

### **Mailing Address**

1102 Q Street, Suite 4400  
Sacramento, CA, 95811

### **Physical Address**

1102 Q Street, 6<sup>th</sup> Floor  
Sacramento, CA, 95811

City College of San Francisco is one of the 116 California Community Colleges. CCSF is a public two-year community college operating under the authority of the State of California, the Board of Governors of the California Community Colleges, and the Board of Trustees of the SFCCD.

Regulations issued by the Board of Governors of the California Community Colleges and the Office of the State Chancellor are binding on the SFCCD. View BP 1.02 Powers and Duties of the Board at [CCSF Policies & Administrative Procedures | CCSF](#).

## **SECTION 1.4 BOARD OF TRUSTEES**

In conformity with its power and duties under law, the Board of Trustees assumes full responsibility for the general control and direction of the SFCCD.

The Board of Trustees of the San Francisco Community College District governs the local district under authority delegated by the State as specifically authorized in the Education Code. The authority, organization, and duties of the Board of Trustees are detailed in Chapter I of the District Policy Manual and in the Administrative Regulations. [CCSF Policies & Administrative Procedures | CCSF](#)

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

The California Education Code provides for the inclusion of a student to serve as the Student Trustee on the Board acting 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. Procedures have been adopted for the public to address the Board, and further information on requesting public comment may be found at [Board of Trustee Meetings | CCSF](#)

Minutes of the Board of Trustees meetings are public records open to inspection by any citizen and may be accessed at [Board of Trustee Meetings | CCSF](#).

Board of Trustees' meeting notices and agenda are posted in accord with the Brown Act and are accessible at [Board of Trustees | CCSF](#) Contact the Chancellor's Office at 415/239-3303 if you need assistance.

## SECTION 1.5 INSTITUTIONAL PLANNING & PROGRAM REVIEW

The Division of **Institutional Advancement & Effectiveness** is responsible for the following services and departments: Accreditation, Adult Education, Community Development, Grants & Resource Development, Guided Pathways, Library and Learning Resources Centers, Outcomes & Assessment, Research & Planning, and Workforce Development.

**Institutional Effectiveness** supports continuous improvement throughout the College to advance student equity, success, and achievement. The Division promotes a deeper understanding of CCSF students and programs through institutional research and outcomes assessment. They also provide leadership and support for data-informed program review, college planning, and related decision-making.

Annual **program review** involves academic affairs, student services, and all administrative units. These reviews are connected to longer-range institutional plans, annual board priorities, and ultimately the College's Mission Statement, which is reviewed annually.

**Accreditation** ensures the quality of education is met at City College of San Francisco. The Accreditation Liaison Officer (ALO) works with college-wide staff and the ACCJC Commission on all matters related to institutional accreditation. City College of San Francisco is [accredited](#) by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 331 J Street, Suite 200, Sacramento, CA 95814, 415/506-0234. ACCJC is recognized by the Council for Higher Education Accreditation (CHEA), which has established criteria that define a quality review system for accrediting agencies.

For more information go to [Institutional Advancement and Effectiveness | CCSF](#)

## SECTION 1.6 PARTICIPATORY GOVERNANCE SYSTEM

CCSF recognizes and utilizes the contributions of leadership throughout the College for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while maintaining the designated responsibilities of the governing board and the chief administrator.

The Board of Trustees established separate governing systems for administration and academic matters through Governing Board Policies and Administrative Regulations 2.07 and 2.08.

Board Policy 2.07 supports the Participatory Governance Council ("PGC"). The PGC consists of sixteen (16) appointed members representing all College constituent groups: administrators, faculty, classified and students. The PGC is comprised of four appointed members from each constituent group, with a provision for alternate stand-in members. Members may include representatives from the Academic Senate, AFT 2121, Classified Senate, SEIU Local 2121, and the Associated Students.

Membership in the PGC is for two-year terms, except for students, who serve a one-year term. The Chancellor has the responsibility of supporting the PGC, which has responsibility over committees under its charge. The PGC and its standing committees enable all constituencies to have a voice and access to participation and engagement in the College decision-making processes. PGC is the highest participatory governance council body and makes direct recommendations to the Chancellor.

Board Policy 2.08 affirms, “The Board of Trustees, and its official representative, the Chancellor, shall rely primarily upon and normally accept the advice and judgment of the Academic Senate in the areas defined by Title 5, Sections 53200 and 53203.” The Academic Senate is comprised of all full-time and part-time faculty represented by a 29-member elected Executive Council. Membership on the Executive Council is for two-year terms.

Additional information on the **Participatory Governance System** may be accessed at [Participatory Governance | CCSF](#)

## **SECTION 1.7 ACADEMIC SENATE**

Academic Senate Office  
Ocean Campus, Bungalow 604  
415/239-3611; fax: 415/452-5115  
[Academic Senate | CCSF](#)

The Academic Senate by law and policy is the primary source of expertise to the Board of Trustees on academic and professional matters. The Senate provides leadership in establishing educational priorities through California Educational Code Title 5 §53200 defining the “10+1” areas of faculty responsibility in curricular, academic and professional standards and practices, and institutional planning including budget development.

### **California Community College 10+1**

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

All members of the faculty are members of the Senate. The Executive Council of the 29 elected Senate members serves as the representative body of the Senate making recommendations regarding academic and professional matters and other matters as agreed upon concerning the welfare of the District.

The Academic Senate web site discusses more fully the legal basis and role of the Senate, and provides access to working documents. Information on Senate Constitution and Bylaws, faculty travel funding, and other matters pertinent to the professionalism of the faculty are located on the web site.

## **SECTION 1.8 PROFESSIONAL AND EMPLOYEE ORGANIZATIONS**

The policy of the San Francisco Community College District (B.P. 3.24) covering membership in professional and employee organizations is encompassed in the following statements:

Employees of the District have complete freedom in selecting the professional or employee organizations they wish to join without coercion of any kind from any administrative officer or other District employee.

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

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

## **SECTION 1.9 AFT LOCAL 2121**

American Federation of Teachers (AFT) Local 2121 is the sole and exclusive representative of all faculty. (Refer to Article 1 of the AFT/CCSF Collective Bargaining Agreement.) AFT 2121 negotiates a collective bargaining agreement with the District covering faculty salaries, benefits, evaluation procedures, and other conditions of work. Contact AFT 2121 for the name of a precinct representative or for other information about faculty rights and benefits under the collective bargaining agreement. The collective bargaining agreement, in its entirety, is located on the Human Resources/Employee Relations' webpage:

[AFT 2121 | City College of San Francisco Faculty Union](#)

## **SECTION 1.10 DEPARTMENT CHAIRPERSONS COUNCIL (DCC)**

Department chairpersons are represented by the DCC. Department chairpersons are faculty members who are elected by faculty in a department and serve as the immediate departmental supervisors of their respective departments, and are generally appointed by the administration for three-year (3) terms, which are renewable. Under state law, the DCC, as the supervisory union, negotiates a contract with SFCCD covering, among other items, department chairpersons' reassigned time, stipends, chairperson elections, evaluations, and supervisory duties and responsibilities. The collective bargaining agreement may be viewed at [Department Chairperson Council \(DCC\) | CCSF](#).

## **SECTION 1.11 ADMINISTRATIVE STRUCTURE**

The Administrative Organization Charts may be viewed on the CCSF website at [Administration | CCSF](#)



## **Section 2**

### **Equal Employment Opportunity**

### **Unlawful Discrimination & Harassment Prevention & Other Policies Governing Employment**

## **SECTION 2.1 EQUAL OPPORTUNITY STATEMENT & PLAN**

### **Policy Statement**

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, gender identify, gender expression, marital status, domestic partner status, sexual orientation, physical disability, mental disability, AIDS/HIV status, medical conditions, or military or veteran status, or on the basis of perceived characteristics.

The District will strive to achieve a workforce that is welcoming to all sexes and genders, persons with disabilities and individuals from all ethnic and other groups indicated above, to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

The compliance officer for the purposes of this policy oversees ADA/EEO/Civil Rights Compliance, handling investigations of unlawful discrimination and harassment complaints against the District.

### **District Equal Employment Opportunity (EEO) Plan**

The plan reflects the District's commitment to equal employment opportunity. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5, California Code of Regulations Sections 53000 et seq., and the steps the District shall take in the event of underrepresentation of monitored groups. The EEO Plan may be viewed at [EEO Plan \(ccsf.edu\)](http://ccsf.edu).

## **SECTION 2.2 UNLAWFUL DISCRIMINATION AND HARASSMENT**

The District's Compliance Officer is responsible for receiving and investigating complaints alleging a violation of the District's unlawful discrimination and harassment policy.

Board Policy 2.30 of the San Francisco Community College District to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of the following:

1. ethnic group identification
2. national origin
3. religion
4. age
5. race
6. color
7. ancestry
8. marital status\*
9. non-binary\*\*
10. sex
11. gender
12. gender identity
13. gender expression
14. sexual orientation
15. physical disability
16. mental disability
17. immigration status
18. domestic partner status
19. AIDS/HIV status
20. medical condition, or genetic information
21. military and veteran status\* of any person, or on the basis of those perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

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

The San Francisco Community College District shall provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct

without consent or communications constituting sexual harassment, and other nonconsensual acts on the basis of gender, (e.g., gender-based harassment, hostility based on sex or gender, gender identity, gender presentation or sex-stereotyping, sexual assault, sexual violence and/or sexual misconduct), all of which constitute discrimination on the basis of sex, gender and/or gender identity.

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

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations, section 59300, et seq., California Government Code sections 11135 through 11139.5 and 12900 et seq., the Sex Equity in Education Act (Ed. Code, Sections 66250 et seq.), Education Code sections 66010.2, 66030, Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, hereafter referred to as Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (20 U.S.C. Section 1092(f)), the Violence Against Women Act Reauthorization of 2013 (42 U.S.C. Section 13925(a)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq., as amended by the ADA Amendments Act of 2008, (P.L. 110-325)), and the Age Discrimination Act (42 U.S.C. Section 6101).<sup>1</sup>

\*Note: These categories are not subject to the jurisdiction of the State Chancellor.

### **Complaint Procedures**

A person who believes that they have been subject to unlawful discrimination and/or harassment may have multiple options for the filing of a complaint. A complaint for unlawful discrimination, in general (including sexual harassment) may be filed using the procedures, provided in Administrative Procedure 2.30. A person may also file a complaint for sexual harassment/sexual assault pursuant to Title IX as provided in Administrative Procedure 2.32. If multiple complaints are filed for the same alleged violation, the District shall have the option of conducting one joint investigation. Throughout the complaint procedures, ADA/EEO/Civil Rights Compliance Office and/or Title IX investigators will ensure that due process will be followed with respect to both parties. The District will attempt to ensure a reporting party's request for confidentiality, but the identity of the reporting party may need to be disclosed in the course of an investigation. For further clarification on the complaint procedure, view the *EEO Plan Component 6: Complaints* at [EEO Plan \(ccsf.edu\)](https://ccsf.edu/eoo-plan).

### **Retaliation**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of complaint, who

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<sup>1</sup> If the federal statutes cited herein would result in a broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in this Policy.

represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's policies against unlawful discrimination.

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

### **Notice of Procedures**

A copy of written procedures regarding resolving complaints of unlawful discrimination and harassment, as provided in Administrative Procedure 2.31, shall be displayed in Class Schedules the College Catalog posted on the District's websites, and other appropriate locations.

### **Responsible District Officer**

The Chancellor will identify a specific administrator to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328 and/or Title IX, 20 U.S.C. §§ 1681, et seq., and for coordinating their investigation. The administrator responsible for receiving complaints is the ADA/EEO/Civil Rights Compliance Officer. The actual investigation of complaints may be assigned to other staff, or to outside persons or organizations under contract with the District who would not otherwise create a conflict of interest, in the event that the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Employees and students who may receive notice of a complaint of discrimination shall direct all complaints of unlawful discrimination to the responsible District officer.

### **Notice, Training and Education**

The San Francisco Community College District's responsible officer shall coordinate or provide training to employees and students regarding the District's policy and procedures regarding unlawful discrimination and/or harassment. Employees shall be provided a copy of the District's policy on unlawful discrimination upon adoption of this revised policy, and thereafter on a periodic basis.

To view the full Policy, go to [ADA/EEO/Civil Rights Compliance | CCSF](#) and select menu option, Civil Rights Compliance.

## **SECTION 2.3 SEXUAL HARASSMENT FREE COLLEGE & MANDATORY SEXUAL HARASSMENT TRAINING**

City College is committed to providing an educational and work environment free from unwelcome behavior constituting sexual harassment. For support and assistance, visit [Title IX | CCSF](#).

### **Complaint Procedures**

Any person who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the San Francisco Community College District procedures. Contact the Human Resources Department and view the ADA/EEO/Civil Rights Compliance website [ADA/EEO/Civil Rights Compliance | CCSF](#)

Employees may also contact an agency outside of City College:

U.S. Department of Education, Office for Civil Rights  
[ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)  
Region IX - San Francisco Office: 415/486-5555; TDD: 800/877-8339

Department of Civil Rights (CRD)  
<https://www.cacivilrights.ca.gov>  
800/884-1684; TYY 800/700-2320

Equal Employment Opportunity Commission (federal government)  
[info@eeoc.gov](mailto:info@eeoc.gov)  
800/669-4000; TYY 800/669-6820

### **Mandatory Sexual Harassment Training**

In 2018, former Gov. Brown signed SB 1343, a bill that became State law, requiring that all employers with at least 5 employees to take Sexual Harassment Training – 2 hours for supervisors, 1 hour for non-supervisor employees. Although originally the bill required that this training be provided by December 31, 2019, Gov. Newsom signed SB 778, amending SB 1343, requiring that training be completed by December 31, 2020. Thereafter, the training will be required every two years. For further details on Mandatory Sexual Harassment Training, view [Training | CCSF](#).

## **SECTION 2.4 SEXUAL & OTHER ASSAULTS ON CAMPUS**

Board Policy **2.32**– Sexual and Other Assaults on Campus states, “Any sexual assault or physical abuse, whether committed by an employee, student, or member of the public that occurs on district property or via electronic means (e.g., social media, cellular phones, text and email) is a violation of district policies and procedures and is subject to all applicable punishment including criminal procedures and employee or student discipline procedures. Sexual assault or physical abuse includes but is not limited to rape as defined by California law, or domestic violence, dating violence, or stalking as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. section 1092 (as amended), Section 485(f) the Higher Education Act of 1965 (Pub. Law 89-329, as amended). Students and employees who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Chancellor or designee shall establish administrative procedures that ensure students and employees who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination in the form of sexual and other assaults and/or retaliation as defined in this policy or by state or federal law, may be subject to discipline up to and including discharge, expulsion, or termination. The procedures shall meet the criteria contained in Education Code Sections 66281.5, 67385, 67385.7 and 67386, and 34 Code of Federal Regulations, section 668.46, et seq. See also, “San Francisco Community College District Sexual Misconduct on Campus, Protocols, Procedures, and Resources”.

To view BP 2.32 and AP 2.32, go to [BP 2.32 \(ccsf.edu\)](#) and [AP 2.32 \(ccsf.edu\)](#).

## **SECTION 2.5 REASONABLE ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

In accordance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA), San Francisco Community College District will engage in the interactive process with qualified employees with disabilities to determine if they can perform the essential functions of their jobs with or without reasonable accommodations.

The interactive process is a discussion between the employee and the district/college to determine reasonable accommodations, and is initiated when the employee submits an ADA accommodation request form. This process may include the employee’s supervisor(s) and the employee’s health care provider, or other relevant parties. The district/college ultimately determines if an accommodation is reasonable.

The employer may request additional information from the employee’s medical provider to determine if the individual’s medical condition constitutes a disability to verify/understand the need for accommodation and the how a specific accommodation(s) will eliminate/minimize the problem, and/or to provide possible alternative accommodations.

For additional information visit [ADA/EEO/Civil Rights Compliance | CCSF](#) and select menu option, Workplace Accommodations under the ADA

## SECTION 2.6 POLICY AGAINST THE USE OF SLURS

Board Policy 4.09 - [USE OF SLURS - 4.09 \(ccsf.edu\)](#) - states that it is the policy of the District and each of its officials, employees and agents acting in their official capacity to treat all persons equally and respectfully and to refrain from the willful or negligent use of slurs against any person on the basis contained in Policy Manual 3.02. [BP 3.02 \(ccsf.edu\)](#)

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

Slurs deprive members of the protected groups of this right by holding them up to public contempt, ridicule, shame, and disgrace and causing them to be shunned, avoided or injured in their occupation. By promoting ill will and rancor, slurs diminish peace and order. The use of such slurs by District officials or employees will be considered evidence of the lack of competence of said District officials and employees. Evidence of usage of such slurs shall be entered in job performance evaluations and shall be considered in evaluating the fitness of District employees.

## SECTION 2.7 WORKPLACE VIOLENCE POLICY & PLAN

### Board Policy 1.32 - Prohibiting Workplace Violence

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

Incidents of violence, threats, stalking, harassing, intimidation, or other disruptive behavior should be reported immediately to a supervisor, manager, and the Campus Public Safety Department. 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 Plan (IIPP). Refer to [BP 1.32 Prohibiting Workplace Violence \(ccsf.edu\)](#).

California Senate Bill 533 (SB 533) requires all employers that fall within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, to establish, implement, and maintain an effective, written **Workplace Violence Prevention Plan** (WVPP) by July 1, 2024. Contact the Office of Risk Management for a copy of the Plan at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu)



## **SECTION 2.8 GENDER DIVERSITY & INCLUSION**

The San Francisco Community College District shall provide an educational and employment environment that welcomes transgender, gender-nonconforming, gender-non binary and gender-transitioning students, employees, applicants, contractors, vendors and visitors. Board policy 2.34 ([BP 2.34 \(ccsf.edu\)](#)) of the San Francisco Community College District is to promote a safe, professional, inclusive, and productive educational and employment environment for all person, regardless of gender, gender identify, or gender expression.

The purpose of this policy, which incorporates by reference BP & AP 2.30, 2.31, 2.32, and the Code of student Conduct, is to state that all students, employees, applicants, contractors, vendors and visitors are treated with dignity and respect, regardless of gender, gender identity, gender expression or transition status. No students, employees, applicants, contractors or vendors may harass, discriminate or retaliate against anyone based on their gender, gender identity, and gender expression or transition status.

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

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations, sections 59300, et. seq., California Government Code sections 11135 through 11139.8 and 12900 et. Seq., the Sex Equity in Education Act (Ed. Code, Sections 66250 et seq.), Education Code sections 66010.2, 66030, Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, hereafter referred to as Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (20 U.S.C. Section 1092(f)), the Violence Against Women Act Reauthorization of 2013 (42 U.S.C. Section 13925(a)).

### **Complaint Procedures – Informal & Formal Complaints:**

Discrimination or harassment based on sex, gender, gender identity, or gender expression is a violation of this and other District policies, including BP & AP 2.30, 2.31, 2.32, and the Code of Student Conduct, and could result in discipline, up to and including expulsion or termination. The District encourages all students, employees, applicants, contractors, vendors and visitors to report harassing, retaliatory, or discriminatory behavior, regardless of whether the behavior is directed at themselves or co-workers.

A person who believes that they have been subject to unlawful discrimination and/or harassment (including sexual harassment) may file a complaint using the procedures provided in Administrative Procedures 2.30 and 2.32.

### **Retaliation**

It is unlawful for anyone to retaliate against someone who files a complaint alleging unlawful discrimination and/or harassment, who refers a matter for investigation or complaint, who participates

in an investigation of complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's policies against unlawful discrimination.

### **Notice, Training and Education**

The San Francisco Community College District's responsible officer shall coordinate or provide training to employees and students regarding the District's policy and procedures regarding unlawful discrimination and/or harassment, in a manner as outlined in BP & AP 2.30.

## **SECTION 2.9 POLICY ON FAMILY & ROMANTIC RELATIONSHIPS IN THE WORKPLACE**

To view BP 2.33 and AP 2.33 go to [CCSF Policies & Administrative Procedures | CCSF](#) to view.

The following excerpt has been taken from AP 2.33 that states in part, "Employees may not make, participate in making, or influence any employment decision involving a related person. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment;
- Serving on a hiring committee;
- Developing, administering, or rating a civil service exam;
- Initiating an administrative investigation or discipline;
- Assigning work;
- Preparing, conducting, or contributing information to a performance appraisal;
- Approving overtime or any other compensated time;
- Approving vacation, sick, or other leave time;
- Granting or denying permission to attend a conference or other work-related event; and
- Approving reimbursement for work-related expenses.

Employees are prohibited from directly supervising related persons.

It is a best practice that employees do not indirectly supervise related persons. Exceptions to this policy for indirect supervision may be made on a case-by-case basis as outlined in Section IV.2 below.

Nothing in this policy prohibits an employee from acting as a personal reference, or providing a letter of reference for a related person seeking appointment to a position in any District department, board, commission, or agency, other than the employee's department, board, commission, or agency, or to a position under the control of any such department, board, commission, or agency.

This policy does not prohibit a supervisor from making an employment decision that impacts an entire unit or group of employees that includes a related person, given compliance with section IV.2 below.

#### **IV. Reporting and Compliance Procedures**

Direct supervision of related persons must be promptly reported by both employees. The District will take necessary steps to resolve the conflict. Employees should report to the Associate Vice Chancellor of Human Resources. If the supervisor is in the Human Resources Department, employees should report to the General Counsel. Indirect supervision of related persons must be promptly reported by both employees. Employees should report to the Associate Vice Chancellor of Human Resources. If the supervisor is in the Human Resources Department, employees should report to the General Counsel.

- a. If for operational reasons, the indirect supervisory conflict cannot be eliminated, the Associate Vice Chancellor or General Counsel will implement a management plan to address the indirect supervisory relationship while minimizing the impact on the employees involved.
  - b. At a minimum, all management plans must address reporting relationships, supervision, and evaluation to ensure a supervisor does not participate in employment decisions regarding a related person, as prohibited by this policy.
1. Individuals who become related persons during District employment and while in a direct or indirect supervision situation must promptly disclose the relationship following the process set forth in Section IV.1 and IV.2 above.
  2. An employee prohibited under this policy from making, participating in, or influencing employment decisions involving related persons, pursuant to management plan approved by Human Resources or the General Counsel, shall delegate in writing the appropriate authority to make employment decisions regarding such related persons to another employee within the department.
  3. All employees are prohibited from retaliating against anyone who reports a potential violation of this policy.

#### **V. Investigations and Penalties**

All employees must cooperate with any investigation into possible violations of this policy. Violations must include, but are not limited to:

- Failing to report, or actively concealing, a relationship that falls within this policy; or
- Retaliating against another employee who has made a report under this policy.

Violations of this policy may lead to discipline, up to and including termination.”

Employee questions about this policy should be directed to the Associate Vice Chancellor of Human Resources and/or General Counsel where appropriate.

## **SECTION 2.10 DRUG & ALCOHOL-FREE WORK PLACE & COLLEGE ENVIRONMENT**

In compliance with Board Policy and Administrative Procedure 2.14 the District does not allow the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance in any College facility or as part of its activities, whether on or off campus in accord with the Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and the Drug-Free Schools and Community Act Amendments of 1989.

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. The District handles each case within the guidelines of the applicable District policies and procedures, Collective Bargaining Agreements, and local, state, and federal regulations.

For additional information on A Drug and Alcohol-Free Work Place and College Environment, view [BP 2.14 \(ccsf.edu\)](#) and [AP 2.14 \(ccsf.edu\)](#).

## **SECTION 2.11 – FOOD AND SMOKING REGULATIONS**

### **Food Regulations**

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

### **Smoking Regulations**

In accordance with state law, smoking is prohibited inside any District building, or in any outdoor area within twenty (20) feet of the main exit, entrance, or operable window of a public building. S.F.C.C.D.-AR 7.13.02P, Gov. Code 19994.30, Gov. 7596, 7597, and 7598.

Smoking is defined as the use of cigarettes, cigars, pipes, hookahs, water pipes, vapor/vaporless equipment and similar devices.

#### **A. Smoke Free Institution**

In accord with Board Policy and Administrative Procedure 2.17 Smoke-Free Campus, the Board of Trustees has established the campuses, centers, facilities and vehicles of the District as smoke-free. Smoking tobacco products and marijuana products is prohibited in all District/College facilities, grounds, and District-owned vehicles. The prohibition includes vaporizing.

#### **B. Definitions**

1. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigarette, cigar, pipe, hookah, electronic device or any other lighted or heated tobacco or marijuana plant product whether natural or synthetic.

2. "Vaporizing," means heating of tobacco or marijuana without burning it to create a gas that is inhaled.
3. "Electronic smoking device" means any product containing or delivering nicotine or any other substance intended for human consumption for the purpose of inhaling vapor or aerosol from the product including but not limited to e-cigarette, e-cigar or vape pen.

#### C. Smoke-free Campaign

1. The District shall establish an educational campaign to increase the awareness of the smoke-free policy (BP 2.17).
2. The District shall inform the public about the smoke free policy by posting signage at previously allowable smoking locations and other appropriate campus locations and posting on the District website. Additional campus-wide communications shall also occur via current avenues of information disseminations, including but not limited to new student and employee orientations as well as employee handbooks and college catalog.
3. The District smoke-free campaign shall also include promotion of tobacco cessation, treatment and resources

#### D. Enforcement and Fines

1. Enforcement and the issuance of citations for fines shall be primarily the responsibility of the District's Public Safety Department.
2. The District enforcement efforts will focus on positive reinforcement of the smoke-free campus policy with an emphasis on education and warnings.
3. Beginning Spring 2019 semester, after issuance of a warning, a monetary fine not to exceed \$25.00 may be assessed. The fine shall be increased to \$50.00 for 2nd offense and \$100.00 for 3rd and subsequent offenses.
4. A database will be established to track warnings and citations. Additionally, an appeals process shall be established.
5. Additionally, a process may be established allowing violators to be excused from the first monetary fine through documented participation in an approved community service or smoking cessation course.
6. Proceeds from fines collected shall be used to support educational operations that include education and promotion of "smoke/tobacco-free" policy, cessation education and treatment as well as operational cost to enforce the policy.
7. The collections of fines shall be the responsibility of the District's Bursars Office.
8. A protocol for non-payment shall be established by the District consistent with other fines or penalties imposed pursuant to Board Policy 5.12.
9. Violators who refuse to comply may be escorted off the campus by Public Safety.

#### E. Buildings and Grounds

1. The District will address potential litter issues on district property resulting from smokers being required to go off campus to smoke.

City College of San Francisco shall be a smoke free campus except for officially posted **designated smoking areas**.

Smokers are urged not to violate the rights of non-smokers. "No-smoking" signs are posted in classrooms and halls. **EMPLOYEES ARE URGED TO HELP ENFORCE THE SMOKING REGULATIONS FOR THE ENTIRE COLLEGE COMMUNITY.**

## **Section 3**

# **Safety in the Workplace**

### **SECTION 3.1 – VISITORS ON CAMPUS**

Visitors are required to abide by all District regulations on Ocean Campus, Centers, and sites. Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms. If the visitor is driving and parking on a College location, see Section 6.10 Parking Permits and Regulations for information or visit [Parking Information | CCSF](#).

### **SECTION 3.2 – ANIMALS ON CAMPUS**

The District will allow a student, employee or any individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

In accordance with the U.S. Department of Justice Civil Rights Division, service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. A service animal must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks.

The Americans with Disabilities Act (ADA) is a federal law, which requires businesses and organizations that serve the public to allow people with disabilities to bring their service animals into all areas of the facility where customers are normally allowed to go.

Emotional support animals, comfort animals, and therapy dogs are not considered service animals under the ADA. Only service animals that are trained to perform tasks directly related to an individual's disability are covered under the ADA

Contact the Human Resources Department, ADA Compliance at [ADA/EEO/Civil Rights Compliance | CCSF](#) if you have any questions.

### **SECTION 3.3 INJURY AND ILLNESS PREVENTION PLAN (IIPP)**

Title 8 of the California Code of Regulations (T8CCR) section 3203 requires every employer to develop and implement an effective IIPP. This includes training. See [Injury and Illness Prevention Plan \(IIPP\) \(sharepoint.com\)](#)

The San Francisco Community College District will make every reasonable effort to provide a safe and healthful working environment for all employees as required by federal, state or local law, and a safe and healthful environment for students and visitors. The Injury and Illness Prevention Program (IIPP) is a basic written California workplace safety program that describes the goals, statutory authority, and the



responsibilities of all employees under the Program. The Plan addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, responsibilities and Program Documentation. By making employee safety a high priority for every employee injuries and illnesses can be reduced, increasing productivity, and promoting a safer and healthier environment for all individuals at City College of San Francisco.

Contact the Office of Risk Management and Compliance for additional information [Risk Services & Safety | CCSF](#).

### **SECTION 3.4 INJURIES TO STUDENTS OR VISITORS**

If a student or visitor needs immediate emergency care, call 415/239-3200 or direct them to the nearest hospital.

#### **First Aid, Serious Injury or Illness**

Employees who are present when a student or visitor is injured or becomes ill on campus should notify the CCSF Public Safety Department at 415/239-3200.

At all CCSF locations, onsite first aid should be sought through CCSF Public Safety, the administrator in charge or the site supervisor. After notifying CCSF Public Safety, please contact the Risk Manager at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu).

Note: Do not give out oral medications of any form, including aspirin or Tylenol, to students or visitors.

#### **Report of Injury**

Employees who learn of an accident or visitors on campus are also required to report it to the Risk Manager at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu).

A written report of student or visitor injury or illness will be submitted within twenty-four (24) hours of the occurrence. Forms are available from the Risk Manager at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu).

Contact the Risk Manager at for questions at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu).

### **SECTION 3.5 INJURIES TO EMPLOYEES, LAB AIDES, AND WORK STUDY STUDENTS**

#### **Reporting an Injury**

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call CCSF Public Safety at Extension 3200 or call 9-911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, contact Risk Management Services at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu). Additional information may be found at: [Risk Services & Safety | CCSF](#).

The supervisor of the injured employee must work with Risk Services to ensure that the employee's Workers' Compensation Claim Forms are completed and submitted properly. Refer to the next Section 3.4 Workers' Compensation for more specific details.

If the injured employee received medical treatment by a medical provider, the employee should submit to the supervisor a medical release form before allowing the employee to return to work. If the employee has been on a medical leave of absence due to their work-related injury/illness and the absence exceeds five (5) consecutive workdays, then the employee also submits a copy of the medical release to the HR – Leaves Unit. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties. For additional information, see Section 9 - Leaves.

**In a medical emergency, call CCSF Police at 415/239-3200.**

### **3.6 WORKERS' COMPENSATION**

Under California law, all employees in the State of California must provide workers' compensation benefits to employees who have suffered a work-related injury or illness. Workers' compensation claims for City College of San Francisco employees are handled by the City and County of San Francisco Department of Human Resources, Workers' Compensation Division. The District's Office of Risk Services serves as the liaison between College employees and claims management.

District employees are provided with a comprehensive workers' compensation insurance covering 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.

Any employee who sustains a work-related injury or illness should immediately inform their 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.

Supervisors initiate the claim filing process. Contact the District's Office of Risk Services at [Risk Services & Safety | CCSF](#) for additional information.

Instructions on filing a Workers' Compensation claim, Claim Forms, and additional employee information materials are available online at [Workers' Compensation \(sharepoint.com\)](#)

**Obtaining Medical Care** - Employees who have not pre-designated a personal physician (see pre-designating a personal physician section below) must be treated at a designated medical treatment facility. [Designated Medical Treatment Facilities | Department of Human Resources \(sfdhr.org\)](#).

### **Pre-designation of a Personal Physician**

Employees who are injured or become ill at work are required to seek treatment at a designated medical treatment facility. If you pre-designate a physician, you will have to seek treatment through a designated medical facility if a pre-designation is not already on file prior to sustaining the work-related injury or illness.

Employees who prefer to be treated by their own physician, must request a Pre-designation of Physician for Treatment of Work Related Injuries Form and have it completed and on file prior to sustaining a work-related injury or illness. Forms are available at [Risk & Safety Services - Predesignation-of-Personal-Physician-Form-9783.pdf - All Documents \(sharepoint.com\)](#). This notice must be on file prior to sustaining a work-related injury or illness.

## **SECTION 3.7 SFCCD CAMPUS POLICE & CCSF EMERGENCY ALERT SYSTEM**

The San Francisco Community College District Campus Police is committed to the safety and security of all students, staff, faculty, and visitors at all of CCSF campuses. The Public Safety Department via phone at 415/239-3200 or at [police@ccsf.edu](mailto:police@ccsf.edu). Campus Police Officers are stationed at the Ocean Campus and at each Center.

### **CCSF Emergency Alert System**

The District has partnered with **RAVE** to provide approved District emergency communications and other important information via text message and email. Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending on your wireless carrier plan and subscription details. Go to [RAVE Login](#).

### **Additional services provided by the SFCCD Public Safety Department include:**

**Campus Escort** - Campus Police provide can provide escort service to and from your vehicle or public transit, or to any campus building. Escort service is provided seven days a week. You can request an escort by contacting them at 415/239-3200 or at [police@ccsf.edu](mailto:police@ccsf.edu)

**Lost and Found** – Campus Police Offices are the official location for lost and found property. Contact them for assistance.

**Vehicle Lockout** - If you locked your keys inside your vehicle, a College Police may be of assistance. Be prepared to show your driver's license / ID card ready for ownership verification.

**Vehicle Battery Jump Start** - Left your vehicle's lights on while you were gone and now your battery is dead? Contact the College Police and they may be able to assist you.

**Crime Prevention** - The latest crime alert is posted on the College Police website at: [San Francisco Community College Police Department | CCSF](#)

**Citizen Complaint** - Individuals concerned with the conduct of Campus Police/Public Safety personnel are encouraged to contact an on-duty supervisor. Following your contact with the supervisor, you may wish to file a formal complaint. Formal complaints against Campus Police/Public Safety Personnel can be made in person, via telephone or by mail. The Citizen Complaint Form is available at the College Police website at [Compliments and Complaints | CCSF](#). Complaints will be investigated in accordance with applicable laws and employee regulations.

To file a complaint in person, go to the College/Centers' Police Office or request the form and file by phone or email, call 415/239-3200 or [police@ccsf.edu](mailto:police@ccsf.edu). To file a complaint by mail, send the complaint form to: San Francisco Community College Police Department c/o Chief, 50 Frida Kahlo Way, Bungalow B800, San Francisco, CA 94112.

### **SECTION 3.8 CLERY ACT: CRIME AWARENESS AND SECURITY ACT**

The San Francisco Community College District (SFCCD)/City College of San Francisco (CCSF) is committed to providing a safe and secure environment for our employees and other members of our campus community. The Crime Awareness and Campus Security Act of 1990 renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, is a federal statute, which requires all colleges and universities to disclose information about crimes reported on campus to be readily available to the community and the public. The San Francisco Community College Police Department "Annual Safety Report (ASR)" covers this requirement. A copy of the ASR may be obtained at [Clery Act and Crime Activity Log | CCSF](#).

Report suspicious activities immediately to the Campus Police Department.

The ASR includes statistics for the past three years concerning reported crimes and incidents that have occurred on campus, in off-campus buildings, property owned or controlled by the CCSF, or on public property adjacent to a CCSF campus. The report also provides CCSF policies and practices concerning security, how to report sexual assault and other crimes, crime prevention efforts, policies regarding alcohol and drugs and other matters. For current further information, contact the District Police Department at 415/239-3200.

### **SECTION 3.9 REPORTING THEFT**

In the event of theft, immediately notify the CCSF Public Safety Office at 415/239-3200 or [police@ccsf.edu](mailto:police@ccsf.edu). A written report of the incident will be made to the CCSF Police Chief. In no instance are break-ins or vandalism on CCSF premises to be reported to the City Department of Public Works, nor to the San Francisco Police Department, by other than authorized personnel.

### **SECTION 3.10 REPORTING WILLFUL DAMAGE TO DISTRICT PROPERTY**

In the event of willful damage of District equipment or materials, immediately notify the CCSF Public Safety Office at 415/239-3200 or email [police@ccsf.edu](mailto:police@ccsf.edu) . A written report of the incident will be made to the CCSF Chief of Police. In no instance are break-ins or vandalism on CCSF premises to be reported to the City Department of Public Works, nor to the San Francisco Police Department, by other than authorized personnel.

### **SECTION 3.11 EMERGENCY PROCEDURES**

#### **Reporting Emergencies**

In the event of a LIFE THREATENING EMERGENCY dial – 911 or 9-911 from a Campus emergency blue phone or call box.

#### **Additional Resources:**

[Department of Emergency Management | San Francisco \(sf.gov\)](#)  
[In an Emergency | SF72](#)

If near any College Campus, call the College Police Department at 415/239-3200 for all emergencies. If calling from a College telephone you may call direct by pressing the “CCSF Police” pre-programmed key located on your telephone keyboard.

Emergency blue phones and call boxes are located around the Ocean Campus. You can also dial 911 to report an emergency.

Procedures to follow in the event of an emergency can be found in the guide: [In Case of an Emergency Procedures and How to Contact the District Police Department \(ccsf.edu\)](#). The guide effectively outlines various basic responses to an emergency or disaster that employees, students, visitors may encounter in the course of their duties or while attending classes or meetings held on Campus. The guide includes information on disaster and emergency preparedness, evacuation procedures, shelter in place procedures, reporting a threat, active shooter, power outages, bomb threats, and many other emergency procedures.

The following information highlights some of the information included in the above referenced guide, however, it is highly recommended that employees familiarize themselves with the contents of the guide.

#### **Active Shooter**

An Active Shooter is a person who appears to be actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Try to be aware of your environment and know your exit plan wherever you are.

If you think an active shooter is on campus immediately, call Campus Police at 415/239-3200 or dial 911. Once you call:

- Remain calm and answer the dispatcher's questions.
- Dispatchers are trained to obtain information for emergency response.
- If safe to do so, try to get a good description of the person shooting. Note height, weight, gender, race, age, clothing, type of weapon, the direction they travel, and their name, if known.
- If you think the shooter uses a vehicle, note the license plate, make, model, color, and any other characteristics.

The best practices for an active shooter event are to RUN! HIDE! FIGHT!

#### RUN

- The #1 priority is to get yourself out of danger.
- Have an escape route and plan. If there is an escape path, attempt to evacuate. Be decisive about it.
- Leave belongings behind.
- Evacuate regardless if others agree to do so or not (don't let others slow you).
- Help others if possible.
- When safe to do so, prevent others from entering the danger zone.
- Stay alert and be ready to transition to another location for cover.
- Call College Police or 911 when you are safe.

#### HIDE

- If evacuating is not possible, find a place to hide immediately.
- Move quickly and quietly.
- Hide in an area out of the shooter's view. Look for a place with a hard covering or structuring, such as a brick wall, parked vehicle, tree, or any other object that may stop bullets.
- If you hide in a room, closet, or office, lock the door or block the entry to the hiding place, turn off the lights, close window shades, silence your cell phone, and remain quite.
- If you cannot find a safe place, hide behind objects.

#### FIGHT

- As a last resort and only when your life is in immediate danger, whether alone or in a group-FIGHT!
- Attempt to incapacitate the shooter(s)
- Act with as much physical aggression as possible.
- Improvise weapons like chairs, fire extinguishers, or any other hard object you can use or throw at the active shooter.
- Commit to your actions...your life depends on it.
- Don't freeze...react and survive.

## EMERGENCY PROCEDURES

In some emergency cases, it may be necessary to evacuate the building. When evacuating do so effectively, quickly, quietly, and calmly.

### A. **Building Evacuation**

- When the building alarm sounds or when asked to evacuate by a member of the Building Emergency Team or Emergency Responder, walk quickly and calmly to the nearest safe exit.
- Use stairs, not elevators.
- Ask persons who may be disabled, if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing. If unable to safely evacuate someone who is disabled, immediately notify Public Safety Department, Police and/or Fire personnel and the Building Coordinator of their location. If possible, have someone stay with the person.
- Evacu-Track chairs are available to assist in the evacuation of disabled persons.
- Disabled persons requiring assistance should identify themselves to Emergency Personnel or others willing to assist.

### B. **Earthquake** - Most injuries caused by earthquakes are from falling or flying objects.

- DROP where you are, onto your hands and knees.
- COVER your head and neck with one arm and hand. Then crawl underneath the table or desk for additional shelter. Stay on your hands and knees and bend forward to protect vital organs.
- HOLD ON to your shelter with one hand. Keep covering your head/neck with your other hand.
- Avoid windows (face away from glass), tall furniture and overhead hazards.
- If possible, take cover under a sturdy desk or table or seek refuge along an interior wall and cover your head.
- Do not immediately evacuate. Wait for the shaking to stop and check for hazards before exiting.

### C. **Fire** - At the first sign of fire, evacuate the building or area, activate the fire alarm as you leave, and notify campus police.

- Do not use elevators, use stairs.
- Feel closed doors with the back of your hand. If hot, do not open doors; find another escape route.
- If trapped in the building, hang an article of clothing, towel, sheet etc. from a window to signal Emergency Responders. Stay close to the floor. Shout at regular intervals to alert Emergency Personnel.
- Attempt to use a portable fire extinguisher if needed.

**D. Hazardous Materials Release/Exposure**

Hazardous Materials are anything flammable, toxic, corrosive, reactive, oxygenic, cryogenic, or radioactive. If you suspect a Hazardous Materials release, exposure, or danger-immediately notify Campus Police.

- Evacuate affected area and seal it off, if possible.
- If able, inform emergency personnel of the appearance of the released material – solid, liquid, odor, color, etc.
- Inform emergency personnel of the time of release and information regarding the area of contamination, any hazards inside or outside the room or buildings, and information as to the materials involved or stored in the affected area.
- If you have been exposed to the material, immediately notify emergency personnel. Remain in the immediate area, but away from the contamination. Avoid contact with others.
- If toxic materials come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
- NOTE: Lab instructors or supervisors – isolate contaminated persons, obtain names and notify emergency personnel.

NOTE: Lab instructors or supervisors - isolate contaminated persons, obtain names and notify emergency personnel.

**E. Bomb Threats**

- Scan your work area for unfamiliar items
- Do not touch suspicious packages / items. Notify the Campus/Center Public Safety Department.
- Take personal belongings, if instructed to evacuate.
- If you receive a telephone threat - try to keep the caller talking and ask:
  1. When is the bomb going to explode?
  2. Where is the bomb?
  3. What does the bomb look like?
  4. Why did you place the bomb?

NOTE: Anything that may aid in identification, such as background sounds, accents, etc.



## **Section 4 Faculty Provisions**

## SECTION 4.1 MINIMUM QUALIFICATIONS

In order to be employed in a California Community College, state law requires that faculty members fulfill specific requirements under California Code of Regulations, Title 5, minimum qualifications CCR §53400-53430.

The minimum qualifications serve as a statewide benchmark for promoting professionalism and rigor within the academic disciplines in the community colleges and a guideline for day-to-day decisions regarding suitability for employment in the system.

1. Faculty must possess the minimum educational qualifications for their respective discipline prescribed by the California Community College Board of Governors or have the "equivalent,"  
OR
2. Faculty must possess a valid California Community College Credential in the subject discipline.  
(Issued prior to June 30, 1990)

Furthermore, the SFCCD may establish additional criteria for hiring that go beyond the minimum qualifications set by the State. Contact the Human Resources Department at 415/452-7660 for assistance regarding minimum qualifications.

Employees may view the publication, "Minimum Qualifications for Faculty and Administrators for the California Community Colleges" at: [Minimum Qualifications for Faculty and Administrators in California Community Colleges \(cccco.edu\)](http://minqual.cccco.edu)

## SECTION 4.2 FACULTY SERVICE AREAS

A Faculty Service Area (FSA) is a service or instructional area or group of related services or instructional subject areas performed by faculty and established by a community college district." (See Ed. Code section 87743.1.) The sole function of FSAs under the Education Code is to provide a rational and workable framework within which retreat rights, seniority rights, and bumping rights can be exercised by faculty in the event of an official reduction in force pursuant to Education Code sections 87743-87746.

At the time of hire, every full-time and contract (tenure-track) faculty member shall be assigned by the District to one or more "Primary" FSAs based on the teaching assignment(s) for which they were hired as a full-time or contract faculty member. Any tenured faculty member may petition for recognition of competence in additional "Secondary" FSAs.

For more information about Faculty Service Areas, see Article 23 of the District/AFT Collective Bargaining Agreement and the [Employee Relations web site](#).

### **SECTION 4.3 FACULTY EVALUATIONS**

The purpose of faculty evaluation is to recognize the strengths and special qualities of a faculty member and define areas that need improvement. Article 9 of the District/AFT 2121 Collective Bargaining Agreement details requirements and regulations regarding faculty evaluation. [American Federation of Teachers \(AFT\) Local 2121 | CCSF](#) . Additional information may be found at [Faculty Evaluation \(sharepoint.com\)](#).

### **SECTION 4.4 TENURE REVIEW**

Tenure is conferred to full-time contract (tenure-track) faculty based on the Tenure Review procedures outlined in the following sections of the [District/AFT Collective Bargaining Agreement](#):

- Article 9.G, Probationary Faculty Undergoing Tenure Review
- Exhibit G, Guidelines for Tenure Evaluation
- Exhibit H, Self-Evaluation Guidelines for Tenure Review
- Exhibit J, Peer-Management Evaluation Form for Contract Employees Under Tenure Review
- Exhibit K, Early Tenure Review Criteria and Forms

Additionally, the Office of Instruction has published a *Guide to Faculty Evaluation and Tenure Review* with more information regarding the tenure review process. This document is at the [Tenure Review website](#).

### **SECTION 4.5 FULL-TIME FACULTY OVERLOAD/EXTRA PAY ASSIGNMENT**

Overload/extra pay assignments will not exceed 40% FTE. Exceptions to this limitation require approval of the appropriate Vice Chancellor.

### **SECTION 4.6 SUMMER ASSIGNMENTS**

Summer assignments will not exceed twenty (20) hours per week. Exceptions to this limitation require approval of the appropriate Vice Chancellor.

### **SECTION 4.7 PART-TIME FACULTY ASSIGNMENTS**

The assignment of a part-time, temporary faculty member will not exceed 67% of a full-time load of regular, full-time employees having comparable duties, excluding assignments deemed “ancillary” under Article 18.E of the AFT/CCSF Collective Bargaining Agreement, or in the case of full-time temporary upgrades under Article 26. (Ed. Code § 87482.5)

Other assignments excluded from this 67% limitation are: 1) those which fall completely within the dates of the Board-approved summer session, and 2) those instructionally-related assignments which fall completely within the “intersession” as defined in the side agreement to the AFT 2121/CCSF Collective Bargaining Agreement.

Pursuant to Education Code Section 87482.5(b), service as a substitute on a day-to-day basis by persons categorized as temporary, part-time faculty will not be used for purposes of calculating eligibility for contract or regular status.

#### **SECTION 4.8 PROCEDURES FOR REASSIGNMENT**

When a full-time instructor's class does not meet the minimum enrollment, and the class section is canceled, the following options are available to the administration:

1. The instructor may be assigned another appropriate class within the department.
  - a. An existing large class may be split in two, with a new section being created for the instructor whose class failed to fill.
  - b. A new section may be opened and assigned to the instructor.
  - c. The instructor may be assigned a class currently assigned to a part-time, temporary faculty member.
  - d. The instructor may be assigned a class currently assigned to a regular instructor as an overload or extra pay assignment.
2. If the instructor is assigned to a class currently designated as an extra pay assignment, they may have that class considered part of their regular load.
3. The instructor may owe units to the District, subject to the requirements of Article 18.J of the District/AFT Collective Bargaining Agreement.
4. The instructor may elect to take a partial-load leave with a corresponding reduction in pay, per Articles 17.B. and 18.J of the District/AFT Collective Bargaining Agreement.
5. The instructor may be given another assignment in another department, if appropriate.
6. All other priorities not covered here will be determined by the administration.

The aforementioned provisions apply to the reassignment of faculty. It is recognized that the administration, through authority delegated by the Board of Trustees and consistent with the AFT Contract, has the authority under the law to reassign the faculty when circumstances warrant such action.

## **Section 5 Faculty Responsibilities**

## **SECTION 5.1 CODE OF ETHICS, DUTIES AND RESPONSIBILITIES**

As stated in the Institutional Code of Ethics, Board Policy 1.18, employees of City College of San Francisco shall be committed to the principles of honesty and equity and professionalism. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the College community to override the best interests of the public served by the College. (For the full text of the policy, refer to [BP 1.18 Institutional Code of Ethics \(ccsf.edu\)](#))

Employees shall exercise judgments that are unbiased, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior, as stated in relevant sections of employee handbooks.

Similarly, students are expected to abide by respectful and ethical behavior and decision-making in their treatment of College employees, other students, and members of the public, as stated in the Code of Student Conduct. See Section 7.6 Student Conduct, Discipline, Rights and Responsibilities.

### **Employee Responsibilities**

The following statements of responsibilities are intended as guidelines:

- Provide and protect student access to the educational resources of the College
- Protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers
- Protect students from disparagement, or arbitrary judgment
- Keep foremost in mind at all times that the College exists to serve students
- Develop a climate of trust and mutual support
- Foster openness by encouraging and maintaining open communication
- Encourage, support, and abide by the written Board Policies and Administrative Procedures of City College of San Francisco; and
- Challenge unethical behavior in a timely manner.

Article 8 of the AFT/CCSF Collective Bargaining Agreement details Academic Freedom, Duties, and Responsibilities, that includes Faculty Responsibilities Under District Policies, Rules, and Regulations; Academic Freedom; Faculty-Student Relationships; Information to Students; Textbook Selection; Improper Influence; Conflict of Interest; Tutoring; Determination of Grades; Student Records; Grades/Census Sheets/PARS; Eavesdropping and Monitoring; Public Forum; Illegal Drugs and Alcohol; Field Trips. The District/AFT Collective Bargaining Agreement is available on the [Employee Relations website](#).

Refer to the specific CCSF job announcement for duties and responsibilities related to a position.

## **SECTION 5.2 ACADEMIC FREEDOM**

The District and AFT 2121 are unequivocally and unalterably committed to the principle of academic freedom in its true sense, which includes freedom to study, freedom to learn, and freedom to teach for the provision of professional educational services to students. See: CCSF Board Policy 6.06 A. General Principles, and AFT 2121/CCSF Collective Bargaining Agreement, Article 8.C.

Academic freedom encompasses the right of an instructor to discuss in the classroom the pertinent subjects within their field of professional competency that are consistent with course objectives. For counselors, librarians and other academic employees, academic freedom makes it possible for the provision of appropriate student services in their fields of professional competency and that are consistent with sound educational principles.

Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the employee's proper treatment of pertinent subjects or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty cannot, however, expect academic freedom to be unlimited. The right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination, nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

The rights of academic freedom and freedom of expression apply to the reasonable use of District computing resources, including e-mail and internet access.

## **SECTION 5.3 FACULTY REPORTING FOR DUTY**

Faculty members shall be on campus or site at least ten minutes before their first assignment and shall remain on duty for all assignments. Since the relationship between instructors and students is a central element in the learning process, instructors shall be present at the site of student activity for all class functions, including final examinations, laboratories, field trips, and audio-visual presentations.

Instructors are required to meet classes at the assigned time and place, including final exam dates. Any change of time or place requires prior approval from the department chairperson and the Dean. In addition, instructors are required to be in class or lab during the entire period assigned. (Refer to Section 5.4 Faculty Absence for details.)

In addition to a specific teaching load, instructors are expected to devote a reasonable amount of time to professional responsibilities, such as conferring with and assisting students, serving on faculty, departmental, and District-wide committees, and attending meetings called by the administration, department, and faculty groups.

## **SECTION 5.4 FACULTY ABSENCE**

Faculty members are required to report all absences from their college assignments. Faculty sick leave is not to be used as vacation, and it should be used only as indicated in Section 9 Leaves.

Faculty shall report their absences from an assignment, whether for a single class meeting, a single work hour, or an entire day to the appropriate department chairperson(s) or designee(s).

Faculty who anticipate an absence should notify their department chairperson(s) as far in advance as possible.

In general, it is the faculty member's responsibility to know the procedures for reporting absences and the completion of an absence form. Consult with the appropriate department chair(s) or designee(s) to clarify specific procedures.

For guidance on sick leave usage, notification of need for absence, applicable forms, and additional information regarding absence see Section 9. Leaves.

## **SECTION 5.5 REQUIREMENT TO CONDUCT CLASSES AS PUBLISHED IN SCHEDULE OF CLASSES**

All classes are expected to be conducted as specified in the published Schedule of Classes. Classes shall be conducted for the full instructional period, for all class dates, at specified locations, and in the modes published in the schedule (e.g., in-person, synchronous online, asynchronous). Faculty shall not add additional meeting times, begin the class before the start date, or end the class after the end date as indicated in the published class schedule.

Multi-hour classes shall have 10-minute breaks for each additional class hour beyond the first hour, in accordance with the State's [Contact Hour Calculation chart](#). The 10-minute break time permitted in each clock hour may not be accumulated during a multiple hour class to be taken at the end of the class. Early dismissal of a class is not permitted.

## **SECTION 5.6 PROMPT DISMISSAL OF CLASSES**

Instructors must dismiss their students at the end of the stated instructional period.

## **SECTION 5.7 POSTING OF FACULTY SCHEDULES**

At the start of each semester, all full-time classroom instructors shall post their teaching schedules outside their office doors. These schedules shall include class hours, room numbers, office hours, and contact information. Instructors' schedules should provide for office hours between classes when possible.

Full-time counselors, librarians, and all other non-teaching faculty shall post their schedules and contact information outside their office doors.



Faculty teaching fully online or hybrid classes are encouraged to maintain an instructional website (as issued by the Office of Online Learning and Educational Technology) to maintain class information about online classes. OLET will provide a template of information for faculty to use and customize.

## **SECTION 5.8 OFFICE HOURS**

Full-time credit instructors are required to hold at least two office hours each week. All contract and regular academic unit members of the English Department and the ESL Department who teach a 1.25 or other multiplier class within their assignment are required to schedule and hold three (3) office hours weekly. Part-time instructional faculty are not required to hold office hours, but may be eligible for additional compensation for office hours held.

For details regarding office hours for full-time and part-time faculty, refer to the District/AFT Collective Bargaining Agreement, Article 18.G and Article 20.A.8.

## **SECTION 5.9 THE ACADEMIC CALENDAR**

The academic calendar consists of 175 instructional days. Of these, up to six (6) days are typically designated as “Flex Days,” which are days for faculty professional development. No classes are held on Flex Days.

Professional Development flex activities include workshops and meetings held at CCSF approved by the Professional Development Committee.

Independent Flex Activities are activities relevant to professional growth or to faculty assignment, and include workshops, conferences, seminars, individualized study, research, or other work that is not part of a faculty member’s regular assignment. Flex activities can take place on the planning Independent Flex Day or at any time during the semester.

There are two versions of the CCSF instructional calendar:

- Academic Calendar semi-annual, showing holidays and instructional days:  
[Schedule Development and Faculty Workload \(sharepoint.com\)](#)
- Faculty Instructional Calendar, monthly, by semester, showing holidays, instructional days, and important Admissions and Records deadlines:  
[Instructional Calendar | CCSF](#)

## **SECTION 5.10 CURRICULUM**

Instructional faculty are required to conduct class in accordance with the approved course outlines of record. Course outlines can be obtained through the Department Chairperson, CurriQunet, or the class schedule. Faculty members are responsible for maintaining and keeping course outlines current in collaboration with departmental colleagues.

The College's [Curriculum Committee's website](#) has a wealth of information regarding curriculum development, including the creation of new courses, course outline addenda, and certificate and degree programs, as well as the modification or deactivation of existing courses, course outline addenda, and certificate and degree programs. Faculty who are involved in curriculum development are advised to review the material available on the website. For more information, contact the Curriculum Committee chair at [ccchair@ccsf.edu](mailto:ccchair@ccsf.edu).

## SECTION 5.11 SYLLABUS/FIRST DAY HANDOUT

All instructional faculty are required to provide to their students a course syllabus on the first day of instruction, and to provide an ADA-compliant syllabus with accurate student learning outcomes using the appropriate tool in Canvas (e.g., Simple Syllabus).

Course syllabi are required to include the following elements:

- Course information:
  - Course Information
  - Course number
  - Title
  - Description/Overview, Units
  - SLOs
  - Requisites/Advisories
  - Transferability (*recommended*)
  - Important Dates (add, drop, W dates)
  - Room/Locations, Class meeting times
  - Grading options
  - *Options/Requirements/Notes specific to Noncredit:*
    - Hours, instructional hours, or high school credits
    - Certificates or pathways
    - Important dates may include CASAS testing
- Instructor Information
  - Contact information (email, office number, office phone, website, as applicable)
  - Office hours
- Communication Plan
  - *Recommended for credit/noncredit (in person)*
  - *Note for noncredit: add when applicable positive classroom culture*
  - Required for fully online and partially online classes:
    - The frequency and types of messages the instructor plans to send to students.
    - The plan for instructor presence in the course such as how the instructor will play a role in weekly discussions.
    - Instructor Announcements - The frequency and types of announcements that will be posted in the Learning Management System.
    - Community standards and building
      - Instructor's goal in building community in the classroom
      - Student to student contact methods and standards

- Equity Statement
- Course Materials
  - Texts/Reading
  - Other materials (lab materials, equipment, etc.)
  - Course technology (*if applicable*)
    - Learning Management System (e.g., Canvas)
    - Video Conferencing (e.g., Zoom)
    - Required Software
- Additional Course Requirements
- Field Trip Information (*if applicable*)
- Attendance Policies
- Grading Policies, System, Evaluation Methods
- Accommodations for Students with Disabilities
- Standards of Conduct
  - Link to student handbook (*recommended*)
  - Plagiarism statement (*if applicable*)
- Student Services (*as applicable*) – examples: course-specific tutoring information, links to the Library, Financial Aid, A&R, Counseling
- Expectations of Students and Instructors (Recommended and might be addressed in other sections)
  - Student Expectations such as how often students are expected to check the Learning Management System and how students can best be successful in this class (e.g., complete coursework on time, check announcements).
  - Instructor Expectations such as how often instructors check messages and how long they take to complete grading for coursework.
- Course calendar (*Recommended*) – dates when known assignments and evaluations are due

Faculty are discouraged from giving personal information such as home addresses and telephone numbers to students on the syllabus (or in general).

Faculty must observe the privacy of student information and may not share information about students with the class.

For more information about course syllabi, including examples and guidance on publishing syllabi in Canvas using Simple Syllabus, and relevant Academic Senate resolutions, see the Academic Senate's [Making a Great Syllabus website](#).

## SECTION 5.12 TEXTBOOK ADOPTION

To comply with the Federal Law (The Higher Education Act of 2008 Section 133), the District requires that faculty provide the Bookstore with information about required textbooks and course materials each term for each class by the published deadlines. Faculty must inform the bookstore regardless of whether textbooks or other course materials are required, recommended, or not required.

### **SECTION 5.13 REQUIRED USE OF THE LEARNING MANAGEMENT SYSTEM (LMS) AND COLLEGE APPROVED EDUCATIONAL TECHNOLOGY**

Faculty are required to use the college approved LMS (e.g., Canvas) for all fully online and hybrid classes. Faculty are required to use Canvas to complete and share their class syllabus using Simple Syllabus, regardless of class modality.

The Office of Online Learning and Educational Technology (OLET) maintains a list of [Collegewide Approved Educational Technologies](#).

### **SECTION 5.14. INSTRUCTIONAL MATERIALS AND FEES**

Students are expected to purchase textbooks, lab books, workbooks, pens, pencils and paper. In addition, in some courses students are expected to provide tools, equipment, clothing, materials, or to purchase additional materials. Instructors shall identify course materials in their course syllabi.

In certain circumstances, students enrolling in a course will be assessed an additional Instructional Materials Fee. These courses are identified in the Schedule of Classes and College Catalog with the indication of the fee to be assessed. [Board Policy 5.27](#) and [Administrative Procedure 5.27](#) Student Fees specifies requirements for the assessment of Instructional Materials Fees. Departments wishing to establish an Instructional Materials Fee for a course should contact the Bursar's Office ([bursar@ccsf.edu](mailto:bursar@ccsf.edu); 415/239-3345) for more detailed information about appropriate fees and approval processes. Instructional Materials Fees require approval by the Vice Chancellor of Academic and Institutional Affairs.

Collection of Instructional Materials Fees is handled by the Bursar's Office. Faculty shall not collect money from students for any purpose.

### **SECTION 5.15 INSTITUTIONAL REPORTS: ATTENDANCE AND GRADING**

#### **Professional Responsibilities**

Attendance reports and grades constitute official records and are subject to audit; therefore, it is mandatory that all reports be submitted on time in accordance with CCSF procedures and deadlines. Late submission of documents can affect a student's transferability, financial aid eligibility, veterans' educational benefits, or employment.

Timely attendance and grade reporting through college systems are the responsibility of individual faculty. Admissions and Records staff are available to provide guidance on these systems but will not enter attendance or grade information for faculty.

For detailed information about reporting systems, please refer to the Admissions and Records Instructional Resources in Canvas or contact Admissions & Records at 415/239-3285.

## **Managing Enrollment**

### **Pre-Registration**

Prior to the start of a class, students can pre-register either online or in-person.

### **Waitlists**

Most credit classes also used automated waitlist processing, where students can place themselves on a waiting list for an otherwise full class. If a seat becomes available, the next student on the waiting list is notified and given 24 hours to enroll; otherwise, the opportunity is given to the next student on the waiting list. One day prior to the start of a class, any remaining waitlisted students are removed from the waiting list. Faculty are sent an email with the names of those students.

### **Viewing Class Lists**

Faculty can use the Class List feature in the Faculty Services section of myRAM to view class enrollment from the start of registration through the entire semester. The Class List feature will also show waitlisted students prior to the start of class.

**Note:** a class will only appear in myRAM classlists once at least one student has enrolled.

### **Adding Students after the Class Starts**

For credit classes, once class has started students wishing to enroll must complete a Class Add Request through myRAM. Faculty will be notified of this request, and use the Class Add Authorization and Revoke Class Authorization options in the Faculty Services section of myRAM to view and manage add authorizations. Once authorized, students must act upon that authorization to enroll. For more information about Class Adds, see the [Class Add page](#) of the Admissions and Records website.

Students can enroll in most noncredit classes throughout the term. Students wishing to add a noncredit class can do so online or in-person.

### **Dropping Students**

Once class has started, faculty can use the Drop Roster feature in the Faculty Services section of myRAM to remove students. Faculty are **required** to drop students who never attend class (“no shows”), or who are not actively participating prior to census. Faculty may also drop students who have absences that exceed the absence policy in their course syllabus. The date which a student drops (or is dropped) has impacts on fee assessment and their academic history. Deadlines for full-term Fall and Spring classes are published in the [Instructional Calendar](#). Deadline dates for short-term classes in Fall, Spring, and Summer are calculated based on the specifics of the class meetings and are published in the [Online Schedule](#). Faculty should include specific deadline dates in their course syllabi.

### **Attendance Reporting**

#### **Importance**

Student attendance is the primary component of City College’s funding. Accurate and timely attendance reporting is a requirement of all instructional faculty.

#### **Census Reporting - Credit**

Student attendance for most credit courses is reported through census reporting, where faculty affirm which of the enrolled students are actively engaged in a class on a specific census date. Census reporting

is used for regularly scheduled full-term classes in Fall and Spring semesters, and for regularly scheduled short-term classes in Fall, Spring, and Summer, that have at least five class meetings. All full-term classes in Fall and Spring share a common census date, available on the [Instructional Calendar](#). Census dates for short-term classes in Fall, Spring, and Summer are calculated based on the specifics of the class meetings and are published in the [Online Schedule](#). Census reporting is done through the Faculty Services section of myRAM portal, and must be completed by posted deadlines.

### **Two Census Reporting - Noncredit**

Student attendance for noncredit courses that are either partially or fully asynchronous is reported through census reporting. Unlike credit courses, which have a single census date, these classes have two census dates. At each census date, faculty affirm which of the enrolled students are actively engaged in the class. All full-term classes in Fall and Spring share common census dates; census dates for short-term classes in Fall, Spring, and Summer are calculated based on the specifics of the class meetings. Specific dates for each class are published in the [Online Schedule](#). Census reporting is done through the Faculty Services section of myRAM portal, and must be completed by posted deadlines.

### **Positive Attendance Reporting – Noncredit**

Student attendance in synchronous noncredit classes (whether in-person or online) is reported through positive attendance. Unlike census reporting, positive attendance reporting requires an accounting of total student attendance hours for a class.

Instructors of noncredit classes report this attendance in Canvas through Attend+. Instructors must update Attend+ information on at least a biweekly basis in Fall and Spring semesters, and at least weekly for Summer session classes.

### **Positive Attendance – Credit**

Student attendance in credit courses that are ineligible for census reporting, including classes with a TBA component, irregularly-scheduled classes, and classes with fewer than five class meetings, is reported through positive attendance. Unlike census reporting, positive attendance reporting requires an accounting of total student attendance hours for a class.

Instructors of credit classes report total positive attendance hours along with final grades at the conclusion of the class. Instructors are also required to retain detailed attendance information by student and class period as justification for the total hours reported. These records are subject to audit, and shall be turned into the department chairperson at the end of class.

## **Grade Reporting**

### **Midterm and Final Grades**

Instructional faculty teaching credit classes, and most noncredit classes, assess student work and assign a final grade. The types of credit grades (letter, pass/no pass) or noncredit grades (letter, pass/no pass/satisfactory progress) that are applicable to a particular class are defined by the approved Course Outline of Record. Final grades are determined based on the grading methodology specified in the course syllabus, which must align with the evaluation section of the approved Course Outline of Record. For more information about grading symbols and standards, see the Academic Policies and Procedures section of the [College Catalog](#).

Faculty report final grades through the Final Grades feature of the Faculty Services section of myRAM. Final grades must be submitted by the deadlines posted in the [Instructional Calendar](#). Failure to report

final grades in a timely manner, and errors in final grade reporting, can have serious impacts to student's transferability, financial aid eligibility, veterans' educational benefits, or employment.

In addition to final grades, instructors of full-term Fall and Spring credit classes are required to submit midterm grades for each student. The intent of midterm grades is to provide to students a report on their progress in the course. Midterm grades are submitted in the Faculty Services section of myRAM. The deadline for midterm grade deadline is published in the [Instructional Calendar](#).

### **Failing/Withdrawal**

The "FW" grade symbol is an indication that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received District authorization to withdraw from the course under extenuating circumstances. Faculty report a final grade of FW through the Final Grades feature of the Faculty Services section of myRAM.

### **Incompletes**

The instructor may only assign an incomplete grade when the course is not completed due to illness or other unavoidable circumstances that prevent the student from taking the final examination or satisfying the other requirements in a course. A student must make arrangements with the instructor for an Incomplete. Incompletes should not be given in cases where there is an absence of communication between the instructor and student, or if a student simply fails to complete coursework on time.

When assigning a final grade of Incomplete, the instructor must identify the remaining work to be done by the student and the grade to assign should the student not complete that work. Incompletes, details of the remaining work, and default grades are reported using the Final Grades feature of Faculty Services in myRAM. Faculty shall clearly communicate these requirements to the student, along with the deadlines for submitting work. Faculty should set deadlines so that they can assess the work and file a Removal of Incomplete form by the deadlines posted in the [Instructional Calendar](#) and in the Academic Policies and Procedures section of the [College Catalog](#).

To remove an Incomplete, the instructor must fill out and submit a Removal of Incomplete Grade form, which is available in AdobeSign, with detailed instructions to be found in the Canvas "A&R Instructional Resources" tile. Conditions under which a grade of "Incomplete" can be removed are described in the College Catalog. A final grade shall be assigned when the work stipulated has been completed and submitted by the student and evaluated by the instructor.

If the student fails to meet the condition(s) of the removal of the Incomplete, or when the time limit for completion has expired, the predetermined default grade shall be assigned (i.e. "F" in the case of I/F). Instructors may not assign a "W" if the Incomplete is not removed. A student seeking an extension of time needs approval from the instructor to petition the Dean of Admissions & Records, MUB 188.

While a student has a grade of Incomplete on their record, they may not retake the course.

**Changing Final Grades - Credit Classes**

A final grade (whether a letter or Pass/No Pass) will not be changed after being submitted to the Office of Admissions and Records. If there are extenuating circumstances and a change of grade appears advisable, the instructor must file a Petition for Grade Change Form, which is available in AdobeSign with detailed instructions to be found in the Canvas "A&R Instructional Resources" tile. No final grades, other than Incomplete, may be changed by the faculty based on work completed after the last day of class.

Grades can be corrected only if they are a result of mistake, fraud, bad faith, or incompetence [Title 5, California Code of Regulations, §55760(a), Education Code §76224(a)]. Grades given in error must be expunged from the record. Students may challenge grades through the Student Grade and File Review process. Refer to Section 7.8.

**SECTION 5.16 RETENTION OF CLASS GRADING DOCUMENTS AND RECORDS**

Instructors shall retain grade books, unreturned final examinations, term papers, and any method of evaluation for a MINIMUM of three years.

Instructors who are not returning to the District are required to leave grade books, attendance records, and academic performance materials, i.e. final examination, etc., with their department chairperson.

**SECTION 5.17 STUDENTS' RECORDING EQUIPMENT**

California Education Code Section 51512 provides for the protection of instructors by requiring that the use of listening or recording devices in the classroom must have prior approval by the instructor concerned. However, federal law mandates "reasonable accommodation" for disabled students whereby listening or recording devices may be necessary for accommodation purposes. The Disability Services and Programs for Students (DSPS) office provides reasonable accommodations and support services which assist the student with a disability to fully participate in academic and vocational programs for which they are otherwise qualified. For more information, see the [DSPS website](#), email [dspsacom@ccsf.edu](mailto:dspsacom@ccsf.edu), or call 415-452-5481.

**SECTION 5.18 GUEST SPEAKERS**

Instructors who desire to supplement instruction by inviting guest speakers shall notify their department chairperson or the school dean of the names and topics of such speakers well in advance of the dates on which they will appear. Ordinarily, guest speakers do not receive honoraria. The assigned instructor shall be present throughout the presentation.

Instructors should make suitable arrangements for a parking permit or inform the visitor about public transportation.

For fully online or hybrid classes, faculty must complete the Canvas Enrollment form to get approval for guest speakers to enter a Canvas course.



## **SECTION 5.19 FIELD TRIPS**

Field trips required as a regular part of the instruction in a course must be a part of the approved Course Outline of Record. Advance written notice of such trips must be given to the department chairperson and the appropriate school dean, including a statement of reasonably exact times and places so that students may be reached in case of an emergency. The Director of Administrative Services must also be notified at least two weeks in advance in order that insurance clearance may be obtained. Although permission for such field trips is usually granted, it is not automatic; hence, instructors should provide notice sufficiently in advance so that the advisability of modifying plans to avoid conflict within the instructional schedule or for other reasons can be discussed. Instructors should not arrange transportation for students. Students are responsible for their own transportation to the field trip site.

Any anticipated cost to students of proposed field trips must be included in the request for administrative approval. Field trip forms must be submitted to the appropriate school dean or Center Dean.

## **SECTION 5.20 AUDITING OF CLASSES**

In both the credit and noncredit programs, only students who are officially enrolled in a course may attend a class.

While classes may not be audited, some credit classes are offered through the City Extension as a co-enrollment option for students who have exhausted repeatability. For further information, see the [City Extension website](#).

## **SECTION 5.21 UNREGISTERED PERSONS AND INVITED GUESTS**

Each instructor will ensure that only persons duly registered in the class are in attendance. It is the responsibility of the instructor to exclude all non-registered persons from the room. Failure to comply with this policy of excluding unauthorized persons from the class may have some legal effect upon the instructor's personal liability in the event a claim against the District should arise.

District policy forbids non-students from attending any class without prior and specific permission from the Office of the Vice Chancellor of Academic and Institutional Affairs. This policy includes children of students.

The department chair or administrator must approve exceptions for special visitors, guest speakers, and other authorized individuals.

For fully online or hybrid classes, only persons with legitimate educational interest may be admitted into a Canvas course shell. Faculty must complete the Canvas Enrollment form to submit a request for unregistered persons to enter the course.

## **SECTION 5.22 RESPECTING CCSF PREMISES**

Faculty members are asked to abide by the rules of the facility and have students refrain from eating or drinking in classrooms. If moved during a faculty member's class or session, all chairs, tables, and desks should be returned to their proper locations at the end of that time. Any equipment used by the faculty member should be secured before leaving the facility.

## **SECTION 5.23 CONTROL OF BICYCLES, SKATEBOARDS, AND SCOOTERS**

In the interest of public safety, bicycles, skateboards, scooters, and other similar vehicles must not be used or ridden inside any CCSF facility. Bicycles cannot be taken inside CCSF buildings under any circumstances. Skateboards and scooters must be carried safely inside college buildings and must be stowed away from aisles or walkways in classrooms. For bicycle parking and additional information on skateboards and scooters on campus, see Section 6.10 Parking Permits & Regulations.

## SECTION 5.24 OUTCOMES ASSESSMENT



### Outcomes & Assessment Overview

Student Learning Outcomes (SLOs) are concise statements about the knowledge, skills, abilities, and attitudes that a student is expected to attain through courses, programs, or paths of study at City College. Outcomes are developed and assessed at the following levels: course, program, general education, and institutional. Student service outcomes (for services provided to students, such as counseling and library services) are also identified and assessed by faculty members.

City College strives to create a culture where outcomes assessment continually improves the quality of student learning and institutional effectiveness. Members of each department and program engage one another in the development and assessment of outcomes. Cumulative course section-level (CRN) SLO data inform course and program revision. Collaboration among departments and programs is actively encouraged, with ongoing dialogue driving improvement efforts to meet the evolving needs of our diverse student population across instruction, curricula, programs, and support services.

Institutional Learning Outcomes (ILOs) and General Education SLOs (GELOs) are listed in the College Catalog. Program SLOs are also found in the College Catalog under the program description. Course-level SLOs are found in the Course Outline of Record and in the Course Schedule.

## **Faculty Responsibility for Courses & Programs**

All CCSF faculty are required to participate in assessment of student learning outcomes.

### **For instructors teaching courses in each semester:**

- SLOs must be provided to the student in the syllabus exactly as they appear in the official Course Outline of Record (see Section 4.7 Introductory Information for details of the written class information to give each student.)
- SLOs must be explained to the students, ensuring clarity and understanding.
- At least one course outcome must be assessed and reported on each semester for each course section-level (CRN) course taught.

More broadly:

- All course outcomes are assessed at least once every six years, as stated in the CCSF Institutional Assessment Plan.
- Faculty are required to conduct aggregate assessments (comprehensive analysis of all student learning outcomes in a course or program) within an 18-month period prior to course or program renewal or modification.

## **Institutional level Assessments**

SLO Coordinators are responsible for coordinating institutional level assessments for GELO and ILOs and sharing the results with the CCSF community.

## **Faculty Support**

Assistance for outcomes assessment is provided by faculty designated as SLO Coordinators through weekly drop-in hours and FLEX day activities. See the Outcomes & Assessment webpage for a support schedule.

## **Resources**

- [CCSF Outcomes & Assessment Webpage](#)
- [CCSF Institutional Assessment Plan](#)
- [CCSF SLO Handbook](#)
- [CCSF SSO Handbook](#)

## SECTION 5.25 PROFESSIONAL DEVELOPMENT

As funding allows, the Professional Development Program is largely supported through the District. Professional Development funds may be provided for career and professional growth and development. All training costs are to be related to a faculty member's position at CCSF. Faculty members may receive full or partial reimbursement for conference or training registration fees, transportation, food, and/or lodging. Professional development grants are awarded throughout the academic year provided funding is available.

A faculty member should check with his or her supervisor, department chair, dean, and/or Vice Chancellor for information and approval prior to submitting an application for faculty travel.

See: [Professional Development | CCSF](#).

### Employee Orientation

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All Full-Time faculty job announcements contain the following statement: "New full-time faculty hires will have two additional service days, in their first year of service only, for the purpose of attending mandatory new faculty orientation. They will receive "independent flex credit" for such attendance, but no additional pay." Attendance is documented and recorded in the permanent personnel file.

### Flex Program

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The Flexible Calendar Program offers time and opportunity for faculty and staff to participate in developmental activities to enhance and improve faculty and staff professional skills in an educational environment. Flex activities are in keeping with the College's Vision and Mission Statements. The Flexible Calendar Program consists of two main components: Professional Development Days and Independent Flex.

Professional Development Flex Activities include workshops and meetings held at CCSF that acquire a CCSF assigned CRN number. If a faculty member participates in Professional Development activities in excess of the hours required, the faculty member may receive independent flex credit for these extra activity hours. Workshops or conferences not sponsored by CCSF typically are not considered Professional Development activities.

Both full- and part-time faculty have attendance obligations under the Flex Program, as detailed below, and must report their Flex activities. Missing a professional development Flex Day requires a report of absence in the same way that absences are reported on an instructional day. For more information about Flex Obligations and reporting, visit the [Faculty Professional Development](#) website.

#### Full-time Faculty Flex Obligation

The full-time faculty obligation is five (5) hours of flex activity per Flex Day. Attendance at department meetings is considered mandatory and cannot exceed the five (5) hours per Flex Day.

#### Part-time Faculty Flex Obligation

For part-time faculty the flex obligation equals the number of hours otherwise scheduled to work on Flex Day, to a maximum of five (5) hours per Flex Day. All part-time faculty must make a good faith effort to attend Professional Development activities but may substitute Independent Flex activities if other ongoing outside obligations conflict with the scheduled CCSF Flex Days.

Independent Flex Activities are those activities relevant to professional growth at CCSF or to faculty assignment, and include workshops, conferences, seminars, individualized study, research or other work that is not part of a faculty member's regular work assignment.

### **Department Chair's Obligation**

The following formula determines each Department Chairperson's basic obligation in any semester in which there are flexible calendar days scheduled: (1) [% of load in faculty status (teaching, counseling, etc.)] X [hours of flex obligation for full-time faculty] = basic obligation, provided that each Department Chairperson shall attend one scheduled flex activity of his/her choosing each semester other than the departmental meeting

Example: [.8] X [30] = 24 hours (.8 faculty load X 30 hours faculty flex obligation each year = a 24-hour obligation for the year)

A Department Chairperson who wishes to engage in an Independent Flex activity to satisfy part of their obligation must obtain prior approval from their dean. Independent flex activity may not be used to satisfy the entire obligation in any semester.

Attendance at departmental meetings shall apply to fulfillment of the flex obligation, but Department Chairpersons cannot receive "presenter's credit" for such attendance.

### **Presenters**

Faculty flex day workshop presenters (not department meeting or independent activity presenters) can earn double flex credit(s) for every hour they present.

Example: [2] X [hours of workshop] = total hours earned for presentation

### **Reporting**

Faculty members are to report and submit their professional development activities as well as their Independent Flex activities online through the Vision Resource Center (VRC). For more information, visit the [VRC section](#) of the [Human Resources Professional Development](#) website.

### **Sabbatical Leave - Full time tenured faculty.**

The District provides for a sabbatical program in accordance with Education Code section 87767 *et seq.* For additional information regarding Sabbatical Leaves, including basic eligibility, selection, application deadlines and process, employee obligation on return from Sabbatical, and to get an application, visit the [Sabbatical Leave website](#).

### **Faculty Travel and Attendance at Professional Conferences and Conventions**

The Academic Senate Faculty Travel Fund is administered exclusively by the Academic Senate. The allocation of faculty travel funds is based on availability of funds and the view that it is in the best interests of the faculty, the administration, the students, and the taxpayers to economize maximally without sacrificing the imperative for professional growth. All Senate members, full-time as well as part-time faculty, are eligible to use faculty travel funds (some exceptions exist regarding summer travel).

The allocation of funds for travel is based on the value of the trip to the students, the faculty member, the Department, and the College in general. Only actual and necessary travel expenses are covered; these

costs must not include luxury accommodations, first-class travel rates, etc. Faculty whose expenses exceed the criterion stated will be expected to pay any additional costs.

For further details, refer to discussion of Faculty Travel and Guidelines at the Academic Senate website, and/or contact the Academic Senate office at 415/239-3611. [2023 Faculty Travel Guidelines Document with Signatures.pdf - Google Drive](#)

#### **Additional Professional Development Resources**

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The Vision Resource Center (VRC) and the Educational Technology Center (ETC) provide additional specialized training for faculty development.

Access the VRC [Vision Resource Center \(VRC\) \(sharepoint.com\)](#).

See the ETC at [Educational Technology Center | CCSF](#).

## **Section 6 Resources for Instructors**



## **SECTION 6.1 OFFICIAL PUBLICATIONS AND DIRECTIVES**

Faculty members should familiarize themselves with official directives and publications of City College of San Francisco, including the contents of the CCSF Catalog, CCSF Time Schedule, and the current Faculty Handbook. Please note that in addition to the official college publications, centers and individual departments may publish documents and newsletters to inform faculty, staff and students. Please consult with the appropriate department chair to see if such a publication is available.

Additionally, for notices of changes and developments at CCSF, faculty members will receive communications related to their duties and responsibilities via email. For this reason, there is a contractual obligation for faculty to use and regularly check their assigned district email.

### **Board Policies and Administrative Procedures**

The Board adopts policies as authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the on a specific within its subject matter jurisdiction.

Board Policies and Administrative Procedures may be accessed at: [CCSF Policies & Administrative Procedures | CCSF](#).

### **College Catalog**

The College Catalog is published annually by the Office of Instruction, Catalog Office and may be viewed online at [CCSF Catalog | CCSF](#). For additional information and to contact the Catalog Office staff go to [Catalog Office \(sharepoint.com\)](#)

### **Time Schedules**

The CCSF class schedule can be accessed online at [Class Schedule | CCSF](#).

### **Faculty Handbook**

The faculty handbook is available and may be viewed online at [Handbooks | CCSF](#).

## **Official Publications through District Email**

### **Required Use of District Email**

Per AFT/CCSF Collective Bargaining Agreement, Section 8.R, faculty members shall use District/CCSF email for official District communications regarding their professional responsibilities. Faculty members shall regularly check their District email for communications from the District and students. Faculty members shall provide students their District email address and shall encourage students to utilize such address in email communications regarding their studies. CCSF email is for college business only and not for personal use.

### *City Notes*

*City Notes* is a campus-wide online publication that highlights various events, resources, and opportunities for the College community. It is distributed via employees' CCSF email accounts every other Wednesday. To submit or to update subscription preferences go to [CityNotes Submission Form \(jotform.com\)](#).

## **SECTION 6.2 COMPUTER RESOURCES**

### **District Use of Computer, Network and Classroom Technology**

Computer use is governed by Board Policy and Administrative Procedures 7.41. [DISTRICT USE OF COMPUTER, NETWORK AND CLASSROOM TECHNOLOGY - AP 7.41 \(ccsf.edu\)](#)

The District Computer, Network and Classroom Technology systems are the sole property of San Francisco Community College District. They may not be used by any person without the proper authorization of the District. The Computer, Network and Classroom Technology systems are for District instructional and work related purposes only, except for purely incidental manner. This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

Information Technology Services (ITS) is located in Batmale Hall 130 or by phone at 415/239-3115. For a complete listing of ITS services visit their webpage [Information Technology Services | CCSF](#).

### **Desktop Services**

Password change, computer issues, software issues, AV issues contact the Help Desk M – F 8 am – 5 pm:  
[helpdesk@ccsf.edu](mailto:helpdesk@ccsf.edu)  
[www.ccsf.edu/help-desk](http://www.ccsf.edu/help-desk)

On Campus dial 611 or 3711

Off Campus 415/239-3711

Toll Free 877/379-2491

### **Onboarding Resources**

After the Human Resources Department staff on-boards a new employee, the employee is provided with an employee identification number, the RAM ID. RAM ID is CCSF's password management service. RAM ID allows employees to login to the following systems: myRAM Portal, CCSF Desktop Network, CCSF Staff WiFi Network, Office 365 Email, Argos, as well as other resources.

Employees work with their supervisors to ensure they have access to various ITS services, application accounts and permissions, new laptop, parking permit, employee ID/campus ID/Badge, as well as requesting office keys and an office phone. Go to [Onboarding Resources \(sharepoint.com\)](#) for additional information and applicable instructions and forms.

Employees will find college-wide resources and frequently used links at the CCSF Intranet site [Intranet - Home \(sharepoint.com\)](#).

## **CCSF WiFi Network**

A single network called CCSF WiFi is available for all staff, students, and guests. To connect to the network, select "CCSF WiFi" from the list of available networks, and follow the instructions. For assistance contact the Help Desk or go to [How to Connect to CCSF WiFi | CCSF](#).

## **Telephone System**

The City College telephone system uses Alcatel-Lucent Voice over IP (VoIP) technology. If you need assistance with your office telephone system contact the Help Desk.

### **Official Local Calls**

Employees may make official calls in San Francisco and to parts of San Mateo County for which there are no toll charges by dialing 9 and, after hearing the dial tone, dialing 1 + area code + the desired number. These calls are metered and the District incurs the cost.

### **Personal Toll or Long-Distance Telephone Calls**

Employees may not make personal long-distance telephone calls and charge them to the District telephone for later billing since the District has no way of handling the federal tax levied on such calls.

### **TDD's - Telephone Calls**

If you have limitations hearing or speaking a specially-trained Communications Assistant (CA) can relay telephone conversations for all of your calls. Dial 711 to reach the California Relay Service (CRS). Dialing 711 is for everyone, not just those who have difficulty hearing on a standard telephone. For additional information see [Relay Services | California Connect \(caconnect.org\)](#).

## **The Educational Technology Learning Center (ETC)**

The Educational Technology Learning Center (ETC) offers educational technology and applications training and support to employees. Browse their webpage [Educational Technology Center | CCSF](#).

## **Additional Technology**

**CANVAS** is CCSF's online learning management system. Canvas provides an online space for students to access course materials, communicate, and submit work. For information on training for Canvas and Canvas guides see: [Canvas | CCSF](#).

## **BANNER**

The Banner system supports and manages College information systems: student, accounts receivable, financial aid, finance budget, human resources, payroll, and position control. In addition, Banner includes a number of self-service features so that students and employees can access personalized online services. Data from Banner is used for program review, enrollment management, MIS reporting and other ad-hoc needs.

Please consult your supervisor to determine if you will need Banner access to support your work responsibilities and duties. Access your myRam Portal to view additional resources and tools used, such as Adobe Sign, CurricUNET, etc.

## **COMPUTER USAGE POLICY**

Each user who uses the CCSF computing facilities and resources is bound by the Computer Usage policy. [Computer Usage Policy | CCSF](#). Violation of this policy is dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some of the policies below may constitute a criminal offense.

### **Rights & Responsibilities**

CCSF makes computer accounts and resources available for student use in the pursuit of instructional goals, and to faculty and staff to support the institution's mission.

The Computer Usage Policy applies to all users of the CCSF computing resources. This includes administrators, faculty, staff, students and guests on District equipment and networks.

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

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

### **Confidentiality**

CCSF does NOT guarantee or warranty the confidentiality of user files, including e-mail, except where legally or contractually protected. It is the practice of Information technology Services (ITS) to respect the confidential nature of user files, but the ITS Department reserves the right to view or alter user files when it is necessary. Any ITS employee must have permission from the appropriate Vice Chancellor prior to investigating or modifying a user file.

User files may also be subject to search under court order if such files are suspected of containing information that could be sued as evidence in a Court of law. Student files as kept on ITS facilities are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code, also referred to as the Buckley Amendment).

In addition, a system administrator may access user files as required to protect the integrity of the computer system. For example, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

### **Existing Legal Context**

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

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

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

### **Copyright**

All users must follow all relevant copyright laws. US Copyright law governs printing, scanning, reproduction, and distribution of software and other material in print or online, including text, fonts, graphics, sound, video and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install the product. The EULA also specifies the number of simultaneous users licensed to use the product. The Copyright Policy may be viewed at: [Home - Copyright Resources - CCSF Library at City College of San Francisco](#) and additional information is included in Section 6.3.

### **Nondiscrimination**

Computer users must follow the Unlawful Discrimination and Harassment Policy including those governing "sexual harassment" & "hostile education environment".

All computer users must follow the Unlawful Discrimination and Harassment Policy as stated in the CCSF "Equal Opportunity Statement" listing in the catalog (EDUCATION CODE SECTION 66270-66271.1).

Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. The CCSF administrator [or Compliance Officer] who receives complains of discrimination should inform the complainant of this right and that the complainant may file *an additional complaint* if they experience *retaliatory conduct*.

## **Examples of Misuse**

Examples of misuse include, but are not limited to, the following activities:

### **Breaking into another person's account**

- Using a computer account that you are not authorized to use by the ITS Department. Knowingly or carelessly allowing someone else to use your account.
- Obtaining a password for a computer account that is not your own account.
- Using the Campus Network to gain unauthorized access to any computer system.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating running and/or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Masking the identity of an account or machine.

### **Harassment**

- Using e-mail to harass others.
- Posting on Internet services information that may be slanderous or defamatory in nature.
- Displaying sexually explicitly, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals, except when directly related to CCSF coursework.

### **Commercial use**

- Using your account for any activity that is commercial in nature. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale. Account use to purchase textbooks and course materials, etc. is permitted.

### **Copyright**

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

### **Changing files**

- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
- Modifying of another user's files, which is illegal under California Computer Crime laws.

### **System misuse**

- Sending mass e-mail to a large number of people on the system is acceptable, however, use organization or department mailing lists, listservs, to send e-mail to groups of people on the system.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, or installing, or giving to another user a program intended

to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.

- Deliberately wasting/overloading system resources, such as:
  - Printing resources – This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available online, or that might impact significantly on other users printing resources.
  - System file space – Storing or transferring of large files or using a large amount of file space in the temporary file system area that degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

#### **Additional System Information**

- Batch jobs or background tasks should be consistent with individual academic goals or institutional academic goals. Jobs that do not coincide with the academic goals of the institution and/or cause IT system problems may be “killed” without warning, and the owner of the job will be notified.
- Any files stored in the temporary file systems are not backed up and are subject to deletion at any time. Users’ file names and directory names starting with a period or another punctuation or special character will be deleted immediately.

#### **Enforcement**

After the appropriate investigation and/or hearing procedures have been followed, the penalties below may be imposed under one or more of the following: City College regulations, California law, and/or the laws of the United States.

Infractions of the CCSF Computing Policy may result in the temporary or permanent loss or modification of computer account and resource access privileges, and may be subject to further disciplinary action.

Offenses, which may be violation of local, state or federal laws, will result in the immediate loss of all computer account and resource privileges, and will be reported to the appropriate College of institution involved and law enforcement authorities.

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

The Technology Committee approves changes to these guidelines, as needed.

## INFORMATION SECURITY STANDARDS

Community colleges, like other major organizations, have a legal and ethical responsibility to secure their information. The California Community Colleges are creating a standard of best information security practices for protecting the confidentiality, integrity and availability of College/District information assets. Unauthorized modification, deletion, or disclosure of information can compromise the mission of the College/District, violate individual privacy rights, and possibly constitute a criminal act.

View ITS' website for additional information on cyber security: [Cyber Security | CCSF](#)

In accordance with Board Policy 8.18 - [BP 8.18 Information security standards \(ccsf.edu\)](#), the San Francisco Community College District adheres to the California Community Colleges Information Security Standard, and the policy templates may be viewed at [Policy - CCC Information Security Center \(cccsecuritycenter.org\)](#)

It is the collective responsibility of all users to ensure:

- Confidentiality of information that the College/District must protect from unauthorized access.
- Integrity and availability of information stored on or processed by College/District information systems.
- Compliance with applicable laws, regulations, and College/District policies governing information security and privacy protection.

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

Contact the ITS Department and/or the Associate Vice Chancellor/Chief Technology Services for additional information.

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## SECTION 6.3 COPYRIGHT INFORMATION POLICY

CCSF requires all employees and students to comply with state and federal laws applicable to copyright. Applicable copyright laws and license agreement provisions shall be observed with respect to the acquisition, use, production and distribution of protected materials in any format or medium in all San Francisco Community College District facilities. The legal and insurance protection of the District will not be extended to employees and students who knowingly violate such provisions. (Adapted from District Board Policy 8.10). The College has a registered copyright agent.

The CCSF Library:

Maintains a [Copyright Resources](#) guide

[Subject librarians](#) are available for consultation.



The [Media Center](#) provides information and advice around media-related issues  
Provides copyright instruction to students

Employees and students are prohibited from copying materials not specifically allowed by the:

- Copyright law
- Fair use guidelines
- Licenses or contractual agreements, or
- Other permission

To view or download the complete policy please visit [Copyright Support | CCSF](#)

## **SECTION 6.4 LIBRARY & LEARNING RESOURCES**

Library faculty and staff are available to support faculty needs for reference, instruction, resource development, and placement of texts and other materials on reserve. Visit the Library web page on Faculty Support [Faculty Support - Faculty Support - CCSF Library at City College of San Francisco](#) for complete information on library services, including faculty borrowing and use privileges. Library locations and hours are also listed on the Library website.

## **SECTION 6.5 BOOKSTORE AND BOOK ORDERING**

CCSF Bookstores are located on Ocean Campus and at most CCSF Centers. Visit [CCSF Bookstore | CCSF](#) for current operating hours by location. Contact Bookstore personal at [Official CCSF Ocean Campus Bookstore Apparel, Merchandise & Gifts \(bkstr.com\)](#)

The CCSF Bookstore Course Materials department coordinates textbook adoptions, course packs, readers, copyright clearance, digital textbooks and other learning materials that are helpful to ensure student success. CCSF instructional departments may establish different procedures for informing the bookstore about required course materials; however, faculty should work with the bookstore to ensure the correct materials are available to their students. See Section 6.3 Copyright Information Policy for additional information.

To comply with the Federal Law (The Higher Education Act of 2008 Section 133), CCSF requires that all textbook and course materials information be submitted to the bookstore. If no books are required, the bookstore should be notified in order to correctly inform the students. Instructors need to specify whether each textbook title is required or recommended for a class.

To contact the Course Materials Department at [Follett Access | CCSF](#). Follett Access is CCSF's digital course material program.

## **SECTION 6.6 DISABLED STUDENTS PROGRAMS & SERVICES**

### [Disability Services & Programs for Students | CCSF](#)

DSPS provides instruction and services to students with disabilities that are designed to increase access to college instructional programs. Students with physical disabilities, blindness & low vision, deafness & hard of hearing, Autism Spectrum disorders, learning disabilities, acquired brain injuries, intellectual disabilities, mental health disabilities, Attention-Deficit Hyperactivity Disorder (ADHD), or other health conditions and disabilities may qualify for services. Emphasis is given to those services that allow the student with disabilities to fully participate in all regular academic and vocational programs for which they are otherwise qualified.

#### **What the Law Does and Does not Require**

Federal and state laws govern the rights of students with disabilities to higher education. These laws and policies include sections 504 and 508 of the Rehabilitation Act (1973 and 1998); the Americans with Disabilities Act (1990); and Title 5 of the California Code of Regulations. Following is a summary of what current law requires and what it does not require.

*What the Law Requires: Equal, Not Preferential Treatment.*

- Equal access to instruction, services, activities, and facilities of the college.
- Students must be evaluated on ability, not disability.
- Accommodations must be provided when students have educational limitations that affect the ability to acquire information or to demonstrate knowledge of the course material in a standard way.

*What the Law Does Not Require*

- The law does not require changing standards or grading policies because a student has a disability.
- The law does not require providing accommodations to a student who verbally claims a disability but who has not provided documentation to the college, either through DSPS or through the ADA coordinator.
- The law does not require providing personal devices such as wheelchairs, hearing aids, or glasses.
- The law does not require providing personal services such as assistance with eating, dressing, or mobility.
- The law does not require providing accommodations that would fundamentally alter the nature of a program, class or course or substantially modify academic or program standards.

For additional information, view the DSPS Faculty Handbook online at [DSPS Faculty Handbook \(ccsf.edu\)](#)

#### **Student Rights to Confidentiality**

Under the Right to Privacy Act and related laws affecting higher education, students have the right to confidentiality.

Having a disability revealed is often mentioned by students with disabilities as the situation they fear the most at school. If that information is revealed to classmates or others without the student's permission, it is a violation of confidentiality laws and the trust that the student has in the instructor and the college.

It is not legal, for example, to announce by name that a student needs a note taker, or to discuss the student's disability in class or in the presence of other students.

When an instructor is shown a Classroom and Test Accommodation Form (CATAV) that states a student has a disability and needs accommodations, or if the student shares that information with you verbally or in writing, that information must be kept confidential. Instructors and staff should treat all information regarding the identity of the student with a disability, the nature of the disability, and the disability-related accommodations the student requires in a professional manner.

Some disabilities are obvious but there are many more disabilities that are not so apparent. These disabilities are usually revealed to the instructor only so that the proper accommodations can be provided to give the student an equal opportunity to learn in the classroom.

DSPS is bound by laws which protect a student's right to privacy. A DSPS counselor cannot discuss anything pertaining to specific students with any of their instructors, staff, or family members without the student's expressed written permission. DSPS is allowed to disclose limited information and verify eligibility for specific services under an educational need-to-know clause in the student's application for services. Other exceptions to confidentiality occur when required by law, such as when a student is determined to be a danger to self or others, or when there is reasonable suspicion of child abuse or the abuse of a dependent adult. See [Disabled Students Programs & Services | CCSF](#) or call 415/452-5481.

The DSPS Faculty Handbook, a guide to DSPS Services created specifically for all CCSF Faculty, is available from the department. For specific details on DSPS counseling and other services, please refer to the DSPS website.

## SECTION 6.7 MEDIA SERVICES

[Media Services | CCSF](#)

**Audiovisual Department**, Ocean Campus, Rosenberg LLRC, R306

415/452-5411    [av@ccsf.edu](mailto:av@ccsf.edu)

M – Th: 8:00 a.m. – 6:30 p.m.

F: 8:00 a.m. – 3:00 p.m.

### Services

- Smart Classroom Support - [CCSF Smart Classrooms | CCSF](#)
- Technical assistance
- Maintenance & Repair
- Purchase consultation
- Audio & Video support for events
- Public Address Systems (microphones & speakers)

**Broadcast Media Services (BMS)** [Broadcast Media Services | CCSF](#)

Ocean Campus, ArtX 169

415/239-3525

Hours vary by semester

**Services**

- Video distribution and webcast services
- Video production and editing
- Video playback
- Various equipment deliveries
- TV/DVD/VCR carts
- Smart Carts including a projector, HDMI-HDMI cable and speakers
  - BMS does not provide computers. Employees have to use their District-issued or personal laptop.
    - Contact ITS to request a District laptop

Visit their website for additional services and information at [Broadcast Media Services | CCSF](#)

**SECTION 6.8 EVENING, WEEKEND & SUMMER INSTRUCTIONAL SUPPORT**

Evening, weekend, and summer support services include faculty mailboxes, duplicating needs, PARS, class lists, grade sheets, census reports, and supplies. Faculty needing support can use the following phone numbers:

<u>Locations</u>	<u>Day</u>	<u>Evening &amp; Saturday</u>
Chinatown/NB	415/395-8600	415/395-8600
Civic Center	415/561-1875	415/561-1020
Downtown	415/267-6504	415/267-6501
Evans	415/550-4440	415/550-4409
John Adams	415/561-1900	415/561-1900
Mission	415/920-6000	415/920-6000
Ocean	415/239-3584	415/239-3584
Southeast	415/550-4300	415/550-4300

## **SECTION 6.9 EQUIPMENT, USE OF FACILITIES/BUILDINGS & GROUNDS**

### **Equipment**

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

Any and all equipment and materials provided to employees remains the sole and exclusive property of the District, including building and office keys, computers, lap tops and other devices, materials used and produced in the course of carrying out job tasks and responsibilities, etc.

Employees can help the District operate with maximum efficiency observing the following regulations to ensure the safety, security, and maintenance of District facilities for students, employees, and visitors.

### **USE OF FACILITIES, BUILDINGS AND GROUNDS**

#### **Use of Offices, Classrooms and Laboratories**

##### **Lighting – Improve energy-use**

1. Adjust shades and venetian blinds to use as much natural light as possible; however, venetian blinds are not to be raised to regulate classroom lighting.
2. Use electric lights only when natural light is inadequate.
3. Use electric lights farthest from the windows first.
4. Turn out all lights when leaving rooms.

##### **Conservation of Energy and Water - Reduce energy consumption**

1. Lower all thermostats to 68 degrees Fahrenheit.
2. Remove all electric heaters from use.
3. Turn off all interior lighting that is not required. Use a combination of natural light and minimal electric lighting to provide adequate illumination.
4. Reduce exterior lighting commensurate with that required to provide adequate safety and security.
5. Turn off all electrically operated equipment that is not actually in use, for example, typewriters, calculators, and duplicating machines.
6. When operating District vehicles, observe all posted speed limits.
7. When using District vehicles, use the smallest vehicle possible and coordinate with others whenever possible to minimize the use of all such vehicles.
8. All employees are requested to exercise care in conserving water. In particular, ensure that faucets and showers are turned off when not actually in use.

Ventilation - Windows may be opened for ventilation whenever desirable. When opening a window fitted with venetian blinds, employees and students should lift the heavy strip at the bottom of the venetian blind. Do not reach through the slats, thereby avoiding damage to the blinds. When opening windows fitted with roll-up shades, raise the shades first to avoid wind damaging them.

Doors - Lock office/classroom corridor doors to protect equipment and materials. General assignment classrooms need not be locked between classes. The custodial staff will not open specially equipped classrooms and laboratories. These shall be opened by instructors upon their arrival.

Windows - When finished using rooms, employees are requested to close all windows before leaving for the day or evening.

Bulletin Boards - Employees who wish to post bulletins, circulars, or publications on campus shall obtain permission from the appropriate department chairperson or administrator. Students must obtain permission from the Dean of Student Activities.

Chalkboards - Employees are requested to erase all chalkboards before leaving a conference room or classrooms.

Wall and Other Surfaces - Employees are requested to protect walls and other surfaces by posting notices and signs only on bulletin and tack boards. Notices shall not be thumb tacked, stapled, taped, or pasted to walls and other surfaces, including the see-through panels of glazed doors and painted or finished surfaces. The custodial staff has been directed to remove all such improperly posted notices.

Furniture - Employees are required to obtain permission from the Buildings and Grounds Office before moving chairs, tables, or other furniture from one room or location to another.

**Maintenance and Repair Requests** - for maintenance or repair services through the Buildings and Grounds work order process via the BIM-Genie work order system. For additional information visit the webpage: [Buildings & Grounds | CCSF](#).

All work or service requests must have the approval of the Dean or Site Administrator before the work is assigned. If your worksite is at a **Center**, contact the Center Dean.

**Services** – The Buildings and Grounds Department provides facilities and maintenance services for the District’s property facilities and systems. Services are provided by the following department units:

**Buildings and Grounds, Ocean Campus, Maintenance Shops** • 415/239-3546

**Custodial, Ocean Campus Office location:** Cloud 141 • 415/239-3225 Office

**Duplicating Services** - [Duplicating Services | CCSF](#)

Ocean Campus Office location: Batmale 120 / [dupsrv@ccsf.edu](mailto:dupsrv@ccsf.edu) • 415/239-3185

M – F: 7:50 a.m. to 4:00 p.m.

Duplicating Services offer the following: printing, folding, cutting, padding, drill/hole punching, spiral binding, perforating, heavy duty stapling, collating-booklet making with two stitches, large or small format laminating, faxing, graphic design, redesign originals, pre-press, sign making, layout and paste-up.

Color photocopying and large format (posters) printing: prior approval from the appropriate school dean is required. Limitations and copyright restrictions are dutifully enforced. Assistance with self-service photocopiers is available.

A job request may be sent to [dupsrv@ccsf.edu](mailto:dupsrv@ccsf.edu) or via FAX: 415/239-3919. You may also access the Duplicating Request Form at [Duplicating Services | CCSF](#)

**Storeroom Services** - Ocean Campus Office location: Cloud 143 • 415/239-3162

M – F: 8:00 a.m. to 5:00 p.m

**Recycling Services** - [CCSF Recycling Center | CCSF](#) • 415/239-3337

M – F: 10:00 a.m. to 6:00 p.m.

**Mail Services** - Ocean Campus location: Science 7 • 415/239-3176

M – F 8:00 a.m. to 5:00 p.m.

**Engineering** • 415/239-3546

**Keys** - Essential and additional keys (for offices, classrooms, cabinets, etc.) require written authorization from an administrator before being issued by the Office of Facilities and Capital Planning at [facilities@ccsf.edu](mailto:facilities@ccsf.edu) or 415/239-3055 with.

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

## Use of Facilities & Event Scheduling

To request for use of a specific Ocean Campus facilities, contact as indicated:

FACILITY	CONTACT	
Cafeteria	Culinary Arts & Hospitality Department	415/239-3152
All Campus Classroom &	Office of Instruction	<a href="#">Classroom Reservation (CCSF) (office.com)</a>
Rosenberg Library	Library Dean's Office	415/452-5454
Student Union & Rams Plaza	Student Activities Department	415/239-3679
Diego Rivera Theatre	Office of Liberal Arts Dean	415/452-5302
Wellness Center and Stadium	PE Department	415/452-7627
Multi-Purpose Building Room 140	MUB Reservation Calendar	Office of The Chancellor 415/239-3303

Explore your Outlook Calendar to search for a room or location when scheduling meetings or events.

### Facility Rentals

The College offers a range of facilities, rental equipment and support services for meeting, conference, and events provided at reasonable rates. View the webpage for additional information, [Facility Rentals | CCSF](#)

City College of San Francisco makes our college and athletic facilities available for rental when they are not being used for school purposes, in accordance with the Civic Center Act (Education Code 82537). Public school facilities are considered a civic center where organizations, clubs, and citizens may meet within the limitations and requirements set by the Board of Trustees and Education Code.

### Facilities Available for Rental

- Athletic facilities including gymnasiums, swimming pool, football stadiums featuring synthetic turf, tracks, tennis courts, soccer field
- Performance facilities including theaters and multipurpose room
- Outdoor facilities including quads, courtyards and parking lots
- Conference facilities to accommodate from 10 to 240 people
- Classrooms and lecture rooms perfect for corporate or non-profit meetings or training

### Facility Rental Fees

Fees for rental of City College of San Francisco facilities as of January 1, 2020, may be found at [Facility Rentals | CCSF](#) . Prices are subject to change until the actual reservation is confirmed. Facilities may not be rented for less than two hours.



Note: Non-profit organizations may be eligible to use facilities at no charge. However, fees may be charged associated with event support (including opening and closing facilities, audio-visual services, broadcast services, custodial services, engineering services, public safety services, tech support services, theater support services, utilities, and other direct costs).

### **Requests for Use of Facilities at the Centers - Contact the Center Dean's Office**

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## **Section 6.10 – PARKING PERMITS & REGULATIONS**

### **Employee Parking Permits**

Parking permits are required to park in any and all District parking lots.

To obtain a parking permit, follow the listed instructions found on the Campus Police/Public Safety Department's webpage at [Parking Information | CCSF](#) . New employees are informed about obtaining a parking permit at the time of their new-hire onboarding meeting with the Human Resources Department. Parking permit renewal information is sent to employees through their College email.

### **Community College District Parking Enforcement Regulations**

Parking enforcement is conducted by the College Police Department under the authority of the California Vehicle Code (CVC) with the approval of the District.

CVC21113 (a) - No person shall stop, park, or leave standing any vehicle whether attended or unattended, upon the driveways, paths, parking facilities, or the grounds of any public school, except with the permission of, and upon subject to any condition or regulation which may be imposed by the legislative body of the governing board or officer of the public school, or educational institution.

1. Parking on campus grounds is allowed 7 days a week, 5:00 a.m. – 12:00 a.m. (No overnight parking unless authorized by the Office of the Chief of Police). Parking is enforced 7 days a week.
2. A valid permit, issued to the user, must be prominently displayed (face-up on the windshield or dashboard) at all times and all vehicles must be parked in a marked stall.
3. Vehicles parked in faculty/staff lots, must prominently display a current and valid faculty/staff parking permit, face-up, in the windshield or on the dashboard, and be clearly visible and readable from the outside of the vehicle.
4. Faculty/staff driving a vehicle that does not have a valid faculty/staff permit should obtain a temporary (one-day) permit from the Campus Police Department before parking in any lot.

5. On the Ocean Campus, students and visitors may only park in the Reservoir Lot and S-Lot parking lots before 5 p.m. (Mon – Fri). After 5 p.m. (Mon – Fri), all parking lots except Cloud Circle, Science Loop, and Wellness Center stalls are open to students and visitors with a valid parking permit. On weekends, including holidays, students and visitors may park in all parking lots except for Cloud Circle and Science Loop, with a valid parking permit.
6. A valid daily parking permit can be purchased from parking ticket machines located in parking lots.
7. Faculty/Staff parking permits can be obtained via <https://ccsf.thepermitstore.com>.
8. Students, visitors, and staff with a DMV-issued Disabled Persons license plate or placard may park in all lots on campus in marked designated blue handicap stalls only, without the purchase or need of a CCSF parking permit. Disabled license plates/placards must be current and visible from the outside of the vehicles.
9. Parking exceptions include no parking in or next to yellow zones, white zones, crosshatched (diagonal lines) areas, or marked designed parking spaces.
10. All vehicles shall be parked in a marked parking stall. A parking stall is defined as a space between two white parallel lines on the pavement in designated parking areas. Only one vehicle is allowed per stall. Any “out-of-stall” vehicle may be cited and/or towed at the owner’s expense.
11. Parking, stopping, and standing in red zones are prohibited at all times. Parking in yellow zones is limited and is for official delivery vehicles or by Special Permit only (issued by the Chief of Police Office). California Commercial Vehicles are not valid in these zones.
12. Notes on dashboards are not valid parking permits.
13. A parking permit is only valid for the vehicle(s) it is registered for. All permit changes must be coordinated through the <https://ccsf.thepermitstore.com> for faculty/staff permits prior to parking in any College parking lot. Any changes to special permits issued by the Office of the Chief of Police must be coordinated through the Office of the Chief of Police prior to parking in any College parking lot.
14. Illegally parked vehicles are subject to a citation and possibly a tow at the owner’s expense.
15. Citations issued by the San Francisco Community College Police Department can be paid or protested at <https://ccsf.thepermitstore.com>. Some citations may require contacting SFMTA for payment or protest. Contact the Campus Police for assistance.
16. Parking enforcement for no permits, color zones, out-of-stall, and other parking violations under the California vehicle or penal code commences on the first day of instruction and continues through the academic year (exceptions are authorized through the Office of the Chief of Police).

17. Motorcycles and Scooters do not require parking permits when parked in the designated motorcycle parking on Frida Kahlo Way. However, parking a motorcycle or scooter in any College lot does require compliance with the parking regulations and visible display of a parking permit.

### **Bicycles on College Grounds**

In the interest of safety, bicycles shall be ridden on streets in a safe manner obeying posted signs regarding vehicles and pedestrian safety. Bicycles shall not be brought inside or ridden in any campus building.

**Bicycle Parking** - use only authorized bicycle racks. Please do not chain bicycles to railings, fences or other areas where it may impede the flow of pedestrian traffic. Bicycles are prohibited in all District buildings.

**Skateboarding** is prohibited on all City College locations. Skateboards, motorized skateboards, hover boards, in-line skate, roller-skate, or use any other similar-wheeled device shall not be ridden in any campus building. California and local laws regarding the use of skateboards or any other similar-wheeled devices on all College sites will be upheld.

College Locations other than Ocean Campus - The aforementioned apply to all College locations. In those instances where the Ocean Campus is stated and the situation involves another Center, consult with the office of the respective Center Dean as to how to comply with the appropriate regulations.

View the Campus maps for parking lot locations:

Ocean Campus: [City College of San Francisco - Ocean Campus | CCSF](#)

Centers: [CCSF Map | CCSF](#)

## **Section 7 Student Regulations, Services & Resources**

## **SECTION 7.1 FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

The Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99), is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

To view the FERPA Act in its entirety and the most updated version see the College Catalog at [FERPA and Privacy Rights of Students | CCSF](#).

## **SECTION 7.2 CONFIDENTIALITY OF STUDENT RECORDS**

### **Privacy of Student Records**

The California community college student has a legal right to privacy of records. A student record is defined as “any item of information directly related to an identifiable student...which is maintained by a community college...” However, applicable law provides for certain exceptions. Appropriate District employees are authorized to collect only that information which is relevant to a student’s admission, registration, academic history, career, student benefits and services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct.

In addition to restrictions on the collection of information about students, there are significant restrictions on the *release* of student information. Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

Under FERPA, “directory” information about a student may be disclosed without consent. Categories of Directory information can be found in the College Catalog, in the section under College Rules and Regulations, discussing FERPA, [College Rules and Regulations 2024\\_25 \(ccsf.edu\)](#).

The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students.

Information other than directory information will not be released without the student’s written consent unless the College is required to do so by law, such as in answer to a court order. Questions about policies and procedures concerning privacy of records and rights of access to them may be referred to the Dean of Admissions and Records.

In any area where records are filed, a student record log is maintained to record who asked for and received student information in accordance with applicable law. In each area, a dean or their designee is responsible for maintaining the student record log.

### Examples for Maintaining Student Confidentiality

- Faculty posting grades publicly MUST ensure that other class members cannot identify students through their student identification number, name, etc. Faculty should REFRAIN from reading grades aloud in class. Faculty may not share private student information with other District employees except in limited circumstances.
- Faculty members are not authorized to share student work with non-CCSF employees without written student consent.
- Students should NOT be allowed to review faculty grade books or view private information on class lists or other College documents.
- Information regarding a student MUST NOT be disclosed to anyone other than the student. This pertains to a student's grades, letters of recommendation, counselors' notes, and such.
- If a faculty member receives a request from a non-student to share private student information, she/he should refer the request to the Dean of Admissions & Records.

## SECTION 7.3 STUDENT ADMISSIONS

Admissions & Records Office

415/239-3285; Email: [admit@ccsf.edu](mailto:admit@ccsf.edu)

[Admissions & Records/Registration | CCSF](#)

For Admissions & Records/Registration: [Admissions & Records/Registration | CCSF](#)

### Credit Admission

Persons interested in enrolling in credit classes at City College of San Francisco can submit an Admissions Application online to become new students. Re-admit students are those individuals who have been absent from CCSF for one semester or more and will need to submit an Admissions Application for reentry.

### Non-Credit Admission

CCSF offers an extensive schedule of day, evening, and weekend noncredit classes in geographic locations around San Francisco. Enrollment procedures for noncredit classes vary depending on the type of course or program and location. Go to the [Noncredit Admission | CCSF](#) webpage for further instructions on applying and registering for noncredit classes.

## SECTION 7.4 COUNSELING SERVICES

CCSF counselors are available to assist students reach their academic and career goals. They are available to guide the student in choosing a major and making an education plan, informing them of essential support resources and programs and helping with personal concerns.

For more about CCSF counseling, [Counseling Services & Programs | CCSF](#)

- Academic Counseling: [Academic Counseling | CCSF](#)
- Multicultural Retention Services [MRSD | CCSF](#)
- Veteran Academic Counseling [Veteran Academic Counseling | CCSF](#)
- Transfer Center Counseling [Transfer Center | CCSF](#)
- Career Center [Career Center | CCSF](#)
- Disabled Students Programs and Services [Faculty Resources | CCSF](#)  
[DSPS Faculty Handbook \(ccsf.edu\)](#)  
See Section 6.6 for further information on DSPS.
- Extended Opportunity Programs and Services (EOPS) [EOPS Counseling | CCSF](#)

## SECTION 7.5 STUDENT REGISTRATION

Faculty should be aware of the current calendar and the procedures for registration with respect to general academic policies. [Instructional Calendar | CCSF](#)

The college calendar states “important dates” for registration. The college schedule includes specific dates for each course and semester of instruction. See: [Important Dates | CCSF](#)

See Section 5.15 for adding, dropping, no-shows, census reporting, etc.

## SECTION 7.6 STUDENT CONDUCT, DISCIPLINE, RIGHTS & RESPONSIBILITIES

### General Information

The educational process is based on an unwritten “contract” between student and instructor that assumes that each will have a defined role in achieving the expected outcomes of that process. The rights and responsibilities of instructors in relation to students are addressed throughout this handbook. Conversely, it is important for instructors to be aware of students’ responsibilities and rights both in and out of the classroom as members of the College community.

The College Catalog publishes all information on the contract between the college, the faculty and the student, and contains information on conduct, discipline, rights and responsibilities under College Rules and Regulations. [CCSF Catalog | CCSF](#)

### Student Conduct and Discipline

The Office of Student Conduct & Discipline is responsible for acting on behalf of the District in matters of student discipline. The Disciplinary Officer or designee adjudicates alleges instances of student misconduct in order to determine how best to resolve allegations. Contact the Dean of Student Engagement and Wellness at [studentaffairs@ccsf.edu](mailto:studentaffairs@ccsf.edu) for further information and guidance and visit their website at: [The Office of Student Conduct & Discipline | CCSF](#)

The Code of Student Conduct is a statement of the San Francisco Community College District’s expectations regarding student standards of conduct, both academic and non-academic. Students are expected to follow all laws and District policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the District, including but not limited to regulations regarding complaints of harassment and discrimination.

Student Conduct & Discipline has the responsibility to uphold the Student Code of Conduct to impose disciplinary action as appropriate and to assure the implementation of the CCSF Student Discipline and Student Due Process Procedures.

For a list of misconduct and violations for which disciplinary sanctions may be imposed for good cause, see: [Student Conduct and Discipline | CCSF](#)

View [FAQ: District Employees - Student Conduct & Discipline | CCSF](#) for specific information and reporting steps for submitting a Notice of Code of Student Conduct (COSC) Violation report.

Contact [studentconduct@ccsf.edu](mailto:studentconduct@ccsf.edu) for assistance.

Community and College Districts are required by law to adopt standards of student conduct along with applicable penalties for violations (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting BP 5.16, BP 5.17, AP 5.16 and AP 5.17. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established code of student conduct. See: [CCSF Policies & Administrative Procedures | CCSF](#).



It is the purpose of the student disciplinary system to further the educational mission of the College by resolving alleged violations of the Student Code of Conduct and other applicable policies regarding student behavior. CCSF provides a student the opportunity to address the allegations as laid out in the Due Process procedures.

All students are expected to behave themselves honorably in all endeavors they undertake as students at the College. The student disciplinary process exists to set a standard for behavior on campus. It is not meant to replace or substitute for the Federal or State legal system or other legal avenues. However, the student disciplinary process provides an important forum to respond to the interests of the CCSF community. It is here for two purposes: to help create a safe environment where academic life can flourish and to promote the development of students.

These processes are designed to educate and, where appropriate, sanction those students who violate College regulations. CCSF seeks both to promote a student's sense of responsibility by enforcing accountability, and to protect the community, when necessary, which may mean removing or restricting those who pose a threat to others. The intention is to emphasize the peaceful and productive handling of conflict as much as possible and where appropriate. CCSF strives to be a safe, helpful and efficient resource for the entire college community.

For guidance, intervention strategies, and suggested tips on student conduct prevention: Classroom Management, view webpage: [Student Conduct Prevention: Classroom Management | CCSF](#)

## **SECTION 7.7 STUDENT COMPLAINT PROCESS OVERVIEW**

View the online site at: [Student Complaints and Grievances | CCSF](#)

Individuals dissatisfied with a campus policy or the conduct of a college employee can bring a complaint, a written or verbal notice of dissatisfaction, to the attention of the appropriate faculty, staff, or administrator at any time. Student complaints fall into the following three categories:

Academic (Faculty/Student and Grade Review)

Contact for Academic Matters: Student Faculty Complaints: [studentfacultycomplaints@ccsf.edu](mailto:studentfacultycomplaints@ccsf.edu)

Contact for Academic Matters: Grade Review Complaints: [gradereview@ccsf.edu](mailto:gradereview@ccsf.edu)

Non-Academic (Student Affairs); and

Contact for Non-Academic Matters: Student Affairs Complaints: [studentaffairsdiv@ccsf.edu](mailto:studentaffairsdiv@ccsf.edu)

Title 5/IX Complaint Process (Discrimination/Harassment)

### **Complaint Process**

**Informal Complaint Process Overview** – Before filing a formal complaint that is either Academic or Non-Academic in nature individuals should make every effort to raise their complaint(s) directly with the involved faculty and/or manager. Formal complaints will not be reviewed unless an informal process has been completed. If addressing an issue informally does not lead to satisfactory resolution, the individual may register a formal complaint with the appropriate supervisor or administrator in alignment with the appropriate administrative procedure for the formal complaint process.

**Formal Complaint Process Overview** – If the informal process does not result in a resolution, the student may file a formal complaint to the appropriate department. Complaints escalating to this level must be submitted in writing with as much detail as possible so that the appropriate administrator can investigate and respond to the complaint. The written formal complaint must also outline the steps taken to try and resolve the complaint at the informal level. Each complaint process is unique. The detailed process requirements and complaint forms are located at [Student Complaints and Grievances | CCSF](#).

### **Title IX Complaint Process**

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits sex discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular, and athletic activities (both on and off-campus).

The protections of Title IX extend to sexual assault and misconduct that impairs or interferes with access to equitable educational and employment opportunities. It applies to all members of the campus community, including students, District employees, individuals doing business with the campus, those using campus facilities, and those who engage in volunteer activities.

Visit the Title IX Compliance website for [Title IX | CCSF](#).

## **SECTION 7.8 STUDENT GRADE AND FILE REVIEW**

The Student Grade and File Review Committee, which is composed of students, faculty and administrators, reviews individual student grievances regarding course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor, and the student. The Board acts as the arbitrating body but does not have the power to change grades directly, as stated in legislation: California Education Code 76224 (a).

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith or incompetency, shall be final.

There are formal and informal procedures to follow as well as time limits for all procedures and requests. Please consult "College Rules and Regulations" as outlined in the College Catalog for a detailed description of procedures and time limits. [College Rules and Regulations 2024-25 \(ccsf.edu\)](#)

## **Section 8 Benefits**

## SECTION 8.1 BENEFITS – GENERAL INFORMATION

District employees and their eligible dependents may be eligible for medical and vision plan coverage, dental coverage, flexible spending accounts, commuter benefits, Basic Life and Accidental and Dismemberment Insurance (AD&D), Employee Assistance Program (EAP) and Aflac Voluntary Supplemental Benefits. For additional information, view [Benefits | CCSF](#).

The San Francisco Health Service System (SFHSS) administers the medical and vision plans for eligible College employees and their eligible dependents. The following information contained herein is general, please view the *CCSF Benefits Guide* for specific details at [City College of San Francisco Employee Group Page | San Francisco Health Service System \(sfhss.org\)](#).

Employees may also reach out to the HR Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu).

## SECTION 8.2 ELIGIBILITY

Employee eligibility for healthcare coverage is determined by the Board of Trustees and is stipulated in the AFT 2121/SFCCD Collective Bargaining Agreement (CBA).

### FACULTY EMPLOYEE BENEFITS ELIGIBILITY AT-A-GLANCE

	FULL TIME FACULTY	LTS FACULTY	PART TIME FACULTY
Medical	✓	✓	<input type="checkbox"/>
Flexible Spending Account	✓	✓	Not Eligible
Employer Paid Dental	✓	✓	<input type="checkbox"/>
Life Insurance	✓	✓	Not Eligible
Park & Commute	✓	✓	✓

☐ certain restrictions apply

### PART TIME FACULTY ELIGIBILITY

Part time faculty who are eligible for benefits shall be eligible for the same plans, options, conditions, and benefit amounts as full-time faculty participating in District-sponsored benefits.

Part time faculty shall be eligible for medical, vision, and dental benefits if they meet either of the following conditions:

#### Multi-District Part-Time Faculty Health Insurance Program

Qualifying multi-district part-time faculty are eligible to participate in the Multi-District Part-Time Faculty Health Insurance Program. Access and complete the eligible certification form each semester at [Microsoft Word - Request for Multi District Adjunct Faculty Health Insurance Reimbursement Fill In \(ccsf.edu\)](#). Submit the completed form to [benefits@ccsf.edu](mailto:benefits@ccsf.edu).

**Eligible part-time faculty** enrolled in a medical plan for the spring semester will retain coverage through the summer months. Additional premiums are taken from employee paychecks from January through June for continued medical and vision coverage through the summer months.

**Ineligible part-time faculty** may elect to purchase health benefits within 30 days from loss of coverage, by paying full cost (*paying the District's and the employee's share premium cost*). Contact the CCSF Benefits Unit for additional for enrollment information at [benefits@ccsf.edu](mailto:benefits@ccsf.edu)

**Covered California:** Individuals who are not eligible for City and County of San Francisco's Health Service System (SFHSS) coverage should consider obtaining health insurance through the state insurance exchange, Covered California, created under the federal Patient Protection and Affordable Care Act. In some cases, you may qualify for Medi-Cal, tax credits and other assistance to make health coverage more affordable. For information about Covered California, call 888/975-1142 or visit [coveredca.com](http://coveredca.com).

## **SECTION 8.3 ENROLLMENT**

Eligible City College of San Francisco employees may enroll themselves and their eligible dependents in a San Francisco Health Service System (SFHSS) medical plan. Enrollment must take place within 30 days of initial start work date, no later than 30 days after a qualifying event, or during the annual Open Enrollment period during the month of October each year.

### **Open Enrollment**

Open Enrollment is the annual opportunity for employees to make changes to their medical and vision plan, enroll/re-enroll in FSA and/or AFLAC: Voluntary Supplemental Insurance without having a qualifying event. Open Enrollment usually takes place in October. Employees are informed via email notifications and information is posted on the CCSF website. Additionally, SFHSS notifies employees by mail.

### **Changing Benefit Elections**

Eligible employees may change health benefit elections annually, during the Open Enrollment or if there is a qualifying event, such as a marriage, domestic partnership, birth or adoption, or loss or gain of coverage. View the *Health Benefits Guide* located on the District's Human Resources webpage or email [benefits@ccsf.edu](mailto:benefits@ccsf.edu).

Report address changes to the Human Resources to ensure receipt of District notifications regarding rates and benefit changes in advance of Open Enrollment. [Employees may update their address via myRam Portal or by completing the CCSF Human Resources Address change Form prior to Open enrollment.]

### **Premiums**

The District makes a significant contribution to the cost of medical, dental and vision coverage for eligible employees and their eligible dependents. Employee premium contributions adjust annually, are governed by the provisions of applicable collective bargaining agreements, and District policy.

### **Continuation of Benefits while on a Leave of Absence**

Eligible employees may continue healthcare coverage during certain types of approved leaves of absence (depending on the nature and duration of leave), but may be required to make healthcare insurance premium payments directly to the District while on leave. A leave of absence is not considered a qualifying event, so benefit elections cannot be changed due to a leave. Failure to make premium payments on time will result in termination of health coverage. Employees whose coverage is terminated for failure to pay must wait to re-enroll during Open Enrollment for coverage at the start of the next plan year. For additional information, please refer to **Section 9.6 – FMLA/CFRA**.

## **SECTION 8.4 VISION PLAN**

Eligible employees and their dependents who are enrolled in a medical plan with the SFHSS will automatically be enrolled in the Vision Basic Service Plan (VSP). Employees and dependents enrolled in a medical plan may the Premier VSP plan.

VSP does not issue insurance cards. If you are enrolled in the VSP plan (group# 12145878), contact VSP at 1-800-877-7195 for your member ID number.

## **SECTION 8.5 DENTAL COVERAGE**

CCSF provides dental coverage to eligible employees and their eligible dependents at no premium cost. Eligibility requirements are the same as for healthcare coverage. Employees complete an enrollment form with the HR – Benefits Unit at the time of their new hire onboarding.

Delta Dental is the PPO plan offered to eligible active employees and their eligible dependents. The plan group number is #15935. Delta Dental does not issue insurance card, however, you may register for a Delta Dental account at [www.deltadentalins.com](http://www.deltadentalins.com).

## **SECTION 8.6 LIFE INSURANCE**

All active tenured and tenure-track full-time faculty and Long-Term Substitute (LTS) full-time faculty are eligible for Basic Life and Accidental Death and Dismemberment (AD&D) group term life insurance plan at no premium cost. Coverage amount is \$50,000, and reduces at age 70 and again at age 75.

PLEASE NOTE: IMPORTANT NOTICE TO EMPLOYEES REGARDING LIFE INSURANCE: If you experience a change of status (marriage, divorce, birth of a child, etc.) or if you simply would like to change your beneficiary, you **MUST** complete a new *Life Beneficiary Designation Request* form as soon as possible. Please contact the Human Resources Department, Benefits Unit for details.

Benefits terminate upon resignation or retirement with an option to continue conversion or portability insurance coverage at the employee's own expense.

## **SECTION 8.7 FLEXIBLE SPENDING ACCOUNTS (FSA)**

Flexible Spending Accounts (FSA) are voluntary plans.

Part-time faculty working less than 20 hours/week are not eligible for FSA.

The District offers two optional Flexible Spending Accounts (FSAs) to help employees pay for eligible health and/or dependent care expenses as permitted by federal IRS regulations, using pre-tax dollars deducted the employee's paycheck. These are the Healthcare Flexible Spending Account (FSAMED) and the Dependent Care Flexible Spending Accounts (FSADC). Enrolled employee contributions in an FSA are

deducted before federal, state and Social Security taxes are withdrawn saving an employee money on taxes. There is an annual minimum and maximum limit when you elect the two FSAs.

**Healthcare FSA** is a pre-tax benefit account used to pay for eligible medical, dental, and vision care expensed that are not covered by your insurance plan. Healthcare FSA minimum annual contribution is \$50 and the maximum contribution is \$3,050 per calendar year (subject to change on a yearly basis). Unused Flexible Spending Account Health Care dollars up to maximum amount can carry over to the following year. The carry over dollar amount is subject to change on a yearly basis. Check [Benefits | CCSF](#) for updates.

**Dependent Care FSA** is a pre-tax benefit account used to pay for dependent care services, such as preschool, summer day camp or elder daycare. Dependent Care FSA minimum annual contribution is \$50 and the maximum contribution is \$5000 per calendar year (\$2,500 if married and filing separate tax returns), subject to change on a yearly basis.

If you have a qualifying event during the year, you can elect to enroll or change your benefits. You have within 30 days from your qualifying event to make changes to your benefits.

Flexible Spending Accounts are administered by **Health Equity/WageWorks**. Participation in a FSA requires enrollment on an annual basis. Current enrollees MUST re-enroll for the next plan year to continue FSA election during Open Enrollment.

For more information, contact **WageWorks** at 1-877-924-3967 or at [www.wageworks.com](http://www.wageworks.com). Employees are responsible for reviewing and tracking their FSA accounts via the WageWorks website.

## SECTION 8.8 COMMUTER BENEFITS

The Commuter Benefits plan is an IRS code Section 132 Transportation Expense Program. Commuter Benefits are a pre-tax savings program to pay for public transportation to and from work and parking fees associated with work (within IRS limits).

Commuter Benefits are administered by a third party carrier. Self-enroll, cancel, or change online through the third party carrier website. For more information on how to enroll or to make changes, visit [www.wageworks.com](http://www.wageworks.com). Additionally, visit the CCSF Benefits website at [Benefits | CCSF](#).

## SECTION 8.9 EMPLOYEE ASSISTANCE PROGRAM (EAP) & WELL-BEING PROGRAMS

**The Employee Assistance Program (EAP)** staffed by licensed therapists, provides confidential, voluntary and free mental health services to all employees 24/7. Receive one-on-one counseling for personal and work-related concerns from a licensed EAP therapist by calling 628/652-4600. Additional information is available at [Employee Assistance Program | San Francisco Health Service System \(sfhss.org\)](#).

Please contact EAP if you have difficulty accessing mental health or substance abuse services through your health plan.

Additional information on Health Plans: Mental Health, Well-Being and Substance Abuse Benefits is available in the *City College of San Francisco Benefits Guide*.

**Well-Being Programs** – Employees may take advantage of free or lower cost programs and support tools and discounts through SFHSS Well-Being and their Health Plan, including group exercise, health education workshops/seminars, healthy weight programs, diabetes prevention programs, etc. For the full list of events and offerings visit [Well-Being Programs | San Francisco Health Service System \(sfhss.org\)](http://www.sfhss.org) See the *City College of San Francisco Benefits Guide* for additional information.

## **SECTION 8.10 AFLAC VOLUNTARY SUPPLEMENTAL BENEFITS**

Eligible employees may enroll in voluntary benefits through AFLAC at a discounted rate. CCSF offers a menu of 9 categories of plan options for customized benefit enhancements for eligible employees through AFLAC. Preferred rates for qualified CCSF employees are offered with payroll deductions and pretax savings for qualified plan options.

AFLAC contacts newly hired employees via email with initial an educational consultation and guidance within 60-day eligibility period after hire date. Current enrolled employees may make additions or changes to the AFLAC pre-tax advantaged benefits during the AFLAC open enrollment period.

Additional information is available at [Benefits | CCSF](http://www.ccsf.edu/benefits). To view Aflac advantages videos, materials and assisted enrollment services available for City College employees:  
<https://www.aflacenrollment.com/CityCollegeofSanFrancisco/TD0874207386>

[To request local support/enrollment assistance or policy claims service assistance, contact SF Bay Area Aflac agency Customer Service at 1-888-248-1748.](mailto:enrollment@ccsf.edu)

## **SECTION 8.11 DEFERRED COMPENSATION PLANS – 403(b), 457(b), 520**

The Board of Trustees of the San Francisco Community College District, San Francisco, California makes available to its employees the provisions of the United States Internal Revenue Code Sections 403(b), 457 and 529 and California Revenue and Taxation Code Section 17501. CCSF non-student employees are offered via payroll deduction the opportunity to participate in either or all of the tax sheltered investment plan.

The Board of Trustees of the San Francisco Community College District, San Francisco, California makes available to its employees the provisions of the United States Internal Revenue Code Section 529. CCSF non-student employees are offered via direct deposit the opportunity to participate in the Scholar Share, California's 529 College Savings Plan. For additional information visit the Payroll Services, IRS Code Sections 403(b) / 457(b) / 529 webpage: [IRS Code Sections 403\(b\) / 457\(b\) / 529 \(sharepoint.com\)](https://sharepoint.com)



## **SECTION 8.12 PRE-RETIREMENT WORKLOAD REDUCTION FOR FT FACULTY**

State law allows pre-retirement reduction of workload in accordance with Education Code §87483 and §22713. The CalSTRS Reduced Workload Program (also known as the Willie Brown Act) allows a full-time faculty to reduce their workload in a position from full-time to part-time duties, defined as at least 50 percent of full time, for up to ten (10) school years.

While participating in the program, the employer and employee's retirement credit contributions are paid based on the faculty's full-time compensation earnable, rather than the actual part-time earnings.

### **Eligibility:**

- To be eligible for the program, the faculty must:  
be age fifty-five (55) or older.
- Have at least 10 years of service credit
- Have been employed on a full-time basis in one position to perform creditable service for five years immediately before entering the program

### **Program Criteria:**

Faculty must work at least 50% of the time required for full-time. Partial workload reductions cannot fall below 50% of a full-time load for the academic year.

Faculty may change their percentage workload on an academic year basis by submitting the required change request form to the HR Leaves Unit by March 30 for workload percentage changes to take effective July 1. Change request forms are required to ensure accurate pay and benefits.

CalSTRS will revoke a faculty's agreement if they retire or terminate employment before the end of the school term and they will only receive service credit for the part-time service actually performed.

### **Application:**

Accepted once a year and due to the HR Leaves Unit on March 31 for consideration to participate in the program effective start of the next academic year. Contact the HR – Leaves Unit for assistance at 415/452-7660.

## **SECTION 8.13 RETIREMENT**

Tenured and tenure-track faculty members are automatically enrolled in the California State Teachers' Retirement System's Defined Benefit (pension) Plan.

Part-time and full-time temporary faculty must enroll in the CalSTRS Defined Benefit (pension), CalSTRS Cash Balance Plan, or federal Social Security.

For information on how to prepare for and initiate retirement, it is strongly encouraged that prospective retirees contact the CCSF Human Resources Department Benefits Unit, 415/452-7733, six months prior to the estimated retirement date. For information regarding STRS retirement benefits, contact STRS directly at 800/228-5453, 916/414-1099 or visit [www.calstrs.com](http://www.calstrs.com).

Questions about payroll deductions and/or employer contributions to STRS should be directed to the Payroll Department at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu).

## **Section 9 Leaves**

## SECTION 9.1 LEAVES - GENERAL INFORMATION

The District supports its employees by offering various types of paid and unpaid leave. While regular and reliable attendance is an essential function of every job, employees may deal with illness and other life events that require time away from work. State and federal laws cover certain instances of leave, while other leaves are subject to the discretion and approval of the appointing officer (supervisor/department chair, dean, Vice Chancellor, and/or Board of Trustees/designee).

### General provisions

(For more specific information on the bullet points outlined below, refer to the applicable sections that follow.)

- An absence less than or equal to five working days is submitted on the *Faculty Absence Report* form (Payroll form) and submitted to the employee's supervisor.
- A request for leave in excess of five working days must be approved in advance on the *Faculty Application for Leave Allowance* form and signed off by the employee's department chair and school dean, by the Human Resources – Leaves Unit Representative, and if applicable by the Chancellor/designee.
- Planned leave requests must be submitted in advance to your department supervisor(s) on the *Faculty Application for Leave Allowance* form in accordance with the AFT 2121/SFCCD CBA Article 17.
- Contact the HR Leaves Unit and/or the HR Benefits Unit for information on benefits eligibility and coverage while on leave of absence.

The above referenced forms may be accessed at: [Leaves Forms | CCSF](#).

### Additional References

Employees should consult with the Human Resources Department – Leaves Unit personnel for guidance, information and instructions when requesting a leave of absence at 415/452-7660. Information, instructions and forms are also available at [Employee Leaves | CCSF](#).

Contact the Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu) for information regarding health and dental coverage while on unpaid leave of absence.

Contact the Payroll Department staff at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu) for information regarding pay while on an approved leave of absence.

To confirm sick leave accrual, either contact the Payroll Department staff at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu) or view your “Employee Dashboard” at MyRAM Portal.

## SECTION 9.2 SICK LEAVE & SUPPLEMENTAL PAID BENEFITS

### Sick leave accrual

**Full-time faculty** accrue ten (10) days of sick leave annually. In the Noncredit Program and for all counselors, sick leave for full-time faculty/counselors is granted in hours rather than days, as follows:

Instructors = 5 hours/day

Counselors = 6 hours/day

Instructionally-related faculty = 7 hours/day

If a full-time faculty/counselor has not rendered service during the academic calendar because of illness/injury and does not render service during a subsequent academic calendar year because of illness/injury, they shall not receive the ten (10) sick days in that subsequent year.

For full-time faculty, earned sick leave not used may be accumulated indefinitely from one year of service to the next year and may be used as required during such subsequent years of service.

**Part-time faculty** paid on an **hourly** basis are granted sick leave hours on the basis of .057 times the number of hours of service performed during the academic calendar.

**Part-time faculty** paid by **load** are granted sick leave hours on the basis of .057 times the number of scheduled instructional hours.

Part-time faculty's accumulated but unused sick leave is lost after a break in service as defined in the AFT 2121/SFCCD CBA Article 13-1.H.

### Supplementing Pay while Absent with Sick Leave & other paid benefits

Employees may use their sick leave accrual to supplement absences taken for medical illness/injury, for Kin Care or for pregnancy and child bonding leaves. A Kin Care leave is leave of absence needed to care for a qualifying family member who has a serious health condition. The medical provider of the qualifying family member determines and outlines the type of care/assistance provided by a caretaker on the applicable medical certification/doctor's note submitted by the employee when requesting Kin Care leave of absence.

Refer to the AFT 2121/SFCCD CBA Article 17 Leaves for further information on the provisions that govern sick leave at [American Federation of Teachers \(AFT\) Local 2121 | CCSF](#).

### Partially Paid Sick Leave ("A" days/50% Pay)

**Full-time faculty** who are absent from work because of a disability and who have exhausted their sick leave accrual may receive 50% pay at their regular salary for a period of one hundred (100) days or less in an academic year (AFT 2121/SFCCD CBA Article 17.D Partially Paid Sick Leave ("A" days).

### Disability Benefits

**Part-time faculty** may use their accrued sick leave pay by load and/or sick leave pay by hours to supplement a medical, Kin Care, or leave for pregnancy disability and/or child bonding. Part-time faculty also pay into **State Disability** and may file a claim for short-term disability or paid family leave benefits covered under the California State Disability Insurance Program, administered by the California EDD's Disability Insurance Branch. Visit [Disability Insurance \(ca.gov\)](#). Contact the Payroll Department at [payroll-](#)

[intake@ccsf.edu](mailto:intake@ccsf.edu) to inquiry how disability or paid family benefits are paid.

Faculty who have optional disability insurance such as AFLAC or Colonial may separately submit a claim for benefits to the insurance company.

### **SECTION 9.3 VOLUNTARY SICK LEAVE BANK (VSLB)**

The Voluntary Sick Leave Bank is a pool of voluntary contributions of sick leave days or hours that come from participating faculty members' accrued sick leave.

A full-time faculty member contributes one day of accrued sick leave and part-time faculty members contribute the following increments: one hour if full-time equivalent load is up to 50%, and two hours if full-time load is 50% or higher. Employees elect to join the sick bank at the time of their new hire onboarding or when an open call for donations is held.

If the Bank balance falls below 100 days at the beginning of an academic year or if the Bank is in danger of total depletion during the academic year, an open call for donations is held. During an open call, current members of the VSLB will automatically have their sick leave debited for the contribution unless they notify Human Resources in writing that they want to opt out of the bank.

In the event of catastrophic or life-threatening injury/illness, members of the VSLB may apply for benefits. Bank benefits begin after accrued sick leave exhausts. Please contact the HR – Leaves Unit for the VSLB benefits request form and additional information and guidance at: 415/452-7660.

For full-time faculty, the VSLB contributes up to 100 days of half-pay sick leave that runs concurrently with the 100 days of half-pay sick leave benefits (17.D Partially Paid Sick Leave / “A” days/50% pay). The benefit rate does not include overload or summer assignments.

Part-time faculty are granted a VSLB benefit of up to 100 days of sick leave pay at the rate of the faculty member's current load which leave shall terminate by the end of the semester in which it begins.

For further details on the VSLB refer to Article 17.E in the AFT/CCSF Collective Bargaining Agreement at [American Federation of Teachers \(AFT\) Local 2121 | CCSF](#).

### **SECTION 9.4 PERSONAL EMERGENCY/NECESSITY LEAVE**

Faculty are granted up to a maximum six (6) days leave of absence\* in a school year, at their election, in cases of personal emergency/necessity, where such leaves can be deducted from the employee's accumulated sick leave. Requests for emergency/necessity leave are made on the *Faculty Absence Report* form (Payroll form). Refer to Article 17.F in the AFT/CCSF Collective Bargaining Agreement for more information and to confirm the \*number of continuous days of personal emergency leave allowable in accordance with the faculty members' assignment (no. of days/week of assignment).

## SECTION 9.5 REQUESTING A MEDICAL-RELATED LEAVE OF ABSENCE

This section covers **MEDICAL LEAVE OF ABSENCE** for either an:

- **Employee's Illness/Injury, Disability, Preventive Care OR**
- **Employee's Family Member's Illness/Injury, Disability, Preventive Care**

Employees are required to follow their departmental procedure for reporting an absence as outlined in Section 5.3 Faculty Reporting for Duty and Section 5.4 Faculty Absence. This process must be repeated daily during the period of illness/injury. In the absence of the immediate supervisor, notify the higher supervisor, normally a Dean/Director.

Time taken off work for an occasional absence because of an illness or injury, including time to attend to a medical appointment is referred to as *incidental* sick time.

Generally, for **absences of less than or up to five consecutive days**, employees complete the ***Faculty Absence Report Form*** (Payroll form) and submit the completed form to their supervisor.

When an employee is absent for **more than five days**, incidental sick leave rises to the level of a medical leave of absence. The faculty completes the ***Faculty Application for Leave Allowance Form*** for absences greater than five or more workdays OR for absences due to a medical condition requiring periodic and regular medical visits/treatments over an extended period. The faculty completes the form, obtains the required department chair and dean signatures, attaches supporting medical certification/doctor's note, and submits the documents to the HR – Employee Leaves Unit for processing. See **Section – Medical Certification** below for more detailed information on medical certification/doctor's notes.

If an employee's absence is due to a work-related injury or illness, the applicable **Workers' Compensation** claim forms are to be completed and submitted to the District's Risk Management Office - [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu). If the absence exceeds five days faculty must also submit the required leave of absence documents as outlined above. See Section 3.6 WORKERS' COMPENSATION for additional information.

### **Notification**

**Leave that is Foreseeable** – Generally, an employee must give at least 30 days advance notice of their need to take a leave of absence.

An employee must give at least 30 days advance notice when they know about the need for the leave in advance and it is possible and practical to do so. For example, if an employee is scheduled for surgery in two months, the need for leave is foreseeable and the employee must provide at least 30 days advance notice. If an employee does not provide at least 30 days advance notice, and it was possible and practical to do so, the leave request process may be delayed.

For planned medical treatment, the employee must consult with their employer and try to schedule the treatment at a time that minimizes the disruption to the department's operations. The employee should

consult with the employer prior to scheduling the treatment in order to arrange a schedule that best suits the needs of both the employee and employer. Of course, any schedule of treatment is subject to the approval of the treating health care provider.

**Leave that is Unforeseeable** - When the need for leave is unexpected, the employee must provide notice as soon as possible and practical. It should usually be reasonable for the employee to provide notice of leave that is unforeseeable within the time required by the employer's usual and customary notice requirements. Whether the employee's notice of unforeseeable leave is timely will depend upon the facts of the particular case.

**Medical Leave of Absence Extension:** An employee who needs to extend a medically-related leave of absence must notify their immediate supervisor and the Human Resources Leaves Unit staff at least two weeks or as soon as reasonably possible before the expiration date of the current leave. The employee is required to complete a leave extension request on the *Faculty Application for Leave Allowance* form **and** submit supporting medical certification with the extended medical leave period.

**Leave Abridgement:** An employee who wishes to abridge a leave must notify their supervisor and the HR Leaves Unit as soon as possible. A copy of the medical release to return to full duty/full capacity should be provided to the immediate supervisor and to the HR Leaves Unit to ensure the leave abridgement is recorded.

#### **Contents of a Complete and Sufficient Medical Certification**

A Medical certification/doctor's note is required when an employee requests leave for:

- The employee's own serious health condition
- The serious health condition of the employee's parent, spouse, son or daughter, and
- Military family leave

The medical facts appropriate for inclusion on the certification form will vary depending on the nature of the serious health condition and are determined by the health care provider, but must be sufficient to support the need for leave. The information requested may relate only to the serious health condition for which the employee is seeking leave.

A complete and sufficient certification needs to include the following information:

- Contact information for the health care provider, including name, address, telephone number, fax number, and type of medical practice/specialty,
- When the serious health condition began,
- How long the serious health condition is expected to last,
- If the employee is the patient, whether the employee is unable to work, and the likely duration of this inability,
- Whether the employee's need for leave is continuous, intermittent or reduced schedule, and
- Appropriate medical facts about the condition, at the health care provider's discretion.

**Additional information for Intermittent/as-needed or Reduced Schedule Leave:**

For intermittent/as-needed or reduced schedule leave, additional information in the certification is required, such as:

- The frequency of flare-ups or need for urgent care (times per week/month/year),
- The duration of time the employee will be incapacitated by each occurrence/episode, etc.,
- Schedule of treatments/appointments (times per week/month/year),
- Duration of treatments/appointments: Whether treatments/appointments can be scheduled during non-work hours,
- If a part-time/reduced schedule is requested: Whether it is medically necessary for the employee to work a part-time/reduced schedule due to the employee's serious health condition,
- What is the recommended part-time/reduced schedule,
- List of restrictions that preclude the employee from performing the essential job functions

**Medical Recertification**

An employer may, under certain circumstances, request that an employee "recertify" their serious health condition or the serious health condition of their family member within the same leave year. In general, an employer may request the employee provide a recertification no more often than every 30 days and only when the employee is actually absent or has requested to be absent.

**Returning to Work****Release to Work without restrictions**

Employees returning from medical leave of absence shall present to their supervisor and to the Human Resources Department a medical certification/doctor's note indicating that they have been released to full duty/full capacity; return to work without restrictions.

**Light/Modified Duty**

If the employee on medical leave of absence is medically released to a light/modified duty status contact the HR Leaves Unit and the ADA Compliance Officer for guidance. The employer may be able to reasonably accommodate a light/modified duty medical recommendation for a temporary one- to two-week period. Each request is evaluated independently. For light/modified duty beyond two-weeks, employees are to submit a formal request through the ADA Compliance Office. See Section 2.5 for information on requesting reasonable accommodations under the ADA.



## **SECTION 9.6 FAMILY MEDICAL LEAVE ACT (FMLA) & CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

### **FMLA Overview**

In accordance with the Wage and Hour Division of the US Department of Labor, the Family Medical Leave Act (FMLA) provides job-protected leave from work for family and medical reasons. Accordingly, the FMLA provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave is unpaid, but employer-provided paid leave (accrued sick leave) can be used at the same time. Employees must be restored to the same or virtually identical position when they return to work after an FMLA qualifying leave.

### **Eligibility**

Eligible employees are those that have worked for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months before their leave start request, and work at a location where the employer has at least 50 employees within 75 miles, except that local educational agencies are covered under the FMLA regardless of the number of employees they employ.

### **Full-time faculty Eligibility**

Equivalent FMLA service hour eligibility criteria: in accordance with the AFT 2121/SFCCD CBA Article 17.H Family Medical Leave, full-time faculty who have been employed by the District for a total of at least fifty-two (52) weeks, whether or not those weeks were consecutive, and who were employed at more than a 67% load\* during the past year, are eligible for leave under the Family Medical Leave.

**Part-time faculty** are ineligible for leave of absence under the Family Medical Leave, but may have certain reemployment preferences under the AFT 2121/SFCCD CBA Article 13-1.G.

### **Designation - 12 Weeks of Leave in a “Rolling” 12-Month Period**

If the employee’s leave qualifies for FMLA, the employee has a right to up to 12 weeks of unpaid leave in a rolling 12-month period measured backward from the date of any prior FMLA leave taken. Under the “rolling” 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

### **Qualifying reasons for leave under FMLA**

- The birth of a child or placement of a child with the employee for adoption or foster care (including child bonding);
- The care for a child, spouse, or parent who has a serious health condition,
- A serious health condition that makes the employee unable to work, and
- Reasons related to a family member's service in the military, including
  - Qualifying exigency leave – leave for certain reasons related to a family member's foreign deployment, and
  - Military caregiver leave – leave when a family member is a current service member or recent veteran with a serious injury or illness

### **The California Family Rights Act (CFRA)**

The California Family Rights Act (CFRA) is the state mandated program administered by the Fair Employment and Housing Act enforced by the Department of Fair Employment and Housing (DFEH) that entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage.

In most circumstances leave under FMLA and CFRA will run concurrently, however where an employee takes leave for pregnancy or childbirth-related disability, FMLA leave will run concurrently with the pregnancy disability leave, and the employee will be entitled to 12 workweeks of CFRA leave for child bonding after the birth of the child through *the first 12 months* after the birth or placement of the child (adoption/foster child).

- Senate Bill 1383 expanded the definition of a family member under CFRA to include the following: spouse, registered domestic partner, parent, child (includes and adult child and the child of registered domestic partner), grandparent, grandchild, and siblings;

### **Continuation of Benefits while on a Leave of Absence**

Eligible employees may continue healthcare coverage during approved leaves of absence, but may be required to make healthcare insurance premium payments directly to the District while on leave, depending on the nature and duration of leave. A leave of absence is not a qualifying event, so benefit elections cannot be changed due to a leave. Failure to make premium payments on time will result in termination of health coverage. Employees whose coverage is terminated for failure to pay must wait to re-enroll during Open Enrollment for coverage at the start of the next plan year. Contact the Human Resources, Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu) for additional information.

**Medical Recertification**

Employees on an approved family and medical leave may be required to report periodically (at reasonable intervals of not less than 30 days) the status and intention of their intention to return to work.

An employer may, under certain circumstances, request that an employee “recertify” their serious health condition or the serious health condition of their family member within the same leave year. In general, an employer may request the employee provide a recertification no more often than every 30 days and only when the employee is actually absent or has requested to be absent.

**Layoffs or Disciplinary Actions (Including Dismissal)**

Employees on FMLA/CFRA leaves are subject to the same employment conditions as employees who are working. Thus, the employer has the right to take employment action against an employee on such leave, *if the basis for the action is unrelated to the leave*.

Employees on FMLA/CFRA leave may be laid off in the same manner as those employees who are working.

Simply because an employee takes an FMLA/CFRA leave does not insulate them from personnel actions. If the District has grounds for discipline that are not based on the taking of the leave, it may initiate or continue to proceed with the disciplinary action.

Employers taking disciplinary actions against employees in such situations should be sure to have strong, factual, documented reasons for the action that are unrelated to the leave or the reasons for the leave.

## **SECTION 9.7 PREGNANCY DISABILITY LEAVE (PDL) & PARENTAL LEAVE/CHILDBONDING**

### **Pregnancy Disability Leave (PDL)**

The Fair Employment and Housing Act (FEHA), enforced by the California Civil Rights Department (CRD), contains provisions guaranteeing leave for employees disabled by pregnancy, childbirth, or a related medical condition (Pregnancy Disability Leave or PDL).

The California Pregnancy Disability Leave Act (PDLA; Government Code § 12945) grants employees up to four months (17 – 1/3 weeks) of leave per pregnancy. Leave can be requested before and after birth during any period that the employee is physically unable to work because of pregnancy or a pregnancy-related condition. All leave taken in connection with a specific pregnancy counts toward computing the four-month period.

Pregnancy Disability Leave (PDL) is available when an employee is actually disabled. This includes time off for prenatal or postnatal care; severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, loss or end of pregnancy, or any other related medical condition.

PDL may be modified as an employee's changing medical condition dictates.

PDL applies to all employers with five or more full- or part-time employees. Other than having a qualifying pregnancy-related disability, there are no tenure, hours, other eligibility requirements, and full- and part-time employees are treated the same.

### **Employee's Responsibilities**

If possible, an employee must provide their employer with at least 30 days' advance notice of the date for which the pregnancy disability leave is sought and the estimated duration of the leave.

If 30 days' advance notice is not possible due to a change in circumstances or a medical emergency, notice must be given as soon as practicable.

The District requires written certification from the health-care provider of the employee seeking PDL stating the reasons for the leave and the probable duration of the condition. However, the health-care provider may not disclose the underlying diagnosis without the consent of the patient.

### **Salary and Benefits during PDL**

PDL is an unpaid leave. However an employee who is absent from duties because of disability caused by or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom has the right to up to six (6) weeks of District-paid leave, not deducted from their accrued sick leave, and paid at their current rate of pay, in accordance with AFT 2121/SFCCD Article 17.G Pregnancy Disability Leave (PDL). Thereafter, if the employee remains disabled they may use their accrued sick leave to supplement pay while on additional absence.

Part-time employees may use their accrued sick leave to supplement their pay while on PDL and they are also eligible to apply for short-term disability benefits through the California State Disability Insurance Program, administered by the California EDD's Disability Insurance Branch.

#### **Medical Certification for PDL**

To request pregnancy disability leave (PDL), faculty submit the *Faculty Application for Leave Allowance* form with a copy of supporting medical certification/doctor's note from the employee's treating physician/health care provider. An employee who is affected by pregnancy or a related medical condition may be 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 their 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. The HR - Leaves Unit staff will work with the employee and the District's ADA Compliance Officer.

#### **Child Bonding / Parental Leave**

Birthing and Non-birthing parents may be eligible for up to 12 workweeks or the equivalent in days/hours. Child Bonding / Parental leave may be taken continuously, intermittently/as-needed or on a reduced workload schedule.

In most circumstances FMLA leave and CFRA leave will run concurrently, however where an employee takes leave for pregnancy or childbirth-related disability, FMLA leave runs concurrently with the pregnancy disability leave, and the employee will additionally be entitled to 12 workweeks of CFRA leave after the birth of the child for child bonding, which leave entitlement will end when baby turns 1 years old.

Child bonding leave is unpaid; however, faculty may use their accrued sick leave for up to 12 weeks' worth of paid parental leave. If the faculty remains on their 12-week parental leave and exhausts their accrued sick leave, the remaining leave will be paid at 50% at the rate of the faculty member's regular salary.

Part-time employees may also be eligible to file a claim for paid family leave benefits through the California State Disability Insurance Program, administered by the California EDD's Disability Insurance Branch.

## **SECTION 9.8 LACTATION ACCOMMODATION**

### **Purpose & Scope**

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (Labor Code § 1034).

### **Legal Requirement:**

This policy complies with employer lactation accommodation requirements in the Fair Labor Standards Act, California Labor Code.

In compliance with the Fair Labor Standards Act, it is the policy of the San Francisco Community College District (District) to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for their nursing infant child (29 USC § 207; Labor Code § 1030).

### **Lactation Break Time**

For up to two years after a child's birth, a rest period shall be permitted each time the employee has the need to express milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee for authorized/regularly scheduled rest or lunch periods. Employees are to request lactation breaks by completing the *Lactation Break Form* available by contacting the Human Resources Department, Employee Leaves Unit staff at 415/452-7660.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030). However, employees may use their accrued sick leave to supplement time taken for additional time beyond authorized breaks.

Employees are to notify their supervisor or other appropriate personnel prior to taking a lactation break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032). Once a lactation break is approved, the break should not be interrupted except for emergency or exigent circumstances. If lactation accommodations are denied, the District shall provide a written response to the employee regarding the reasons for denial (Labor Code § 1034).

**Private Location**

The District will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private, and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Labor Code § 1031). The District will ensure this private room or location complies with the following:

- Will be close in proximity to the employee's work area and shielded from view and free from intrusion while in use;
- Will be safe, clean, and free from hazardous materials (Labor Code § 6382);
- Will have a surface to place a breast pump and personal items;
- Will have a place for the employee to sit;
- Will have access to a sink with running water and a refrigerator or other cooling device suitable for storing milk; and
- Will have access to electricity needed to operate an electric or battery-powered breast pump.

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes (Labor Code § 1031).

**Storage of Expressed Milk**

Lactating employees may store breast milk in a refrigerator or freezer unit already otherwise provided to employees by the District for storage of food. The District will not be responsible for any lost or stolen containers left in a refrigerator or freezer.

Protections against Discrimination, Harassment and Retaliation Related to Breastfeeding or Lactation - Federal and state laws prohibit harassment of or discrimination against lactating employees because they request reasonable accommodations to express milk at work or suffer from a medical condition related to breastfeeding. Discrimination, harassment and/or retaliation against employees who request lactation accommodations is prohibited. Any incident of discrimination, harassment or retaliation of a lactating employee will be addressed in accordance with the District's policies and procedures for discrimination or harassment complaints, and in accordance with state law.

Employees may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code sections 1030 et seq. An employee may file a complaint with the U.S. Department of Labor Wage and Hour Division for any alleged violation of the Fair Labor Standards Act as amended by the Providing Urgent Maternal Protections ("PUMP") for Nursing Mothers Act. Before filing a private action related to a lactation location that is out of compliance with the PUMP Act, the employee must provide the District with notice and provide the District with 10 calendar days to come into compliance with the act (29 USC 218D (g)(1)).

## **Lactation Rooms:**

### **Ocean Campus**

MUB: Room 145, 147 and 355

The Child Development & Family Studies Department operates “Effie’s Room” in the Campus Center at Bungalow 213 on the Ocean Campus. The area is open on a first-come, first serve basis during the school year and is generally open between 9 – 4 daily. Funded by the Orfalea Foundation, the lactation center provides support to new breastfeeding moms who are working or attending school. Questions on usage may be directed to 415/452-5903.

### **Chinatown/North Beach Center**

1. Room 104K for students
2. Room 1005A for faculty and staff

### **Downtown Center**

1. Room 111

### **Evans Center**

1. Room 109

### **John Adams Center**

1. Room 201A

### **Mission Center**

1. Room 125



## SECTION 9.9 – UNPAID PERSONAL LEAVE & PARTIAL LOAD LEAVE

Requests for Unpaid Leave or Partial Load Leave are made on the *Faculty Application for Leave* form, are not for medically-related events, and are subject to the approval of the immediate supervisor and in some instances also the approval of the Chancellor/Chancellor's designee and the Board of Trustees

Requests for Unpaid Leave or Partial Load Leave are made on the *Faculty Application for Leave* form available at [Leaves Forms | CCSF](#).

### Unpaid Personal Leave

(Reference: AFT 2121/SFCCD CBA Article 17.B Unpaid Personal Leave)

**Full-time faculty** may be granted a leave without pay for not more than twenty (20) assigned duty days in any one-year period, subject to the discretion/approval of the Chancellor.

A full-time faculty may be granted leave without pay for any period up to one-year upon recommendation of the Chancellor, and subject to the approval of the Board. Unless otherwise indicated, leaves may be extended for up to two additional years upon approval of the Chancellor, and subject to the approval of the Board.

**Part-time faculty** may be granted leave without pay for any period of time up to one semester upon recommendation of the Chancellor, and subject to the approval of the Board. During such leave, the employee shall retain their reemployment rights to an assignment in accord with Article 13-1.B.6 for up to two (2) semesters.

To be eligible, the employee's most recent evaluation must have been satisfactory.

Leaves may be extended for up to one (1) additional semester upon approval of the Chancellor, and subject to the approval of the Board.

**Notification** – Except in emergency situations or when waived by management, **requests for unpaid leaves longer than 20 working days shall be filed within 10 days following the beginning of the semester for the following semester (e.g., approximately January 30 for a Fall Semester leave or approximately August 30 for a Spring Semester leave).**

### Partial Load Leave

(Reference: AFT 2121/SFCCD CBA Article 17.N Partial Load Leave)

A full-time tenured or tenure-track faculty may request and be granted a reduction from their full workload requirements. This type of leave is not for medically-related/FMLA qualifying leave needs. The employee on a partial load leave receives pay and retirement credit on a pro rata basis equivalent to the load reduction. Contact CalSTRS directly to inquire about retirement service credit.

## **SECTION 9.10 BEREAVEMENT LEAVE**

Faculty shall be granted, without loss of salary, sick leave or other benefits, on the account of death of any member of the employee's family, one of the following:

- Leave of absence not to exceed five (5) days, per occurrence on account of death of any member of the employee's immediate family. Leave must be completed within 90 calendar days of the family member's death in accordance with CA Government Code 12945.7.
- Leave of absence not to exceed three (3) days, or five (5) days if out-of-state travel is required, in accordance with CA Education Code § 87788, is such leave is completed between 91 and 180 calendar days of the family member's death.

"Member of the immediate family," under Bereavement Leave, means the parent, child, sibling, grandparent, or grandchild of the employee or of the employee's spouse or domestic partner, and the spouse, domestic partner, spouse or domestic partner of a child, or any person living in the immediate household of the employee. (Refer to Article 17.J in the AFT/CCSF CBA.

Faculty requesting Bereavement leave, request it on the *Faculty Absence Report* form found at [Payroll Services | CCSF](#).

## **SECTION 9.11 JURY DUTY/WITNESS LEAVE**

When regularly called for jury duty or as a witness in the manner provided by law, faculty members shall be granted, upon request, a leave of absence without loss of pay for each day the employee is required to perform jury duty, make an appearance at court, or serve as a witness during the employee's regularly assigned working hours. Faculty called for jury duty or as a witness will not be encouraged in any way to seek exemption from such duty, nor will they be discriminated against in any way for not seeking such exemption.

Request for jury duty/witness leave should be made by presenting as soon as possible the official summons or subpoena as a witness to the faculty member's immediate supervisor or District designee who will supply the person with the appropriate form.

The District requires verification from the court for such leave prior to providing leave compensation. Faculty should submit to the Payroll Department a completed *Faculty Absence Report* form with Jury Duty/Witness Leave Request checked-off after having served. The faculty member will reimburse to the District any moneys earned as a juror or witness, except for transportation and meal allowance.

For more information, please refer to AFT 2121/CCSF Collective Bargaining Agreement, Article 17.K. located at [Employee Relations | CCSF](#). See, Should the faculty member appear in court as a litigant, see Personal Necessity Leave in the AFT/CCSF Collective Bargaining Agreement, Article 17.F.1.2.

## **SECTION 9.12 MILITARY SERVICE LEAVE**

Faculty members shall be granted military leave in accordance with the provisions of the State of California Education Code, the State Military and Veterans Code, the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), policies and regulations adopted by the Board of Trustees, and AFT 2121/CCSF Collective Bargaining Agreement, Article 17.P. See: [Employee Relations | CCSF](#).

To request a Military Service Leave, employees must complete a *Faculty Application for Leave Allowance* form with military orders attached and submit them to the Human Resources, Leaves Unit.

## **Section 10 Human Resources**

## **SECTION 10.1 PERSONNEL FILE REVIEW**

There shall be one official District personnel file for each faculty member that shall be maintained in the Human Resources Department. The file shall consist of records of employment with the District and can consist of records of educational advancement, other work or experience that pertains to the status of the faculty member's employment with the District. These include, but are not limited to, appointment request forms, leave forms, transcripts, recommendations, evaluations for job application, and correspondence pertaining to the faculty member.

A faculty member may inspect their personnel file, but they must contact the Human Resources Department and request an appointment at least twenty-four (24) hours in advance. The appointment must be during normal business hours and at such times when the faculty member is not otherwise required to render service to the District. Contact the Human Resources Department at 415/452-7766 to schedule a personnel file review appointment.

Refer to the AFT2121/CCSF Collective Bargaining Agreement, Article 11 for information regarding personnel file review and placement of materials of a derogatory nature into a personnel file.

## **SECTION 10.2. LIVE SCAN – FINGERPRINTING PROCESS**

Pursuant to the State of California Education Code Section 87013, City College of San Francisco is mandated to obtain fingerprints from all SFCCD employees for purposes of criminal background checks.

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

Effective July 1, 1998, all incoming new Academic and Classified employees are required to pay for the costs associated with fingerprinting and the background check conducted by the Service Agency and the State Department of Justice. For further details, contact the Human Resources Department at 415/452-7660.

## **SECTION 10.3 - CONVICTION HISTORY POLICY & THE FAIR CHANCE ACT**

A conviction does not necessarily preclude employment with the San Francisco Community College District. The California Education Code Section 87405 prohibits the San Francisco Community College District from employing individuals convicted of certain sex or controlled offenses, as defined in the California Penal Code. Section 87405 also creates several exceptions to this prohibition. This includes an exception for an applicant whose conviction is dismissed pursuant to Penal Code Section 1203.4 and they have obtained or applied for a certificate of rehabilitation under the Penal Code.

The Fair Chance Act of 2023 CA Legislature Senate Bill 809 effective October 1, 2023 amended and expanded Assembly Bill No. 1008 that became effective January 1, 2019. The Fair Chance Act is part of California's employment anti-discrimination statute called the Fair Employment and Housing Act (FEHA; Government Code § 12952), which is enforced by the Civil Rights Department (CRD). The law generally prohibits most employers in California to ask about the criminal record of job applicants before making a job offer. This means job advertisements, job applications, and interview questions cannot include inquiries into an applicant's criminal record. The purpose of the law is to allow applicants to be judged based on their qualifications and reduce undue barriers to employment for individuals with criminal histories. The law also imposes restrictions on when and how employers may inquire about and consider an applicant's criminal history.

After making a job offer, employers are allowed to conduct a criminal history check, and the law requires an individualized assessment about an applicant's conviction history. Each case is given individual consideration and carefully reviewed by the SFCCD Human Resources Department in accordance with the California Fair Chance Act (AB 1008 & SB 809) and the California Community Colleges Fair Chance Hiring Best Practices. Furthermore, the District limits disclosure of the applicant's conviction history to a need-to-know basis.

#### **SECTION 10.4 TUBERCULOSIS ASSESSMENT AND/OR EXAMINATION**

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current federal Centers for Disease Control and Prevention (CDC) recommendations for targeted TB testing. Enacted laws, AB 1667, effective on January 1, 2015, SB 792 on September 1, 2016, and SB 1038 on January 1, 2017, require a TB risk assessment to be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis. This is required initially upon hire and every four years thereafter. The use of the California School Employee TB Risk Assessment and the Certificate of Completion, developed by the California Department of Public Health (CDPH) and California TB Controllers Association (CTCA) are also required.

To satisfy *job-related requirements* Tuberculosis Risk Assessment and/or Examinations are available through the employee's source of medical care. The District does not reimburse assessment and/or examinations fees.

For further details, contact the Human Resources Department at 415/452-7660.

## **SECTION 10.5 HOME ADDRESS/PHONE NUMBER CHANGE/ EMERGENCY CONTACT/ LEGAL NAME CHANGE**

### **Address/Phone Number Change**

Employees must provide to the Human Resources Department a current address and telephone number. The use of a College address is not allowed for this purpose.

### **Emergency Contact**

Employees shall provide the Human Resources Department with a current emergency contact information. Employees are asked to update emergency contact information via the myRam Portal. Address, phone number(s), emergency contact information may be changed/updated via the myRam Portal available on the CCSF website > MyCCSF > Service and Email log in > myRam Portal > Personal Information OR by completing the applicable form and submitting it to the Human Resources Department as instructed. The form is accessible at [Forms | CCSF OR addr-change.pdf \(ccsf.edu\)](#).

### **Legal Name Change**

To submit a legal name change, employees complete a Name Change form and provide a copy of their Social Security card showing the new name to the Human Resources Department. The form is accessible at [Forms | CCSF OR addr-change.pdf \(ccsf.edu\)](#).

## **SECTION 10.6 CHOSEN NAME CHANGE**

CCSF's Board Policy and Administrative Procedures 2.34 ensures the right of all College students, employees, applicants, contractors, vendors and visitors to be addressed by the names and pronouns they choose.

The chosen name system is for anyone at the College who goes by a first name other than their legal first name. The chose name system is open to all members of the College.

All public listings and District-issued documents referring to you will reflect your chosen name except on private documents where your legal name is legally-required: employment verification, payroll and other financial matters, any legal document produced by the College, federal and state reporting (i.e. wages and tax reporting to government agencies under the legal name shown on the employee's Social Security card as issued by the Social Security Administration.

You may update your chosen name by completing the Chosen Name Change form [Chosen Name Change Form.pdf \(ccsf.edu\)](#). You will also need to complete a Change of Directory form to update your name on the College Directory, [Change of Directory Information \(ccsf.edu\)](#)

Go to [Chosen Name FAQ | CCSF](#) for additional instructions & information on updating your chosen name.

## **SECTION 10.7 SOCIAL SECURITY INFORMATION**

Federal regulations require employers to validate that each employee's social security number and name on record exactly matches the social security number and name which appear on the individual's social security card to ensure proper tax reporting. Any changes to your social security number or to your name must be presented in person to the Human Resources Department.

## **SECTION 10.8 EMPLOYMENT VERIFICATION**

The San Francisco Community College District (SFCCD), not the individual department, is the legal employer of all District employees. If you need verification of your employment, direct the request for verification to the Human Resources Department for ease of administration and to avoid delays. Contact the Human Resources Department General Services Unit at 415/452-7660.

## **SECTION 10.9 LEAVING CCSF EMPLOYMENT, EXIT INTERVIEW & SEPARATION**

Before leaving employment with CCSF, the faculty member is responsible for returning all CCSF property such as supplies, keys, identification cards, access cards, library materials, laptops and equipment, parking permits, etc.

Prior to the end of employment, full-or-part-time faculty are to contact the CCSF Human Resources Department at 415/452-7665 to schedule an exit interview and review of separation procedures.



## **Section 11 Payroll Services**

## **SECTION 11.1 PAYROLL SERVICES**

For questions pertaining to information found in Section 11 Payroll Services, contact the Payroll Department staff at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu) and/or visit their District webpage at: [Payroll Services | CCSF](#).

The Payroll Department administers the following processes: paychecks, payroll deductions, sick leave balance, tax shelter annuity accounts, and retirement system service credit.

The Payroll Department is also responsible for setting up voluntary deductions such as 403b, health insurance, dental insurance, union dues, etc., and involuntary deductions including garnishments, federal and state taxes.

## **SECTION 11.2 FACULTY PAY PERIODS & DIRECT DEPOSIT**

Faculty pay is deposited to an account with any financial institution in the United States. Employees may sign up for direct deposit at the time they are onboarded as a new employee. Employees may update their information by completing the form available at [Direct Deposit Action Instructions \(ccsf.edu\)](#).

Faculty pay periods are monthly, and the Faculty salary schedules can be found at [Payroll Services | CCSF](#). Pay is issued on the last business day of the month. If a payday falls on a holiday, the pay is disbursed on the business day before the holiday. Faculty will receive their Direct Deposit Advice (pay advice) via email from account, [paysend@ccsf.edu](mailto:paysend@ccsf.edu) to their assigned CCSF email account.

## **SECTION 11.3 TAX FORMS**

All employees are required to complete the Federal and State Withholding Exemption Certificate tax forms (W4 - IRS form and DE-4 - California Tax Exemptions/Allowance form). These forms are used to compute the amount of taxes withheld from your paycheck. If at any time during your employment with the District your withholding status changes (for example, if you marry or divorce), you should fill out a new W-4 form to ensure that the proper amount is withheld. The Payroll Department issues a W2 – Year End Earnings Statement. Tax forms are available via the Payroll Department's webpage at: [www.ccsf.edu/Payroll](http://www.ccsf.edu/Payroll).

Employees may view their time sheet, pay information, tax forms (including changing W-4 information), accrued leave balances, and payroll and deduction history at MyCCSF/MyRam Portal, [PortalGuard - Portal Access \(ccsf.edu\)](#).

## **SECTION 11.4 GARNISHMENT**

CCSF must comply with a court order to garnish an employee's wages. A garnishment will reduce net pay.