

**LASSEN COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

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GENERAL POLICY STATEMENT

The following broad, guiding policies are adopted by the Lassen Community College District Governing Board, as a basis for establishing more specific policy guides in personnel matters:

1. The Lassen Community College District shall employ, and maintain, a staff that is completely trained. In administering this policy, the district shall observe all federal and state laws, district policies and administrative regulations bearing on recruitment, eligibility, selection, assignment, efficiency in service, promotion, tenure, reassignment, resignation, dismissal, and retirement of all academic personnel in the district.
2. In order to attract, and maintain a high quality of instruction and to encourage continuing self-improvement by all faculty members, it shall be the policy of the Governing Board to provide opportunity for career advancement for all teaching faculty; and to implement this policy, service, or prior service to the district under any kind of appointment shall be given commensurate consideration in recruitment and selection for advancement.
3. It shall be the general policy of the Governing Board to provide remuneration, working conditions and benefits as good as those provided the personnel of outstanding similar institutions in the nation.
4. The following is a partial list of the general responsibilities, obligations, and duties of the teaching faculty of the Lassen Community College District. A number of these responsibilities and duties are implicit for example, loyalty to the teaching profession and the district; responsibility for growing professionally; cooperation with the administrative staff of the district and colleagues; and helping students achieve success. In addition, a faculty member's full-time responsibilities includes: service for all days included in the academic calendar, except summer session, and an obligation to evaluate each student's achievement in a fair and equitable manner and in accord with the adopted criteria.

Legal Reference: Government Code 3540-3549.3
Public Educational Employer-Employee Relations

Adopted: 07/05/77
Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Policy

When any of the following Personnel section (4,000's) policies are included in an existing collective bargaining contract, such policies are null and void for all unit employees who are covered by such contract. In addition, when any policy, in any section of the Lassen Community College District Policy Manual, covers a subject, or regulates a matter that addressed in a current collective bargaining contract, such policy is null and void for all unit employees who are covered by such contract.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Non-Discrimination – Academic/Classified

These are the written procedures for filing and processing complaints of unlawful discrimination at Lassen Community College District. These procedures incorporate the legal principles contained in the non-discrimination policy of the district (Policy 4111/4211) as well as the California Code of Regulations, Title 5, sections 59300 et seq., as well as other state and federal laws.

DESIGNATED OFFICER

The Lassen Community College District has identified the Equal Opportunity Coordinator or designee (“COORDINATOR/designee”) 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 and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the COORDINATOR/designee or President/Superintendent is named in the complaint or is implicated by the allegations in the complaint. [Title 5 Cal. Code of Regs. § 59238].

Administrators, faculty members, other District employees and students shall direct all complaints of unlawful discrimination to the COORDINATOR/designee.

DEFINITIONS

The following definitions are applicable to this nondiscrimination regulation:

1. “Appeal” means a written request by a complainant made in writing to the Lassen Community College District Board of Trustees, and/or to the State Chancellor’s Office, to review the administrative determination of the District regarding a complaint of discrimination.
2. “Complaint” means a written and signed statement alleging wrongful discrimination.
3. “Days” means calendar days.
4. “District” means any Lassen Community College District program or activity that is funded directly by the state or received financial assistance from the state or federal government.
5. “Mental disability” includes, but is not limited to, all of the following:

- a. Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity.
 - b. “Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance abuse disorders resulting from the current unlawful use of controlled substances or other drugs.
6. “Physical disability” includes, but is not limited to, all of the following:
- a. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - i. Having one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - ii. Limits a major life activity.
 - b. Any other health impairment not described in paragraph “a” that requires specialized support services.
 - c. Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph “a” or “b”, which is known to the District.
 - d. Being regarded or treated by the district as having, or having had, any physical condition that makes achievement of a major life activity difficult.
 - e. Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph “a” or “b”.
 - f. “Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
7. “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
- a. Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in written form include, but are not limited to: suggestive or obscene letters, notes, and invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - d. Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
 - e. Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - f. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
8. "Unlawful discrimination" means any complaint of unlawful discrimination based on a category protected by state or federal law, including sexual harassment and retaliation.

INFORMAL COMPLAINT PROCEDURE

When a person brings charges of unlawful discrimination, the COORDINATOR/designee is to take the following steps:

- 1. Undertake efforts to informally resolve the charges;
- 2. Advise the complainant that he or she need not participate in informal resolution;
- 3. Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- 4. Assure the complainant that he or she will not be required to confront or work out problems with the person accused of unlawful discrimination;
- 5. If the complaint is employment related the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within the agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the COORDINATOR/designee determines that investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for

filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint. However, any effort at informal resolution after the filing of written complaint will not extend or exceed the 90-day period for rendering the administrative determination as set forth more fully below. [Title 5 Cal. Code of Regs. §§ 59334 & 59336].

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

FORMAL WRITTEN COMPLAINT

Approved Form

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the state Chancellor. These approved forms are available from the district and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/Discrimination/discrimination.htm>

The completed form must be filed with the COORDINATOR/designee or mailed directly to the State Chancellor's Office of the California Community Colleges.

Minimum Requirements for Filing Formal Written Complaint

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

- The complaint must be filed on a form prescribed by the State Chancellor's Office
- The complaint must allege unlawful discrimination as prohibited by the District's Non-discrimination policy (see 4111/4211)
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty or staff member or administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of 180 days if the complainant first obtained knowledge of the facts

of the alleged violation after the expiration of 180 days.

If the complaint is defective the COORDINATOR/designee will be immediately return it to the complainant with a complete explanation in writing of why an investigation could not be initiated. [Title 5 Cal. Code of Regs. § 59328]

Notice to Accused

Once a complaint is filed the individual(s) accused of engaging in prohibited discriminatory conduct will be advised in writing by the COORDINATOR/designee of the filing of and general nature of the complaint. This will occur as soon as possible and appropriate under the circumstances. The COORDINATOR/designee will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided. [Title 5 Cal. Code Regs. §§ 5931, 59328].

Confidentiality

Investigations will be conducted in a confidential manner. If a complainant insists that this or her name not be revealed, reasonable steps will be made to investigate and respond to the complainant consistent with the complainant's request so long as it does not jeopardize the rights of other students or employees. However, complainants must understand that the persons who are accused of wrong doing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

Investigation of Formal Complaint

The Lassen Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible consistent with the requirements for a thorough investigation. [Title 5 Cal. Code of Regs. § 59336].

Therefore within 90 days of receiving an unlawful discrimination complaint, the COORDINATOR/designee officer will complete the investigation. As part of the investigation, the COORDINATOR/designee or designee will insure that all available witnesses with relevant information, including those identified by the complainant, are interviewed. All interviews will be documented.

Upon completion of the investigation the COORDINATOR/designee will draft an investigation report that will include all information gathered as part of his/her investigation including documentation of interviews. The investigation report will include a determination of probable cause as to whether discrimination occurred as to each allegation, a description of any corrective action that will be taken including preventative action and a proposed resolution. A copy of the investigation report will be provided to the President/Superintendent.

The complainant and the accused will be provided a summary of the investigation report. The summary will include the following information:

- The determination of the COORDINATOR/designee or his/her designee as to whether there is probably cause to believe discrimination occurred with respect to each allegation in the complaint;
- A description of actions taken, if any, to prevent similar problems from occurring in the future;
- The proposed resolution of the complaint; and
- The complainant's right to appeal to the District Board of Trustees and the State Chancellor.

A copy of the report or summary will also be forwarded to the State Chancellor's office.

Appeal Rights

An appeal means a request by the complainant made in writing to the Board of Trustees and/or to the State Chancellor's Office to review the administrative determination of the District. [Title 5 Cal. Code Regs. §§ 59338-59339]. The Complainant is encouraged to provide all reasons/facts upon which the complainant believes the original determination by the District is incorrect.

Level 1: The complainant has the right to file an appeal to the District Board of Trustees within 15 days from the date of the administrative determination. The District's Board of Trustees will review the original complaint, the investigative report, the administrative determination and the appeal.

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

Level 2: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the Board of Trustees issues the final District decision. The appeal must be accompanied by a copy of the decision of the Board of Trustees; or, if no response was received from the Board of Trustees, then evidence showing the date on which the complainant filed an appeal with the Board of Trustees, and a statement under penalty of perjury that no response was received from the Board of Trustees within 45 days from that date. [Title 5 Cal. Code of Regs. §§ 59338-59340].

Approved: 06/19/90 (Formerly 4011) LASSEN COMMUNITY COLLEGE DISTRICT
Revised: 10/20/92 Susanville, California
Revised: 11/12/96
Revised: 05/09/00
Revised: 11/14/00

Adopted: 10/03/89 (Formerly board Policy 2915, 4113.1 and 4012)
Revised: 11/08/96
Revised: 01/13/04

Resignations

Policy Application: Classified Employees
 Management/Confidential Employees
 Faculty
 Administrative Employees

Policy Statement:

Resignations shall be deemed accepted by the Board, and shall be binding, on the date received by the Superintendent/President. The resignation of the Superintendent/President shall be deemed accepted by the Board, and shall be binding on the date received by the Board President.

Policy Elements

1. Resignation must be in writing.
2. Employees must indicate the last day of work in the written resignation. When no date is specified, the date of resignation will be the date upon which the resignation was received.
3. In no event shall the last day of work for a resigning employee be later than the close of the college year during which the resignation is received.
4. Management and classified employees shall submit resignations at least two weeks prior to the last day of work.
5. Accrued vacation leave cannot be used to extend a resignation date.

Reference: LCCD/LCFT Contract Article XVII, EC Sections 87730, 88201
Formerly: Board policies 4370, 4119, 4119.2 and 4228

Adopted:	05/16/89	LASSEN COMMUNITY COLLEGE DISTRICT
Revised:	03/12/96	Susanville, California
Reviewed:	12/12/00	

Full Time Personnel

Academic Personnel

It is necessary to clarify the role of teachers and other academic personnel in the educational program in order that they may perform optimally.

The policies in these series are established to inform teachers of the framework within which they operate. The Governing Board intends that they are administered uniformly and fairly.

The Governing Board considers it the right and responsibility of the total staff to offer their abilities, experiences and interest to the consideration and solution of problems, policies and advancement of the total educational program in the district, state and nation. The Superintendent/President and the Governing Board shall encourage the staff to participate cooperatively in the study and recommendation of the district policies to affect the highest standards of service through established channels.

All policies, rules and regulations concerning college personnel, shall be in writing. The Governing Board shall publish personnel policies in a comprehensive manual, making them available to all concerned. The duties and responsibilities of college positions shall be clearly defined and made known to each member of the academic staff who shall be held accountable for those duties assigned to him/her.

Legal Reference: Education Code 90 Definition: “Academic” and “Certified” (have the same meaning) 87006-Academic person

Adopted: 07/05/77
Revised: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Minimum Qualifications for Hiring of Instructors, Counselors and Librarians

Minimum Qualifications

- A) The Lassen Community College District establishes the following minimum qualifications for instructors of credit courses, counselors and librarians:
1. For academic disciplines, a master's degree in the discipline, or a bachelor's degree in the discipline and a master's degree in a reasonably related discipline. Refer to Lassen Community College Discipline's List A (Board of Governors Lists revised October, 1997; Title V, Section 53407 & 53410)
 2. For disciplines in which a master's is not generally expected (disciplines in Specialized technical, trade, or industrial fields), any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment, or any associate degree and six years of professional experience, directly related to the faculty member's assignment.* Refer to Lassen Community College Discipline's List B (Board of Governors Lists revised October 1997; Title V, Section 53407 & 53410)
 3. Or for all disciplines, possession of a California Community College Instructors Credential valid for life issued in the discipline of assignment. (Title V, Section 53403; Ed Code 87355)
- B) The Lassen Community College District establishes the following minimum qualifications for instructors of noncredit courses:
1. The minimum qualification shall be the same as the minimum qualifications for Credit instruction in the appropriate discipline or as specified in Lassen Community College Discipline's List C (Title V, Section 53412)

In addition to other minimum qualifications specified here the minimum qualifications for faculty members teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval (Title V, Section 53417)

All degrees and units used to satisfy minimum qualifications shall be from accredited institutions (post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education). (Title V, Section 53406)

- C) The Lassen Community College District establishes the following minimum qualifications for students employed as faculty interns:
2. Faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education subject to Chapter 3 of the Education Code, and shall have completed at least one-half of the course work, or the equivalent, in that graduate program (Title V, Section 53502).
 3. Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies. A faculty intern shall be limited to two years of participation in the program (Title V, Section 53502).
 4. Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The mentor shall have no other assigned duties during the time that the faculty intern is teaching or rendering service. The mentor is responsible for providing direct monitoring and systematic contact with the faculty intern (Title V, Section 53502).

Discipline Lists

Specific degrees and experience requirements for disciplines found in California Community Colleges are given in Discipline Lists A-C found in the Lassen Community College Verification of Faculty to Meet Minimum Qualifications in Discipline of Instruction Resource Handbook.

Equivalency

- A) An instructor must meet the minimum qualification as stated on the approved disciplines lists. The verification procedure must include a process for determining when an individual, though lacking the exact degree or experience specified in the Lassen Community College Disciplines Lists, nonetheless does possess “qualifications that are at least equivalent” (Title V, Section 53430; Ed Code, Section 87359) to those specified.
- 1) Individuals do possess the equivalent qualifications who have appropriate courses for a particular degree but do not possess the specific degree named on the Lassen Community College Disciplines Lists (Board of Governors Lists revised October, 197; Title V, Section 53407).
 - 2) Individuals who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the disciplines lists. The conclusive evidence must be as clear and reliable as a

- 3) College transcript. Conclusive evidence in regard to the following must be provided:
- a) Equivalency for a required degree:
The individual must possess at least the equivalent in level of achievement, breadth and depth of understanding for the general education course work required for that degree and the major course work required for that degree.
 - b) Equivalency for required experience:
The individual must possess a mastery of the skills of the vocation through sufficient knowledge for the proposed specific assignment and broad enough to serve as a basis for teaching other courses in the discipline and extensive and diverse knowledge of the working environment of the vocation.

The candidate must also demonstrate that he/she possesses the necessary skills to teach the subject according to the course outline.

*As used here “professional experience” includes teaching experience. “Occupational experience” does not include teaching experience. “Year” means that period of time in which that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis. (Title V, Section 53404; Ed Code 87359).

Legal references: Education Code 87355, 87356, 87357, 87358, 87359, and 87482.5
Title V: Sections 53403, 53404, 53406, 53407, 53410, 53412, 53417, 53430, and 53502

Adopted: 06/19/90
Revised: 09/22/98
Reviewed: 12/12/00
Revised: 10/10/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Employment Requirements

Prior to assuming their duties, all academic employees will meet the following requirements:

- 1) File a tax withholding form (W-4) with the Dean of Administrative Services.
- 2) Submit evidence of an examination, within a period of one year prior to employment, demonstrating freedom from active tuberculosis. This examination must consist of an x-ray of the lungs, or an approved intra-dermal tuberculin test. To continue employment with the college, every third college year a certified employee will provide evidence to the Dean of Administrative Services of a chest x-ray or an approved intra-dermal tuberculin test demonstrating freedom from tuberculosis. X-ray tests are available, without cost to academic personnel, through appointment by the County Superintendent of Schools Office.

The provisions of the above paragraph shall not apply to any employee (academic or classified), who files an affidavit stating that he adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer and the practice of religion and that to the best of his/her knowledge and belief, he is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he may be excluded from service until the Governing Board is satisfied that he is not so afflicted.

Legal Reference: Education Code
 11708 Examination for Tuberculosis

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Health Examination

Chest x-ray or Interdermal Test

All employees, upon initial employment, shall present evidence of having submitted to examination (chest x-ray, skin test, or other tests designated as acceptable by the County Health Department), to determine that they are free of active tuberculosis, prior to commencing service and every three (3) years thereafter, or more often if directed by the Governing Board upon recommendation of the local Health Officer.

Legal Reference: Education Code 87408 – Medical Examination
 76406 – Examination for Tuberculosis
 California Administrative Code, Title V
 5505 Medical Certification Procedures

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Appointment

1. Ten (10) monthly salary payments will be made beginning September 30.

Adopted: 07/05/77
Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Consultants

The Governing Board permits the use of consultants, when it is clear they can provide valuable and necessary specialized services not normally required on a continuing basis, and which cannot be provided by district personnel because of limitation of time, experience or knowledge.

Funds for consultant help should be provided for in planning specific projects or programs, and will be charged to that particular budget category.

Legal Reference: Education Code 10400 Legislative intent (cooperative
Improvement programs)
72230 Control of Districts by Board of Trustees or
72630 (a) Promotional activities

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Orientation

Lassen Community College will sponsor a one-day orientation session, for all faculty, at the beginning of every semester. Attendance by faculty is required.

Adopted: 07/05/77
Reviewed: 08/04/87
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LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized by the Superintendent/President.

All written materials filed (except for those prohibited by law*) shall be made available for inspection by the employee involved, at an off-duty time, in the presence of an administrator.

Personnel files shall be stored in fire resistant cabinets.

Legal Reference: Education Code *87031
Personnel File Content and Inspection of such material is not to include ratings, reports, or records which
(1) were obtained prior to the employment of the person involved,
(2) were prepared by identifiable examination committee members,
or (3) were obtained in connection with a promotional examination.....

“Information of a derogatory nature, except material mentioned in the second paragraph of this section, shall not be entered or filed unless and until, the employee is given notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.”

Labor Code 1198.5
Access to records at reasonable intervals

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Rights, Responsibilities and Duties

Teachers must consider teaching college their primary job, to which their allegiance and energy are due. Regardless of social or business commitments, teaching comes first. The success of any organization depends largely on the cooperation of its members. The continued growth and progress of the college system depends on the wholehearted zeal of the staff, both teaching and non-teaching members, in working together.

The duties and functions of a classroom teacher are those of normal teaching situation and are determined to a great extent by the Superintendent/President and the existing educational philosophy of the system.

Legal Reference: Education code
 72400 Duties of employees fixed by
 Governing Board
 87828 Drawing of warrants for teachers

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Academic Freedom

The teacher must be free to think and express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within the teachers' professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning.

Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern for the welfare, growth, maturity, and development of students.
3. The method of scholarship.

Legal Reference: Education Code 51500: Prohibited instruction or activity (re: adverse reflection upon persons because of race, creed, color, national origin or ancestry)

51501: Prohibited means of instruction

51510: Prohibited study or supplemental materials

51511: Religious matters properly included in courses of study

51512: Prohibited use of electronic listening or recording device; penalties

51530: Prohibition and definition (re: advocating or teaching communism with the intent to indoctrinate, etc.)

Adopted: 07/05/77

Reviewed: 08/04/87

Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Code of Ethics

The Governing Board strongly endorses the adherence to, and accepts as guiding policies, the statements of the teaching profession and related organization/associations pertaining to:

1. Code of Ethics for the Education Profession (current).
2. Administrator Ethics in Personnel Matters (current).

The Board recognizes the need for professional enforcement of these codes and delegates the responsibility for such enforcement to the teachers' organizations.

Whenever the organization or its delegated agencies or committees fail to gain observance of these codes the Superintendent/President shall take such measures as may be needed in accordance with existing Board policies and/or provisions of the Education Code including such disciplinary action as may seem appropriate.

Duties of Personnel

All employees of the college district are subject to the policies of the Governing Board, applicable laws, and current employee agreements.

Job descriptions shall include the following:

1. Job title
2. Duties to be performed
3. Type and extent of training required
4. Degree of responsibility
5. Other related factors

The job description shall determine the job classification of the employee on the salary schedule. In each instance the employee shall meet the requirements set forth in the job description. Job descriptions for all employees shall be provided by the Superintendent/President and maintained in a separate manual.

Legal Reference: Education Code 72400 Duties of employees fixed by Governing Board

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Enrollment Management and Attendance Accounting

Members of the certificated unit are extended all the rights and privileges embodied in academic freedom (Board Policy 4116.1). Consistent with attendance accounting standards prescribed by Title 5, Chapter 9, Subchapter 1: Attendance, the assurance of all attendance accounting shall be the responsibility of the assigned Instructor of Record. The Instructor of Record shall ensure that attendance accounting procedures are followed and that all student attendance is reported properly to the Office of Admissions and Records and in accordance with established timelines.

Failure to comply with proper student attendance accounting procedures by certificated personnel may be the basis for decertification of contact hours generated. For this reason, courses offered by the District, but lacking proper attendance records shall not be submitted for apportionment.

Certificated personnel failing to provide proper attendance accounting forms and assurances may be found to be “not faithfully performing all the duties prescribed.” (Education Code section 87828)

Legal References: Education Code, section 87828, Title 5, Chapter 9, Subchapter 1, section 58000

Adopted: 12/19/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Dismissal / Suspension

An academic employee may be suspended by the Governing Board for a violation of any of the causes for dismissal listed in Education Code Section 87735, when insufficient cause for dismissal is considered to exist, or may be suspended pending board or legal action for dismissal of the employee on charges of violation of one or more of said causes for dismissal. The Superintendent/President may suspend an employee pending Board action when, in the opinion of the Superintendent/President, continuation of the employee in his/her position presents a clear danger to the employee.

Dismissal

No academic employee, whether regular or contract, shall be dismissed from the service of the district without cause.

1. Regular employees may be dismissed at any time for violation of one or more of the Causes listed in Education Code Section 87732, and may be subject to dismissal for the reasons given in sections 87743 to 87746 of the Education Code at the end of the college year. Procedures and notices to the employee shall be those specified in Education Code Section 87732.
2. Contract employees may be dismissed at any time by the Governing Board for violation of one or more of the causes listed in Education Code Section 87740.

Great care will be exercised so that the personnel record of any employee dismissed for reasons other than violation of one or more of the causes listed in Education Code 87732.

Legal Reference: Education Code
 87740 Cause Notice and right to Hearing Required for Dismissal of Probationary Employee
 87741 Continuation in Position unless notified
 87666 Dismissal and Penalties
 Contract and Regular Employees
 87732 & 87743 through 87746 Contract & Regular Employees Subject to Dismissal Generally

Adopted: 07/05/77
 Reviewed: 08/04/87
 Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Retirement – Procedures

1. The Governing Board of the Lassen Community College District may bestow the honorary title of Professor Emeritus on a academic employee who is retiring and who has served a minimum of fifteen (15) years in education and is at least fifty-five (55) years of age in which the last ten (10) years prior to retirement have been at Lassen College.
2. Faculty shall be accorded appropriate privileges consistent with Board Policy and tradition.
 - A. Upon retirement, a full time qualified academic employee (who has met the Criterion of #1 above) and his or her eligible dependents will be covered by the District's Fringe Benefits (medical and dental insurance policies) until he or she reaches the age of sixty-five (65), or to the date of death, whichever is earlier.
 1. With or without remuneration, as appropriate, retired faculty shall be eligible within the scope of their credentials to:
 - a. Serve on College committees in an advisory capacity.
 - b. Engage in special projects or studies.
 - c. Accept part-time teaching or counseling assignments.
 - d. Perform administrative or supervisory functions.
 2. Retired academic employees over the age of sixty-five (65) or under the age of fifty-five (55) will be able to purchase fringe benefit coverage at the District's group rates in accordance with adopted plan, rules, regulations and requirements. College procedures for such purchase require the following:
 - a. Payments must be made for a calendar quarter three (3) month period.
 - b. Payments must be received in the Business Office twenty (20) days prior to the first day of the quarter.
 3. Those full time academic employees who have satisfied the criterion of #1 above and retire before the age of fifty-five (55) will be accorded the privileges outlines in #2 of this policy, if not covered by a fringe benefit policy of another employer.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Part-time Personnel

The Governing Board has the responsibility to employ such persons as may be needed to conduct the business of the college district. Such employment requires the official action of the Governing Board.

The Governing Board recognizes that there are times when conditions warrant that the Superintendent/President hire part-time personnel in advance of official action by the Governing Board in order to insure the continuity of the district’s functions and programs.

No full-time employee will teach more than one (1) class, as an overload and not to exceed six (6) overload hours per week, for the district. Exceptions to this policy can be made by the Superintendent/President.

Legal Reference: Education Code §87480 Classification of temporary employees

Adopted: 07/05/77
Reviewed: 02/22/79
Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Teachers

Contractual arrangements may be made with colleges or universities who supply student teachers.

Student teachers shall not be used as substitute teachers. No compensation shall be made to student teachers for services rendered.

All student-teacher relationships shall be arranged after authorization by the Superintendent/President.

The Vice President of Instruction shall be responsible to the Superintendent/President for the efficient administration of the student teacher training program. He/she shall be responsible for making all arrangements pertinent to the orientation, assignments and training of student teachers. He/she shall make such reports and recommendations to the Superintendent/President as shall be necessary for the advancement of the program.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Interns

Contractual arrangements may be made with colleges or universities who supply interns in teaching and administration. They will be compensated according to the regular teacher's salary.

The Vice President of Instruction shall be responsible to the Superintendent/President for the efficient administration of the intern-training program. He/she shall be responsible for making all arrangements pertinent to the orientation, assignments, and training of interns. He/she shall make such reports and recommendations to the Superintendent/President as shall be necessary for the advancement of the program.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Exchange Teaching

Upon the recommendation of the Superintendent/President and approval by the Governing Board, a leave of absence on a yearly basis (two consecutive semesters) may be granted to permanent instructors for exchange teaching provided the applicant will agree to return to the service of the district for at least one year upon completion of the exchange teaching assignment. Credit for such service on the salary schedule and all other fringe benefits shall be granted on a year-for-year basis.

Instructors from other states and countries who may be invited to serve in the district on a temporary, exchange basis must satisfy all conditions of employment in the district except for those waived by the Governing Board upon the recommendation of the Superintendent/President for extenuating circumstances.

Legal Reference: Education Code
 71038 Exchange Teacher Agreements
 87422 Exchange Academic Employee;
 General Qualifications and Professional Status
 87423 Effect of Acceptance of Exchange
 Position on Teacher's Rights
 87424 Payment of Salary of Exchange
 Teachers; Payment of Substitutes
 87425 Sojourn Academic Employee

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Professional Growth

Purpose:

The purpose of this policy is to provide positive guidelines for professional growth.

Definition:

Professional growth is that additional learning and revitalization by which the individual improves service to Lassen College and advances toward excellence in his field.

The Governing Board of the Lassen Community College District believes that a monetary incentive should be provided to faculty member who have reached the maximum salary level to further their professional growth.

Therefore, the Governing Board of the Lassen Community College District does hereby direct the Superintendent/President to establish regulations to implement this policy.

Legal Reference: Education Code
 87767 Leaves of absence for study and travel
 87768 Time qualifications for community college employees

Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Publications or Creation of Materials

The Governing Board recognizes that staff members under contract to the college district may, in carrying out their professional responsibilities, develop patentable or copyrightable educational materials for use in the educational program. It is understood by the Governing Board and the staff members that Lassen Community College will hold right to ownership of materials published or created by college personnel when which materials were developed on district time and with the use of district resources.

The Superintendent/President shall insure that the contractual agreement and the assignment of copyright interests shall be executed between the employee and the college district when requested by the Governing Board and/or the employee.

It is also understood that educational materials created by an employee during the employee's leisure hours when the employee is not fulfilling his/her contractual duties to the college district are the property of the employee.

Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Travel - Reimbursement

It shall be the policy of the Governing Board to reimburse employees and officials of the district for actual and necessary expenses incurred, while using private vehicles, or attending authorized meetings or conferences.

The Superintendent/President is hereby authorized to give advance administrative approval for attendance at such conferences.

Legal Reference: Education Code
 87032 Travel Expense Payment

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

ORGANIZATIONS/UNITS

Instructor Administrator-Governing Board Relationships

Recognizing that providing a high quality education for students is the paramount aim of this district, and good morale in the instructional staff is necessary for the best education of the students, the Governing Board encourages the participation of staff members in the activities of their professional organizations and encourages the organizations to exercise their rights and responsibilities within the spirit and letter of the law. The Governing Board also recognizes the following roles and responsibilities that are clearly established by law.

1. The Governing board, under law, has the final responsibility of establishing policies for the college system.
2. The Superintendent/President and staff have the responsibility of carrying out the policies established.
3. The academic instructional personnel have the ultimate responsibility of providing the best possible education in the classroom.

Attainment of Goals

Attainment of the goals of the educational program conducted in the district requires mutual understanding and cooperation among the Governing Board, the Superintendent/President and administrative staff, the academic personnel, the classified personnel and other citizens of the community. To this end, free and open exchange of views is desirable, proper and necessary.

Teachers and Teacher's Organizations

It is recognized that teaching is a profession requiring the possession of specialized educational qualifications, and that success of the educational program conducted in the district depends upon the willing services of well qualified teachers, who are reasonably well satisfied with the conditions under which their services are rendered. It is further recognized that teachers have the right to join, or to refrain from joining, any organization for their professional or economic improvement and for the advancement of public education, but that membership in any organization shall not be required as a condition of employment of a teacher in the Lassen Community College District.

Employee Organizations

All employees are free to join or not to join employee organizations. Decisions affecting the individual employee are made without regard to membership or non-membership in such organizations. Each employee is entitled to his/her individual legal or ethical rights and privileges. (Government Code 3543)

Employees shall not be interfered with, intimidated, restrained, coerced or discriminated against—either by the college district or by an employee organization—because of their membership or non-membership in employee organizations. They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Governing Board. (Government Code 3543.5)

Policy Development and Review

The Superintendent/President is directed to consult with appropriate personnel and employee organizations in suggesting and establishing the desired policies and regulations relating to Governing Board-teacher-administrator relationships and other matters as provided by law. The Governing Board will annually review these policies and will consider suggested revisions or additions which will improve these relationships and promote the educational welfare of the students attending the Lassen Community College District.

Units

The Public Employment Relations Board (PERB) will, as provided by law, consider what appropriate units shall exist in this college district to provide fair employee representation and provide for effective district operations. (Government Code 3545) The PERB will decide appropriateness in the light of such criteria as:

1. Community of interest of the employees
2. Established practices
3. Organizational affiliation of employees
4. Effect of size of units on district operations
5. Effect of number of units on district operations
6. Present placement of employees on a established salary schedule
7. Interfacing job relationships (i.e. nurses, librarians, counselors, teachers)

8. Funding source

Should no organization apply for recognition, the Governing Board will invite employees to help design an employee-employer relationship plan for this district.

Legal Reference: Education Code
 72230 Powers and duties generally
 72233 Authority of Governing Board
 commencing January 1, 1976
 Government Code
 3540-3549.3 Public Educational
 Employer-Employee Relations

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Agreement

Each agreement entered into by the Governing Board with an employee organization shall constitute a commitment by the Governing Board to the provisions of the agreement for its duration or until its amendment by an instrument in writing duly executed by both parties.

Legal Reference: Continuation Sheet for Filing Administrative Regulations with the Secretary of State (pursuant to Government Code Section 11350.1) Article 2. General Provision Section 32120, Filing Contracts with Board

Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Public Notice – Personnel Negotiations

The Superintendent/President shall notify the exclusive representative organization(s) of the District the Governing Board is prepared at any regular meeting of the Board to hear the initial proposal(s) of the exclusive representative organization(s) relating to the scope of representation in Chapter 10.7 of the Government Code and to include the proposals by title as a published agenda item.

The Governing Board shall at the meeting selected by the exclusive representative organization(s), receive the proposal(s) and shall make it available for public review and study at a known and designated place (or places) in the district.

In order to comply with the above section, the Superintendent/President shall request that sufficient copies of the proposal(s) of the exclusive representative organization(s), including copies for the press and members of the public, be furnished to the Governing Board at the time of the public presentation.

After a minimum passage of 14 calendar days following the public presentation by the exclusive representative organization(s), the Governing Board shall then, at a regular meeting or at a called special meeting, provide the public with an opportunity to express itself regarding the proposal(s). (Government Code 3547a)

The Governing Board shall then make a public presentation of its initial proposal(s) and make it available for public review and study at a known and designated place (or places) in the district. (Government Code 3547a)

After the passage of 14 calendar days, the Governing Board shall provide an opportunity for public input at a regular or called special meeting.

The Governing Board shall then adopt its initial proposal. (Government Code 3547a)

Then the Governing Board's designated representatives shall begin meeting and negotiating with the exclusive representative organizations(s). (Government Code 3547a)

Within twenty-four (24) hours of its presentation, the Governing Board shall make any new subject matter proposals within the scope of negotiations made by either party during meeting and negotiating available in printed form for public study and review at a known and designated place (or places) in the district. (Government Code 3547a)

The Government Board shall request from the exclusive representative organization(s) sufficient copies of its proposal(s) to be able to comply with this regulation.

If any vote is taken by the Governing Board on a new subject of negotiations, the Board shall make the roll call vote available as a matter of public record within twenty-four (24) hours of the time of the vote. (Government Code 3547a)

The Governing Board will strictly adhere to the requirement of public notice as set forth in Article 8, Section 3547, of Chapter 10.7 of the Government Code.

The Governing Board will freely consult with concerned citizen and employee groups in regards to the establishment of reasonable regulations relating to the implementation of this public notice section. It is the view of the Board that, although procedures and processes relating to public notice are not a negotiable item, healthy consultation among the Governing board, interested citizen groups, and concerned employee organizations is highly desirable.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

District Operations During Concerted Work Stoppage

I. POLICY

It is the position of the Governing Board of the Lassen Community College District that a concerted work stoppage by California public college employees is unlawful. This position is based upon authority in California statutes and appellate court decisions. In the event of a concerted work stoppage by District employees, the policy of the District shall be to keep the college open and operating while ensuring: (1) the education, welfare, and safety of the pupils; (2) the rights and safety of all employees; (3) the protection of public college property; (4) the necessary staffing to continue such operation of the colleges; and (5) the best possible educational environment under the circumstances.

II. DEFINITION OF CONCERTED WORK STOPPAGE

As used in this policy, the term “concerted work stoppage” shall be defined as any of the following: concerted failure to report for duty; concerted absence of employees from their positions; concerted stoppage of work; concerted submission of resignations; or concerted abstinence in the performance of any and all of the duties of employment. The term “concerted” shall be defined as mutually arranged or agreed upon and shall not require that the same action or inaction be done by more than one employee at a time.

III. AUTHORITY OF SUPERINTENDENT/PRESIDENT TO KEEP COLLEGES OPEN AND OPERATING DURING CONCERTED WORK STOPPAGE

In the event of any concerted work stoppage by District employees, the Superintendent/President, as the agent of the Governing Board, shall have the authority to take any and all necessary action, including but not limited to the following: to keep the college open and operating, pending and between meetings of the Governing Board.

A. Special Measures Team

The Superintendent/President may establish a Special Measures Team to assist college administrators with respect to personnel, transportation, communication, demonstrations, legal counsel, police assistance, and other problems which may result from the concerted work stoppage.

B. Assignment of Personnel Not Participating in a Concerted Work Stoppage

During concerted work stoppage, the Superintendent/President is authorized to assign and direct all personnel of the District in such a manner as to maximize the educational opportunities for the pupils and ensure operation of the college.

Personnel may be assigned special duties, including duties inconsistent with those enumerated for their assigned position. The Superintendent/President is authorized to fix and determine an appropriate compensation to be paid to personnel of the District who are assigned and perform such special duties beyond those called for by existing contracts and job descriptions.

C. Substitute and Temporary Personnel

The Superintendent/President is authorized to employ on behalf of the District such qualified academic and/or classified personnel as may be necessary to implement the District's policy during any concerted work stoppage. Such employment may be substitute, temporary, part-time, probationary, permanent, contract or other status authorized by law. The Superintendent/President is authorized to fix and determine such reasonable compensation as is necessary to employ qualified personnel during any concerted work stoppage.

D. College Hours

During any concerted work stoppage, the Superintendent/ President, with the concurrence of the President of the Governing Board, may modify college hours as he/she deems such action to be necessary.

E. Pupil Holidays

During any concerted work stoppage, the District Superintendent/ President, with the concurrence of the President of the Governing Board, may declare a holiday as he/she deems such action to be necessary. (E.Code Section 79022)

F. Closing of College Facilities

During any concerted work stoppage, the Superintendent/ President, with the concurrence of the President of the Governing Board, may close the college facility or curtail or discontinue any service normally provided by the college, as he/she deems such action to be necessary.

G. Transportation Services

During a concerted work stoppage, the Superintendent/President may modify District bus schedules as he/she deems such action to be necessary.

H. Extra-Curricular Events

During a concerted work stoppage, the Superintendent/President may modify or cancel extra-curricular events as he/she deems such action to be necessary.

I. Legal Services

During a concerted work stoppage, the Superintendent/President may request legal counsel to commence any legal proceedings necessary on behalf of the District to ensure compliance with the law, terminate such work stoppage, recover damages from parties who cause injury, financial or otherwise, to the District, or for such other purposes reasonably related to the concerted work stoppage as legal counsel may recommend.

J. Security Service

During a concerted work stoppage, the Superintendent/President may contract for or employ personnel for sufficient security services to ensure the safety of the pupils, employees, Governing Board members and facilities of the District.

K. District Spokesperson

During a concerted work stoppage, the Superintendent/President shall act as the official spokesperson for the District and set forth the position of the District in that regard. The Superintendent/President may establish a communication center to provide information to the Governing Board, District employees, parents, pupils, media and public. The District Spokesperson shall make clear the support of the Governing Board for its Bargaining Agent(s) and the fact that employees must negotiate with the District Bargaining Agent(s) only.

L. Curriculum Adjustment and Student Assignments

During a concerted work stoppage, the Superintendent/President may make curriculum adjustments and student assignment, both temporary and permanent, of the District educational program.

IV. Employee's participation in or other Absence During a Concerted Work Stoppage

A. Rebuttable Presumption of Participation in Concerted Work Stoppage

During a concerted work stoppage, an employee who performs any act or inaction set forth in the definition of “CONCERTED WORK STOPPAGE” herein, whether such action or inaction is apparently “concerted” or not, without prior permission from the Superintendent/President during a concerted work stoppage, shall be rebuttably presumed to be a participant in the concerted work stoppage.

B. Leaves

During a concerted work stoppage, leaves of absence not in compliance with this regulation shall be unpaid.

1. Sick Leave Employees claiming paid sick leave must complete a signed affidavit of illness and present a doctor’s certificate of illness, both of which shall be submitted to the Office of the District Superintendent. (Ed. Code Section 88191)
2. Personal Necessity Leave Employees requesting paid personal necessity leave must do so in advance, in writing, and must receive advance approval to take such leave from the Superintendent/President. The employee shall not be required to secure advance permission for leave taken for any of the following reasons:
 - a. Death or serious illness of a member of the employee’s immediate family; or
 - b. Accident involving the employee’s person or property, or the person or property of a member of the employee’s immediate family.
3. Other Leaves Other leaves of absence must be requested in advance, in writing, and the employee must receive advance approval to take such leave from the Superintendent/President.
4. Unauthorized Leaves Unauthorized leave includes: leave not in compliance with subparagraph IV B 1, 1, and 3 herein; concerted work stoppage as defined herein; and other leave which is unauthorized under law.
 - a. Unauthorized leave shall be unpaid and beginning on the first day of unauthorized leave, no warrant shall be drawn in favor of any employee who has not faithfully performed all the duties prescribed.

- b. Unauthorized leave shall be grounds for such disciplinary action as may be deemed appropriate by the District.
- c. Unauthorized leave may be considered in employee evaluations and tenure decisions.
- d. Employees returning from unauthorized leave may be assigned in accordance with the Superintendent/ President's determination of the needs and best interests of the District.
- e. Employees returning from unauthorized leave shall provide no less than twelve hours prior notice to the Superintendent/President in order to be paid for the day of their return.

Determination of Existence of Concerted Work Stoppage

For the purposes of this policy, a concerted work stoppage shall be deemed to exist from the time the Superintendent/President, in his/her discretion, so determines and declares in writing mailed to the Governing Board and the Employee Organization representing employees found by the Superintendent/President to be participating in a concerted work stoppage. The concerted work stoppage shall be deemed terminated when the Governing Board, in their discretions, so determines and declares at a board meeting, or whenever the Superintendent/President in his/her discretion, so determines and declares in writing, mailed to the Governing Board and the aforesaid Employee Organization. The period during which a concerted work stoppage is deemed to exist shall be considered an emergency and the District shall take any and all necessary lawful action to keep the college open and operating.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Negotiations/Consultation

The Governing Board will strictly construe the scope of negotiations as provided in Government Code 3543.2.

The Governing Board will also freely consult with exclusive representatives within rights granted to them by law. (Government Code 3543.2)

The Governing Board reserves to itself its unlimited right to consult with any employee groups on any matter outside the scope of representation. Consultation procedures and processes are not negotiable. The Governing Board views healthy consultation between and among Governing Board, administration and employee groups as being highly desirable.

Legal Reference: Government Code
3543.2 (re: scope of representation)

Reviewed 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Non-College Employment

Personnel of the colleges may participate in outside employment activities as long as these activities do not interfere with the proper discharge of their duties.

No full-time employee will teach more than one (1) class, as an overload and not to exceed six (6) overload hours per week, for the district. Exception to this policy can be made by the Superintendent/President.

Adopted: 07/05/77
Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Complaint Procedure

Definitions and Purpose:

A “complaint” means an allegation by an employee that he/she has been adversely affected by a misinterpretation, misapplication, or violation of a specific District policy not included in the contract negotiated with the exclusive representative.

The “immediate supervisor” is defined as the Division Chairperson or other designated academic supervisor.

The purpose of this policy is to establish an orderly procedure for resolving complaints at the earliest possible time.

Processing of Complaints:

A “complaint” shall be brought to the attention of the immediate supervisor of the employee within fourteen (14) calendar days of the act that gives rise to the complaint.

If the employee is not satisfied with the determination made by the immediate supervisor, the employee may appeal the decision to the Assistant Superintendent within seven (7) calendar days thereafter. If the complaint is not appealed within the specified time the determination of the immediate supervisor shall be final.

If the employee is not satisfied with the determination made by the Assistant Superintendent with respect to an alleged misinterpretation, misapplication, or violation of the specific District policy not included in the contract negotiated with the exclusive representative, the employee may appeal to the Superintendent/President within fourteen (14) calendar days thereafter. If the complaint is not appealed within the specified time the determination of the Assistant Superintendent shall be final.

If the employee is not satisfied with the determination made by the Superintendent/President with respect to an alleged misinterpretation, misapplication, or violation of the specific District policy not included in the contract negotiated with the exclusive representative, the employee may appeal to the Board of Trustees within fourteen (14) calendar days thereafter. If the complaint is not appealed within the specified time the determination of the Superintendent/President shall be final.

If the complaint is appealed to the Board of Trustees, the Board will consider the matter in closed session. The determination of the Board of Trustees shall be final.

Reviewed: 08/04/87
Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Meetings

Subject to negotiated contract provisions, Management personnel are authorized to call and conduct such meetings of the staff as are necessary to conduct properly the business of the college district.

Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Compensation and Related Benefits

Salary Schedule Placement

Each teacher being placed on the Teacher's Salary Schedule must possess the minimum qualifications as determined by the Board of Governors of the California Community Colleges and as specified in the *Minimum Qualifications in Discipline of Instruction Handbook*.

The Teacher's Salary Schedule does not apply to non-academic employees or to anyone employed in an administrative capacity.

1. Credits for Experience
 - a. Credit for previous experience will be evaluated by the Superintendent/President.
 - b. Newly employed instructors may be granted a maximum of six years credit
 - c. Credit for previous experience will be granted as follows:
 1. Credit for previous full-time teaching experience will be granted on a year per year basis.
 2. Credit for vocational experience is governed by Board Policy.
 3. Active military service may be offered in lieu of teaching experience on a year per year basis if the military service constituted a break in full-time teaching service.

2. Salary Classification

For determination of placement within the class of the schedule, vocational educational instructors shall receive credit for one (1) year's teaching experience for each year's verified experience in the field or trade but not to exceed six (6) years. There shall be no retrogression on the salary schedule if a teacher goes from a vocational educational credential to an academic credential.

3. Part-time teachers shall receive hourly rates as established by the Governing Board.

Adopted: 07/05/77
 Reviewed: 08/04/87
 Revised: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

INSURANCE

4143.1

Workmen’s Compensation

Injuries and Accidents

All district employees are covered by workmen’s compensation insurance. Accidents and injuries should be reported immediately to the employee’s supervisor. In the event of an injury incurred on the job, the employee must file a workmen’s compensation insurance report within forty-eight (48) hours. Workmen’s compensation insurance forms are available from the Business Office.

Unsalaries Volunteers: Workmen’s Compensation Coverage

The Governing Board of the Lassen Community College District deems authorized unsalaried volunteers to be employees of the district for workmen’s compensation insurance purposes.

Legal Reference: Educational Code
72509 Insurance Coverage for Volunteers

Adopted: 07/05/77 LASSEN COMMUNITY COLLEGE DISTRICT
Reviewed: 08/07/87 Susanville, California
Reviewed: 12/12/00

Professional Purposes Leave

Leave for Professional Growth and Activities

The Vice President/Assistant Superintendent-Instruction may authorize attendance at conferences, special meetings, or any other temporary change of assignment in the performance of college duties, subject to the following guidelines:

Members of the college staff may be authorized to attend conferences and participate in state and national organizations related to their subject and/or professional field when there is clearly an opportunity for professional growth and/or benefit for the college instructional program.

Legal References: Education Code
 Travel Expenses Payment
 44576 Remuneration
 87763 Leaves of Absence
 87764 Power to Grant Leaves of Absence

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Personal Leave

An academic employee who is absent for his/her personal benefit will be subject to a deduction of a full day's salary for each day's absence. A full day's salary shall be the equivalent of the total annual contract salary divided by the number of days the employee accumulates for retirement purposes. Advance approval of such absence must be secured through his/her immediate Supervisor, the Vice President/Assistant Superintendent-Instruction, and Superintendent/President.

Adopted: 07/05/77
Reviewed: 08/04/87
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Vacation/Holidays

Vacations

1. Management personnel and certain other 12 month academic employees on the academic or management salary schedule employed on a twelve month service contract shall be allowed two days per calendar month's service with a maximum of 22 days per fiscal year vacation without loss of pay, exclusive of the approved legal holidays. Days taken other than those specified below shall be counted as vacation days.
2. Eleven month management employees earn 20 days vacation per academic or fiscal year. All management vacations are to be taken at the convenience of the District. An eleven and twelve month management employee may carry over no more than 20 (11 months) or 22 (12 months) days vacation to the next year.
3. All employees included under paragraph 1 and 2 shall obtain approval from the Superintendent/President for their regular vacation period. Vacation requests shall be filed with the Dean of Administrative Services on all vacation days taken.
4. Exceptions to this policy may be made upon recommendation of the applicable Assistant Superintendent with the approval of the Superintendent/President.

Holidays

Academic and management personnel will be granted such holidays as are designated by the Governing Board.

As needed, academic and management personnel may be required to work on holidays if needed when special events are held and shall later be allowed equivalent time off at the discretion of the Superintendent/President.

Legal Reference: Education Code
 79020 College Holidays

Adopted: 04/22/75 LASSEN COMMUNITY COLLEGE DISTRICT
Revised: 09/05/78 Susanville, California
Reviewed: 08/04/87
Reviewed: 12/12/00 (formerly 4153)

Professor Emeritus Policy

Lassen Community College considers the designation as “EMERITUS FACULTY” to be an honor based on a meritorious contribution. The criteria of meritorious contribution or the institution is highly selective. It is expected that individual retirees will have different strengths – one may excel in teaching, another in institutional service, another in service to society outside the institution, another in unspecified categories. Any one-qualification area makes the candidate worthy of candidacy.

Policy Elements:

A minimum of fifteen years of fulltime service to Lassen Community College with at least ten years as an academic faculty member is requisite.

The candidate must have retired from Lassen Community College to be selected by the Lassen College Academic Senate for emeritus status.

The Governing Board may bestow the honor of Faculty Emeritus upon the recommendation of the Academic Senate to the Superintendent/President.

(Original Policy 4160 was approved by the Academic Senate on 11/29/93)

Adopted: 03/15/94
Revised: 12/10/96
Reviewed: 12/12/00

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California