# Kern Community College District

**Administrator/Manager/Confidential/Classified**

**Recruitment - Screening - Selection Process**

As of: October 20, 2010

<table>
<thead>
<tr>
<th>Position Requisition Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post on PeopleAdmin by HR</td>
</tr>
<tr>
<td>(Minimum 2-4 Weeks)</td>
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<tr>
<td>Advertise positions with appropriate vendors.</td>
</tr>
</tbody>
</table>

| Ongoing Screening of Applicants by HR |
| (Begins as soon as applicants begin applying) |

| Committees Organized                  |
| First Meeting Date Set               |

| Position Closing or First Review Date Deadline |

| Screening of Applicants Completed by Human Resources |
| HR Specialist completes initial screening            |
| HR Manager does second review and completes HR screening |

| Screening Committee Initial Meeting to include the following: |
| Develops Timeline  |
| Develops Questions and submits to HR for approval |
| Determines Interview process (tests, demonstrations, etc.) |

| Notice to Applicant that have met minimum qualifications informing them of the campaign timeline. |

| HR Reviews and Approve Questions |

| Access to Applicants for Screening Committee Review given to Committee Members which include User Name and Password by HR |

| Screening Committee Reviews and Selects Applicants for Interview Process |

| First Round Regret Letters Sent |

| Interviews are scheduled by HR |

| Initial Interviews are conducted |
| Finalists are then determined by committee |
| Regret Phone Calls Made and Letters Sent |

| Reference/Background Checks are Completed |
| HR or Committee Chair completes |
| OCSS or other designated outside source may be used upon approval |

| Finalists are then scheduled for final interview with College President or appropriate administrator appointed by the President |
| Campus tour scheduled on the same day if feasible. |

| Final Candidate Selected |
| Second Round Regret Phone Calls Made and Letters Sent |

| Letter/Offer Provided to Final Candidate |

| Candidate sent forward for Board Approval |
SECTION 4E

RECRUITMENT AND SELECTION PROCESS FOR TEMPORARY
HOURLY AND PROFESSIONAL EXPERTS
RECRUITMENT/SELECTION PROCESS FOR SHORT TERM/SUBSTITUTE CLASSIFIED EMPLOYEES

The use of substitute and short term employees is prescribed in education code section 88003. There are three basic categories of temporary hourly classified:

1. Short Term Project: In this situation you would be hiring a temporary employee to perform classified work related to a short term project with a beginning and ending date. Examples of this would be completing a specific project which requires extra staff or employing a temporary person to perform work as part of trial period or job study. The maximum number of days a temporary short term employee can work is 195 days however at KCCD we only authorize 175 days and will begin review of the work at the 160 day point to ensure we do not exceed education code.

2. Substitute while recruiting for a position: In this situation you would be hiring a temporary employee as you were recruiting and selecting a person to fill the position on a permanent basis. Normally 60 days is allowed for this process however, in agreement with CSEA this time can be extended to finish the recruitment process.

3. Substitute during an employee absence: In this situation you would be hiring a temporary employee to perform the work of an employee who is out due to illness, military deployment, FLMA, or other related reason. The expectation is the permanent employee will eventually return to their job and the temporary employment would be terminated.

When the need for a short term or substitute classified position arises the appropriate supervisor will identify a person by; reviewing applications in a substitute pool maintained by Human Resources, thru networking, or thru local advertisement. Classified short term and substitute pools are the preferred method of identifying temporary employees.

Once the potential employee is identified the immediate supervisor will initiate the request for temporary employment (Appendix D) and submit for the required approval signatures.

Once the request is approved and submitted to Human Resources the Human Resource Manager will ensure we are following proper employment procedures as outlined in education code. The new hire will be contacted by Human Resources to come in and fill out the required pre-employment documents prior to working.
No temporary short term or substitute employment is authorized beyond the current fiscal year (June 30). New authorizations must be approved for temporary short term and substitute employment on the beginning of the next fiscal year (July 1).

RECRUITMENT/SELECTION FOR PROFESSIONAL EXPERT EMPLOYEES

Definition: A professional expert is a temporary hourly employee hired for a specific period of time to perform specific and specialized work which is not part of the classified service. Four general rules of thumb must be met to consider the work as that of a Professional expert. First, the work must require specialized knowledge or expertise. Secondly, the length of employment is temporary and finite (beginning and end date). Third, the work should be a specific project. Finally, the work to be performed should not fall under the classified service. Common examples of professional expert work include experts brought in to teach specialized skills for the police and fire academies, instructors for community education, instructors for contract education which is not for credit, or consultants. There are other examples and HR can assist with determining if the work falls under professional expert or not.

Procedure:
Step 1: The hiring manager/administrator identifies the work to be performed and the work is classified as professional expert work as per the definition above and education code 88003 and 88076.

Step 2: The hiring manager/administrator identifies the professional expert to accomplish the work and submits a completed temporary employment agreement form for approval (Appendix D). The description of the work on the form must be clear and specific enough to recognize it as professional expert work.

Step 3: The Director of Administrative Services reviews and approves/disapproves funding source.

Step 4: The Educational Administrator and College President review and approve/disapprove request.

Step 5: Human Resources reviews and approves/disapproves request.
Step 6: Once the temporary employment agreement form is approved the prospective employee completes all required pre-employment paperwork and requirements.

Step 7: HR places employee in banner, board report, and sends authorization to work to hiring manager/administrator with start date.

If there is any question of the work being classified as professional expert consult your HR Manager for assistance.
SECTION 4F

APPENDICES

Appendix A:  New Position Requisition Form
Position Requisition Form
Position Justification Form

Appendix B:  Sample candidate rating forms

Appendix C:  Telephone Reference Form

Appendix D:  Temporary Employee Authorization
Section 5
(Draft)

Employee Leave Management

I. Leave of Absences

General Absences Policies -

- Records of all employee absences are to be maintained by the District Payroll Office.

Request for Leave: General??

A. Sick Leave

Classified - Article 9L2 – Sick Leave
- Classified employee is eligible for Sick Leave accrual based on hours worked as outlined in CSEA contract. Sick leave will be accrued monthly based on the full time or proportion of the hours worked according to contract language.
- Pay for any day of such absence shall be the same as the pay which would have been received had the employee worked during the day of illness (9L2D)
- Unused sick leave shall be accumulated.

Faculty – Article Twelve – B. Leave of Absence/Sick Leave
- 10 days leave of absence per year
- A day shall be granted for each additional twenty (20) days of assignment under contract or the major portion thereof
- Less than full-time shall earn day’s proportional to their assignment
- Unit members will earn sick leave for teaching extra-pay, extended day, continuing education and summer session classes to be used only for those classes.
- Unused sick leave shall be accumulated.

Confidential Management – Policy 10F2A
- Sick leave shall be granted when an employee is kept from the performance of duties by sickness, injury, or quarantine.
- Sick leave with full pay is allowed full-time employees on the basis of one (1) day of sick leave for each calendar month worked starting from the first (1st) date of service. A person employed less than full-time shall be entitled to a pro-rata share of the sick leave. A person absent from duty as a result of an industrial accident or illness shall be paid that portion of salary which when added to temporary disability indemnity will result in payment of not more than full salary.
- Employees shall be entitled to use sick leave accrued annually to attend to the illness of a child, parent, spouse, or domestic partner according to law.
- Unused sick leave shall be accumulated.

B. Personal Leave

Classified – Article 9L3 Personal Necessity Leave
- Earned sick leave to a maximum of seven (7) days each college year may be used by the employee, at his/her election, in cases of personal necessity
- When possible, it is expected that the employee will provide prior notification for personal necessity leave.
- When the employee returns from personal necessity leave, the classified absence form must be completed. (reference additional language defined for leave types.

Faculty – Article Twelve – C. Personal Necessity Leave
- Earned sick leave to a maximum of seven (7) days each contract year may be used by the employee for personal activities of a compelling nature that cannot be conducted outside of normal work assignment hours. The employee, when possible, will give advanced notice to his/her supervisor so arrangements for coverage of his/her assignment can be made. Personal leave is taken at the election of the employee and not subject to administrative approval.
- Personal business of a compelling nature that cannot be conducted outside of normal work assignment hours does not include activities that result in payment to the employee for services, or recreation activities.

Confidential Management – Policy 10F2B
• Earned sick leave to a maximum of seven (7) days each fiscal year may be used by the employee in cases of personal necessity.
• To arrange for proper coverage of the assignment, when possible, it is expected that the employee shall secure prior approval from his/her immediate supervisor for use of personal necessity leave as defined in Policies 10F2B2A and 10F2B2B

C. Bereavement –

Classified - Article 9L4 – Bereavement Leave
• Each classified service employee shall be granted five (5) days with pay for bereavement, funeral arrangement, and/or funeral attendance in the event of the death of a member of the employee’s immediate family. Members of immediate family according to contract language.

Faculty – Article Twelve – D Bereavement Leave
• Each faculty member may be granted a maximum of three (3) days, or five (5) days if out-of-state travel is required, with pay for bereavement, funeral arrangement, and/or funeral attendance in the event of the death of a member of the immediate family. Members of the immediate family include mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparents of the employee or spouse, son-in-law, or daughter-in-law of the employee, or any relative to whom, by reason of personal association, the employee is very close.
• Time off without pay may be granted for attendance at the funeral of a distant relative or close friend.

Confidential Management – Policy 10F2C1
• Each employee may be granted five (5) days with pay for bereavement, funeral arrangements and/or funeral attendance in the event of the death of a member of the employee’s immediate family. Members of the immediate family include mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparents of employee or spouse, son-in-law or daughter-in-law of employee, or any relative living within the immediate household of the employee.
• Time off without pay may be granted for attendance at the funeral of a distant relative or close friend. An employee may choose to use personal necessity leave, vacation, or compensatory time for attendance at the funeral of a distant relative or close friend.
D. **Judicial Leave - Jury Duty**

- Absence without loss of pay shall be granted to employees (1) to serve jury duty, (2) to appear as a witness in court other than as a litigant and (3) to respond to an official order from another governmental jurisdiction for reasons not brought about through connivance or misconduct of the employee.
- Compensation received by an employee as a member of a jury or witness shall be retained by the employee. Absences for jury duty are to be reported and noted as such.
- Employees shall file a signed statement for each absence from duty.
- Employees need to report to work during regular hours preceding and immediately following jury duty service.

**Faculty reads a little different**

- Absence without loss of pay shall be granted to faculty to perform jury duty, to appear as a witness in court other than as a litigant, and to respond to an official order from another governmental jurisdiction for reasons not brought about through connivance or misconduct of the employee.
- Compensation received by an employee as a member of a jury or witness shall be remitted to the Kern Community College District. Absences for jury duty are to be reported and noted as such.

E. **Emergency for Leave – Statements similar all three contracts.**

**Classified – Contract 9L5A,B,C,D**

**Faculty – Article 12 E**

**Confidential Management – Procedure 10F2D1, D2**

- Emergency leave is a privilege granted by the Board of Trustees, and its use is limited to severe illness. Employees must expect to provide adequate proof of necessity for emergency leave. The President may grant employees emergency leave after personal necessity leave has been exhausted.
- For absence due to severe illness or death in the employee’s family, no deduction in pay will be made up to a maximum of six (6) days per contract year. Additional time for reasons of travel may be allowed upon the recommendation of the College President.
- See specific contract for additional information.

F. **Military Leave**

**Classified – Article 9L11A**
• **9L11A** Military leave shall be granted to employees in accordance with applicable state and federal law.

**Faculty – Article 12 J**

• Employees are eligible for leaves of absence to serve with the Armed Forces. Such leaves will be granted in compliance with the provisions of Sections 359.02 through 395.4 of the Military and Veterans Code. Additional leave beyond the specified legal minimum may be granted for such personnel in any case where it would be to the advantage of both the District and the employee to grant such a leave.

• Training periods for members of military reserve units should be scheduled during time school is not in session. If a training period cannot be so scheduled, permission must be obtained from the Board of Trustees after a letter from the military commander has been presented stating alternative training periods are not available.

• Employees shall provide copies of their military orders to substantiate their request for military leave.

**Confidential Management – Procedure 10F2J1, 2J2**

• Military leaves shall be granted to employees in accordance with the applicable state and federal law. Additional leave beyond the specified legal minimum may be granted upon approval of the Governing Board for such employees in cases where it would be to the advantage of both the District and the employee to grant such a leave.

• Training periods for military reserve units should be scheduled during time school is not in session. If a training period cannot be so scheduled, permission must be obtained from the Board of Trustees after a letter from the military commander has been presented stating alternative training periods are not available.

G. **Workers’ Compensation (Industrial Leave)**

• Reference each contract for specific detail.

• **Classified – Article 9L6 Industrial Accident or Illness**

  • **9L6A** Industrial accident or illness is an injury or illness arising out of or in the course of employment with the District.

  • **9L6B** A maximum of sixty (60) working days of paid leave is available for each accident or illness.
• 9L6C When an industrial accident or illness occurs at a time when the sixty (60) days overlap into a new fiscal year, the employee shall be entitled to only that amount remaining at the end of the previous fiscal year for that specific injury or illness.

Faculty – Article 12 L. Job Related Accident or Illness
• Job related accident or illness (industrial accident and industrial illness) is defined as any injury or illness arising out of and in the course of employment.
• A maximum of sixty (60) days paid leave is available for the same accident or illness during one (1) contract period.
• The industrial accident or illness leave shall not be accumulated from year to year.

Confidential Management – 10F2E (Job Related Accident or Illness)
• Job related accident or illness (industrial accident and industrial illness) is defined as any injury or illness arising out of and in the course of employment.
• A maximum of sixty (60) days leave is available for the same accident or illness.
• The industrial accident or illness leave shall not be accumulated from year to year.

H. Unpaid Long-Term Leave

Classified – 9L12
• Each applicant for a long-term leave without pay must have served in the classified service within the District not less than four (4) consecutive years immediately preceding the beginning of the leave period. Any additional leave following the first shall be based on four (4) subsequent years of service.
• Applications for leave endorsed by the immediate supervisor must be filed with the College President or designee at least thirty (30) days prior to the beginning of the proposed leave period.
• See specific contract for Leave application request.

Faculty – Article 12 M.
• Each applicant for a long-term professional leave of absence without pay must have served in a full-time capacity within the District not less than four (4) consecutive years immediately preceding the beginning of the leave period. Leaves following the first (1st) leave shall be based on four (4) additional years of full-
time service. Exceptions to this Section may be granted by the Chancellor and the Board of Trustees.

- Applications for leave must be filed with the Chancellor at least sixty (60) days prior to the beginning of the leave period. Leave may be granted for periods of up to one (1) year. A leave will be granted only when a satisfactory substitute is available.
- See specific contract for Leave application request.

Confidential Management – Procedure 10F2L

- Each applicant for long-term professional leave of absence without pay must have served in a full-time capacity within the District not less than four (4) consecutive years immediately preceding the beginning of the leave period. Any subsequent leaves following the first (1st) leave shall require four (4) additional years of service.
- may be made for a leave involving a specific educational program which is clearly an opportunity for professional development and a benefit to the District. Such an educational program shall be developed cooperatively by the employee, the employee’s supervisor, and the Chancellor.
- See specific contract for Leave application request.

I. Expiration of Leave

  Classified -

  Faculty

  Confidential Management
J. Benefits during Leave –

Individual leaves must be reviewed by Campus and District Human Resource staff to ensure the employee is receiving the proper coverage during leave. Each case is individual based on employment status, contract language and the individual’s leave request.

The District will continue to provide health and welfare benefits at the same contribution rate as an active employee, as long as the employee is on a paid status. (100 day medical leave is considered paid status, as well as vacation and sick leave). Once employee has exhausted all paid time, and the employee is on an unpaid leave status, the District will keep the employee on benefits which at that time the employee will reimburse The District the full medical premium. Should the unpaid leave be Family Medical Care Leave the District will continue the paid coverage, however, should the employee not return the district is entitled to recover the cost of the health and welfare benefits.

Should the employee resign or be terminated benefits will end on the last day of the month of paid status. The employee will be given an option to continue coverage through the Cobra Election form.

Cobra Election – Employees that have resigned or terminated have the opportunity to continue coverage at their own expense. The employee is notified of their Cobra Election options, the form must be returned to the SISC office base on instructions on Cobra notice. If employee does not elect to continue benefits through Cobra, the benefits will end on the last day of the month in which the employee was in paid status.

Examples of Paid and Unpaid Leaves

Medical coverage will be paid during paid and/or unpaid leaves as listed below. Check specific contract language to ensure clarity of coverage.

Paid Leave assuming sick or vacation time is available

- Emergency Leave
- Disability Pregnancy Leave
- Child Rearing Leave
- Child Adoption leave
- Above paid leaves may run concurrently depending on paid time available.

**Unpaid Leave**
- Family Medical Care Leave (FMCL) -
  - If the employee does not return from unpaid FMCL, The District is entitled to recover the cost of the health and welfare benefits.

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**K. Employment during Leave**

**Classified**

**Faculty**

**Confidential Management**

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**L. Medical Leave - Additional leave**

- **Pregnancy Disability Leave**
  - CSEA 9L7A Each female employee shall be entitled to a maximum of four (4) months leave of absence for the period of time she is required to be absent by reason of physical incapacity due to pregnancy, childbirth, or conditions related thereto. Part-time employees are eligible on a pro-rata basis. The employee shall be entitled to use her accumulated sick leave allowable under appropriate sections of this Agreement on the same basis provided for any other illness, injury or disability.
  - CCA-Disability Pregnancy Leave Article 12 F.
  - Each female employee shall be entitled to a disability leave of absence for the period of time she is required to be absent by reason of physical incapacity due to pregnancy, childbirth, or conditions related thereto. This leave is available only to employees who are on current working status. The employee shall be entitled to use her accumulated sick leave and disability benefits allowable under appropriate sections of this agreement on the same basis provided for any other illness, injury, or disability.
  - 2. The period of disability, including the date upon which the leave shall begin, shall be determined by the employee and her physician.
• **Conf/Management 10F2F1** Each female employee shall be entitled to a maximum of four (4) months Pregnancy Disability Leave (PDL) for the period of time she is disabled as a result of pregnancy, childbirth, or a related medical condition. This leave is available only to employees who are on current working status. The employee shall be entitled to use her accumulated sick leave and disability benefits allowable under appropriate sections of this Board policy on the same basis provided for any other illness, injury, or disability.

- **Child Rearing Leave**
  - **CSEA - 9L8A** If mutually agreed upon by the employee and College President and/or designee, an employee's request for child rearing leave may be granted to a maximum of twelve (12) months. The request is subject to approval of the Chancellor and the Board of Trustees.
  - **CCA – Article 12 G.** At the request of the faculty member, a reduction in load for an unpaid child rearing leave may be granted to a maximum of twelve (12) months upon approval of the College President, and the Board of Trustees. When child rearing leave is combined with family care leave, a workload of at least fifty percent (50%) for the length of the academic year will ensure that advancement on the faculty salary schedule, tenure progression, and scheduled evaluations will occur. (refer to Article 11.N.4 regarding eligibility for benefits.)
  - **Conf/Management 10F2G1** At the request of the employee, an unpaid child rearing leave shall be granted to a maximum of twelve (12) months upon approval of the College President, the Chancellor and the Board of Trustees.

- **Child Adoption Leave**
  - **9L9A** The child adoption leave shall be granted to classified employees and shall be without pay. The College President and/or designee shall be notified of such request in sufficient time to make proper substitute arrangements.
  - **9L9B** The child adoption leave may begin at the date the employee takes custody of the child, or any time within one (1) week prior.

**CCA – Article 12 H. Child Adoption Leave**

1. The child adoption leave shall be granted to faculty and shall be without pay. The College President shall be
notified of such request in sufficient time to make proper substitute arrangements.

- 2. The child adoption leave may begin on the date the employee takes custody of the child or any time within one (1) week prior.
- **10F2H1** The child adoption leave shall be granted to the employees and shall be without pay. The College President or Chancellor shall be notified of such request in sufficient time to make proper substitute arrangements if needed.
- **10F2H2** The child adoption leave may begin on the date the employee takes custody of the child or any time within one (1) week prior.

M. Professional Development

Classified – Article 9G9

- **9G9A** Permanent Classified service staff members may enroll in a Professional Development Program which benefits the employees and the District.
- **9G9B** Declaration of Plan/Program Completion forms shall be submitted to the appropriate classified Professional Development Committee prior to the commencement of the first (1st) day of the course. The committee may approve or deny the request and shall forward notice of its action to the employee within five (5) days of such action. Four (4) committees will be established; one (1) at each college campus and one (1) at the District Office.

Faculty

Confidential Management – Procedure 10D

- **10D1** At the discretion of the Chancellor, confidential and management employees below Salary Grade 12 may participate in training programs directly related to their positions. The District may pay for expenses incurred by the employee.
- **10D2** Confidential and management employees are eligible to enroll in a professional development program.
- **10D3** Confidential and management employees may file a professional development plan with the respective College President at Bakersfield, Cerro Coso or Porterville or with the Chancellor at the District Office. See Procedure 10D3 of this Manual for the Classified Confidential/Management Employees Professional Development Program form.
N. Faculty Sabbaticals

Faculty – Article 12. O (see contract for full explanation)

- Sabbatical leaves may be granted to employees for the purpose of improving competence in their professional assignment. Applications for sabbatical leaves must be filed with the Chancellor or designee prior to February 1 of the preceding academic year of the sabbatical. See Article Twelve, Appendix G at the end of this Article for the guidelines for approving sabbatical leaves and form. The sabbatical application must be first approved by the College President or designee before the priority process begins. The sabbatical leave decision is not grievable.

- Applicants for a sabbatical leave must have served in a faculty assignment with the District not less than six (6) consecutive years preceding the beginning of the leave period. Subsequent leaves following the first (1st) leave shall be based on six (6) additional consecutive years of faculty service prior to the leave.
  - Unpaid leaves of absence shall not constitute a break in the continuity of service required for sabbatical leave eligibility. However, unpaid leave time shall not count as a period of service.
  - Paid leaves of absence qualify as service to the District.

- Sabbatical leaves shall be granted as outlined in the categories detailed in contract language.

O. Release Time

Classified – Article 9F1

- 9F1A A maximum of seven Classified Employees in the bargaining unit is allowed for representation for negotiations. Each CSEA Chapter should be represented in negotiations. (Revised February 13, 2008)

- 9F1B For purposes of scheduled negotiation meetings with District Human Resources, members of the Classified Negotiating Team will receive released time for hours of work actually missed. All hours spent for negotiations including travel time will be considered as hours in paid status. However, overtime or compensatory time shall not be applicable. One (1) hour caucus time prior to each negotiating session will be provided the negotiating team of CSEA. (Revised November 20, 1997)
• **9F1C** Released time will include reasonable travel time to negotiate with District management. Maximum time allowed for travel to the District office will be based on the District mileage chart. *(Revised June 2, 2004)*

• **Reference full contract for additional details.**

Faculty –

Confidential Management –

**P. Educational Leave**

**Classified – Article 9L13**

• **9L13A** The District may grant any classified employee a leave of absence not to exceed one (1) year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the district. The District may provide that such a leave of absence shall be taken in separate six-month (6-month) periods or in any other appropriate periods, rather than for a continuous one-year (1-year) period; provided, that the separate periods of leave of absence shall be commenced and completed within a three-year (3-year) period. Any period of service by the individual intervening between the authorized separate periods shall comprise a part of the service required for a subsequent leave under this Article.
• **9L13B** No leave of absence shall be granted under this article to any employee for study purposes who has not rendered service to the district for at least seven (7) consecutive years, or for retraining purposes who has not rendered service to the district for at least three (3) consecutive years preceding the granting of the leave, and no more than one (1) such leave of absence shall be granted in each seven- (7-) or three-year (3-year) period, respectively. Any leave of absence granted under this Article shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this Article.
• **9L13C** Every employee granted a leave of absence pursuant to this Article may be required to perform such services during the leave as the governing board of the district and the employee/exclusive representative shall agree upon in writing. The employee shall receive ninety percent (90%) of salary if the leave does not exceed six (6) months or sixty percent (60%) of salary if the leave is between six (6) months and one (1) year. **9L13D** Compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were working for the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event that the employee fails to render at least two years' service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render two (2) years' service is caused by the death or physical or mental disability of the employee. If the governing board finds, and by resolution declares, that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render at least two (2) years' service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

• **9L13E** The District’s decision to deny an Educational Leave of Absence shall not be subject to the grievance process.

Faculty

Confidential Management – Procedure 10F2M

• **10F2M1** Confidential/Management employees may apply for an educational leave for a maximum of two (2) months at full compensation, six (6) months at ninety percent (90%) compensation and if the leave exceeds six (6) months compensation will be sixty percent (60%).

• **10F2M2** An educational leave may be granted to engage in collegiate study or academic research that improves the competence of the staff member in his/her professional assignment or in an area recommended by the Chancellor or the College President and Board of Trustees. (College leaves must also be approved by the Chancellor.) Courses to be taken or academic research to be pursued shall be filed with the leave request. Study shall approximate full-time. Transcripts of record for courses or a
summary of the research completed shall be filed as part of the management leave report.

- **10F2M3** Significant departures from original educational leave proposals must be filed in advance in writing with and approved by the Chancellor.

- **Reference full contracts for specific timeline and years of service requirements.**

### Q. Vacation

**Classified – Article 9K1**

- A full-time (40 hours per week) classified service employee working more than one-half (½) the workdays in a month shall receive vacation based on the formulas in 9K1B and 9K1C. Vacation for less than full-time employees will be prorated. *(Revised June 2, 2004)*

- **Reference Contract language for accruals, use and payment of vacation upon Termination.**

**Management – 10G3 Vacation and Holidays**

- Confidential and management employees adhere to the classified employee’s holiday schedules that are adopted by the Board of Trustees each year.

- Management and confidential will earn two (2) days vacation per month.

- Vacation must be scheduled at a time convenient to the employee and to the operation of the College or District

- **Reference Procedures for use of and payment upon Termination.**

**Faculty – Do not accrue vacation**

### R. Operational Calendars

**Holidays** – Reference Approved Kern Community College District Classified Holiday Schedule as published on the [www.kccd.edu](http://www.kccd.edu) web site (Human Resources, Holiday Calendar)

- Classified and Confidential and Management will follow the same calendar.

- Faculty – adhere to each campus Academic Calendars. Reference [www.kccd.edu](http://www.kccd.edu); Educational Services: Academic Calendar.
**Floating Holiday** – One day per calendar year for Classified Staff only. Must be used prior to June 30th each year or time will be lost. New accrual affective July 1st new Fiscal Year.
Section 6  
(Draft)  

Compensation & Benefits  

Employee Benefits  

- **Fringe Benefits Committee –**  
  Mission Statement  
  - Through ETHICAL, RESPONSIVE, and COOPERATIVE actions, the Fringe Benefits Committee will recommend actions and activities to ensure, for all eligible district employees, a healthful work environment; quality comprehensive medical benefits; fiscally responsible decisions; and to function in a spirit of shared responsibility between the unions, their constituents and management.  

Goals  
- Stay current with health care options and costs.  
- Continue to educate employees regarding benefits and resources.  
- Monitor usage and maximize value.  
- Elicit and respond to employees needs and concerns.  

Responsibilities  
- Study, develop and communicate factual data leading to recommendations or alternative with a view of assisting the collective bargaining units and the Chancellor in the continual evolution of fringe benefit plans.  

- **Fringe Benefits** – The district pays Health, Dental, Vision and Life insurance for full time employees with the exception of Faculty who pay for Vision on a voluntary basis.  

- **Open Enrollment Program** – The District informs the employees of any changes or enhancements to the Health and Welfare Plans effective October 1st of each year. Employees are notified of open enrollments starting in September. Employee must be full time active or retiree with benefits.  
  - Dental Plan – all members can change plans, add or delete dependents.  
  - Vision Plan - Every other year the employees are able to make changes to their Vision Plan.  
  - Medical Plan (Anthem Blue Cross) – All members have the opportunity to add or delete dependents coverage, unless an employee made changes within the 31 day time limit throughout the year.
• **Mandatory Benefits**—Some benefits are required by Federal and/or State law which are paid by employee (EE) and/or employer (ER) through Payroll Deductions.

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• **Retirement with CalPERS and CalSTRS**
  The District offers two types of retirement systems
  o **CalPERS** - California Public Employees Retirement System
    ▪ Classified employees employed 50% or more are eligible.
    ▪ Flexible Limited benefit and Hourly employees may be qualified members based on PERS guidelines (prior membership, and/or worked more than 1,000 hours per year)
    ▪ Confidential and Management
  The above classification of employees will automatically be set up in CalPERS upon employment. Portion paid by Employee with Employer contribution as determined by CalPERS.
  o **CalSTRS** – California State Teachers Retirement Systems - Employees who performs creditable service (as defined in Section 22119.5 Ed. Code)
    ▪ Full time Faculty and Educational Administrators mandatory participation (unless prior PERS membership may elect to stay on PERS).
  • Part-Time Faculty may elect membership

**Voluntary – SISC Defined Benefit Program**

**Eligible Employees** - Part-Time Temporary excluding Student Workers
  o **The Plan – The SISC Defined Benefit Plan** is a qualified pension plan adopted by The District as an alternative to Social Security. Under the SISC Defined Benefit Plan there are no deductions from your paycheck for the SISC plan or to Social Security. The District pays the full cost of the plan. Benefits are designed to be paid out at age 65; however you can receive your benefits in cash as a full lump sum distribution after you
leave employment with all participating employers or retire. There is not
a specified length of time you must work in order to receive benefits.
You are 100% vested in any benefits you accumulate beginning on your
date of participation. Because it is a qualified retirement plan, the tax
deductibility of an Individual Retirement Account (IRA) may be affected in
certain circumstances. **We recommend that you consult a qualified tax
advisor for more complete information**

- **Eligibility & Participation** – In general, employees who are not
  participating in any other retirement plan of The District, county or state
  are eligible for the plan. In most cases employees who are members of,
  or retired from, CalPERS or CalSTRS are not eligible for participation in
  the SISC Defined Benefit Plan.

If you become eligible for Public Employees’ Retirement System (PERS) or
State Teachers’ Retirement System (STRS), your employer contributions
to the SISC Defined Benefit Plan ends and you enroll in PERS or STRS. The
benefit accumulated under the SISC plan is not paid until you terminate
employment with all participating employers with whom you earned
benefits under the SISC plan and apply for benefits.

- **Voluntary - 403b Defined Contribution Program - JEM Resource Partners**
  - Voluntary retirement plan offered for public schools similar to 401(k)
    plans. Employees may make a salary deferral contribution that is limited
    by regulatory caps. Individual accounts in a 403(b) plan can be any of the
    following types:
      - An annuity contract, which is provided through an insurance
        company
      - A custodial account, which is invested in mutual funds
  - The District uses a Third Party Administrator JEM Services that employees
    select the type of account they want to invest.
  - JEM Services notifies District Human Resource with the amount of
deduction to withhold from their monthly payroll. Amount is transmitted
on the last day of the month to JEM services for processing to your
individual plan account.

- **Voluntary – AFLAC** is a two part Flex 125 Plan which includes coverage for
dependent day care, and unreimbursed medical. Also available are additional
products such as Disability, Cancer, Hospital plans that employee’s may purchase
through pre-tax basis.
Section 7
(Draft)

Evaluation Procedures

INTRODUCTION

1. Importance of evaluations:
   a. The most important aspect of an evaluation is to facilitate a formal process of providing performance feedback to an employee and documenting it in writing.
   b. Evaluations are used to document employee performance based on observations, surveys, and obtainment of goals. Evaluations further serve in setting future obtainable and realistic goals.
   c. Evaluations also serve as an important tool in the employee disciplinary and reward process. Evaluations document past performance which can be used in determining the appropriate level of disciplinary action, or on the positive side, can be used when considering someone for a reward or special recognition.

2. Evaluations are not:
   a. Evaluations are not the only form of performance feedback for employees, supervisors need to take time to praise good work and correct poor performance when it occurs.
   b. Evaluations are not disciplinary in nature and should be used as a venue of positive and constructive feedback even when addressing deficiencies in performance.

3. Common Evaluation Errors
   a. Halo Effect: This error occurs when an employee has one stand out event or accomplishment which tends to overshadow their overall performance. This normally happens when an employee does something spectacular and the perception from that point on is they can do no wrong.
   b. Law of Recency: This error occurs because it is human nature to remember more recent events and forget about events which happened several months ago. Employees recognize this error as well and they tend to perform at a higher level just before they are evaluated. The opposite can happen as well. An employee can do a super job all year and yet have a mistake just before their evaluation.
Sometimes a recent mistake is over emphasized and the employees overall performance is over looked.

c. **Central Tendency:** Some managers tend to mark an employee’s performance as average or meeting standards on the basis no one is exceptional or above standards.

d. **Leniency Tendency:** This error occurs from managers who tend to mark every employee high in performance to avoid confrontation or to not be the “bad guy”.

4. **Debriefing evaluations**

a. There are many techniques to debriefing an evaluation. Some of the most important techniques a manager should use include:

   1. Schedule a meeting to conduct the debrief, don’t just call the employee into your office and surprise them. Scheduling a meeting will show them the importance you place on their performance as an employee.
   2. Conduct the meeting in a private confidential manner.
   3. Make the employee at ease and comfortable but keep it formal.
   4. Begin with some positive feedback and things they perform well.
   5. When expressing areas they can approve in provide some guidance.
   6. Don’t do all the talking, allow them to provide feedback as well.
   7. Address their goals, which ones were met and which ones were not and why.
   8. Discuss and identify goals for the next evaluation cycle, including an improvement plan if needed.
   9. If the employee disagrees with the evaluation explain to them they have an opportunity to respond in writing.
   10. If possible, end the meeting on a positive or encouraging note.

**FACULTY**

1. **General:**
   a. The reference for faculty evaluations can be found in CCA contract, article six for full time faculty and article seven for adjunct faculty.
   b. Evaluations in the fall shall have a November 30th completion date.
   c. Evaluations in the spring shall have a May 15th completion date.
   d. The College HR Manager will provide a list of faculty evaluations due for the semester to the Office of Academic Affairs within two weeks of the semester start. The list will include faculty name, id#, department, due date, and type of
evaluation due. The source of the list will be from Banner via a faculty evaluation ODS report.

e. District IT will upload from banner faculty evaluations due into Class Climate on the second and fourth Friday of the semester. Individual uploads into class climate not covered under the two mass uploads by District IT will be uploaded by the Administrative Assistants/Department Assistants in the respective department. All other special requests to upload a faculty evaluation into class climate must go thru the College HR manager.

f. In the event of a dispute on if an evaluation is due or not the College HR Manager will verify thru Banner and hard copy file to resolve the dispute. If there is no evidence of a claimed evaluation the evaluation schedule will default to what is in Banner.

g. Priority shall be given to Mode A faculty evaluations and 1st year Adjunct evaluations.

h. Evaluations not completed as scheduled should be rescheduled for the next semester or the next time that faculty member teaches. This scheduling will be completed by the campus HR Manager.

i. All completed evaluations will be provided to the College HR office for tracking and forwarding to the District Office for Vice Chancellor of Educational Services signature.

j. The Vice Chancellor of Educational Services will review and return completed evaluations to District HR. District HR will return any incomplete evaluations to college. The cover page of completed evaluations will be copied and sent to the College HR office for entry into banner. The original evaluation will be filed in the personnel record.

k. An updated faculty evaluation list reflecting which evaluations were completed and not completed will be provided to the Office of Academic Affairs mid semester, two weeks before semester end and one week after the end of the semester at a minimum. Additional reports can be provided by HR upon request. Evaluations not completed within two weeks of semester end will be forwarded to College President and responsible Vice President for corrective action.

l. The use of spreadsheets will be limited to those generated directly from an ODS report. The College HR Manager will be the keeper of the master evaluation ODS spreadsheet for their college and this will be the only “official” evaluation list for the college campus. Any and all adjustments, corrections, etc. will need to be reflected on the master list or it is not official.
2. **Evaluation for tenured/CQF faculty**: F5 (Mode B every 3 years), F6 (Mode C), F7 (Chair)
   a. Faculty Mode B evaluations are typically scheduled in the spring with a May 15th completion date. In the event of an unsatisfactory brief Mode B a subsequent comprehensive Mode B shall be scheduled in the next semester, usually the next fall.
   b. Faculty Mode C evaluations are declared by the college president and are scheduled accordingly.
   c. If an evaluation is not completed in cycle and has to be rescheduled the evaluation cycle does not adjust. Example: if a faculty evaluation is due in spring 2008 but it was not completed until fall 2008, their next evaluation due will still remain spring 2011 and not be adjusted to fall 2011.

3. **Evaluation for tenured track faculty**: F1 (Mode A 1st year), F2 (Mode A 2nd year), F3 (Mode A 3rd year), and F4 (Mode A 4th year)
   a. Faculty Mode A evaluations are scheduled in the fall with a November 30th due date.
   b. For a faculty member who taught full time as a temporary faculty and is now tenure track, this time will count toward the tenure track evaluation process and the Mode A evaluations will be scheduled accordingly. Example: if a temporary faculty member taught for one year and then was hired as tenure track, they would start out as a Mode A 2nd year.

4. **Evaluation for temporary faculty**: T1 (Temp Mode A 1st year), T2 (Temp Mode A 2nd year), T3 (Temp Mode A 3rd year), T4 (Temp Mode A 4th year), and T5 (Temp Mode B every 3 years).
   a. Temporary faculty evaluations T1 thru T4 will normally be completed in the fall with a due date of Nov 30th.
   b. Temporary faculty evaluation T5 will normally be scheduled in the spring with a May 15th due date.

5. **Evaluation for adjunct faculty**: A1 (1st year), A2 (2nd year), A3 (3rd year), A4 (4th year, if required), A5 (every 3 years), A5 (special evaluation), AR (Re-evaluation), and Z2 (Previous every 6 semester evaluation).
   a. Adjunct evaluations are scheduled throughout the academic year to balance the evaluation load for faculty chairs. Priority scheduling and completion should be provided to the A1 and A5 evaluations to ensure compliance to education code.
b. Fall evaluations shall have a Nov 30th due date and spring evaluations shall have a May 15th due date.
c. A re-evaluation (AR) should be scheduled within the same semester of the original evaluation or the very next semester.
d. A special evaluation (AS) is treated much the same way as a faculty Mode C evaluation and is scheduled as declared by the College President.
e. A 4th year evaluation is required if the adjunct received a less than satisfactory on their 3rd year evaluation (A3).
f. If an evaluation is not completed as scheduled the evaluation will be rescheduled for the very next semester the adjunct teaches and the evaluation cycle will adjust accordingly.

CLASSIFIED

1. General:

   a. The reference for classified evaluations can be found in CSEA contract section 9M3.
   b. Regular classified employees are evaluated annually on the month following their date of birth.
   c. Probational classified employees are evaluated at their 3 month, 6 month and 11 month from their date of hire.
   d. Promotional classified are evaluated at their 6 month and 11 month from the date of their promotion
   e. The content of the evaluation is not grievable, failure to follow process outlined in CSEA contract is.

2. Classified – Probationary

   a. 

ADMINISTRATORS/CONFIDENTIAL MANAGEMENT
1. **General:**

Section 8
(Draft)

Employee Counseling/Discipline
Section 9
(Draft)

Resignations – Separation Agreements
Section 10
(Draft)

General Policies

Wellness of Employees
The Kern Community College District is committed to the development and maintenance of physical and mental health of all its employees. Accordingly, the District encourages physical and mental wellness activities on behalf of employees.

In order to assure that employees are physically capable of performing their assigned job responsibilities and task, the District requires that candidates, as a condition of employment, under consideration to fill positions in the following areas take and pass a pre-employment physical examination:

- Child Care
- Food Service
- Custodial
- Maintenance
- Grounds
- Security
- Mechanical Skilled Workers
- Bus Drivers

A candidate who is not physically capable of performing the requirements of the job will not be hired for the position. The physical examination will be provided at District expense.

Drug-free Workplace
The Kern Community College District is committed to the development and maintenance of a drug-free environment in accordance with the Drug-Free Workplace Act. Accordingly, the District will not tolerate any unlawful activity such as the possession, use, manufacture, distribution and/or dispensation of a controlled substance on District owned or controlled property.
Substances as referred to in this policy statement include any and/or all of the following:

- Illegal Drugs.
- Legal drugs (either by prescription or over-the-counter) if illegally possessed or misused or overused to such an extent as to cause the impairment of job performance.
- Other mind altering chemicals, materials or substances.
- Intoxicating beverages.

A description of the health risks associated with the use of these controlled substances shall be posted on all bulletin boards at the three (3) Colleges and the District Office.

Violation of this prohibition by employees may result in disciplinary action, up to and including dismissal. In addition, violation may constitute an infraction of the California Education Code and other State laws and may result in immediate suspension without pay in the event criminal charges are filed. As a condition of being employed to work under any federal grant received this District, employees are required to abide by the terms of this statement. These employees are further required to notify the Campus or District Personnel officer of any conviction for a criminal drug statute violation occurring in the workplace within five (5) days after such conviction.

In accordance with the District's focus on wellness, the District expects employees to cooperate with supervisors in remedying performance problems associated with drug and alcohol use and to encourage other employees and students to seek help with drug and alcohol problems.

Employees with a substance abuse problem may receive assistance through the District Employee Assistance Program. This service is part of the health care program provided by the Kern Community College District.

In order to encourage a drug-free work force, the Kern Community College District requires that, as a condition of employment, all individuals to fill positions in the following areas take a drug screen test as part of their pre-employment physical examination:

- Child Care
- Custodial
- Maintenance
- Grounds
- Security
- Mechanical Skilled Workers
- Bus Drivers
- Allied Health Instructors

The drug screen will be provided at District expense. Any employee candidate testing positive for drugs will not be hired by the Kern Community College District.
If the Kern Community College District has a contractual arrangement with an outside organization and the outside organization requires drug screening of the Kern Community College District employees in that contractual program, these employees must submit to and pass a drug screen.

Pursuant to Federal Code of regulations Part 382, Department of Transportation, the Kern Community College District has established Procedure 11G7(a-c), of this Manual, to help prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by District employees who drive commercial motor vehicles. The District requires the following alcohol and controlled substance testing for drivers and applicants.

- Pre-employment
- Random
- Reasonable suspicion

No driver found to have an alcohol concentration of .02 or higher or who tests positive for controlled substances shall be allowed to perform safety sensitive functions and may not be allowed to continue employment with the Kern Community College District.
Section 11
(Draft)

Labor Relations Groups
NEW EMPLOYEE ORIENTATION:

As a new District employee, a District-wide New Hire Orientation is held quarterly. The orientation session is intended to facilitate learning across our campuses and District, as well as helping new employees to be successful in their new position.

This orientation is held at the District Office and gives new employees an opportunity to meet colleagues from across the District and participate in a discussion of topics such as Benefit Plan information, Safety and Health issues, Personnel Policies and Procedures and well as general questions and answers.

This orientation is by invitation of the Chancellor.

LEADERSHIP ACADEMY:

The Kern Community College District Leadership Academy is a professional development program that prepares employees for leadership roles throughout Kern Community College District, which encompasses Cerro Coso Community College in Ridgecrest and Porterville College, as well as Bakersfield College. Leadership training sessions occur at the district office in Bakersfield and at each of the campuses.

The goal of the Academy is to promote leadership at every level of the Kern Community College District. The Kern Community College District Leadership Academy is a year-long program of monthly seminars and programs on topics specific to community colleges. The day-long sessions from September to April include such topics as the demands of leadership, decision making, communication, human resources, students, foundational knowledge, and information about the Kern Community College District as well
as the California Community Colleges system. All costs for employees selected to participate are paid by Kern Community College District as an investment in future leaders.

SUPERVISORY TRAINING

One of the stated priorities of the KCCD Board of Trustees is to assist staff in developing the appropriate skills for professional development. While we engage, challenge and inspire our students to learn, we need to promote and embrace lifelong learning for our employees as well.

From the perspective of our Chancellor, it is clear that we can only inspire life-long learning if we also participate in it. Therefore, over the course of a two year period a professional development series was launched throughout the District. These series offer specialized training to individual members of the KCCD staff that may have supervisory functions and want to improve particular workplace skills.

The three professional development programs are:

- Executive Leadership – designed for current seasoned management
- Supervisory Development Program – designed for an emerging group that is essential to our succession planning
- Chancellor’s Professional Development Series – designed for specialized training to individual members of our staff that want to improve particular workplace skills

All participants are selected by the Chancellor.

MANAGEMENT ASSOCIATION:

The Kern Community College Management Association is a professional organization for the management and confidential employees of the district. Our purposes are to provide professional development activities and mutual support to our members. We have established a fund with the Bakersfield College Foundation that allows us to pay up $500 per event toward our member’s staff development activities for up to six members per year.

COMPLIANCE TRAINING:

Unlawful Discrimination Prevention Training

With the passage of AB 1825, effective January 1, 2006, all California employers with 50 or more employees are required by law to provide two hours of harassment training every two years for their managers and supervisors. All newly hired supervisors or individuals promoted into a supervisory role must be trained within six months of becoming a supervisor. This two hour interactive training is
handled through the District Human Resources Department and is conducted by trained senior Human Resources staff.

The Trustees and Management of KCCD are taking all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, KCCD take immediate and effective steps to stop further harassment and correct any effects of the harassment.

A updated policy on harassment has been developed and implemented. The Chancellor further directed the District website and all campus websites the on line reporting tool entitled Ethics Point as the KCCD method for reporting any and all forms of discrimination. Through this online access and the Ethics Pamphlet distributed District wide and to all new hires, an effective mechanism is not in place to follow up with any complaints.

Emergency Preparedness Training

**Emergency Preparedness**
All employees are required to complete National Incident Management System (NIMS) Incident Command System (ICS) training, offered through the FEMA website. To do this, visit the following course sites and complete each course, then take the corresponding final exam.

- **ICS 100 - Incident Command System**
  - ICS 100 Final Exam

- **ICS 200 ICS for Single Resources and Initial Action Incidents**
  - ICS 200 Final Exam

- **ICS 700 NIMS, An Introduction**
  - ICS 700 Final Exam

**Workplace Safety/Cal OSHA**
Section 13
(Draft)

Employee Scheduling

Classified work scheduling
Faculty load scheduling