

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE OF SAN FRANCISCO

Human Resources Department

CLASSIFIED EMPLOYEE HANDBOOK

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CLASSIFIED EMPLOYEE HANDBOOK

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE OF SAN FRANCISCO

HUMAN RESOURCES DEPARTMENT

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www.ccsf.edu/hr

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INTRODUCTION

The purpose of the CLASSIFIED EMPLOYEE HANDBOOK is to provide information on personnel rules, policies, procedures, regulations, practices, benefits and your obligations as a San Francisco Community College District (SFCCD) employee. The Handbook is intended to educate new employees and serve as a resource for current employees irrespective of union affiliation, and including unrepresented classified employees. The Handbook also provides information about the District's mission, history, and organization and the City and County of San Francisco's Civil Service system.

The Handbook consists of material that has been summarized or extracted from original sources such as District Policy and Rules, College Board of Trustees Agenda items, and applicable Civil Service Commission Rules. Every attempt has been made to ensure accuracy. However, rules are subject to change. In the event of any discrepancy or omissions, the applicable regulations, policies, procedures, rules, official ordinances, or collective bargaining agreements properly negotiated by the District with legally recognized employee organizations, shall govern. Furthermore, your department also may have internal departmental policies that are not included in this handbook.

This Handbook is a reference guide and summary only. The provisions of this Handbook do not constitute a contract of employment and do not create a property or other right in employment. Other rights of employment are governed by various collective bargaining agreements, applicable Charter provisions, City ordinances, federal and state laws, Civil Service rules and District policies. The District reserves the right to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based at any time without advance notice. This version of the handbook supersedes all prior versions. Handbook addendums in between complete handbook updates are viewable in the SFCCD Human Resources webpage at www.ccsf.edu/hr.

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

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Section 1 -

San Francisco Community College District

Section 1.1 - CALIFORNIA COMMUNITY COLLEGES AND THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

Legal Basis

The California State Education Code provides the primary legal basis for the statewide agency governing community colleges, the Board of Governors of the California Community Colleges, as well as, for the local District and its Board of Trustees.

The California Community Colleges

Office of the State Chancellor
1102 Q Street, Sacramento, CA, 95814-6511
www.cccco.edu

Regulations issued by the Board of Governors of the California Community Colleges and by the Office of the State Chancellor are also binding on the District.

City College of San Francisco (CCSF) is one of 113 community colleges in the State of California.

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

City College of San Francisco is accredited by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools & Colleges. This organization is recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education

Section 1.2 – CITY COLLEGE OF SAN FRANCISCO

History

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

Instruction began in August 1935, in temporary facilities at the University of California Extension Division Building and Galileo High School (currently renamed as Galileo Academy of Science and Technology).

On November 21, 1970, City College of San Francisco and the adult education division of SFUSD joined to form a new educational entity - the San Francisco Community College District (SFCCD). Initially, the SFCCD operated City College of San Francisco and the District Office, which, in addition to the District Business Office and Payroll Units, had the noncredit Adult Education Centers Office. The head of the Adult Education Centers was the Associate Vice Chancellor, who reported directly to the Chancellor. Later, the SFCCD was reorganized into three divisions: City College of San Francisco for credit instruction, the Community College Centers for noncredit instruction, and the District Office.

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

Vision and Mission Statement

Our Vision

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

Mission Statement

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

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

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

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

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

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

Section 1.3 – BOARD OF TRUSTEES

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

The Board of Trustees of the San Francisco Community College District governs the local District under authority delegated by the State as specifically authorized in the Education Code. The authority, organization, and duties of the Board of Trustees are detailed in Chapter I of the District Board Policies and in the Administrative Regulations.

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

The California Education Code provides for the inclusion of a student to serve as the Student Trustee on the Board acting as a representative of the Associated Students.

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

Regular meetings of the Board are usually scheduled on the fourth Thursday of each month. Procedures have been adopted for granting the privilege of the floor to individuals desiring to address the Board. The Board of Trustees' meetings, meeting agendas, summary of actions, and minutes, posted in accord with the Brown Act, are accessible at www.ccsf.edu/Board

Section 1.4 – ADMINISTRATIVE STRUCTURE

Please refer to **Appendix A - Administrative Organization Charts**. When changes are made to the administrative organizational structure, revisions are reflected on the Administrative Organization Charts. Contact the Human Resources Department at 415/415/241-2246 for the most current charts.

Section 1.5 – INSTITUTIONAL CODE OF ETHICS

The District's Board Policy 1.18 – Institutional Code of Ethics states:

Definition of Ethics

Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, unbiased, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.

Importance of Ethics

The credibility of City College of San Francisco employees depends upon whether they are perceived as honest.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

Expectations for Ethical Behavior

Employees of City College of San Francisco shall be committed to the principles of honesty and equity and professionalism. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the College community to override the best interests of the public served by the College.

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

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

Employee Responsibilities

The following statements of responsibilities are intended as guidelines:

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

Section 1.6 – INSTITUTIONAL PLANNING & PROGRAM REVIEW

The College community and its leadership use integrated planning to improve student learning, student achievement, and overall institutional effectiveness. Annual program review involves academic affairs, student services, and all administrative units. These reviews are connected to longer-range institutional plans, annual board priorities, and ultimately the College's Mission Statement, which is reviewed annually. For more information about planning and institutional effectiveness, see the Office of Research & Planning webpage at www.ccsf.edu/research.

Section 1.7 – PARTICIPATORY GOVERNANCE

City College of San Francisco's participatory governance system is action oriented and fosters collegiality and trust. It features simple transparent structures, and seeks the experience and expertise of a full range of diverse stakeholders with processes grounded in solid practices and effective outcomes. CCSF's timely, evidence-based dialogs empower participants to initiate student-centered improvements in education and services and to promote effective institutional operations. CCSF's system promotes respect for and broad understanding of the recommendations that are made. The leadership of the college is committed to making recommendations and decisions free from undue or inappropriate influence.

The Board of Trustees embraces participatory governance as a fundamental policy of the college, while retaining its own rights and responsibilities as the ultimate authority in all areas defined by current State laws and regulations.

The purpose of the Participatory Governance Council is to provide recommendations directly to the Chancellor on matters pertaining to institutional priorities, policies, planning and budget development. The Standing Committees are Accreditation, Enrollment, Diversity and Planning. Committee meetings and notes are available at <http://www.ccsf.edu/participatorygovernance>.

Board Policy 2.07 – City College of San Francisco on Participatory Governance - may be viewed at www.ccsf.edu/Board. At the webpage menu select Policies and Administrative Procedures.

Section 2 –

Equal Employment Opportunity

Unlawful Discrimination and Harassment

Americans with Disabilities Act

Section 2.1 – EQUAL EMPLOYMENT OPPORTUNITY STATEMENT & PLAN

The San Francisco Community College District is committed to providing a workplace and an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the San Francisco Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, national origin, ancestry, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability of AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. This will include anyone perceived as having these characteristics or associated with anyone having these characteristics.

The compliance officer for purposes of this policy is the Title 5/EEO/ADA/Title IX Compliance Officer. The office is located on the Ocean Campus, by calling 415/452-5053, or via their webpage at: http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance.

The *District Equal Employment Opportunity (EEO) Plan* reflects the District's commitment to equal employment opportunity. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5, California Code of Regulations sections (section 53000 et seq.), and the steps the District shall take in the event of underrepresentation of monitored groups. For further information and to access a copy of the EEO Plan, please visit the Title 5/EEO/ADA Compliance Office webpage at: http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance

Section 2.2 – UNLAWFUL DISCRIMINATION & HARASSMENT

The District Title 5/EEO/ADA/Title IX Compliance Officer is responsible for receiving and investigating complaints alleging a violation of the District's unlawful discrimination and harassment policy. The Title 5/EEO/ADA /Title IX Compliance Officer also functions as the ADA Coordinator.

The policy [BP 1.30] of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of those perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

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

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

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of sexual harassment is found, appropriate corrective action shall be taken.

The policy of the San Francisco Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

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

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations, section 59300, et seq., California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, Sections 66250 et seq.), Education Code sections 66010.2, 66030, Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq., as amended by the ADA Amendments Act of 2008, (P.L. 110-325)), and the Age Discrimination Act (42 U.S.C. Section 6101).¹

Please refer to **Appendix B – SFCCD Policy and Procedures for Handling Complaints of Unlawful Discrimination and Harassment Under Title 5, California Code of Regulations, Sections 59300, et seq. Title IX, Education Amendments of 1972, 20 U.S.C. Sections 1681, et seq. (Revised 9/14)**

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

Section 2.3 - SEXUAL HARASSMENT

The San Francisco Community College District Policy 1.36 – Sexual Harassment prohibits all forms of sexual harassment, in accordance with the law. The policy applies to all employees, students, and third parties (such as vendors). To view BP 1.36 go to www.ccsf.edu/Board, at the webpage menu select Policies and Administrative Procedures.

The College is committed to a sexual harassment free college. For support and assistance, contact:

City College of San Francisco contacts: Title 5/EEO/ADA/Title IX Compliance Officer or the Vice Chancellor Student Development Office. If you wish to deal with an agency outside of City College, you may also contact:

U.S. Department of Education, Office for Civil Rights

Region IX - San Francisco Office: (415) 486-5555

Department of Fair Employment and Housing (state government)

www.dfeh.ca.gov; (800) 884-1684 (within California); (916) 227-0551 (Outside of California); TTY number (800) 700-2320

Equal Employment Opportunity Commission (federal government)

(800) 669-4000; TDD number (800) 800-3302

For further information, refer to **APPENDIX C - Sexual Harassment Employee Information Brochure**.

Complaint Procedures

Any person who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the San Francisco Community College District Title 5/EEO/ADA Compliance Office & Title IX Compliance Office procedures. Throughout the complaint procedure, Title 5/EEO/ADA Compliance Office and/or Title IX investigators will ensure that confidentiality will be maintained and that due process will be followed with respect to both parties.

Section 2.4 - SEXUAL AND OTHER ASSAULTS ON CAMPUS

Board Policy 2.09 – Sexual and Other Assaults on Campus states, “Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, or domestic violence, dating violence or stalking as defined by Section 485(f) the Higher Education Act of 1965 (as amended), whether committed by an employee, or student or member of the public, that occurs on district property, in conjunction with District activities that occur off of district property, or in conjunction with District activities using online or other social media, is a violation of district policies and procedures, and is subject to all applicable punishment including criminal investigation and prosecution and employee or student discipline procedures. Students, employees and members of the public who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.”

To view BP 2.09 and AP 2.09, go to www.ccsf.edu/Board, at the webpage menu select Policies and Administrative Procedures.

Section 2.4 – AMERICANS WITH DISABILITIES ACT AND FEHA

Consistent with its policy on non-discrimination and its legal obligation, the District will comply with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). When necessary, the District makes reasonable accommodations for individuals with disabilities who request an accommodation with the advice of their health care providers. For information and for a copy of the **San Francisco Community College Employees' ADA Accommodations Program Brochure** contact the Office of Title 5/EEO/ADA Compliance or visit the webpage: http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance

Section 2.5 – USE OF SLURS

It is the policy of the District (Board Policy 4.09) and each of its officials, employees, and agents acting in their official capacity to treat all persons equally and respectfully, and to refrain from the willful or negligent use of slurs against any person on the basis contained in the District's EEO Plan located at http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance/EEO-20130625.pdf. For further information on EEO, refer to Classified Handbook Section 2.1 – Equal Employment Opportunity Statement and Plan.

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

Slurs deprive members of the protected groups of this right by holding them up to public contempt, ridicule, shame, and disgrace and causing them to be shunned, avoided or injured in their occupation. By promoting ill will and rancor, slurs diminish peace and order.

The use of such slurs by District officials or employees will be considered evidence of lack of competence of said District officials and employees. Evidence of usage of such slurs shall be entered in job performance evaluations and shall be considered in evaluating the fitness of District employees.

Section 3 -

City and County of San Francisco Charter and Merit System

Section 3.1 – CITY and COUNTY OF SAN FRANCISCO – CHARTER and MERIT SYSTEM

San Francisco Charter

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

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

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

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

Merit System and Civil Service Commission Rules

The San Francisco Community College District (SFCCD) is a State agency, governed by the Education Code and the Educational Employment Relations Act. Pursuant to California Education Code 88137, the City and County of San Francisco’s Merit System, overseen by the Civil Service Commission, governs the San Francisco Community College District’s employment of classified (non-academic) employees. The City and County of San Francisco - Department of Human Resources (DHR) is responsible for administering the policies, rules and procedures of the Civil Service Commission,

All permanent and provisional positions in the District, with the exception of positions exempted from the merit system process, have been classified by the City and County of San Francisco’s Department of Human Resources (DHR) according to their duties, responsibilities and authority. Instructional aides are exempt from competitive Civil Service selection, appointment and removal procedures.

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

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

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

Specific questions regarding the Civil Service Commission Rules should be directed to the Classified Unit of the District’s Human Resources Department at 415/415/241-2246.

Section 4 -

San Francisco Community College District Employment and Requirements

Section 4.1 – APPOINTMENT AND CLASSIFICATION

Classification and Assignment of Duties

As a member of the San Francisco Civil Service System, you have been hired into a job classification such as a 1424 Clerk typist, 1842 Management Assistant, etc. The duties of your classification and the general characteristics of your position are contained in the class specifications prepared by the Civil Service Commission.

All permanent and provisional positions in the District, with the exception of positions exempted from the merit system process, have been classified by the City and County of San Francisco's Department of Human Resources (DHR) according to their duties, responsibilities and authority. Each classification has a specific job code number and descriptive title, as well as a list of typical duties and responsibilities.

You may be assigned any duty contained within the class specifications. However, note that the class specifications outline examples of your responsibilities and must not be considered complete and inclusive. Positions that are comparable in the type of work performed and in level of difficulty and responsibility are placed in the same class so that they will be treated alike for recruitment, examination, transfer, and pay. Responsibilities not specifically stated in the class specifications may also be assigned so long as the duties are within the scope of the class.

Instructional Aides are exempt from competitive Civil Service selection, appointment and removal procedures.

Types of Civil Service Appointments

The most common types of appointments are as follows:

Permanent Civil Service (PCS) - Persons who have competed in a civil service examination and are appointed from a list of eligibles to a permanent position.

Provisional - Provisional appointments are made when an eligible list for the classification is not available. To become permanent, provisional employees must take a civil service exam and be selected through an open, competitive process. Accepting a provisional appointment gives the employee no right or preference to a permanent appointment.

Exempt - Persons appointed to temporary or permanent positions exempted from being filled from eligible lists in accordance with the City Charter Section 10.104. Exempt appointees serve at the pleasure of the appointing officer.

As-Needed - A temporary or seasonal appointment of either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff. Hours are restricted to a total of 900 work hours per fiscal year in accordance with District policy.

Please refer to applicable Civil Service rules for more information about these types of appointments.

Types of Work Schedules:

Full-Time - Positions scheduled at forty (40) work hours per week.

Part-Time - Positions that are less than the established full-time schedule of forty (40) work hours per week.

Full Year - Positions in the District that are scheduled to work **the entire fiscal year**.*

School-Term Only (STO) - Positions in the District that are scheduled to work a calendar of less than 260 or 261 work days in a fiscal year.* STO appointments can either be Full-Time or Part-Time.

Limited Hours (LH) - A temporary appointment of either a full-time or part-time work schedule against a temporary requisition designated as limited hours restricted to a maximum of 1040 work hours per fiscal year.

*Fiscal year = 260 or 261 work days from July 1st through June 30th.

SECTION 4.2 – REQUIREMENTS AT THE TIME OF HIRE

Misrepresentation or Falsification of Information

Omissions or misrepresentation of information, or falsification of an application or document, may lead to removal from an eligible list, termination of employment, and/or restriction on future employment with the District and the City and County of San Francisco.

Social Security Number

An employee must present a Social Security card at the time of hire. Federal regulations require employers to validate that each employee's social security number and name on record exactly matches the social security number and name which appear on the individual's social security card to ensure proper tax reporting.

Authorization to Work

An employee must present evidence to verify identity and right to work in the United States as required by the Immigration Reform and Control Act (IRCA) of 1986. Failure to provide these documents will result in loss of eligibility.

Acceptable documents for verifying employment authorization and identity can be found in the Form I-9 Employment Eligibility Verification Form. In addition, please see the United States Citizenship and Immigration Services (USCIS) website at www.uscis.gov for information related to this matter.

Tuberculosis Examination

Education Code Section 87408.6 requires that all San Francisco Community College District employees, WITHOUT EXCEPTION, have a tuberculosis examination upon employment and every four years thereafter to determine that the employee is free from tuberculosis. The provisions of the Education Code are mandatory and compliance is a condition of continued employment.

Tuberculosis skin tests are available through the employee's source of medical care, the City and County of San Francisco's Health Centers, or the City College of San Francisco Student Health Center for a fee. The tuberculin test fee is not reimbursable.

For further details regarding the Tuberculosis Examination Process, please contact the Human Resources Department at 415/241-2246.

Live Scan – Fingerprinting Process

Pursuant to the State of California Education Code Section 87013, City College of San Francisco is mandated to obtain fingerprints from all SFCCD employees for purposes of criminal background checks.

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background check and response.

For further details regarding the Live Scan Fingerprinting Process, please contact the Human Resources Department at 415/241-2246.

Conviction History Policy - Convictions by any court, including military court, but not arrests, must be listed on the application of employment. A conviction does not necessarily preclude employment with the San Francisco Community College District. Each case is given individual consideration and carefully reviewed by the SFCCD Human Resources Department. Furthermore, the District limits disclosure of the applicant's conviction history to a need-to-know basis.

The California Education Code Section 87405 prohibits the San Francisco Community College District from employing individuals convicted of certain sex or controlled offenses, as defined in the California Penal Code. Section 87405 also creates several exceptions to this prohibition. This includes an exception for an applicant whose conviction is dismissed pursuant to Penal Code Section 1203.4 and they have obtained or applied for a certificate of rehabilitation under the Penal Code.

In accordance with Education Code 87405, the Board of Trustees adopted a resolution implementing a procedure whereby the District would consider job applicants with previous controlled substance convictions if the applicant successfully demonstrates five years of rehabilitation. Said evidence is reviewed by the District's Committee on Rehabilitation during the application review process and the Board of Trustees makes the final determination on rehabilitation.

Please refer to the District's Arrest and Conviction Procedures, the Arrest and Conviction History Form, and FAQs related to this matter, copies of which can be viewed at the Human Resources Department's webpage www.ccsf.edu/hr.

Security Clearance - Prior to employment in certain positions or classifications, a more detailed background review of criminal history, motor vehicle (driving) record, personnel history, and employment records may be required.

License to Drive - If the employee's job requires the employee to drive, the employee must have the appropriate licenses and maintain insurability under the District's automobile liability insurance policy. Only employees with a valid California driver's license will be authorized to operate a District and/or private vehicle. The District utilizes the State Department of Motor Vehicles' Employer Pull Notice Program to obtain information about employees as actions appear on their driving record. Failure to maintain license and insurability may be grounds for release of employment. The District will base driver-related decisions in compliance with the California Vehicle Code, as well on the District's efforts to reduce vehicular accidents and exposure to liability.

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

Union Dues and Fees - Classified employees hired in a class represented by an organization that has an "Agency shop" as defined by state law or federal law. For more information, consult your collective bargaining agreement, or contact the Human Resources Department.

Tax Forms - All employees will need to fill out a Withholding Exemption Certificate (IRS form W-4), which determines the amount of taxes withheld from your paycheck. If at any time during your employment with the District your withholding status changes (for example, if you marry or divorce), you should fill out a new W-4 form to ensure that the proper amount is withheld. The following tax forms are available via Web4 login: **W4** - Federal Tax Exemptions/Allowance form, **DE-4** - California Tax Exemptions/Allowance form, and **W2** - Year End Earnings Statement.

SECTION 4.3 – AFTER YOU ARE HIRED

Employment Authorization

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

Probationary Period

All appointments to permanent civil service positions require that the employee serve a probationary period. The probationary period is the final and most important phase of the selection process and is used to evaluate the employee's performance and suitability for the position. The duration of the probationary periods shall be in accordance with Civil Service Rules (Rule 117 Probationary Period), collective bargaining agreements, or applicable District provisions or practice. Absences from work such as leave (with or without pay) for any reason, vacation, and other types of time off (not including legal holidays) will extend the probationary period. For more information about the length of your probationary period, consult your collective bargaining agreement or Human Resources Department – Classified Unit.

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

The department's appointing officer may release an employee at any time during the probationary period. At the conclusion of the probationary period, the department head may recommend permanent appointment, release from the position, or an extension of the probationary period.

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

Classified Evaluations

The purpose of employee evaluations is to identify strengths and special qualities of the evaluatee and define areas of improvement when needed, and to communicate these to the employee. At all levels, the evaluation procedures incorporate a measurable criterion for effectively evaluating an employee's work performance. The evaluation procedures include performance indicators that link to institutional effectiveness and improvement.

The evaluation form, Classified Performance Appraisal Report, is to provide a format for the evaluation process that is efficient and intended to encourage excellence in performance and promote continued professional development. The process is designed to provide employees with clear written performance expectations and honest, timely feedback.

The evaluation procedures for classified staff contain steps for addressing unsatisfactory and ratings of "needs improvement", as well as overall ratings of unsatisfactory. Unsatisfactory performance is formally noted through the evaluation process and employees receive improvement plans and directives for improvement where applicable. The process may also include a re-evaluation process as an opportunity for employee job improvements. Additionally, employees have the right to include a response to the evaluation.

Evaluations for classified employees working in positions directly responsible for student progress toward achieving stated Student Learning Outcomes (SLOs) within library and learning support services (e.g., instructional lab aides), include a component for rating these employees' effectiveness in this area.

Questions about the performance appraisal process or the timing of written evaluations should be directed to the Human Resources Department, Classified Unit at 415/241-2246.

SECTION 4.4 – WORK SCHEDULE AND ATTENDANCE

NOTE: Unless otherwise instructed, **FORMS** referenced in this section may be accessed via the City College of San Francisco's Payroll Department's webpage at: www.ccsf.edu/payroll

Attendance and Punctuality

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

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

Absences for personal business will be without pay unless the prior agreement of the employee's supervisor is obtained to charge such absences to the employee's accumulated vacation or compensatory time credits. In the case of an extended unforeseeable absence, the employee may be asked to complete forms and submit medical certifications as appropriate during the employee's leave. Improper use of sick leave, failure to present medical certification when required, excessive absenteeism, tardiness, unauthorized absence or failure to notify your department when you are unable to report to work, may result in sick leave restriction, disciplinary action or termination.

All District classified employees are required to sign a daily time sheet reflecting the actual time you started and end work and the number of hours worked in every work day.

Work Hours

Except as otherwise provided in the collective bargaining agreement applicable to you or based on your department's operational needs, the typical work week is forty (40) hours, consisting of five (5) consecutive workdays' of eight (8) hours each.

The District's standard office hours are from 8:00 a.m. to 5:00 p.m., with a one hour lunch period at mid-day except where continuous service is necessary, in which case a varied lunch hour may be specified.

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

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

Rest Breaks

Full-time employees will be provided with two (2) break periods during their regular shift of fifteen (15) minutes, one approximately two (2) hours after the start of the shift and the other approximately two (2) hours before the end of the shift. Covered employees will be provided with an unpaid meal break of not less than thirty (30) minutes approximately mid-shift.

Part-time employees who work a continuous shift of at least 3.5 hours per day are allowed one (1) 15-minute break after two (2) consecutive hours of work.

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

Breaks shall not be used in the following situations:

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

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

Flexible Work Schedule

Temporary flexible work schedules may be provided with the written approval of the appropriate administrator or designee. Employees who work a normal 8-hour work day (40-hour work week) may voluntarily work more or less than 8 hours on a particular day provided they work a total of 40 hours in each week of their normal 14-day payroll period.

Employees who request such flexible work assignments must complete and sign the "Flexible Work Schedule" form which (1) indicates that participation in the flex-time program is voluntary and (2) waives all rights to additional compensation with the exception of hours worked in excess of forty (40) hours in a work week. The Department Head's decision to grant or deny a flexible work assignment is final and is not subject to a grievance procedure or any other appeal.

For further information, please contact the Employee Relations Office at 415/241-2255, or refer to your respective Collective Bargaining Agreement (CBA). SEIU represented employees may access a Flexible Work Schedule Forms in the SEIU Local 1021/SFCCD Collective Bargaining Agreement, Exhibit D.

Section 4.5 – HOLIDAYS, FLOATING HOLIDAYS AND VACATION

Holidays

The following is a list of current holidays for all eligible District classified employees. While the specific holidays or dates may change, the total number of designated holidays is twelve (12).

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

If any of these holidays fall on Sunday, the following Monday is observed as a holiday. If any of these holidays fall on Saturday, the preceding Friday is observed as a holiday. If you are required to work on a holiday, contact the Payroll Department or refer to your collective bargaining agreement for information and rates of pay or an in-lieu day off.

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

Floating Holidays

The total number of Floating Holidays that a classified employee is entitled to is three (3) days.

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

Employees must complete six months of continuous service before becoming eligible for floating holidays. Floating holidays may be taken in ½ hour increments.

Floating holidays must be taken in the fiscal year earned and shall be scheduled by mutual agreement of the employee and his/her supervisor.

Requests for floating holidays are submitted on the **Classified "Time-Off" Request Form** at least two weeks in advance and are subject to the approval of the appropriate administrator or her/his designee. Any subsequent modifications in the schedule require the approval of the appropriate administrator or her/his designee at least one week prior to the requested change. Requests for addition or cancellation of floating holidays are made on the **Classified "Time-Off" Request Form**. Forms are available at the Payroll Department's webpage: www.ccsf.edu/payroll

Additional Days Off With Pay

The District has granted eligible employees the following additional days off with pay:

- Days between Christmas and New Year's Day
- Spring Break

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

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

Unrepresented Classified Employees are generally **not** eligible for the 'Additional Days Off with Pay' proviso. However, the Board of Trustees may, from time to time, modify the terms and conditions of employment for Unrepresented Classified Employees and grant these employees Additional Days Off With Pay.

Contact the Employee Relations Office or the Payroll Department for information on your eligibility to take the 'Additional Days Off with Pay' proviso.

Employees NOT Eligible for Holiday Compensation

Part-time temporary employees who are employed on an intermittent basis, or on an as-needed, seasonal, or project basis for less than six (6) months continuous service, or persons on leave without pay status both immediately preceding and immediately following the legal holiday, or who are employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period are not eligible for paid holidays. College aides (3591's) are not eligible for holiday pay.

Vacation

Eligibility

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

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

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

Employees represented by the San Francisco Building and Construction Trade Council Union and employees represented by Stationary Engineers, Local 39 receive a maximum of twenty (20) working days per year after fifteen years of service.

Usage

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

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

Employees may elect not to take their entire vacation in any one year and in such event may accumulate the days allowable and not taken for use at some future time, with the provision, that no employee may accumulate unused vacation allowance in excess of the allowable hours. Unused vacation in excess of the allowable hours may be used, but will not vest and will not be cashed out upon separation from District service. Please refer to the provisions of your collective bargaining agreement and/or District policy regarding vacation maximum accruals, usage and cash outs.

Requests for vacation shall be made on the **Classified "Time-Off" Request Form** as early as possible and are subject to the approval of the appropriate administrator or his/her designee. Individual work units may establish reasonable deadlines for employees' submission of vacation requests. Any subsequent modifications in vacation schedules are also made on the **Classified "Time-Off" Request Form**, and require the approval of the appropriate administrator or her/his designee at least one week prior to the requested change. Forms are available at the Payroll Department's webpage: www.ccsf.edu/payroll

Vacation Pay

Vacation allowance may be used in ¼ hour increments.

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

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

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

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

Section 4.6 – COMPENSATION

NOTE: Unless otherwise instructed, **FORMS** referenced in this section may be accessed via the City College of San Francisco Payroll Department's webpage at: www.ccsf.edu/payroll

Overtime

Advance written approval is required for all overtime work, and the overtime must be reported to the District's Classified Payroll Department on the **Time Report Form - Classified Overtime** available at the Payroll Department's webpage: www.ccsf.edu/payroll

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

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

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

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

Compensatory Time Off

Advance written approval is required for all compensatory time work, and the compensatory time must be reported to the District's Payroll Department (Classified Payroll) on the **Compensatory Time Earned Form** available at the Payroll Department's webpage: www.ccsf.edu/payroll

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

Employees designated as "Z" and "non-Z" symbol classes shall not accumulate a compensatory time balance in excess of 240 hours.

Employees occupying positions designated "L" symbol (law enforcement) shall not accumulate a compensatory time balance in excess of 480 hours.

Employees may use compensatory time in ¼ hour increments.

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

Any compensatory time off earned but not used at the time of a non-“Z” or “L” symbol employee’s termination of employment shall be paid in accordance with the requirements of the Fair Labor Standards Act subject to the maximum accruals stated above.

There shall be no cash payment for compensatory time off for “Z” symbol employees.

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

Refer to Forms available at www.ccsf.edu/payroll: Compensatory Time Earned for reporting compensatory time earned, and Classified “Time-Off” Request Form for requesting use of compensatory time.

Further information regarding overtime and compensatory time off is contained in the various collective bargaining agreements between the SFCCD and employee organizations. In addition, contact the Payroll Department for information regarding your eligibility for overtime or compensatory time off.

Payday

The Payroll Department of the District processes the payroll for classified personnel, including direct deposit, using the BANNER system. The Payroll Department is also responsible for setting up all voluntary deductions such as 403b, health insurance, dental insurance, garnishments, etc. and involuntary deductions including federal and state taxes.

All classified employees are paid on a bi-weekly basis. The pay period begins on Saturday and ends on Friday. Payday is every other Tuesday, seven working days after the pay period ending date. If payday falls on a holiday, the checks are distributed the day before the holiday.

Payroll Deductions

All employees are subject to withholding of federal and state taxes as required by law. Depending on your status (temporary or permanent), date of hire, eligibility for State Disability Insurance benefits, membership in the San Francisco City Employees’ Retirement System, and representation by an employee organization, deductions may also be made for health insurance, SDI taxes, union dues or fees, hospital insurance and/or Social Security taxes.

Employees may choose to have a number of amounts withheld from their paycheck by submitting an authorization form to the District Payroll Department. For specific information, contact the District Payroll Department.

Direct Deposit

Employees’ net pay are deposited via Electronic Fund Transfer (EFT) to their checking or savings account in any financial institution within the United States. Employees wishing to sign up for or change their direct deposit may obtain a Direct Deposit Action Form via the Payroll Department’s website or contact the Payroll Department at 415/241-2241.

On payday, employees receive a “direct deposit advice notice”, instead of a live check via the District email account. The advice notice lists all pertinent payroll information for the respective pay period, check date and number, bi-weekly hours and wages, voluntary and involuntary deductions, and year-to-date wage and tax information. For further information contact the District’s Payroll Department at 415/241-2241.

Ram Pay

Ram Pay is an online tool that allows District employees the ability to access their Payroll records twenty-four hours a day, seven days a week. Via Ram Pay, District employees can print or review pay advice information and W-2 information. You may access Ram Pay at the Payroll Department’s webpage at www.ccsf.edu/payroll.

WEB4 – Employee Services

Employees may also view their time sheet, pay information, tax forms (including changing W-4 information), accrued leave balances and history at the Employee Services tab via WEB4. To log in, go to: <http://ccsf.edu/w4> and follow the User Login instructions.

Garnishment

If the District receives a court order to garnish an employee's wages, the District must comply with that order. A garnishment will reduce the employee's take-home pay. Employees who have questions or concerns regarding their paycheck, should contact the District's Payroll Department at 415/241-2241.

Salary Increment

The District's Human Resources Department, Classified Unit determines eligibility for appointment to a particular step on the salary schedule and/or advancement through the salary steps. The eligibility rules vary depending upon the employee's classification, status, length of service, and/or provisions in the collective bargaining agreement. Employees who have questions or concerns regarding salary increments should contact the Human Resources Department, Classified Unit at 415/241-2246.

Section 4.7 – EMPLOYMENT OPPORTUNITIES

Transfers from Other City and County Department to the District

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

After successful completion of the probationary period, permanent appointees may request a transfer from a department of the City and County of San Francisco to the San Francisco Community College District (SFCCD) in the same class. An employee must complete an application process and Request for Transfer with the District's Human Resources Department and once approved, the employee must file the form also with the City and County of San Francisco Department of Human Resources, 1 South Van Ness Street.

If the transfer is granted, the employee is subject to a new probationary period. The duration of the probationary period shall be in accordance with Civil Service Rules (Rule 117 Probationary Period), the collective bargaining agreements covering the class, or applicable District provisions or practice.

Internal District Transfers

Incumbent District employees shall have the opportunity to apply for a transfer to an existing vacant position in the same classification and category prior to such position being filled by a newly-hired employee. Please contact the Human Resources Department – Classified unit for details.

Additional Employment

Additional or outside part-time employment for permanent full-time employees **in the District** is permitted only under limited circumstances and requires the written approval of both the District and the City and County of San Francisco Department of Human Resources. Such approval may only be given in increments of 12 months or less. Any such employment must not interfere with an employee's regular job and cannot exceed twenty (20) hours per week or 3 hours in any day. For more information or to request a Request for Approval of Additional Employment form, consult a Human Resources Department representative at 415/241-2246. Forms may also be accessed at the City and County of San Francisco Department of Human Resources, www.sfdhr.org/.

Promotional Opportunities

Permanent, provisional, exempt and other classified job openings are posted on the District's Human Resources webpage at www.ccsf.edu/hr. The District's application process is fully automated and may be accessed at the Human Resources webpage www.ccsf.edu/hr or directly at <https://jobs.ccsf.edu>. For questions regarding the application process, contact the Human Resources Department at 415/241-2246.

Additionally, District classified job opening are also posted at the City and County of San Francisco Human Resources' website at www.sfdhr.org. For a listing of City and County of San Francisco employment opportunities, visit the City and County of San Francisco Department Human Resources website at www.sfdhr.org.

Reassignment of Duties within a Department

Within a given job class in a department, there may be different positions with varying duties and schedules. Employees may request reassignment to a different position within their job class, or your department may reassign the employee at its discretion. Consult the Human Resources Department at 415/241-2246 for more information in this matter.

Section 4.8 – SEPARATION PROCEDURES

Resignation

If you intend to resign, please provide your department with a written notice at least ten (10) working days before your planned departure, and provide Human Resources with a copy.

Automatic Resignation

If you are absent from your job without proper authorization, you may be subject to discipline. If you are absent from your job without proper authorization for five consecutive working days, or if you fail to return from an approved leave within such time, your absence will be deemed an “automatic resignation.” Please refer to your collective bargaining agreement regarding the rules on automatic resignation. For more information, contact the Human Resources Department, Classified Unit at 415/241-2246.

Layoff

From time to time, budgetary or operational considerations may make it necessary to reorganize, reduce work hours, and/or lay off District employees. The layoff and recall of District employees shall be in accordance with Civil Service rules and regulations and/or provisions of the collective bargaining agreements. If you have any questions about the layoff process, contact the Human Resources Department, Classified Unit at 415/241-2246.

Termination

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

In other cases, termination must be for cause (for example, poor performance, misconduct, absenteeism, fraud, etc.). In those cases, employees for whom discharge is being considered will receive written notice of the grounds for discharge, the underlying basis, and the proposed discipline and will have an opportunity to be heard in his or her own defense, assisted by a representative of the employee’s choosing, prior to the final decision. Employees should consult their collective bargaining agreement for information regarding appeal rights. For more information, contact the Employee Relations Office.

There are some offenses that are so serious in nature that an employee may be placed on administrative leave pending an investigation into such conduct pursuant to District policy. Such offenses include, but are not limited to, conduct involving misappropriation of public funds or property, misuse or destruction of public property, drug addiction or habitual intemperance, mistreatment of persons, immorality, acts which would constitute a felony or misdemeanor, or acts which present an immediate danger to the public health and safety, or health and safety of students or District employees.

Some represented employees may be entitled to due process protections pursuant to the terms of their collective bargaining agreement. For more information, contact your union representative or the Employee Relations Office.

Exit Interview

Before you leave your employment with the San Francisco Community College District (SFCCD), you must return all supplies, keys, identification cards, access cards and any other District property. Any materials, files, documents, other items collected or created by you in connection with your employment with the District remain the property of the District.

Employees must complete an Exit Interview Form/Checklist by obtaining applicable, required sign-off signatures when returning District property, including keys, id cards, credit cards, security access codes (Banner/Sonitrol), parking permits, library materials/books, equipment (laptop, mobile phone, audio visual/cameras, tools), etc. The Exit Interview Form/Checklist is available from the Human Resources Department at 415/241-2246.

Separation Process

Near the time of your departure, you will be asked to meet with Human Resources Classified Unit staff to review separation procedures and to provide you with information about health benefits. You will also have an opportunity to ask questions regarding procedures and benefits at that time.

SECTION 4.9 – RETIREMENT

The District provides retirement benefits to eligible employees through the San Francisco City and County Employees' Retirement System (SFERS) or the California Public Employees' Retirement System (CALPERS), depending on the employee's job classification.

SFERS is a defined benefit plan funded by the combination of employee contributions, employer contributions, and investment earnings. The terms of the various plans are set forth in the City Charter and ordinances. SFERS publishes summary plan descriptions for its different retirement plans, which can be found under "Forms and Publications" link on the SFERS website at <http://www.sfers.org/>. For further information regarding the retirement system and the benefits provided, contact the San Francisco City and County Employees' Retirement System (SFERS) located at 30 Van Ness Street, Suite 3000, General Information 487-7000, <http://www.sfers.org/>.

For information about CalPERS retirement system, plans, and benefits provided visit their website at: <http://www.calpers.ca.gov>.

Note that the information in this section is subject to change. Please consult with SFERS or CALPERS prior to making any decisions regarding retirement or if you have any questions regarding this matter.

Membership

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

An employee must designate a beneficiary for death benefit purposes. Please note that failure to comply with this requirement will result in the City and County of San Francisco Employees' Retirement System Department designating the employee's ESTATE as the beneficiary.

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

Employees Hired After January 9, 2009

Employees hired after January 9, 2009, you will retire under new rules for retiree benefits that are separate and distinct from your retirement pension rules. Under Proposition B, employees hired on or after January 9, 2009 must retire within 180 days of separation from employment to be eligible for HSS retiree health benefits. As you approach retirement, it is important that you meet with a Health Service System (HSS) representative to verify that you have met the new eligibility criteria for retiree health benefits and that you are prepared for the higher premium contributions that will be required. Please call HSS to schedule an appointment. Visit www.myhss.org for more information on the new rules in the HSS Retired Employee Benefit Guide.

Retiree Health Care Trust Fund (RHCTF)

All new employees hired on or after October 1, 2013 will contribute 2% of salary to the District Other Post employment Benefit (OPEB) Trust fund. Employees hired before October 1, 2013 shall contribute a percentage of salary to the District OPEB Trust fund beginning July 1, 2016. Please refer to your collective bargaining agreement for the actual amounts and timelines.

Section 5 –

Benefits

Section 5.1 – BENEFITS - GENERAL INFORMATION

District employees and their eligible dependents may be eligible for medical and vision coverage, dental coverage, flexible spending accounts, transit and parking reimbursements and other benefits. A San Francisco Community College District Benefits Guide summary can be found under “Benefits” in the Human Resources webpage at www.ccsf.edu/hr.

Rates and information are subject to change. Please check with the Human Resources Benefits Unit at 415/241-2246 for details.

Eligibility

Employee eligibility for healthcare coverage is determined by the Board of Trustees and collective bargaining agreement(s).

All Permanent, Permanent/Exempt (hereinafter “Permanent”) and Provisional, Temporary/Exempt (hereinafter “Temporary”) employees whose normal work week at the time of appointment is at least twenty (20) hours or more per week may be eligible for health coverage subject to the eligibility requirements for each plan and collective bargaining agreements.

As-needed appointments are NOT eligible for Medical, Dental/Orthodontia, Vision Plan, or Life Insurance coverage.

Please be aware that eligible employees who fail to submit a completed enrollment application and all required eligibility documentation to the District within the thirty (30) calendar day deadline will not have access to health coverage until the next annual Open Enrollment period.

Please refer to the ***Benefit Eligibility by Appointment and Work Type Schedule Grid*** located on the next page.

Changing Benefit Elections

Eligible employees may change health benefit elections annually, during **Open Enrollment**. Please make sure to report any address changes to the Human Resources Benefits Unit to ensure that the District can notify you about rates and benefit changes in advance of Open Enrollment.

An employee can also change benefit elections if there is a qualifying event, such as a marriage, domestic partnership, birth or adoption. For a complete list of qualifying events, contact the Human Resources Benefits Unit.

Premiums

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

Continuation of Benefits while on a Leave of Absence

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

An eligible employee must notify the District of an approved leave at least thirty (30) days in advance of the leave (if anticipated); or as soon as possible if the leave was unexpected. Additional information on this subject matter is also found in the Leaves Section of this handbook.

City College of San Francisco

BENEFIT ELIGIBILITY BY APPOINTMENT TYPE AND WORK SCHEDULE

Appointment Type	Full-time		Part-time (≥ 20 hours per week)		Part-time (< 20 hours per week)	
Permanent Civil Service (PCS, TCS)	Retirement	upon appointment	Retirement	upon appointment	N/A	
	Life Insurance	upon appointment	Life Insurance	upon appointment		
	Health	upon appointment	Health	upon appointment		
	Dental	upon appointment	Dental	upon appointment		
	Vacation	1yr. cont. service	Vacation	1yr. cont. service		
	Sick Pay	6 months cont. service	Sick Pay	6 months cont. service		
	Holidays	upon appointment	Holidays	upon appointment		
Permanent Exempt (PEX)	Retirement	upon appointment	Retirement	1040 hrs in a rolling 12 months	N/A	
	Life Insurance	upon appointment	Life Insurance	upon appointment		
	Health	upon appointment	Health	upon appointment		
	Dental	upon appointment	Dental	upon appointment		
	Vacation	1yr. cont. service	Vacation	1yr. cont. service		
	Sick Pay	6 months cont. service	Sick Pay	6 months cont. service		
	Holidays	upon appointment	Holidays	upon appointment		
Temporary Provisional (TPV)	Retirement	1040 hrs in a rolling 12 months	Retirement	1040 hrs in a rolling 12 months	N/A	
	Life Insurance	upon appointment	Life Insurance	upon appointment		
	Health	6 months cont. service	Health	6 months cont. service		
	Dental	upon appointment	Dental	upon appointment		
	Vacation	1yr. cont. service	Vacation	1yr. cont. service		
	Sick Pay	6 months cont. service	Sick Pay	6 months cont. service		
	Holidays	upon appointment	Holidays	upon appointment		
Temporary Exempt (TEX)	Retirement	1040 hrs. in a rolling 12 months	Retirement	1040 hrs. in a rolling 12 months	Retirement	Never
	Life Insurance	upon appointment	Life Insurance	upon appointment	Life Insurance	Never
	Health	6 months cont. service	Health	6 months cont. service	Health	Never
	Dental	upon appointment	Dental	upon appointment	Dental	Never
	Vacation	1yr. cont. service	Vacation	1yr. cont. service	Vacation	Never
	Sick Pay	6 months cont. service	Sick Pay	6 months cont. service	Sick Pay	6 months cont. service
	Holidays	upon appointment	Holidays	upon appointment	Holidays	Depends on CBA
	Retirement	1040 hrs. in a rolling 12 months	Retirement	1040 hrs. in a rolling 12 months	Retirement	Never
As-Needed (AN)/Limited Hours	Sick Leave	6 months cont. service	Sick Leave	6 months cont. service	Sick Leave	6 months cont. service
	Retirement	1040 hrs. in a rolling 12 months	Retirement	1040 hrs. in a rolling 12 months	Retirement	Never

7/21/15

Section 5.2 – MEDICAL

Various medical plan options are available to eligible employees and their eligible dependents. Required contributions, if any, will be deducted from the member's pay.

Permanent employees who regularly work at least twenty (20) or more hours per week are eligible for medical benefits at the time of permanent appointment and enrollment. Coverage for a new employee in this category starts on the first day of the coverage period following his/her start date, provided an enrollment application and other required documentation has been submitted to the Human Resources Benefits Unit by applicable deadlines.

Temporary employees who regularly work at least twenty (20) hours or more per week **and** have completed six months of **continuous** service are eligible for medical benefits. Coverage for a new employee in this category starts on the first day of the coverage period following his/her six (6) months of continuous service, provided an enrollment application and other required documentation has been submitted to the Human Resources Benefits Unit by applicable deadlines.

Eligible classified and temporary school term-only employees who are currently enrolled in a medical plan and meet the 20-hour or more per week assignment will retain **coverage through summer months**. In order to continue medical and vision coverage through the summer months, additional premiums will be taken from the employee paychecks from January to May. For questions about coverage over the summer break contact the HR Benefits Unit at 415/241-2246.

Part-time temporary school term-only employees who lose eligibility for healthcare coverage during any semester may continue medical and dental coverage through COBRA.

As-needed appointments are NOT eligible for Medical coverage.

Continuous Service (for medical benefits purposes) – “continuous service” is defined as uninterrupted service except for authorized leaves of absence. Christmas, Easter, and holidays are **not** considered “breaks” in continuous service; however, the summer break (the period between the end of the Spring semester and the start of the Fall semester) **is** considered as a break in service.

Various medical plan options are available to eligible employees and their eligible dependents. Required contributions, if any, will be deducted from the member's pay.

Individuals who are not eligible for Health Service System coverage should consider obtaining health insurance through the state insurance exchange, Covered California. For information about Covered California health plans, call 1-888-975-1142 or visit coveredca.com

Individuals who are not eligible for HSS coverage should consider obtaining health insurance through the state insurance exchange, **Covered California**. For information about Covered California health plans, call 1-888-975-1142 or visit coveredca.com.

Section 5.3 – VISION PLAN

Eligible employees and their dependents concurrently enrolled in the District's medical plan through the City and County of San Francisco's Health Service System (HSS) are eligible for vision coverage through Vision Service Plan (VSP). The vision plan provides members and their eligible dependent(s) with one eye exam every 12 months when using a VSP network doctor. The vision plan also covers a percentage of the cost of eyewear, such as glasses or contacts.

As-needed appointments are NOT eligible for Vision Plan.

For more information, contact VSP Member Services at 1-800- 877-7195 or visit www.vsp.com

Section 5.4 – DENTAL/ORTHODONTIA

Permanent and **Temporary** employees who regularly work at least 20 hours or more per week are eligible for the District-paid dental plan. Coverage commences on the first day of the month following the date of appointment and enrollment and is available to eligible employees and their dependents. The Dental plan includes Orthodontia and implants. The District pays the premiums.

As-needed appointments are NOT eligible for Dental/Orthodontia coverage.

Delta Dental brochures provide a more detailed description of coverage, service requirements, and exclusions and limitations under the plan. Contact the Human Resources Benefits unit at (415) 415/241-2246 for more information.

Delta Dental Contact:
Tel: 1-866-530-9675
www.deltadentalins.com

Group Numbers: 15935-0007 = Classified employees; 15935-0008 = COBRA

Section 5.5 – LIFE INSURANCE

Permanent and Temporary employees who regularly work at least twenty (20) hours per week are eligible for the District-paid group term life insurance plan. Coverage commences on the first day of the month following the date of appointment and enrollment. The District pays the premiums.

As-needed appointments are NOT eligible for District-paid Life Insurance.

Eligible employees are enrolled in a District-paid life insurance and accidental death and dismemberment plan. Employees will receive a Certificate of Coverage prepared by the Insurance Company.

Each eligible employee is provided with a \$50,000 group term life and accidental death insurance policy. The amount is reduced by 35% at age 70 and an additional 15% when the employee turns 75.

Benefits terminate at retirement.

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

Section 5.6 – FLEXIBLE SPENDING ACCOUNTS (FSA)

Healthcare & Dependent Care Flexible Spending Accounts

A Health Care Flexible Spending Account (MEDFSA) program allows employees to set aside pre-tax wages for unreimbursed medical and dependent day care (DCBFSA) expenses, as permitted by federal IRS regulations.

Healthcare and Dependent Care Flexible Spending Accounts are administered through WageWorks®. Participation in one or both FSAs can save you money by reducing your taxable income; taxes are calculated after the elected amount is deducted from the employee's salary.

For more information, visit www.wageworks.com. In addition, visit the Human Resources webpage at www.ccsf.edu/hr and select "Benefits" from the menu options to download the enrollment form and/or claim form.

Commuter Benefit Accounts

A WageWorks® Commuter Transit Account is a pre-tax benefit account used to pay for public transit, including train, subway, bus, and ferry, as part of an employee's daily commute to and from work. WageWorks® also administers the Commuter Parking Account, Commuter Vanpool Account, and the Bicycle Reimbursement Program.

For more information, visit www.wageworks.com. In addition, visit the Human Resources webpage at www.ccsf.edu/hr and select "Benefits" from the menu options to download the enrollment form and/or claim form.

Section 5.7 – DEFERRED COMPENSATION

The Board of Trustees of the San Francisco Community College District makes available to its employees the provisions of the United States Internal Revenue Code Section 403(b), 457(b) as well as the California Revenue and Taxation Code Section 17501, and 529. CCSF non-student employees are offered via payroll deduction the opportunity to participate in the tax sheltered investment plan. For more information, contact the District Payroll Office at 415/241-2241.

457(b) & 403(b)

Providers: The District offers both a 457(b) plan and a 403(b) plan. There currently are two 457(b) providers and eight 403(b) providers. Each provider offers a number of investment options. District employees may choose the plan and provider and investment option(s) that best fit the individual employee's investment goals and strategy by going to: www.ccsf.edu/payroll

Sign into Retirement Manager. An employee may compare providers by accessing the active providers' web pages. Employees are encouraged to consider risks and goals before committing to investment in any vendor or option. CCSF is not responsible for investment results. Employees may enroll with vendors and submit a Salary Reduction Agreement on-line at the Retirement Manager website.

529

The State of California offers a tax deferred college savings program. The program is called Golden State Scholar-Share College Savings Trust, and is administered by TIAA-CREF Tuition Financing Inc. (TFI). Employees at CCSF can participate in the State of California sponsored program by accessing the Golden State Scholar-Share College Savings Trust website at <http://www.scholarshare.com/>.

Section 5.8 – EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) administered by the City and County of San Francisco's Health Service System provides confidential, provides confidential, voluntary behavioral health services to all HSS employees and their eligible dependents. Staffed by certified therapists, EAP focuses on any personal or work-related concern that impacts an employee's work performance or personal life.

Additionally, the program offer free well-being seminars, group exercise classes and activities, wellness champion resources, fitness center discounts, information on nutrition, and prevention benefits.

To learn more visit myhss.org/eap.html and/or contact EAP at 1-800-795-2351.

Section 6 –

Leaves

Section 6.1 – LEAVES - GENERAL INFORMATION

This section provides information on a number of District leave types; however, it is not an exhaustive list. Except as otherwise provided for in negotiated collective bargaining agreements, state and federal law, and District policy, leaves of absence are governed by Civil Service Rule 120 Leaves of Absence as it read January 16, 2007.

Leaves of Absence are governed by the following general provisions:

- Planned leave requests must be submitted in advance to your department head or designee for approval.
- A request for leave in excess of five days must be approved in advance on the appropriate form by the department head, Human Resources representative, and the Chancellor/designee.
- An employee who does not return to work when they are expected are absent without official leave (AWOL) and shall be subject to automatic resignation. In the absence of an automatic resignation, an unauthorized leave of absence may be grounds for discipline, up to and including termination.
- Extensions or abridgments of leaves of absence may be made only with the approval of the Chancellor or designee.
- Disapproval of certain types of leave may be appealed either through the grievance procedure in the respective bargaining agreement or the Civil Service Commission Rules.
- Except for personal leave and in cases where the employee has obtained the prior approval of the Chancellor or designee, an employee may not accept employment outside of SFCCD service, other than military service while on a leave of absence.

The specific deadlines for different types of leave vary. Consult the Human Resources Department – Classified Unit for details.

Leave Extension: An employee who wishes to extend a leave of absence must submit a completed Request for leave form to his or her immediate supervisor at least two weeks before the expiration date of the current leave. If the request is for sick leave, medical certification must be provided.

Leave Abridgement: An employee who wishes to abridge a leave must submit an amended Request for Leave form before returning to work, and if the employee was on sick leave, the health care provider must certify that the employee is physically able to return to work.

For more information on all leaves, or for more information about a particular leave of absence, or to obtain leave forms, please contact the Human Resources Department at 415/241-2246. In addition, contact the Human Resources Department – Benefits Unit at 415/241-2246 for information regarding the effect on health and/or dental benefits while on unpaid leaves of absence.

SECTION 6.2 – SICK LEAVE WITH PAY

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

Sick leave with pay may not be taken until completion of six (6) continuous months of regularly scheduled paid service. No minimum number of hours worked per week is required to be eligible for sick leave benefits so long as the employee works a regular work schedule.

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

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

If you have earned sick leave with pay credits, the following are examples of the proper uses of sick leave:

- when you are unable to work because of illness or injury;
- for medical or dental appointments;
- for absence due to death of a person to whom the employee may reasonably deem to we respect; [absence due to the death of a family member as defined in Civil Service Rule 120.7.3.a is not charged against sick leave. Refer to Section 6.11- Bereavement Leave below]
- for the absence due to pregnancy or convalescence period following childbirth;
- for absence due to illness, injury, or medical appointment of a parent, dependent child, or spouse or registered domestic partner;
- to care for a spouse, parent, child including an adult child) or next of kin with a serious injury or illness related to active military service; or
- to supplement Workers' compensation or Short-Term Disability Insurance.

The following are some examples of improper uses of sick leave:

- Calling in sick to extend an approved vacation;
- Using sick leave when your arrival at work is delayed by traffic or car trouble; and
- Claiming you cannot work due to illness, when you are not ill.

Employees may not use sick leave for reasons not set forth in this Handbook, the Civil Service Rules, the applicable collective bargaining agreement or other applicable laws. Misuse of sick leave is grounds for discipline, up to and including termination.

Section 6.3 – SICK LEAVE WITHOUT PAY

Eligibility

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

Temporary and Provisional Employees

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

Permanent Employees

Sick leave without pay may be approved for permanent employees for the period of the illness, provided that requests for prolonged leave shall be renewed every three (3) months, and provided further that such leave shall not be extended beyond a period of one (1) continuous year.

Any extensions beyond one (1) continuous year may be approved by the Associate Vice Chancellor (AVC) of Human Resources subject to a certification by a physician designated by the AVC certifying that there is a reasonable probability that the employee will be able to return to work.

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

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

Section 6.4 – PROHIBITION AGAINST EMPLOYMENT WHILE ON SICK LEAVE WITH OR WITHOUT PAY

Employees are prohibited from working in any other employment when on sick leave with or without pay unless, after considering the medical reason for the sick leave **with or** without pay, the appointing officer with the approval of the Associate Vice Chancellor of Human Resources, grants prior permission for the employee to engage in outside employment. (Civil Service Rule 120, Section 120.22.1)

Section 6.5 – FAMILY & MEDICAL LEAVES

Family Medical Leave Act (FMLA) / California Family Rights Act (CFRA)

Overview

The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) of 1993 require the District to provide, within a 12-month period, up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons, as well as for military exigencies.

Eligibility

An employee is eligible for these leaves if they have been employed with the District for at least 12 months and have worked at least 1,250 hours in the 12 months preceding their leave. Time served in other City and County of San Francisco departments counts toward the 12-month employment requirement. Hours taken as sick pay, vacation or other types of leave do not count; however, military service does count in calculating the 1,250 hours worked.

Eligibility does not mean leave protections are approved. You may be asked to provide additional information before your leave is designated as protected under FMLA/CFRA. Even if you are not eligible for FMLA/CFRA protection, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take pregnancy disability leave under California's Pregnancy Disability Leave Law for up to four (4) months depending on your periods of actual disability. For further information on Pregnancy Disability Leave (PDL) refer to Section 6.6 below.

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

The **Family Medical Leave Act (FMLA)** is the federally mandated program administered by the Employment Standards Administration's Wage and Hour Division within the U. S. Department of Labor, that entitles eligible employees to take **unpaid**, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Reasons for Taking Leave

- To care for your child after birth and to care for the newborn child within one year of birth;
- For the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse or domestic partner (CFRA covers domestic partners; however, the FMLA excludes this relationship), child, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- To care for your family member who is in the military and who has a serious injury or illness related to military service (FMLA Only – 26 weeks)
- To take leave due to a military exigency that arose because a family member is deployed or will be deployed (FMLA Only)

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

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

An employee also has the right under the FMLA to up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. The single 12-month period for leave to care for a covered servicemember (both current servicemembers and veterans) with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the rolling 12-month period established for other types of FMLA leave.

Advanced Notice and Medical Certification

An employee must notify her/his supervisor and contact the Human Resources Department if possible at least **30 calendar days advance notice for foreseeable events** (such as the expected birth of a child or a planned medical treatment of the employee or of a family member). For events that are unforeseeable, an employee must notify her/his supervisor and contact the Human Resources Department, at least verbally, as soon as the employee learns of the need for the leave.

When an employee requests FMLA/CFRA leave due to his or her own serious health condition or a covered family member’s serious health condition, **medical certification from a health care provider supporting the leave is required**. Contact the Human Resources Department for the applicable certification form.

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

Intermittent or Reduced Schedule Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operations. If FMLA/CFRA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer’s approval.

The employer may require the employee to transfer temporarily during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position.

For further information refer to **Appendix D: Fact Sheet #28: The Family and Medical Leave Act**. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. For additional information please visit the Wage and Hour Division Website: www.dol.gov/whd/fmla

If you do not apply for FMLA/CFRA leave, but you take leave for reasons that qualify for FMLA/CFRA leave, the District may designate your leave as FMLA/CFRA leave and count the time against your entitlement.

Pay During Family and Medical Leave

FMLA/CFRA are unpaid leaves. However, employees may be able to use accrued sick leave as part of a Family Medical Leave. Additionally, employees may use vacation, compensatory time off, or floating holidays in order to receive their pay during an FMLA/CFRA leave. Under certain circumstances, the employee may be required to use accrued paid time off during a FMLA/CFRA leave.

If the employee is in a job classification that participates in the Short Term Disability program, you may also be eligible to receive Short Term Disability (STD) or Paid Family Leave (PFL) benefits. Refer to Section 6.7 Disability Leave below.

For further details regarding eligibility, medical certification, benefit continuation, etc., please contact the Human Resources Department – Classified Unit at 415/241-2246.

Continuation of Benefits while on a Leave of Absence

Eligible employees may continue healthcare coverage during approved leaves of absence, but may be required to make healthcare insurance premium payments directly to the District while on leave, depending on the nature and duration of leave. A leave of absence is not a qualifying event, so benefit elections cannot be changed due to a leave. Failure to make premium payments on time will result in termination of health coverage. Employees whose coverage is terminated for failure to pay must wait to re-enroll during Open Enrollment for coverage at the start of the next plan year. Contact the Human Resources, Benefits Unit at 415/241-2246 for additional information.

Section 6.6 – PREGNANCY DISABILITY LEAVE (PDL)

Any employee who is disabled by pregnancy, childbirth or related medical conditions may take an **unpaid** pregnancy disability leave (PDL).^{*} Conditions for which leave is available include prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. PDL is available for the actual period of disability as certified by the employee's health care provider, up to four (4) months. If FMLA/CFRA eligible, an employee has certain rights to take both PDL and a FMLA/CFRA leave for reason of the birth of a child. Both leaves contain a guarantee of reinstatement to the same or comparable position at the end of the leave, subject to any defense allowed under the law. See **Appendix E – Department of Fair Employment and Housing - Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave.**

The District will require certification from the employee's health care provider before allowing a PDL. When medically necessary, PDL may be taken on an intermittent or a reduced work schedule. In addition, an employee who is affected by pregnancy or a related medical condition is eligible for reasonable accommodation, including transfer to an available position or duties that are less strenuous or hazardous. The employee must provide the District with a certification from her health care provider stating the nature of the accommodation or transfer requested, that the accommodation or transfer is medically advisable, and the period during which the accommodation/transfer is needed.

^{*}PDL is unpaid. However, the employee may use accrued sick time, vacation, compensatory time off, or floating holidays to receive their pay during a PDL. If the employee is otherwise eligible for short-term disability insurance benefits (depending on union affiliation), the employee may be eligible to receive disability insurance benefits during PDL as well. Refer to Section 6.7 Disability Leave.

Contact the Human Resources Department – Classified Unit at 415/241-2246 for additional information and applicable forms.

Section 6.7 – SHORT-TERM DISABILITY (STD) / PAID FAMILY LEAVE (PFL) & LONG-TERM DISABILITY (LTD)

Depending on the employee's union affiliation, an employee is either covered by State Disability Insurance (SDI) **OR** by the CCSF's Disability Benefit Plans.

Employees belonging to the San Francisco Building and Construction Trade Council Unions (SFBCTCU)

All employees covered by the San Francisco Building and Construction Trade Council Unions (SFBCTCU) – Trades/Crafts this Agreement shall be enrolled in the State Disability Insurance Program. To file a claim and for more information, contact the Employment Development Department (EDD) - State Disability Office at 1-800-480-3287 or via the web at <http://www.edd.ca.gov/Disability>

Employees Covered by the CCSF Sponsored STD/PFL/LTD

Overview

Most Classified Employees are covered by City College of San Francisco Self-Insured Short-Term Disability (STD)/ Self Insured Paid Family Leave (PFL) and Long Term Disability (LTD).

If the employee is in a classification eligible for coverage under the LTD/PFL/STD Program, she/he is eligible for benefits, assuming she/he meets all eligibility requirements. The employee is responsible for obtaining and processing the required benefit application forms and doctor's certification.

Employees belonging to SEIU Local 1021 or Engineers Local 39, as well as, unrepresented Classified employees contact the Payroll Department at 415/241-2241.

CCSF Self-Insured Short-Term Disability (STD)

An employee is disabled when they are unable to perform their regular or customary job because of a mental or physical illness or injury. This includes pregnancy and childbirth. The Disability Leave benefit is equal to the same benefit amount and time period the State Disability Plan pays.

For further information visit the Payroll Department's webpage at www.ccsf.edu/Payroll for a Statement of Coverage and the Standard Operating Procedures. Claims are filed through Keenan & Associates at (800) 444-9995. The employee is responsible for obtaining and processing the required benefit application forms and doctor's certification.

CCSF Self-Insured Paid Family Leave (PFL)

An employee is eligible for PFL when they are unable to work because they must provide care to a sick or injured Family Member or to bond with a New Child. Paid Family Leave (PFL) provides partial wage replacement for employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child. A leave for the purpose of bonding with a New Child is limited to the first year after the birth, adoption, or foster care placement of the child.

For further information visit the Payroll Department's webpage: www.ccsf.edu/Payroll for a Statement of Coverage and the Standard Operating Procedures. Claims are filed through Keenan & Associates at (800) 444-9995. The employee is responsible for obtaining and processing the required benefit application forms and doctor's certification.

Long-Term Disability (LTD)

This private insurance program provides financial protection for employees by paying a portion of their income while they are disabled. For further information visit the Payroll Department's webpage at www.ccsf.edu/Payroll for the Group Benefit Plan.

Section 6.8 – LACTATION ACCOMMODATION

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

The District shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission shall be unpaid.

The District shall make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this section.

The District is not required to provide break time under this chapter if to do so would seriously disrupt the operations of the District.

Lactation Center – Ocean Campus

The Child Development & Family Studies Department operates Effie's Room in the Orfalea Family Center (OFC 200). Funded by the Orfalea Foundation, the lactation center provides support to new breast-feeding moms and a private lactation area. For more information visit the center or contact the staff at 452-5905.

**Section 6.9 –
CITY and COUNTY OF SAN FRANCISCO –
CATASTROPHIC ILLNESS PROGRAM (CIP)**

Employees of the District may individually transfer their accrued sick leave or vested vacation allowance credits to another individual employee of the City and County of San Francisco who has been determined to have sustained a life threatening illness or injury, and who has exhausted her/his vacation allowance, sick leave, and compensatory time off. Such employee shall be determined to be catastrophically ill. The City and County of San Francisco's Catastrophic Illness Program (CIP) is **distinct and separate** from the District's Classified Voluntary Sick Leave Bank (CVSLB) program.

For further details regarding the City's Catastrophic Illness Program, contact the Human Resources Department – Classified Unit at 415/241-2246.

**Section 6.10 –
CLASSIFIED VOLUNTARY SICK LEAVE BANK (CVSLB)**

The San Francisco Community College District's Classified Voluntary Sick Leave Bank (CVSLB) program is **distinct and separate** from the City and County of San Francisco's Catastrophic Illness Program. A pool was established and is maintained by the voluntary contributions of accrued vacation credits, banked reduced work week credits, and sick leave days/hours by classified employees. Benefits can be available from the CVSLB to current contributors only in the event of an illness or injury, which is expected to create a financial hardship and which the employee's physician has certified that the illness or injury is expected to incapacitate the employee for an extended period of time, and after all other available paid leave accounts have been exhausted.

For more information regarding the CVSLB, please contact the Human Resources Department at 415/241-2246.

Section 6.11 – BEREAVEMENT LEAVE

Bereavement leave shall be in accord with Civil Service Rule 120.7.3., **however the following exception to Rule 120.7.3 shall apply:**

- a. Bereavement leave pursuant to Civil Service Rule 120.7.3, **shall not be charged against sick leave** in connection with absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, grandchildren, parents-in-law, sibling, sister-in-law or brother-in-law, child, step child, adopted child, daughter-in-law or son-in-law, a child for whom the employee has parenting responsibilities, aunt or uncle, niece or nephew, legal guardian, or any person who is permanently residing in the household of the employee. For purposes of bereavement leave, relatives of a domestic partner shall be treated the same as those of a spouse. Such leave shall not exceed three (3) working days; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death. Additional days may be charged against paid time off or unpaid leave at the employee's discretion subject to the approval of the Chancellor/designee. Any such requests shall not be unreasonably denied.
- b. Bereavement leave pursuant to Civil Service Rule 120.7.3 **shall be charged against sick leave** in connection with absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect. The employee may use one (1) workday of accrued leave (or three (3) days if you must travel out of state).

Bereavement leave, whether paid or unpaid, must be taken within 30 calendar days after the date of the death.

Section 6.12 – WITNESS OR JURY DUTY LEAVE

In accord with Civil Service Rule 120.35.1 Witness or Jury Duty Leave, an employee who is summoned as a witness on behalf of the District or juror for a judicial proceeding shall be entitled to leave with pay subject to the provisions stated below less the amount of juror or witness fee paid for the period required for such service (Charter Section A8.400G).

The employee must obtain a "Jury Duty Certificate" from the Jury Commission or Court Clerk. The employee must provide this certificate to their supervisor who in turn submits it to the payroll department.

An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

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

Section 6.13 – MILITARY LEAVE

Military Leave is governed by the provisions of applicable Federal and State laws, by Charter provisions and by Civil Service Rule 120 Leaves of Absence, Civil Service Rule § 120.26 Military Leave, § 120.26.1, and by District policy.

Under certain conditions, the employee may be granted military leave.

Employees requesting military leave shall file with the Associate Vice Chancellor of Human Resources a copy of the orders necessitating such service prior to the effective date of the leave of absence and upon return from such leave shall submit a copy of the discharge or release. Please contact the Human Resources Department - Classified Unit for pertinent leave, benefits, and salary information regarding military leave.

Section 6.14 – TIME OFF FOR PARENT-TEACHER CONFERENCE

District classified employees shall be granted paid time off to attend parent-teacher conferences. Documentation of the parent-teacher conference must be submitted to the appropriate Administrator or his/her designee prior to the granting of the paid time off. Such paid time off shall be no more than two (2) hours per semester, per child, including travel time.

Section 6.15 – EDUCATIONAL LEAVE

For information regarding Educational Leave consult your collective bargaining agreement or contact the Human Resources – Classified unit at 415/241-2246.

Section 6.16 – PERSONAL LEAVE

Permanent employees may request unpaid personal leave for up to twelve (12) months within a two-year period. The Chancellor/designee has the discretion to grant or deny requests for personal leave. With certain exceptions, temporary or provisional employees may request personal leave for a maximum of one month, and only if a replacement for their position is not required. For information regarding Personal Leave contact the Human Resources – Classified unit at 415/241-2246.

**Section 6.17 –
LEAVE TO ACCEPT OTHER CITY AND COUNTY EMPLOYMENT**

Leave to accept a temporary or exempt appointment in the City is available to permanent civil service employees only at the discretion of the Chancellor/designee. For more information, classified employees should contact the Human Resources – Classified unit at 415/241-2246.

**Section 6.18 –
TIME OFF FOR VOTING**

In accordance with California Elections Code §14000, an employee who does not have sufficient time to vote in a statewide election outside of working hours, may take time off at the beginning or end of their shift to allow time to vote. The time off is paid up to a limit of two hours. If you have reason to believe that you will require time off to vote, you must provide your supervisor with at least two working days' notice.

Section 7 -

Professional Development

SECTION 7.1 – PROFESSIONAL DEVELOPMENT

The District supports College-wide professional development for all employee groups, including classified support staff.

The Office of Professional Development plans Flex Day activities and programs for all staff that are consistent with the mission and goals of the College.

In cooperation with the leadership of SEIU 1021 and the Classified Senate, the Office of Professional Development and the Chancellor's Office have sponsored Flex Days for classified employees. The program offers time for staff to participate in developmental activities to enhance and improve staff professional skills in an educational environment as well as personal growth. Workshops and training sessions pertaining to professional development and personal well-being are also offered. The District provides release time for classified employees to attend the workshops, training or serve as a presenter.

In addition to the Flex Day offerings, other professional development programs include the Technology Learning Center's (TLS) training sessions, the Office of Student Learning Outcomes, the Multicultural Infusion Project activities and individual departmental workshops.

Furthermore, as an institutional commitment, and in addition to grants and categorical programs, the District allocates funding towards staff training and professional development.

Contact the Professional Development Office at 415/241-2346 for information on the various staff development opportunities or visit their webpage at www.ccsf.edu/prodev

Section 7.2 – EDUCATIONAL OPPORTUNITIES

Educational Leave

For information regarding Educational Leave, employees should refer to their respective collective bargaining agreement or contact Human Resources - Classified unit at 415/241-2246 for details.

City College of San Francisco Enrollment Fee Waiver Program

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

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

Eligible classified employees are those employees who work a regular schedule of twenty hours or more per week and who have completed one (1) year or more of continuous service. For this purpose, Christmas, Spring break, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service. Employee Enrollment Fee Waiver Program Forms are available from the Human Resources - Classified Unit at 415/241-2246.

Book Loan Program

Eligible classified employees may borrow textbooks for District coursework at no cost from the Bookstore, provided that they complete the “City College of San Francisco Classified Book Loan Program” form and comply with all of the requirements set forth in that form. CCSF Classified Book Loan Program Forms are available at the Ocean Avenue Campus, Batmale Hall Room 307, the Human Resources Department, and at Center Dean’s offices.

Classified Educational Grant

To improve educational opportunities, the District will continue to provide funds for classified employees enrolled in educational/wellness classes outside the District.

The Classified Educational Grant is available to SEIU Local 1021 members or Unrepresented Classified Employees. Classified employees belonging to other unions must check with their current Collective Bargaining Agreement for their staff development opportunities.

Eligible classified employees are those employees who work a regular schedule of twenty (20) hours or more per week and who have completed one (1) year or more of continuous service. For this purpose, Christmas, spring vacation, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service.

Reimbursement

The District will reimburse eligible employees who submit verification of successful completion of approved course work up to \$750 per academic year, subject to the limitations set forth below. The Office of Professional Development is responsible for the distribution of funds under this provision.

- Employees must meet the eligibility requirements as stated above.
- The course work must be for continuing education purposes.
- Prior written approval of courses must be obtained from the Professional Development Office. Forms are available through the Professional Development’s webpage at www.ccsf.edu/prodev

Section 8 –

Additional Rules, Policies, and Regulations

Section 8.1 - PERSONNEL SERVICES

Personnel File Review - There shall be one official District personnel file for each classified employee which shall be maintained in the District Human Resources Department.

Please refer to your collective bargaining agreement for more detailed information regarding personnel file review and placement of materials of derogatory nature in the personnel file.

An employee may inspect his/her personnel file by providing at least twenty-four (24) hours advance notice and during normal business hours at such times when the employee is not otherwise required to render service to the District. Contact the Human Resources Department at 415/241-2246 to schedule an appointment.

Employee ID Card - To obtain an employee ID card go to Ocean Campus, Smith Hall, Room 118.

Home Address/Phone Number Changes - Employees must provide the District Human Resources Department with a current address and telephone number. **NOTE: 50 Phelan Avenue or any other campus address is a business address and does not constitute a home address for this purpose.**

Employees are encouraged to update their home addresses and/or phone number(s) via the **WEB4**, or by filing the appropriate form available from the Human Resources Department. Call 415/241-2246 for more information. Failure to report any changes may affect receipt of important and timely information regarding employment and/or health benefits.

For more information on WEB4, see Section 8.2 Information Technology Services below.

Emergency Contact - Employees shall provide the Human Resources Department with an emergency contact and current telephone number through which they may be reached in the event of an emergency. Employees are encouraged to update emergency contact information via the **WEB4** or by filing the appropriate form. Forms are available from the Human Resources Department at 415/241-2246.

Name Changes - Please notify, in a timely period, the Human Resources Department of changes in name by filing the appropriate form and providing a copy of the new Social Security card. Forms are available from the Human Resources Department - telephone 415/241-2246.

Social Security Information - Federal regulations require employers to validate that each employee's social security number and name on record exactly matches the social security number and name which appear on the individual's social security card to ensure proper tax reporting. Any changes to your social security number or to your name must be presented in person to the Human Resources Department.

Employment Verification - The San Francisco Community College District (SFCCD), not the individual department, is the legal employer of all District employees. If you need verification of your employment, direct the request for verification to the Human Resources Department for ease of administration and to avoid delays.

Section 8.2 – INFORMATION TECHNOLOGY SERVICES (ITS)

New employees are provided with a RAM ID. This username and password allows for access to the CCSF network, email and other services. Computer use is governed by Board Policy and Administrative Procedures

IT Request forms are provided to the new employee at the time of their onboarding/new hire process meeting with Human Resources.

Direct account questions to the **Help Desk**.

On Campus dial 611 or 3711

Off Campus (415) 239-3711

Toll Free (844) 693-HELP (4357)

Email: helpdesk@ccsf.edu

ITS provides wireless connectivity (“**WiFi**”) for students and staff. You only need to register one time for Wireless Internet access for all of your devices (i.e., laptop, smartphone, etc.). To sign up for and connect to CCSF WiFi visit http://www.ccsf.edu/en/employee-services/technology-services2/technical_operations/WirelessNetwork.html. (also accessible from the ITS home page->Technical Operations->WiFi Network)

Please contact the Help Desk to report computer or network problems. The Help Desk is also the best way to ask a question or to get further information. If the technician answering the phone is not able to help, your issue will be referred to someone who can.

Help Desk Hours

24 hours per day, 7 days a week, 365 days a year

On Campus dial 611 or 3711

Off Campus (415) 239-3711

Toll Free (844) 693-HELP (4357)

Email: helpdesk@ccsf.edu

Telephone User Guides and Voicemail User Guides are available at ITS webpage: www.ccsf.edu/ITS at the menu select Technical Operations, then Telephone Operations.

Service Desk Phone: 415/452-5770

Open Hours: Monday-Friday 8:00 a.m. - 5:00 p.m.

Official Local Calls

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

Official Toll and Long-Distance Calls

All official toll and long-distance calls must be placed through the District operator by dialing 0 for Ocean Campus or 415/239-3000 for all other campuses.

Personal Toll or Long-Distance Telephone Calls

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

TDD's - Telephone Calls

California Relay Service - toll free access - 1-800-735-2922 for contacting employees or students with a hearing impairment.

Technology Learning Center

The **Technology Learning Center (TLC)** offers educational technology training and applications training and support to employees. Browse www.ccsf.edu/tlc for a workshop schedule.

Additional Technology**BANNER**

The Banner system supports and manages College information systems: student, accounts receivable, financial aid, finance budget, human resources, payroll, and position control. In addition, Banner includes a number of self-service (such as Web4) features so that students and employees can access personalized online services. Data from Banner is used for program review, enrollment management, MIS reporting and other ad-hoc needs.

Please consult your supervisor to determine whether or not you will need Banner access. Please complete the ITS form, "Information Technology Services Request for Computer Account". To request a form please contact the ITS Department at 239-3115.

WEB4 is an accessible self-service feature where staff can access:

- **Employee Services** - view or change benefits and deductions information, pay information, tax forms, and current accrued leave accounts' balances.
- **Financial Information** - create requisitions, purchase orders and budget transfers and query budget and encumbrance data
- **Personal Information** - view or update address(es), phone number(s), personal e-mail address(es), emergency contact information.

WEB4 is accessible at the CCSF website homepage by selecting MyCCSF.

Section 8.3 – MEDIA SERVICES

Broadcast Media Services
Ocean Campus, ArtX 169
415/239-3525
www.ccsf.edu/bms

Broadcast Media Services supports student access via video distribution, video production, video playback, webcast services. Technical support, operations, and production services are also provided for Education Access Television, EATV-Ch 27 & 75, www.ccsf.edu/eatv.

Broadcast Media Services classroom deliveries on the Ocean Campus only. Video production and Webcasting services are provided throughout the District.

Please request delivery service five days in advance. Late requests are often not possible to accommodate due to limited resources.

- Smart Cart (LCD projector/speakers/computer/internet access) with training available on Ocean Campus
- Video playback units delivered to Ocean Campus classrooms and meetings
- Teleproduction facilities, equipment and staff for instructional and promotional video projects.
- Project management for video and audio projects
- Digitizing video and audio clips for web pages
- Single or multi-classroom video distribution on Ocean Campus
- Video viewing gallery and conference room (ArtX 170)
- On-site video recording for classes, meetings and evaluations
- Off-air recording and video to DVD duplication within copyright guidelines
- Live captioned webcasts and online searchable webcast archives are provided and supported by Broadcast Media Services and Educational Access Television Ch 27 & 75
- Production & technical support for EATV Ch 27 & 75, including operations of the Ocean Campus MUB Teleclass Production Room.
- Distribution of a closed circuit Student Information Network (SIN)
- Consultations & expertise regarding selection, design and installation of satellite, webstreaming, audio & video equipment, production & services for instructional programs

Section 8.4 – LIBRARY and LEARNING RESOURCES

City College of San Francisco Library and Learning Resources facilities provide for collection and delivery of information and instructional materials in a wide variety of formats.

Browse the Library and Learning Resources webpage, <http://www.ccsf.edu/Library>, for a more in-depth listing of resources and services.

Louise & Claude Rosenberg, Jr. Library

Ocean Campus
Reference: 415/452-5541
Circulation: 415/452-5433

Alice Statler Library

Ocean Campus, Statler Wing Room 10
415/239-3460

Chinatown North Beach Center Library

808 Kearny Street, 2nd Floor
415/395-8643

Civic Center Library

1170 Market Street
415/561-1870

Downtown Center Library

88 Fourth Street
415/267-6505

Evans Center Library

1400 Evans Avenue
415/550-4426

Mission Center Library

1125 Valencia Street, 4th Floor
415/920-6041

John Adams Center Library

1860 Hayes Street, 2nd Floor
415/561-1946

Southeast Center, Josephine Cole Library

1800 Oakdale Avenue
415/550-4353

Audiovisual Department

Rosenberg LLRC 306
415-452-5411
For services at the Airport and Form Mason Centers,
contact Rosenberg References at 415/452-5541

Additional Rosenberg & LLRC Service Areas

Archives

Rosenberg LLRC 335
415/452-5410
Archives by appointment only, during daytime library
hours. For assistance please contact Oanh Mai at
415/452-5520

Language Center

Rosenberg LLRC 403
415/452-5555

Learning Assistance Center

Rosenberg LLRC 207
415/452-5502

Friends of the Library Bookstore

Rosenberg LLRC 404
415/452-5461

Section 8.5 – DUPLICATING SERVICES

Contact Information:

Ocean Campus, Batmale Hall, Room 120

239-3185

dupsvr@ccsf.edu

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

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

A job request may be sent to dupsvr@ccsf.edu.

Section 8.6 – USE OF BUILDINGS AND EQUIPMENT

When using buildings and equipment, employees can help the District operate with maximum efficiency and at minimum cost by observing the following regulations. (Further information is available by contacting the Buildings and Grounds Department, located at the Ocean Campus, Maintenance Shops, 415/239-3546 or in Center Deans' offices.)

Maintenance and Repair Requests

Please make requests for maintenance or repair services only through the Buildings and Grounds Office. All work or service requests must have the approval of the Dean or Site Administrator before the work is assigned. Forms may be obtained from the Buildings & Grounds Office.

Centers - Submit all requests for maintenance and repair to the Office of the Center Dean. All work service requests will be forwarded to the Buildings & Grounds Office for processing.

Keys - Essential and additional keys (for offices, classrooms, cabinets, etc.) are issued by Facilities Planning & Construction, Science Hall, Room 142, 415/452-5130 to staff with written authorization from an administrator.

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

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

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

Requests for Use of Facilities between 8 a.m. and 5 p.m. at the Ocean Campus

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

REQUESTED AREA	CONTACT DEPARTMENT, LOCATION, & PHONE		
Cafeteria	Culinary Arts & Hospitality Department	SW156	415/239-3152
Classroom & Lecture Halls	Office of Instruction	C308	415/239-3363
Conlan Hall Lecture Room (E101)	Admissions & Records		
Rosenberg Library	Library Dean's Office	R501	415/452-5454
Student Union & Rams Plaza	Student Activities Department	SU205	415/239-3679
Diego Rivera Theatre	Liberal Arts Department	A147	415/239-3132
Wellness Center and Stadium	PE Department	WELL	415/452-7627
Multi-Purpose Building Room 140	Chancellor's Office	C308	415/239-3303
All other Ocean Campus Buildings			239-3547 or 239-2591

Requests for Use of Facilities after 5:00 p.m. at the Ocean Campus

Persons requesting the use of classrooms and lecture halls after 5:00 p.m. or on weekends should contact the Evening Division, Cloud Hall, Room 310A, 415/239-3585. All other facilities have the same contact as indicated above. Administrators who wish to use District buildings for official business after 5 p.m. or on weekends must present a written application one week in advance for Use of District Property signed by the Director of Buildings and Grounds.

The Use of District Property Form is available in the Buildings and Grounds Office, Ocean Campus, Shops. Please attempt to arrange meetings during the normal operating hours to avoid additional facilities' costs.

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

Use of Equipment - Equipment, software, and technology provided by the District may be used only for instruction and other functions approved by the District.

Visitors - Visitors are required to abide by all District regulations on Ocean Campus, Centers, and sites. Copies of rules and regulations are available from the Ocean Campus, Student Union Building, Room 205.

Animals on Campus - Other than those used in connection with special classes and service animals including guide dogs, no animals shall be allowed in District buildings or on District grounds. All unleashed animals will be turned over to the San Francisco Animal Care and Control Shelter.

Section 8.7 – PARKING PERMITS & REGULATIONS

Employee Parking Permits

To apply for the current parking permit, follow the listed instructions found on the Campus Police/Public Safety Department's webpage at www.ccsf.edu/publicsafety then select the "Parking Permits" menu item. New employees will be informed on how to obtain a parking permit at the time of their new-hire onboarding meeting with the Human Resources Department.

Community College District Parking Enforcement Regulations

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

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

1. A valid permit, issued to the user, is required to park a vehicle in any College District Parking Lot or location, day or evening, seven days a week. No overnight parking is allowed without the permission of the Chief of Police.
2. Vehicles in any CCSF parking location **shall** display a current parking permit valid for the particular parking lot or stall in use.
 - a. **Semester Student Parking Permit** decals shall be attached to the inside, lower, right corner (Passenger Side) of the windshield and at a level to where they are clearly visible from the outside. Permits must be attached with the adhesive of the decal.
 - b. **Daily Vending Machine Permits** must be prominently displayed (face up) inside the vehicle on the dashboard readable from the outside. Daily permits are only valid for the date they are purchased.
 - c. **Temporary or one-day use, Employee/Visitor (Red) / Student (Blue) Permits** must be filled out completely and legibly and placed face up on the dashboard, visible from the outside of the vehicle and are valid only for the date shown on the permit. These permits are void if they are altered or corrected in **ANY** manner.
 - d. **Faculty/Staff hanging permits** are to be hung from the rear view mirror with the permit number visible from the outside of the windshield. Only the most current issued permits are considered valid for parking at CCSF. If unable to hang the permit then it must be placed on the dashboard, numbers facing up, visible from the outside of the windshield.
 - e. **Special Permits** are issued at the discretion of the Chief of Police for designated special events. These permits must be displayed placed face up on the dashboard, visible from the outside of the vehicle and are valid only for the date(s) shown on the permit. These permits are void if they are altered or corrected in any manner.
3. Motorcycles and convertibles require a special faculty/staff permit to park on campus. These permits shall be displayed as noted on **the instructions for Parking Permits (see Parking Permits information above)**.

4. **All vehicles shall be parked in a marked parking stall.** A parking stall is defined as a space between two white parallel lines on the pavement in designated parking areas. Only one vehicle allowed per stall. Any “out-of-Stall” vehicle will be cited and/or towed at the owners’ expense.
5. Faculty/Staff/Students with disabled persons license plate or placard registered to them from the Department of Motor Vehicle (DMV) may park in all lots on campus. License plates/placards must be current and visible from the outside of the vehicle.
6. **After 5 p.m.** all parking lots except Cloud Circle and Science Loop are open to students with valid parking permits.
7. All Vehicles Parked in College District lots must be conducting campus related business.
8. Parking Permits are not transferable.
9. Students and Faculty/Staff with DMV issued **Disabled Person Parking Placards** are allowed to park anywhere on campus except for red zones and out of stall.

Motorcycles and Scooters should be parked in designated motorcycle parking on Phelan Avenue.

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

Student semester parking permits can be purchased online. Contact Student Bank (415) 239-3345 for more information.

Students and visitors may purchase a one-day permit for parking in student lots only. These permits are dispensed from the machines located in the parking lots.

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

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

Section 8.8 – COPYRIGHT INFORMATION POLICY

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

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

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

To view or download the complete policy please visit www.ccsf.edu/Policy/Copyright

Section 8.9 – CCSF COMPUTER, NETWORK, AND CLASSROOM TECHNOLOGY USE POLICY

Each user who uses the CCSF computing facilities and resources is bound by this policy.

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

For further information refer to **Appendix F – CCSF Computer Usage Policy**. Copies of the CCSF Computer Usage Policy can also be found in the college catalogue as well as at <http://www.ccsf.edu/Policy/policy.html>.

Section 8.10 – CCSF WEB SITE STANDARDS AND PRACTICES

Introduction

The CCSF web site is an important strategic asset that leverages the power of the Internet and the World Wide Web as an educational and marketing tool. On several levels, the web site helps the college fulfill its mission and vision to meet the needs of its faculty, staff, student body, and community.

The Web Site Standards and Practices were created to promote the college's academic schools and departments, programs and services, and students, who altogether make up the college online community. The web site also functions as a valuable means of communication between the college and the communities, which it serves.

Please refer to **Appendix G – CCSF Web Site Standards and Practices**.

Section 8.10 – FOOD AND SMOKING REGULATIONS

Food Regulations

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

Smoking Regulations

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

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

For a listing of Designated Smoking at the Ocean Campus and at some of the College Centers, visit the Public Safety Department's webpage at www.ccsf.edu/publicsafety, at the menu select "Designated Smoking Areas". You may also view the Ocean Campus Map of Designated Smoking Areas at www.ccsf.edu/Info/Map/smoking.shtml.

A listing of the exact locations is also included in the college catalog and on the College website along with the details of the smoking policy and procedures.

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

EMPLOYEES ARE URGED TO HELP ENFORCE THE SMOKING REGULATIONS FOR THE ENTIRE COLLEGE COMMUNITY.

Section 9 –

Safety in the Workplace

PLEASE REPORT ALL DANGEROUS WORKPLACE CONDITIONS TO THE VICE CHANCELLOR OF FINANCE & ADMINISTRATION at 415/241-2229

Section 9.1 – INJURY AND ILLNESS PREVENTION PLAN (IIPP)

Injury and Illness Prevention Plan (IIPP)

In order to maintain a safe and healthful work environment, City College of San Francisco has developed an Injury & Illness Prevention Program for all employees to follow. The IIPP describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, responsibilities and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at City College of San Francisco.

The IIPP is available at: http://www.ccsf.edu/dam/Organizational_Assets/Department/VCFA/CCSF-IIPPFinal_test.pdf

Section 9.2 – INJURIES TO EMPLOYEES

Injury Reporting

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call CCSF Public Safety at Extension 3200 or call 9-911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call the Office of the Vice Chancellor of Finance and Administration at 415/241-2229.

The supervisor of the injured employee must work with the Vice Chancellor of Finance and Administration's Office to ensure that the "Employer's Report of Occupational Injury or Illness" and "Workers' Compensation Claim Forms" are completed properly and submitted to the Workers' Compensation Division. These forms are available at the District's Vice Chancellor of Finance and Administration office.

If the injured employee was treated by a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Section 9.3 – WORKERS' COMPENSATION

The District provides a comprehensive workers' compensation insurance program to all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. For more information or assistance contact: 415/241-2234.

Workers' Compensation information and applicable forms are located at webpage: www.ccsf.edu/workcomp or by calling 415/241-2234.

Any employee who sustains a work-related injury or illness should immediately inform her/his supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible. In all cases the injury or illness shall be reported by the end of the scheduled work shift.

The supervisor will provide you with a DWC-1 "Workers' Compensation Claim Form". Complete the employee section of the form including the date, place and description of how the injury occurred. An employee's supervisor or manager completes the employer section and provide the employee with a copy. The supervisor or manager also completes the Employer's Report (5020) and the Supervisor's Investigation Report. The completed forms are sent to the Vice Chancellor of Finance and Administration Office, Workers' Compensation Liaison, who works with the City and County of San Francisco Department of Human Resources Workers' Compensation Division to process the claim forms.

If an employee delays reporting an injury or illness, or delays completing the DWC-1, their entitlement to workers' compensation benefits may be delayed or even jeopardized.

Instructions on filing a Workers' Compensation claim and the **Worker's Compensation Reference Manual** are available online at www.ccsf.edu/workcomp

Obtaining Medical Care

Employees who have not pre-designated a personal physician (see pre-designating a personal physician section below) must be treated at a designated medical treatment facility. A list of the **Designated Medical Treatment Facilities for On-The-Job Injuries or Illnesses** is located at www.ccsf.edu/workcomp

Pre-designation of a Personal Physician

Employees who prefer to be treated by their own physician, she/he must request a Pre-designation of Physician for Treatment of Work Related Injuries Form and have it completed and on file prior to sustaining a work-related injury or illness. Forms are available from the Office of the Vice Chancellor for Finance and Administration at 415/241-2234 or at www.ccsf.edu/workcomp

This notice must be on file prior to sustaining a work-related injury or illness.

Section 9.4 – SFCCD PUBLIC SAFETY DEPARTMENT

The San Francisco Community College District Public Safety Department is committed to the safety and security of all students, faculty / staff and visitors at all of CCSF campuses. The Public Safety Department on the Ocean Campus is located in Cloud Hall Room 119 or via phone at 415/239-3200. Public Safety Officers are also stationed at each Center.

Other **services** provided by the SFCCD Public Safety Department include:

Campus Escort Program - Campus Public Safety Officers provide escort service to and from your vehicle or public transit. Escort service is provided seven days a week, from 5:30am - 12:30am. You can request an escort by contacting them.

Lost and Found – Campus/Center Public Safety Department is the official location for lost and found property. Should you lose, or find an item, contact them immediately. They will assist you in finding your property or take found property for safe keeping until the rightful owner is located.

Vehicle Lockout - If you locked your keys inside your vehicle a College Public Safety Officer might be able to help you out. Please have your driver's license / ID card ready for ownership verification.

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

Crime Prevention - The latest crime alert is posted on the College Public Safety Department's website at: www.ccsf.edu/publicsafety

Mass Communication Systems - For information on the District's mass notification system(s) used to communicate critical campus notifications/messages to subscribers' mobile devices go to the College Public Safety Department's website at: www.ccsf.edu/publicsafety

Citizen Complaint - Individuals concerned with the conduct of public safety personnel are encouraged to contact an on-duty supervisor. Following your contact with the supervisor you may wish to file a formal complaint. Formal complaints against public safety personnel can be made in person, via telephone or by mail.

To file a complaint in person, go to the College Public Safety Department's main office, located on the Ocean Campus in Cloud Hall 119. To file a complaint by phone, call 415/239-3200. To file a complaint by mail, send the complaint form to:

San Francisco Community College Public Safety Department c/o Chief
50 Phelan Avenue C119, San Francisco, CA 94112

The Citizen Complaint form is available at: <http://www.ccsf.edu/publicsafety> at the "Compliments and Complaints" menu item.

Complaints will be investigated in accordance with applicable laws and employee regulations.

Section 9.5 – CLERY ACT – ANNUAL SECURITY REPORT

The San Francisco Community College District (SFCCD)/City College of San Francisco (CCSF) is committed to providing a safe and secure environment for our employees and other members of our campus community. The Crime Awareness and Campus Security Act of 1990 renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, provide safety information. The San Francisco Community College District Public Safety Department “Annual Safety Report” is the department’s Student Right to Know Report, which also covers employees. The report is posted on the web site at http://www.ccsf.edu/NEW/en/about-city-college/administration/police_services/crime_stats.html, and an updated hard copy is printed and available to the public at their headquarters, Ocean Campus Cloud Hall Room 119 and at all center sites. To obtain a copy, contact the Public Safety Department at 415/239-3200.

Report suspicious activities immediately to the Campus Public Safety Department.

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

Section 9.6 – REPORTING THEFT

In the event of theft of District equipment or materials, immediately notify the District Public Safety Department at 415/239-3200. A written report of the incident shall be made to the Chief.

Section 9.7 – REPORTING WILLFUL DAMAGE TO DISTRICT PROPERTY

After first checking for damage and theft and, whenever possible, isolating the areas, report break-ins and vandalism as soon as possible to the Campus Public Safety Department at 415/239-3200. In no instance are break-ins or vandalism to be reported to the City Department of Public Works by other than authorized Buildings and Grounds staff.

Section 9.8 - WORKPLACE VIOLENCE POLICY

Board Policy 1.32 - Prohibiting Workplace Violence

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

Incidents of violence, threats, stalking, harassing, intimidation, or other disruptive behavior should be reported immediately to a supervisor, manager, and the Campus Public Safety Department. All reports of incidents will be taken seriously and will be dealt in accordance with the workplace violence guidelines contained in the District's Injury and Illness Prevention Plan (IIPP). Refer to **Appendix H - Prohibiting Workplace Violence Policy and Procedures Brochure**.

Section 9.9 – REPORT OF ASSAULT BY STUDENT AGAINST A SCHOOL EMPLOYEE

Education Code §87014 provides that whenever any employee of a community college district is attacked, assaulted, or menaced by any student, it shall be the duty of that employee, and the duty of any person under whose direction or supervision the employee is employed who has knowledge of the incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine.

The employee must report the threat immediately to the Campus Public Safety Department, if on site, and the immediate supervisor/chairperson.

Students may be removed for up to two (2) consecutive class meetings in accordance with established District procedure. The administration shall conduct an immediate investigation/hearing. During the period of investigation/hearing, if the employee feels endangered, she/he may request and the District shall make a reasonable effort to make the work environment secure by doing such things as changing the office/class site, providing on-site security, reassigning the student or employee by mutual agreement, or using other remedies agreed upon by the District and employee.

For more information, contact the Office of the Dean of Student Affairs and Wellness at 239-3211.

General Procedures for Assistance:

1. CALL THE COLLEGE PUBLIC SAFETY DEPARTMENT IMMEDIATELY! at 239-3200, LOCATED AT THE OCEAN CAMPUS, CLOUD HALL ROOM 119 or DIAL DIRECT FROM ANY COLLEGE TELEPHONE BY PRESSING THE CCSF POLICE PRE-PROGRAMMED KEY.
2. PUBLIC SAFETY OFFICERS ARE ON DUTY 7 days a week from 6:00 a.m. to 12:00 midnight. CALL 911 DURING OTHER TIMES. Schedule may vary during holidays and College closures.
3. [At centers other than the Ocean Campus, contact the Public Safety Department at 415/239-3200]
4. Explain the nature of the situation briefly, but clearly.
5. Give your name, location, and phone number.
6. Cooperate with the public safety officer.

The Student Code of Conduct determines appropriate/acceptable student behavior while on SFCCD Property.

A copy is accessible at the Student Affairs webpage at www.ccsf.edu/en/student-services/StudentAffairs.html or from the College Catalog www.ccsf.edu/en/educational-programs/ccsf-catalog.html.

Section 9.10 – EMPLOYEES AND DRUG USE

In compliance with Board Policy 2.14, the District does not allow the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance in any College facility or as part of its activities, whether on or off campus.

Any employee violating this prohibition shall be subject to discipline up to and including termination and/or will be required to complete a drug abuse assistance or rehabilitation program.

Please refer to the Administrative Procedures 2.14 for additional information on A Drug and Alcohol-Free Work Place and College Environment located at: www.ccsf.edu/en/about-city-college/board-of-trustees/policies--administrative-procedures.html

Section 9.11 – EMERGENCY PROCEDURES

Reporting Emergencies

In the event of a LIFE THREATENING EMERGENCY dial – 911 or 9-911 from a College phone.

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

Emergency telephones are located in buildings and around College sites. You can also dial 911 to report an emergency.

A. Building Evacuation

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

B. Earthquake

- Drop, cover and hold until the shaking stops.
- Avoid windows (face away from glass), tall furniture and overhead hazards.
- If possible, take cover under a sturdy desk or table or seek refuge along an interior wall and cover your head
- Do not immediately evacuate. Wait for the shaking to stop and check for hazards before exiting.

C. Fire

- At the first sign of fire, evacuate the building and activate the fire alarm as you leave.
- Do not use elevators, use stairs.
- Feel closed doors with the back of your hand. If not, do not open doors; find another escape route.
- If trapped in the building, hang an article of clothing, towel, sheet etc. from a window to signal Emergency Responders. Stay close to the floor. Shout at regular intervals to alert Emergency Personnel.

D. Hazardous Materials Release

- Immediately notify the Campus/Center Public Safety Department
- Evacuate affected area and seal it off, if possible.
- If you have been exposed to the material, immediately notify emergency personnel. Remain in the immediate area, but away from the contamination. Avoid contact with others.

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

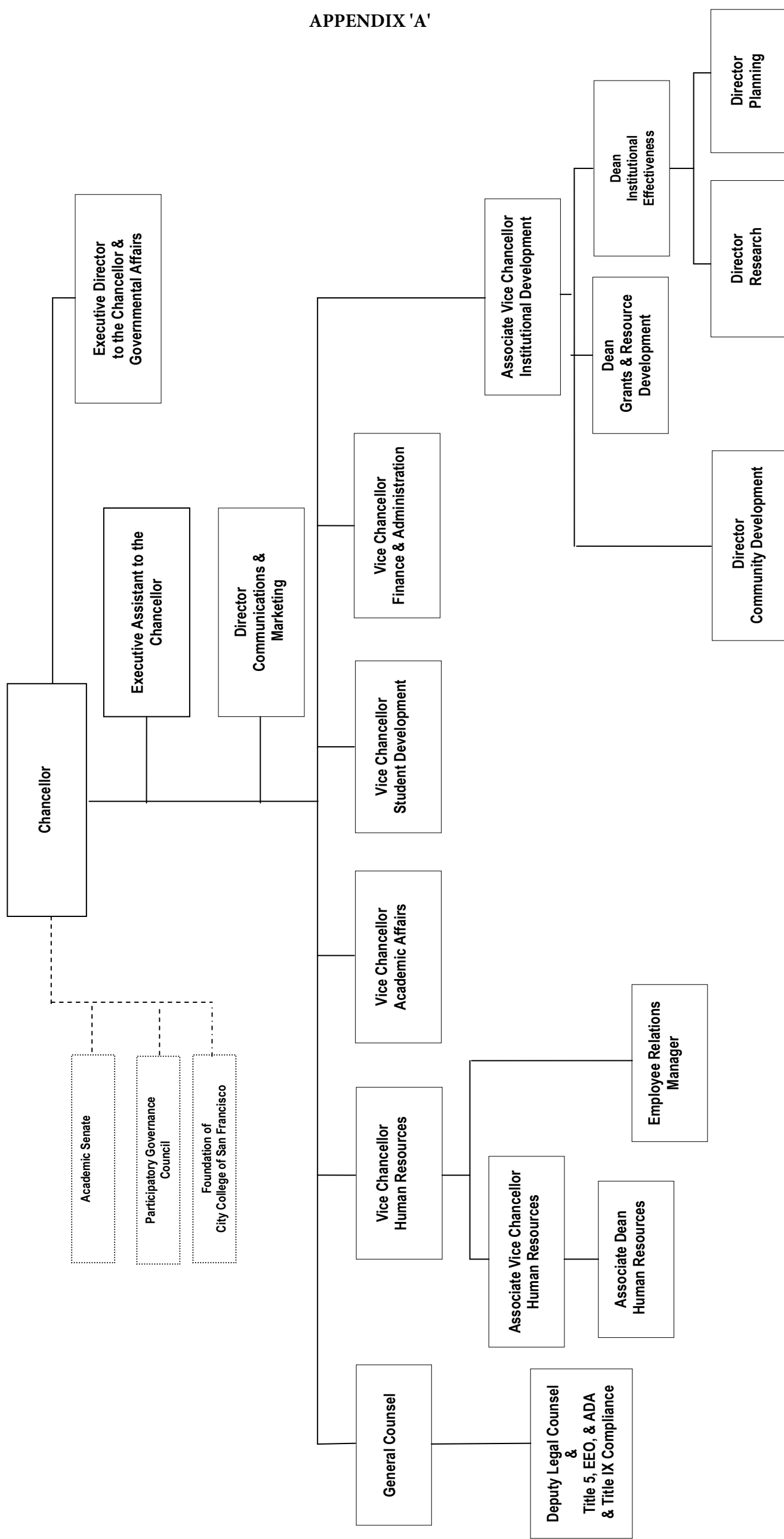
E. Bomb Threats

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

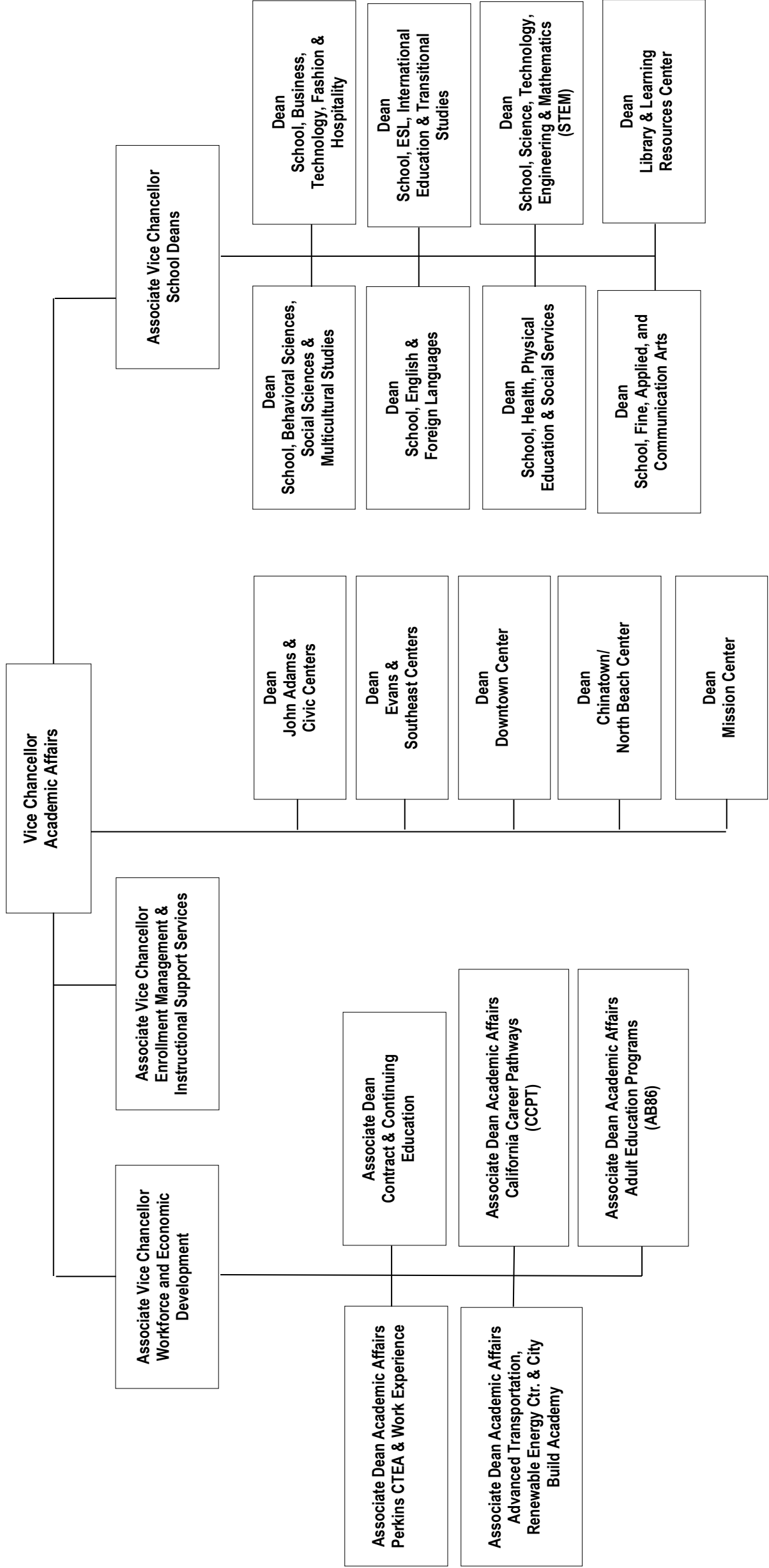
NOTE: Anything that may aid in identification, such as background sounds, accents, etc.

Appendices

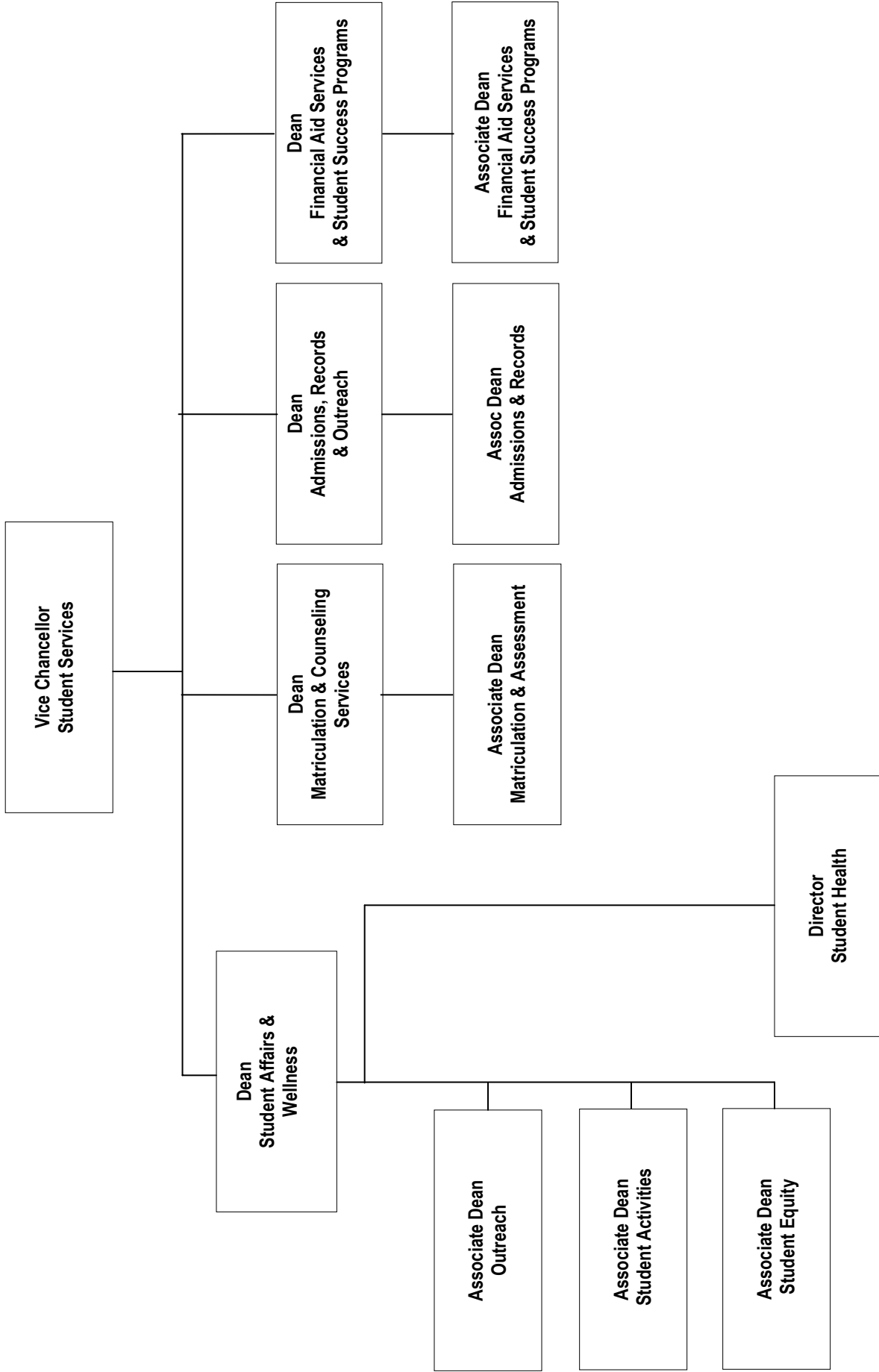
CHANCELLOR'S DIVISION



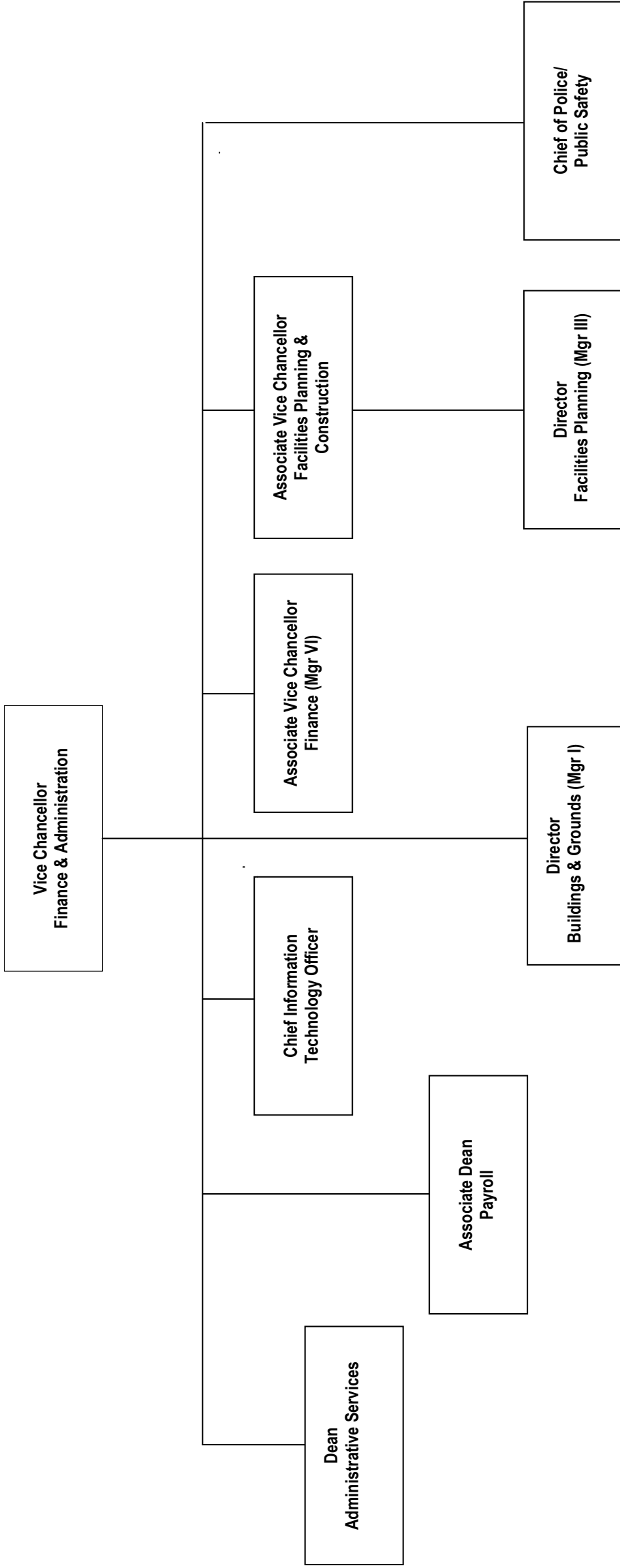
**ACADEMIC AFFAIRS
DIVISION**



**STUDENT DEVELOPMENT
DIVISION**



**FINANCE & ADMINISTRATION
DIVISION**



San Francisco Community College District

Policy and Procedures

For

**Handling Complaints of Unlawful Discrimination
and Harassment**

Under

**Title 5, California Code of Regulations, Sections 59300, et seq.
Title IX, Education Amendments of 1972, 20 U.S.C. Sections 1681, et seq.**

(Revised 9/14)

Title 5/EEO/ADA/Title IX Compliance Office
San Francisco Community College District
50 Phelan Avenue, B213
San Francisco, CA 94112
(415) 452-5053

San Francisco Community College District
Policy and Procedures For
Handling Complaints of Unlawful Discrimination
And Harassment Under
Title 5 Sections 59300 et seq. and
Title IX, Education Amendments of 1972,
20 U.S.C . Section 1681 et seq.
(Revised 09/14)

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Introduction and Scope

The foregoing is the written policy and procedures for filing and processing complaints of unlawful discrimination and harassment at the San Francisco Community College District. The policy and procedures incorporate the legal principles contained in nondiscrimination provisions of the Title 5, California Code of Regulations ("Title 5"), section 59300 et seq., Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, as well as other state and federal substantive and procedural requirements. The policy and procedures herein states that the District has jurisdiction to receive and investigate complaints filed under either Title 5 or Title IX.

Copies of written policies on unlawful discrimination and sexual harassment, as well as complaint forms, will be displayed in the Title 5/EEO/ADA Compliance Office and Title IX Compliance Office webpages:

http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance/

http://www.ccsf.edu/Offices/Title_IX/

Copies will be available on request from Title 5/EEO/ADA/Title IX Compliance Office and printed in full in the College Catalog, the SFCCD Policy Manual, and referenced in class schedules.

The policy on unlawful discrimination was originally adopted by the San Francisco Community College District Governing Board on December 19, 2002, in accordance with the procedures of the Board of Trustees. The updated policy on unlawful discrimination and the policy on sexual harassment were both adopted by the Special Trustee on November 21, 2013.

Authority: 20 U.S.C. Section 1681 et seq.; Ed Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Title 5, Cal. Code Regs., § 59326. Reference: Title 5, Cal. Code Regs., §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Unlawful Discrimination and Harassment Policy

The policy of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is, administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status,* medical conditions,* gender identify, domestic partner status,* AIDS/HIV status,* status as a Vietnam-Era veteran,* or status as a lesbian, gay bisexual, transgender* or questioning* person in any District program or activity.

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

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism or other verbal or physical conduct or communications constituting sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of sexual harassment is found, appropriate corrective action shall be taken.

The policy of the San Francisco Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

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

In so providing, the San Francisco Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5; California Education Code section 200 et seq.; the Sex Equity in Education Act (Ed. Code, § 66250 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Section 703, Title VII of the Civil Rights Act of 1964, (42 U.S.C. §2000e), as interpreted by 29 C.F.R. § 1604.11; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.), as amended by the ADA Amendments Act of 2008, (P.L. 110-325); and the Age Discrimination Act (42 U.S.C. § 6101).¹

Authority: Title 5, Cal. Code Regs., § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed Code §§ 66250 et seq., and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq., 2000d and 2000e; 29 C.F.R. §1604.11; 34 C.F.R. §106.9; 36 C.F.R. § 1194.

Definitions

Definitions applicable to the nondiscrimination policies and procedures are as follows:

- “Appeal” means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338 and/or to the State Chancellor’s Office pursuant to Title 5, section 59339, or to the Chancellor or his/her designee for complaints filed under Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, to review the administrative determination of the District regarding a complaint of discrimination.
- “Association with a person or group with these actual or perceived characteristics” includes advocacy for or identification with people who have one or more characteristics of a protected category listed under “Unlawful Discrimination Policy” and Title 5, Section 59300, participation

¹ If the Federal statutes cited above would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, § 59300 et seq., as cited in this Policy.

in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

- “Complaint” means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations, adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq., and under or Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106.
- “Days” means calendar days.
- “District” means the San Francisco Community College District, or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
- “Gender” means sex and includes a person’s gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.
- “Harassment in the form of hostile environment harassment on the basis of any protected category” is also prohibited unlawful discrimination.
- “Mental disability” includes, but is not limited to, all of the following:
 - (1) Having any mental or psychological disorder or condition, such as intellectual disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - (A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - (C) “Major life activities” shall be broadly construed and shall include physical, mental and social activities and working.
 - (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires special education or related services.
 - (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
 - (4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
 - (5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).“Mental 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.²

² If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code Section 12926 and will be included in district policy. (Gov. Code, Section 12926(1).)

- “Physical disability” includes, but is not limited to, all of the following:
 - (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - (A) Affects one or more the following body systems: neurological, immunological, musculoskeletal, species sense organs, respiratory, including speech organs, cardiovascular reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (B) Limits a major life activity. For purposes of this section:
 - (i) “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - (iii) “Major life activities” shall be broadly construed and includes physical, mental, and social activities and working.
 - (2) Any other health impairment not described in paragraph (1) that requires special education or related services.
 - (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2) which is known to the District.
 - (4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
 - (5) 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 (1) or (2).
 - (6) “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.³
- “Race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, or sexual orientation” includes a perception that the person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics.
- “Religious creed,” “religion,” “religious observance,” “religious belief,” and “creed” include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. “Religious dress practice” shall be construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. “Religious grooming practice” shall be construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his or her religious creed.

³ Ibid.

- “Responsible District Officer” means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328 and or Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, and for coordinating their investigation.
- “Sex” includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. “Sex” also includes, but is not limited to, a person’s gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
 - (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to suggestive or obscene letters, notes, and invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
 - (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
 - (3) 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: threatening to withhold, or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; suggesting a scholarship recommendation or college application will be denied.
 - (4) 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.
 - (5) 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.
 - (6) 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.
 - (7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.
 - (8) Sexual violence and/or other sexual misconduct.
- “Sexual orientation” means heterosexually, homosexuality, or bisexuality.
- “Sexual misconduct” refers to a range of sexually-related conduct including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence (dating violence), domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person, such as intimidation or bullying.
- “Sexual violence” means physical sexual acts perpetrated against a person’s will or where a person incapable of giving consent (e.g., due to age, use of alcohol/drugs, lack of capacity due to

intellectual or other disability). A number of acts fall into the category of “sexual violence,” including rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

- “Unlawful discrimination” means discrimination based on a category protected under Title 5, section 59300 and/or or Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, including sexual harassment and retaliation.

Authority: Gov. Code, § 12926; Title 5, Cal Code Regs., § 59311; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, U.S. Dept. of Education, Office for Civil Rights (“OCR”), January 19, 2001, as supplemented by OCR’s 2011 *Dear Colleague Letter on Sexual Violence*, April 4, 2011, and *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

Responsible District Officer

The San Francisco Community College District has identified Dr. Leilani Battiste, Title 5/EEO/ADA Compliance Officer & Title IX Coordinator, to the State Chancellor’s Office, the U.S. Department of Education, Office for Civil Rights and to the public as the single District officer responsible for exercising the District’s jurisdiction over and receiving all unlawful discrimination complaints filed by a complainant or on behalf of a complainant, pursuant to Title 5, section 59328 and Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (through its implementing regulation at 34 C.F.R. section 106.8(a)), and for coordinating their investigation. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer, who shall oversee the informal resolution process pursuant to Title 5, section 59327. 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 officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint, and at any other times deemed appropriate by the responsible District officer.⁴

Administrators, faculty members, other District employees and students shall direct all complaints of unlawful discrimination to the responsible District officer.

Authority: Title 5, § 59324; 34 C.F.R. § 106.8.

Notice of Training and Education for Students and Employees

The San Francisco Community College District’s responsible district officer shall make arrangements for or provide training to employees on the District’s unlawful discrimination and sexual harassment policies

⁴ The U.S. Department of Education, Office for Civil Rights (“OCR”) advises educational institutions to give one official responsibility for oversight and coordination of all sexual harassment complaints to ensure consistent practices and standards in handling complaints as well as coordination of record keeping. This will help ensure that the educational institution can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them. The State Chancellor’s Office advises that having the responsible district officer, named pursuant to Title 5, Section 59324, coordinate both sexual harassment and other unlawful discrimination complaints satisfies OCR’s instruction on this subject.

and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with copies of the District's written policies on unlawful discrimination and sexual harassment at the beginning of the first semester of the college year after the policy is adopted.

All District employees will receive these trainings and copies of the unlawful discrimination and harassment policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and every other year thereafter. In years in which a substantive policy or procedural position change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students, at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, copies of the District's written policies on unlawful discrimination and sexual harassment, as they pertain to students, will be provided as part of any orientation program, conducted for new students at the beginning of each semester, or summer session, as applicable.

Authority: Educ. Code, § 66281.5; Title 5, Cal. Code Regs., §§ 59324 and 59326. Reference: Title 5, Cal. Code Regs., §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Informal/Formal Complaint Procedure⁵

When a person or someone on behalf of a person subject to unlawful discrimination brings charges of unlawful discrimination or harassment, or charges of sexual harassment pursuant to Title IX (34 C.F.R. section 106.8(a)), to the attention of the District's responsible officer via an informal complaint process, that officer or designee will treat the complaint confidentially, and:

- (1) Undertake efforts to informally resolve the charges;⁶

⁵ The purpose of the informal resolution process is to allow all individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through an alternative process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. In an informal process, the district officer shall advise the complaint of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible district officer shall present the complainant with a document that describes the informal/formal process, and a letter containing the basics of complainant's allegations of unlawful discrimination. The letter will clearly indicate that the complainant opted for the informal resolution process. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

⁶ In cases involving sexual assault filed pursuant to Title IX (20 U.S.C. § 1681 et seq.), the OCR has advised that mediation is not an appropriate informal resolution and as such, will not be utilized. Nevertheless, because the

- (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 procedures 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) Advise the complainant that he or she may file a non-employment-based complaint with the U.S. Department of Education, Office for Civil Rights (“OCR”) where such a complaint is within that agency’s jurisdiction.
- (6) If the complaint is employment-related, the complainant will 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 jurisdiction of those agencies.
- (7) Where appropriate, refer a complainant filing a complaint alleging sexual harassment and/or sexual violence to sources of counseling, advocacy and support, both within the District (i.e., Student Health Center, Dean of Student Affairs & Wellness, Counseling Department, etc.) and outside of the District (e.g., San Francisco Women Against Rape, San Francisco Counseling Center, Women’s Shelters, etc.)

Efforts at informal resolution need to include any investigation unless the responsible District officer or designee determines that an investigation is warranted by the seriousness of the charges. **Please note that 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, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, Section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, Section 59336.

For complaints filed pursuant to Title IX, 20 U.S.C. §1681 et seq., (34 C.F.R. section 106.8), a complainant has the right to end the informal process at any time, and begin the formal complaint procedure. A complainant also has the right to file a criminal complaint simultaneously with the filing of a Title IX complaint. The District will commence the informal and/or formal complaint procedure upon the filing of a valid complaint, and will not wait for other criminal investigation or criminal proceedings to begin. Allegations of unlawful discrimination made by parties who have not personally suffered unlawful

District is responsible for maintaining a safe and discrimination-free educational environment, serious allegations may need to be investigated even if the complaining party considers the matter resolved through informal resolution. In all cases involving sexual harassment and/or sexual assault filed under either Title 5 or Title IX, the District will take immediate action to (1) protect the complainant, (2) eliminate a hostile environment, (3) prevent its recurrence and (4) address the effects of a hostile environment, and where applicable, (5) provide information regarding sources of counseling, advocacy and support.

discrimination, and are not complainants under the description set forth Title IX, section 1682 et seq., may be conducted via the informal complaint process.

In employment related cases, if the complainant files with the California Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the California Department of Fair Employment and Housing, or the U.S. Equal Employment Opportunity Commission.

The District will provide for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case-by-case basis.

Authority: Title 5, Cal. Code Regs., §§ 59327, 59328, 59334, 59336, and 59339, 34 C.F.R. § 106.8(b); *NLRB v. Weingarten, Inc.* (1975) 420 U.S. 251; see also, *Dear Colleague Letter on Sexual Harassment*, U.S. Office of Education, Office for Civil Rights, April 4, 2011, and *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on the District's Formal Complaint form which is prescribed by the State Chancellor.⁷ These approved forms are available from the District on either the Title 5/EEO/ADA Compliance Office webpage, and/or the Title IX Compliance Office webpage. The State Chancellor's form may be obtained from the State Chancellor's website, as follows:

[http://www.cccco.edu/ChancellorsOffice/Divisions/Legal Discrimination/tabid/294/Default.aspx](http://www.cccco.edu/ChancellorsOffice/Divisions/Legal%20Discrimination/tabid/294/Default.aspx)

Please note that the State Chancellor's form is limited to protected categories within the jurisdiction of the Office of the State Chancellor. The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

If a complaint of unlawful discrimination presented in another written format, such as a letter, a district may request that the complainant complete the form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, a district may attach the letter to the form and open a formal investigation. While a complaint filed in an improper form is still procedurally defective under Title 5 or Title IX standards, the merits of the complaint itself may be valid and must be addressed.

⁷ The OCR also advises that Title IX does not require educational institutions to utilize separate grievance procedures for sex discrimination complaints (which include sexual harassment and sexual assault), in order to resolve such complaints. As such, to insure consistent practices and standards in handling complaints as well as coordination of record keeping, these policies and procedures for handling of complaints of unlawful discrimination and harassment will also be utilized for complaints filed under Title IX. However, complaints filed under Title IX will not utilize the State Chancellor grievance processes.

Once a complaint is filed, it will be treated confidentially. However complainants should be advised that the individual(s) accused of engaging in prohibited discriminatory conduct will be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District 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.

For complaints filed pursuant to Title IX, 20 U.S.C. §1681 et seq., (at 34 C.F.R. section 106.8), a complainant also has the right to file a criminal complaint simultaneously with the filing of a Title IX complaint. The District will commence the formal complaint procedure upon the filing of a valid complaint, and will not wait for other criminal investigation or criminal proceedings to begin. Allegations of unlawful discrimination made by parties who have not personally suffered unlawful discrimination, and are not complainants under the description set forth Title IX, section 1681 et seq., may be conducted via the informal complaint process.

Authority: Title 5, Cal. Code Regs., §§ 59311 and 59328; Title IX of the Education Amendments of 1972 20 U.S.C. § 1681, and implementing regulations at 34. C.F.R. § 106, et seq.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

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

- The complaint must be filed on the District's Formal Complaint Form (which has been prescribed by the State Chancellor's Office) or on the State Chancellor's form, and must be filed with the District Title 5/EEO/ADA Compliance Officer/Title IX Coordinator or with the State Chancellor.
- If the complaint is not filed on this form, every effort should be made to have the complaint filed on this form and to obtain complainant's signature. However, where a complainant has indicated that he or she wishes to pursue the formal complaint process, a complaint should not be rejected solely based on the failure to file the complaint on this form.
- The complaint must allege unlawful discrimination and/or harassment as prohibited under Title 5, section 59300, allege sexual harassment under Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., or allege a violation of District Policy.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment or sexual harassment, filed by someone on behalf of another who has suffered unlawful discrimination, harassment or sexual harassment, or filed by one who has learned of such unlawful discrimination, harassment or sexual harassment in his or her official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination, harassment or sexual harassment, or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination and/or harassment occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if

the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

In the event of the filing of either a formal or informal complaint under Title 5 or Title IX, the District will take steps to prevent the recurrence of any unlawful discrimination (including sexual harassment and/or sexual assault), and to take a number of interim measures to remedy the discriminatory effects on the complainant and others, where appropriate. Interim measure will be determined on a case by case basis as needed, and may include but are not limited to: transfer of the complainant to another class section (if a student), transfer to another work site (if an employee), suspension or other discipline of the accused, etc.

Additional information about this initial review of complaints can be found in the Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints prepared by the State Chancellor's Office.⁸

Authority: Title 5, Cal. Code Regs., § 59328; Title IX of the Education Amendments of 1972 20 U.S.C. § 1681, and implementing regulations at 34. C.F.R., Part 106, et seq.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under Title 5, California Code of Regulations, section 59300 et seq., or under Title IX, 20 U.S.C. §1681, et seq. The notice will inform the complainant that the complaint does not meet the requirements of law, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.⁹

Authority: Title 5, Cal. Code Regs., §§ 59328, 59332; Title IX of the Education Amendments of 1972 20 U.S.C. § 1681, and implementing regulations at 34. C.F.R., Part 106, et seq.

Notice to State Chancellor or District

A copy of all formal complaints filed in accordance with the Title 5 regulations (unlawful discrimination and/or harassment) will be forwarded to the State Chancellor's Office immediately upon receipt, regardless of whether the complaint is brought by a student or by an employee. Similarly, when the State Chancellor's Office receives a complaint, a copy will be forwarded to the District.

Authority: Title 5, Cal. Code Regs., § 59330.

⁸ The Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints is a procedural aid for processing formal unlawful discrimination complaints.

⁹ Sexual harassment complaints filed pursuant to Title IX (20 U.S.C. §1681 et seq.), or the notice of defective complaint thereof, will not be forwarded to the State Chancellor's Office.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. The District has an obligation to provide adequate, reliable and impartial investigations of complaints. This includes providing the opportunity for both the complainant and the person(s) accused of wrongdoing to present witnesses and other evidence. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, including the presentation of witnesses and other evidence 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.¹⁰

If a complainant insists that his or her name not be revealed, the responsible officer or designee should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.¹¹

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination and/or sexual harassment are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will be asked to sign a confidentiality acknowledgment statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code, section 76234 provides that the victim shall be

¹⁰ In addition to the general confidential nature of complaints of discrimination, a complainant reporting incidents of sexual violence can request to keep his or her identity confidential. The OCR recognizes that there are situations in which educational institutions must override a request for confidentiality in order to meet its Title IX obligations. In such situations, the information will be maintained in a secure manner, and will only be shared with those individuals who are responsible for handling the institution's response to incidents of sexual violence. However, complainants should also be aware that in certain circumstances, honoring a request for confidentiality (e.g., a complainant requests that the institution not investigate or seek action against the perpetrator), may limit the institution's ability to respond fully to the incident, to implement interim measures, or to fulfill its obligations under Title IX to other students. Furthermore, where action is taken against the perpetrator, the perpetrator may have rights under the Family Education Rights and Privacy Act ("FERPA) to inspect records pertaining to him or her. In any event, requests for confidentiality will be considered on a case-by-case basis.

¹¹ See Footnote 10, *supra*.

informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against students and employees are generally considered confidential.¹²

Authority: Cal. Const. Art I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Andersen* (1990) 50 Cal. 3d. 205; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, U.S. Office of Education, Office for Civil Rights, January 19, 2001, as supplemented by OCR's *Dear Colleague Letter on Sexual Harassment*, April 4, 2011; see also, *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

Conducting Investigations

In order to reach an Administrative Determination following the investigation of a Title 5 or Title IX discrimination complaint, the District shall conduct investigations that will be adequate, reliable, impartial and prompt. The investigation will include an opportunity for both parties to present witness and other evidence. All credible evidence presented during the investigation (e.g., witness testimony, documents, etc.) will be considered. The "preponderance of the evidence" standard (*i.e.*, more likely than not that unlawful discrimination occurred) shall be applied in reaching a conclusion as to whether unlawful discrimination in fact, occurred. Once an Administrative Determination is reached, Title 5/Title IX investigators will forward the Administrative Determination to the appropriate office for further handling, if necessary. The District will also endeavor to coordinate with any other going District or criminal investigations where appropriate.

Remedies for complainants who have been subject to unlawful discrimination will be reviewed on a case-by-case basis, and will be administered according to a number of factors, (*e.g.*, the allegations of the complaint – *i.e.*, severity or pervasiveness of the allegations, the age of the complainant, any specific needs of the complainant, any continuing effects on the complainant, etc.) Interim measures to alleviate a discriminatory or hostile work or education environment can include, but are not limited to, stopping the source of the harassment, change of work location, change of class schedules and/or campus location, etc. For persons accused of wrongdoing, an administrative finding of a violation of the District's policy, federal and/or state law could result in discipline up to and including termination in the case of employees, and up to and including suspension or expulsion in the case of students. Complainants are also advised that a number of District and external resources, including resources from the Student Health Center, are available for both employees and students to provide counseling, advocacy and support.

Authority: *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, U.S. Office of Education, Office for Civil Rights, January 19, 2001, as supplemented by OCR's *Dear Colleague Letter on Sexual Harassment*, April 4, 2011; *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

¹² Complainants must trust the District to take appropriate action and must understand that the District is generally not at liberty to discuss personnel or student matters, particularly disciplinary matters. In some disciplinary cases, the complainant may be required to testify at a hearing, and would therefore be aware of the proposed disciplinary action.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., or within 60 days for a sexual harassment complaint and appeal (if applicable) filed pursuant to Title IX, 20 U.S.C. section 1681, et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy of summary¹³ of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor.¹⁴

- (a) The determination of the Chancellor or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) A description of actions taken, if any, to prevent similar problems from occurring in the future;¹⁵
- (c) The proposed resolution of the complaint; and
- (d) The complainant's right to appeal to the District governing board and the State Chancellor.

For complaints filed pursuant to Title IX, 20 U.S.C. §1681 et seq., (at 34 C.F.R., Part 106.8(a)), both parties (complainant and respondent) will be notified as to the outcome of the complaint and of each party's right to appeal the decision to the Chancellor and/or his/her designee.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300, et seq., or within 60 days for a sexual harassment complaint and appeal (if applicable) filed pursuant to Title IX, 20 U.S.C. section 1681, et seq., the responsible District officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- (a) The determination of the Chancellor or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) A description of actions taken, if any, to prevent similar problems from occurring in the future (see footnote 9);

¹³ It is within the District's discretion to choose not to include the entire investigative report, however, a summary of an investigation report should, at the very least, include all of the following: (a) a description of the circumstances giving rise to the complaint; (b) a specific finding as to whether there is probable cause to believe that discrimination occurred with respect to each allegation in the complaint; (c) a summary and analysis of the relevant evidence (document, data, or witness testimony) on which the determination rests; and (d) any other information deemed appropriate by the District.

¹⁴ A copy of an administrative determination of a sexual harassment complaint filed under Title IX, 20 U.S.C. §1681 et seq., will not be forwarded to the State Chancellor's Office, but will be provided to both parties.

¹⁵ If it is determined that there is probable cause to believe that discrimination, harassment and/or sexual harassment under Title IX did occur, possible remedies to prevent similar problems from occurring in the future include all the standard District disciplinary actions for students and employees, ranging from undocumented reprimand to termination or expulsion. If formal disciplinary action is inappropriate, other possible remedies include training in the pertinent area(s) of unlawful discrimination, apology, and restricting or forbidding contact between the perpetrator and victim.

- (c) The proposed resolution of the complaint; and
- (d) The complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

Authority: Title 5, Cal. Code Regs., § 59336; Title IX of the Education Amendments of 1972 20 U.S.C. § 1681, and implementing regulations at 34. C.F.R., Part 106, et seq.; *Dear Colleague Letter on Sexual Harassment*, U.S. Office of Education, Office for Civil Rights, April 4, 2011; *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

Appeal Rights

Complainants and respondents¹⁶ have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant¹⁷ has the right to file an appeal of the District's administrative determination to the District's Board of Trustees within 15 days from the date of the notice pursuant to section 59336 for Title 5 complaints, that sets forth the administrative determination and the complainant's appeal rights. The Board of Trustees/Chancellor or his/her designee will review the original complaint, the investigative report, the administrative determination, and the appeal. Written appeals must be addressed as follows: Board of Trustees or Chancellor, San Francisco Community College District, 50 Phelan Avenue, E-200, San Francisco, CA 94112.
- The District's Board of Trustees/Chancellor and/or his/her designee will issue a final District decision in the matter promptly, within 45 days after receiving the appeal. Alternatively, for appeals filed pursuant to Title 5, 59338, the District's Board of Trustees may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. In any case not involving employment discrimination, a copy of the final decision rendered by the District's Board of Trustees/Chancellor and/or his/her designee, will be forwarded to the complainant and to the State Chancellor's Office.¹⁸ In any case involving employment discrimination, the District shall promptly forward to the complainant and to the Chancellor a copy of the final decision rendered by the Board of Trustees that includes complainant's right to

¹⁶ For sexual harassment complaints filed pursuant to Title IX (20 U.S.C. § 1681 et seq.), both the complainant and respondent have appeal rights to the Chancellor or his/her designee.

¹⁷ Id.

¹⁸ Sexual harassment complaints filed pursuant to Title IX (20 U.S.C. §1681 et seq.) will not be forwarded to the State Chancellor's Office under these procedures.

file a complaint with the California Department of Fair Employment and Housing where the case is within the jurisdiction of that agency.

- Second level of appeal: 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 governing board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days or from the date of the notice provided, whichever is later.¹⁹ The appeal must be accompanied by a copy of the decision of the governing board or evidence showing the date on which the complainant filed an appeal with the governing board, and a statement under penalty of perjury that no response was received from the governing board within 45 days from the date.²⁰ In any case involving employment discrimination, the complainant has the right to file a complaint with the California Department of Fair Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.
- For Title IX complaints, either the complainant or respondent may file a written appeal to the Chancellor or his/her designee.

Parties must submit all appeals in writing.

Authority: Title 5, Cal Code Regs., §§ 59338 and 59339; *Dear Colleague Letter on Sexual Harassment*, U.S. Office of Education, Office for Civil Rights, April 4, 2011; *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

Provision of Information to State Chancellor

In any case not involving employment discrimination (except sexual harassment complaints filed pursuant to Title IX, 20 U.S.C. §1681 et seq.), within 150 days of receiving a complaint, the responsible District officer will either:

Forward the following to the State Chancellor:

- A copy of the final District decision rendered by the governing board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days;
- A copy of the notice of appeal rights the District sent the complainant;
- A copy of the complainant's appeal of the District's administrative determination;
- Any other information the State Chancellor may require; or

¹⁹ Sexual harassment complaints filed pursuant to Title IX (20 U.S.C. §1681 et seq.) are not appealable to the State Chancellor's Office; however, either a complainant or respondent may file a complaint with OCR.

²⁰ The California Department of Fair Employment and Housing (DFEH) has final jurisdiction over employment-related cases. Therefore, the State Chancellor's Office has agreed to accept DFEH decisions and generally will not accept appeals in employment discrimination cases.

Notify the State Chancellor that the complainant has not filed an appeal with the District's governing board and that the District has closed its file. In any event, the District will notify the complainant in any case not involving employment discrimination of his/her right to file a complaint with the U.S. Department of Education, Office for Civil Rights. The District will keep documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, the District will make them available to the State Chancellor upon request.

Authority: Title 5, Cal. Code Regs., §§ 59338 and 59340.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the responsible District officer will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in section 59336, and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.²¹

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor, the 150-day deadline is automatically extended by an equal amount.

For complaints filed pursuant to Title IX, a request for extension of the sixty (60) day deadline may be presented to the Title IX Coordinator by either party, and will be granted upon agreement of both parties.

Authority: Title 5, Cal. Code Regs., § 59342; *Dear Colleague Letter on Sexual Harassment*, U.S. Office of Education, Office for Civil Rights, April 4, 2011; *Questions and Answers on Title IX and Sexual Violence*, U.S. Office of Education, Office for Civil Rights, April 29, 2014.

Retaliation

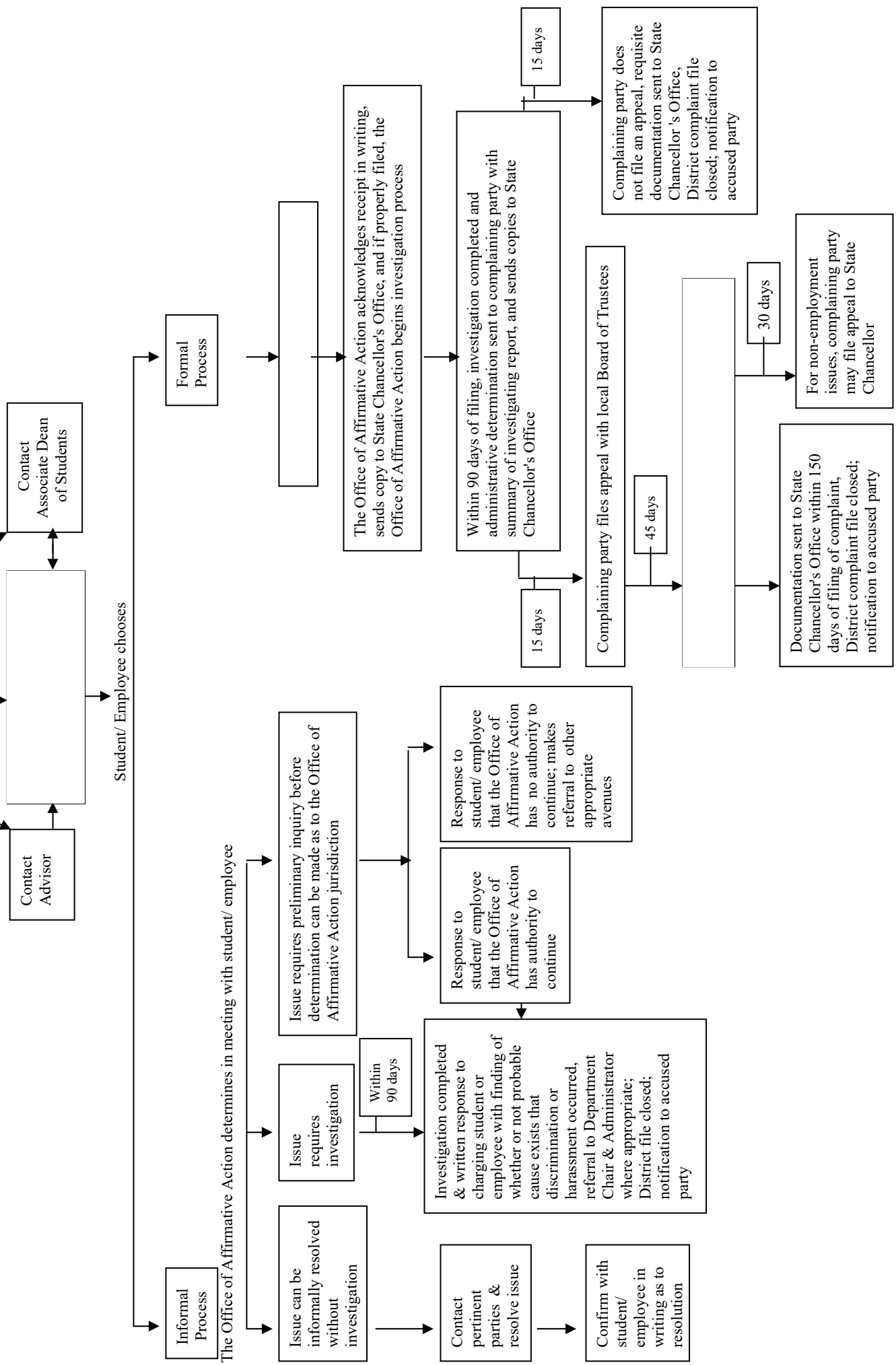
It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy. Any act of retaliation should be reported to the Title 5/EEO/ADA & Title IX Compliance Office.

²¹ Sexual harassment complaints filed pursuant to Title IX (20 U.S.C. §1681 et seq.) are not subject to the extension policies under Title 5, section 59336; however, such complaints will be completed in a reasonably prompt time frame from the date of receipt of the complaint.

Authority: 20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106, et seq.; Title 5, Cal. Code Regs., §§ 59300 et seq.; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, other Students, or Third Parties, Title IX*, U.S. Dept. of Education, Office for Civil Rights, January 19, 2001, as supplemented by OCR's *Dear Colleague Letter on Sexual Harassment*, April 4, 2011.

Discrimination Complaint Process
(subject to Title 5 Regs.)

Student/Employee with Concern



Agencies outside the District which prohibit Discrimination and Harassment on bases included in District Policy

U.S. Department of Education

Office for Civil Rights

For Discrimination or Harassment in Education (for receipt of Federal Financial Assistance) Based on:

Age
Color
Disability
National Origin
Race
Sex

U.S. Equal Employment Opportunity Commission

For Discrimination or Harassment in Employment Based On:

Age
Color
Disability
National Origin
Race
Religion
Sex

California Department of Fair Employment and Housing

For Discrimination or Harassment in Employment Based on:

Age
Ancestry
Color
Creed
Disability
Marital Status
Medical Condition (cancer and genetic characteristics)
National Origin
Race
Religion
Sex
Sexual Orientation

Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints¹

The official Title 5 unlawful discrimination form and Model Policy were updated in connection with changes to the nondiscrimination provisions of Title 5. These guidelines are offered as a procedural aid to districts for processing formal unlawful discrimination complaints under the revised regulations.

Complaint Evaluation

When a district receives a formal unlawful discrimination complaint filed on the form prescribed by the Chancellor’s Office (see website), the district representative or agent should review the complaint form carefully to determine if it has been completed properly, if additional information is required, or if it is defective and must be rejected.

The complaint may be rejected as defective if:

1. The complaint is not filed by the person who alleges he or she personally suffered unlawful discrimination or by one who learned of the discrimination in his or her official capacity as a faculty member or administrator. Anonymous complaints are not accepted. (Cal. Code Regs., tit. 5, Section 59328.)
2. The complaint is not filed in a form prescribed by the Chancellor. (Cal. Code Regs., tit. 5, Section 59328.)
3. It is a non-employment-based complaint and the most recent incident of alleged discrimination occurred more than one year from the date the complaint was filed, or more than one year from the date the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination. (Cal. Code Regs., tit. 5, Section 59328.)
4. It is an employment-based complaint and the most recent incident of alleged discrimination occurred more than 180 days from the date the complaint was filed, or no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days. (Cal. Code Regs., tit. 5, Section 59328.)
5. The complaint does not allege discrimination based on at least one category protected under Title 5. The complete list of protected categories is contained on the Chancellor’s unlawful discrimination complaint form and no others are within the jurisdiction of Title 5. (Cal. Code Regs., tit. 5, Section 59300.)

¹ The information provided by these guidelines is informational only and should not be interpreted as legal advice.

The complaint should be returned for more than information if:

1. The complaint does not indicate whether the complainant is a student, employee, or other.
2. The complaint is not signed with an original signature. Faxed or emailed complaints must be returned for an original signature.
3. The complaint does not provide enough information for the district to understand what the complainant believes is discriminatory and who was involved in the alleged discrimination.
4. The complainant fails to explain why he or she believes the alleged discrimination was because of [religion, age, race, sex or whatever protected category he or she selected] or why the complainant believes he or she was retaliated against for filing a complaint or asserting his or her rights.

The complaint need not be investigated if:

1. Identical Title 5 allegations have already been investigated and resolved. Districts should not reinvestigate allegations that have already been resolved under Title 5.
2. The allegations are a continuation of a pattern of previously filed complaints involving the same or substantially similar allegations against the same person(s) that have been found factually or legally unsubstantial by the district and/or the Chancellor’s Office.
3. The complaint is unintelligible.
4. The complainant withdraws his or her complaint.
5. The complaint does not provide sufficient information to proceed with the investigation and/or the complainant fails to cooperate by providing additional information or participating in a meeting with district representatives. The district should carefully document all failed attempts to secure the complainant’s cooperation before closing the file.
6. If an employment-based complaint has been filed with the Department of Fair Employment and Housing (DFEH), the district may forward the DFEH material to the Chancellor’s Office for a determination of whether an independent investigation under Title 5 is necessary. The district may discontinue the investigation unless the Chancellor indicates that a separate investigation is required.
7. The district has a court order directing it to prohibit the complainant from entering the campus or participating in an activity or class.
8. Nexus/Prima Facie Case/Intake Screening: The complainant fails, even after the district requests additional information from the complainant, to allege facts that explain why he or she believes the alleged discrimination was because of [religion, age, race, sex or whatever protected category he or she selected] or why the complainant believes he or she was retaliated against for filing a complaint or asserting his or her rights. (For example, if a complainant alleges that the grade a student received in a course was a result of discrimination based on gender, the complaint must state facts to support this claim, such as no person of the complainant’s gender received a passing grade in the class. The mere assertion of discrimination is not enough to trigger an investigation under Title 5.) The question is whether the facts alleged by the complainant, assuming they were to be proved true, would tend to suggest that discrimination might have occurred. If not, the complaint should be dismissed for failing to state a prima facie case.

06/06

UNLAWFUL DISCRIMINATION FORMAL COMPLAINT FORM

Name: _____
(Last) (First)

Address: _____
Street or P.O. Box City State Zip

Phone: Day () _____ Evening () _____

I am a: Student/ID# _____ Employee Other _____

Individual(s) I wish to complain against: _____

District: _____

Date of Most Recent Incident of Alleged Discrimination: _____
(Nonemployment complaints must be filed within one year of the date of the alleged unlawful discrimination.
Employment complaints must be filed within six months of the date of the alleged unlawful discrimination.)

I Allege Discrimination Based on the Following Category Protected under Title 5 (you must select at least one):

- Ethnic Group Identification Religion Color Age National Origin Race Ancestry
- Physical/Mental Disability Sex/Gender (Includes Gender Identity & Harassment) (also under Title IX, 20 U.S.C. §§ 1681, et seq.)
- Sexual Orientation (includes Gay, Lesbian, Bisexual) Retaliation**
- Perceived to be in protected category or associated with those in protected category

- Marital Status Transgender, Questioning Domestic Partner Status
- Medical Conditions Vietnam-Era Veteran Status AIDS/HIV Status

The bases of discrimination in this box are not subject to the jurisdiction of the State Chancellor’s Office.

Clearly state your complaint. Describe each incident of alleged discrimination separately. For each incident provide the following information: 1) date(s) the discriminatory action occurred; 2) name of individual(s) who discriminated; 3) what happened; 4) witnesses (if any); and 5) why you believe the discrimination was because of your religion, age, race, sex or whatever basis you indicated above. **If applicable, explain why you believe you were retaliated against for filing a complaint or asserting your right to be free from discrimination on any of the above grounds. (Attach additional pages as necessary.)

What would you like the District to do as a result of your complaint – what remedy are you seeking?

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Date

Send Original to the District: San Francisco Community College District
Title 5/EEO/ADA & Title IX Compliance Office
50 Phelan Ave., B213
San Francisco, CA 94112

Unlaw Disc_App D



Brochure

Sexual Harassment

Employee Information

*Sexual Harassment
concerns everyone
at City College
of San Francisco*

Sexual Harassment

Definitions

What is sexual harassment?

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature is made, either explicitly or implicitly, as a term or condition of an individual's educational status or employment or is used as a basis for education or employment decisions affecting an individual.

Sexual harassment also occurs when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment includes any unwanted sexual attention. This definition includes, but is not limited to, sexually suggestive remarks, looks or gestures, sexual teasing or jokes, sexually demeaning comments, pressure for dates or sex, offering a passing grade for sexual favors, deliberate touching, cornering, pinching, or grabbing, attempts to kiss or fondle, and explicit or implied request for sex in exchange for grades, promotions, or salary increases.

Either men or women can be harassed by members of the same or opposite sex, although most harassment involves men harassing women.

Impact

What are the effects?

Sexual harassment can cause confusion, anxiety, self-doubt, guilt, humiliation, and physical stress. It can create a tense and unproductive working or learning environment and may result in failing an examination, dropping a class, changing a major, missing work, quitting a job, or being fired.

You may also be afraid that you will suffer retaliation if you complain, that people will think you are responsible for the harasser's behavior, or that you may be imagining or misreading the person's intentions.

Remedies

What can you do?

If you feel you are being sexually harassed, tell the person to stop. Make clear to the offender that the behavior is unacceptable to you. Speak directly. Say something like, "I'd like to keep our relationship strictly professional." Talking to the harasser often stops the behavior, but you are not legally required to confront the individual in order to file a complaint. Take this step only if you feel comfortable doing so.

If you are unable to speak directly to the offender, or if the behavior doesn't stop...

◆ *Inform the Title 5/EEO/ADA Compliance Office and, if you are comfortable doing so, also inform the alleged offender's supervisor, department chair or dean.*

◆ *Keep a record of dates, times, places, witnesses, and nature of the harassment. Such information is critical if you decide to pursue informal charges or a formal complaint.*

Sample Strategies

Seek the aid of your immediate supervisor.

Two employees were romantically involved, but the relationship has deteriorated. Employee Danielle begins to leave earnest, pleading notes in Ella's mailbox begging her to return. Danielle also frequently waits for Ella after work in an effort to try to get back together. Ella is unable to work effectively and the resulting tension is affecting the entire department. Ella decides to speak with the department supervisor.

Seek out allies.

Employees Anna and Bill work alone in a rather confined and small office setting. Bill often looks Anna up and down in an admiring way, focusing especially on her chest. She asks other employees to see if they are having the same problem with Bill and confirms she is not alone. They all decide to talk to their immediate supervisor about the problem.

Contact the Dean of Students.

Josie took Ron's class in the summer. She began waiting for him after every class to talk to him. He felt that her intentions went beyond academic assistance. He told her he didn't feel comfortable with her behavior, which upset her. He went to the Dean of Students to report the problem.

Contact the Title 5/EEO/ADA Compliance Office.

A supervisor asks an employee for a date, and she declines. He asks her again the following week, and she declines again, saying she has to have dinner with her mother. A week later, he asks her out to a movie. After she declines, he casually asks her if she is taking the upcoming promotional exam. She says she is. He says, "Well, in that case, don't you want to reconsider my invitation?" She decides to contact the Title 5/EEO/ADA Compliance Office.

Sexual Harassment can be

... as blatant as the offer of an "A" for sexual favors,

... as subtle as constant effort to change a professional relationship into a personal or social one,

... persistent and offensive sexual jokes and comments,

... unwanted physical contact such as touching, patting, or pinching,

Offensive & Illegal

Know Your Rights

The San Francisco Community College District policy prohibits all forms of sexual harassment, in accordance with the law. The policy applies to students, classified staff, faculty, and administrators, and third parties (such as vendors).

City College is committed to a sexual harassment free campus. The College provides ongoing training for teachers and staff to inform them of the law, CCSF policy, and methods for handling sexual harassment situations and complaints.

Advisors are available to assist students in identifying sexual harassment and taking action against it. Your privacy will be respected.

Telephone for help

For support and assistance, contact any of the City College of San Francisco Sexual Harassment Advisors (see insert), or contact one of the following at City College:

Title 5/EEO/ADA Compliance Officer

50 Phelan Ave., B213
San Francisco, CA 94112
(415) 452-5053

Associate Dean – Students Advocacy Rights and Responsibilities

50 Phelan Avenue, Conlan Hall. Room 106
San Francisco, CA 94122
(415) 239-3211

If you wish to deal with an agency outside City College, you may also contact:

U.S. Department of Education Office for Civil Rights

Region IX
50 Beale Street, Ste. 7200
San Francisco, CA 94105-1813
(415) 486-5555

Department of Fair Employment and Housing (state government)

455 Golden Gate Avenue, Suite 7600
San Francisco, CA 94102
(800) 884-1684

Equal Employment Opportunity Commission (federal government)

San Francisco District Office
(800) 669-4000

8/06

Fact Sheet #28: The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

COVERED EMPLOYERS

The FMLA only applies to employers that meet certain criteria. A **covered employer** is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An **eligible employee** is one who:

- Works for a *covered employer*;
- Has worked for the employer for at least *12 months*;
- Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave*; and
- Works at a location where the employer has at least *50 employees within 75 miles*.

* Special hours of service eligibility requirements apply to airline flight crew employees. See Fact Sheet 28J: Special Rules for Airline Flight Crew Employees under the Family and Medical Leave Act.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service. See "FMLA Special Rules for Returning Reservists".

LEAVE ENTITLEMENT

Eligible employees may take up to **12 workweeks** of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. *See Fact Sheets 28F: Qualifying Reasons under the FMLA and 28M: The Military Family Leave Provisions under the FMLA.*

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

NOTICE

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. *See Fact Sheet 28E: Employee Notice Requirements under the FMLA .*

Covered employers must:

- (1) Post a notice explaining rights and responsibilities under the FMLA (and may be subject to a civil money penalty of up to \$110 for willful failure to post);
- (2) Include information about the FMLA in their employee handbooks or provide information to new employees upon hire;

- (3) When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA-qualifying reason, provide the employee with notice concerning his or her eligibility for FMLA leave and his or her rights and responsibilities under the FMLA; and
- (4) Notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement.

See Fact Sheet 28D: Employer Notice Requirements under the FMLA.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. See Fact Sheet 28G: Certification of a Serious Health Condition under the FMLA. For information on certification requirements for military family leave, See Fact Sheet 28M(c): Qualifying Exigency Leave under the FMLA; Fact Sheet 28M(a): Military Caregiver Leave for a Current Servicemember under the FMLA; and Fact Sheet 28M(b): Military Caregiver Leave for a Veteran under the FMLA.

JOB RESTORATION AND HEALTH BENEFITS

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave. See Fact Sheet 28A: Employee Protections under the Family and Medical Leave Act .

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent or reduced schedule FMLA leave or the taking of FMLA leave near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

ENFORCEMENT

It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any

proceeding, related to the FMLA. *See* [Fact Sheet 77B: Protections for Individuals under the FMLA](#) . The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

For additional information, visit our Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)



FAMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement—for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position—at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact the Human Resources Department .

APPENDIX – F

CCSF COMPUTER USAGE POLICY

Copies of this CCSF Computer Usage Policy can also be found in the college catalogue as well as at <http://www.ccsf.edu/Policy/policy.html>.

Each user who uses the CCSF computing facilities and resources is bound by this policy.

This policy is displayed to users via Message of The Day (MOTD) in the first two weeks of each semester at their logon to the CCSF HPUX computer system, and each user must agree to it in order to continue to use the CCSF computing facilities.

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

Rights and Responsibilities

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

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

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

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

Confidentiality

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

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

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

Existing Legal Context

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

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

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

Copyright

All users must follow all relevant copyright laws. US Copyright law governs printing, scanning, reproduction, and distribution of software and other material in print or online, including text, fonts, graphics, sound, video and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install the product. The EULA also specifies the number of simultaneous users licensed to use the product. <http://www.ccsf.edu/Policy/Copyright>

Nondiscrimination

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

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

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

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

Breaking into another person's account:

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

Harassment:

6. Using e-mail to harass others.
7. Posting on Internet services information that may be slanderous or defamatory in nature.

8. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals, except when directly related to CCSF coursework.

Commercial use:

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

Copyright:

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

Changing files:

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

System misuse:

13. Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organization or department mailing lists, listserves, to send e-mail to groups of people on the system.
14. Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.
15. Deliberately wasting/overloading system resources, such as:
 - o Printing resources - This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available on-line, or that might impact significantly on other users printing resources.
 - o System file space - Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

Additional System Information:

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

Enforcement:

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

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

- Offenses which may be in violation of local, state or federal laws will result in the immediate loss of all computer account and resource privileges, and will be reported to the appropriate College or institution involved and law enforcement authorities.
- An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be *confidentially reported* to the appropriate supervisors or instructor and/or department chair.

This policy is subject to revision. The Information Technology Policies Committee approves changes to the guidelines, as needed.

APPENDIX - G

CCSF WEBSITE STANDARDS AND PRACTICES

Introduction

The CCSF website is an important strategic asset that leverages the power of the Internet and the World Wide Web as an educational and marketing tool. On several levels, the website helps the College fulfill its mission and vision to meet the needs of its faculty, staff, student body, and community.

The Website Standards and Practices were created to promote the College's academic schools and departments, programs and services, and students, who altogether make up the College online community. The website also functions as a valuable means of communication between the College and the communities, which it serves.

Mission Statement

The Mission of the CCSF Website is to provide access to quality informational resources in an atmosphere that encourages creativity and intellectual freedom, and to provide timely, helpful, and accurate information about classes, programs, individuals, events, and services while showcasing CCSF as an innovative leader in quality educational opportunities.

Vision Statement

The Vision of the CCSF Website is to:

- Be representative of the entire CCSF community
- Be user-friendly with clear navigation, searchable information, and interactive feedback
- Be sensitive to user limitations
- Be current with valuable information about CCSF programs and services
- Be responsive to questions, consider comments and feedback, and provide contact information
- Be visually appealing while maintaining the general College identity and brand

Guiding Principles

1.1 CCSF will provide Web Hosting services in an intellectual environment that encourages the free and open exchange of information and ideas for administration, faculty, staff, and students who wish to create a web presence using the College web servers. The College encourages an atmosphere of intellectual respect and responsibility to ensure everyone enjoys creative freedom without fear their intellectual efforts will be violated, altered, destroyed, or plagiarized.

1.2 To ensure an atmosphere of intellectual freedom and respect, the College requires that all members of the College online community accept responsibility to protect and respect the rights of others. Any member of the College online community who, without authorization, accesses, uses, alters, or destroys the intellectual property of others or who accesses, uses, alters, destroys, or denies access to College information resources will be subject to disciplinary action and possible criminal prosecution.

1.3 While the College encourages the free and open access to information resources and exchange of ideas, all users of College information resources should have the right to choose which information to access and view. Users of College information resources should therefore take responsibility and reasonable care to neither knowingly nor deliberately expose others to material that might be considered offensive. Since the website is the world's window to CCSF, the College encourages all members of its online community to exhibit high ethical and intellectual standards.

1.4 These principles apply to all members of the College online community, including administration, faculty, staff, and students of the College. While the College encourages intellectual and creative freedom, it also highly encourages responsible use.

1.5 The purpose of the Standards of Conduct is to ensure security of the information and technology provided by CCSF to members of the College online community and to promote the efficient, effective, ethical, and legal use of the website and information resources. The spirit of these standards is to encourage respect and cooperation and promote the ethical, legal, and secure use of the web and information resources. The College provides web host services and access to information resources with the understanding that members of the College online community will contribute positively to the free and open exchange of information and ideas.

1.6 The College expects its online community members to use the web and information resources in a manner consistent with instructional and administrative objectives of the College. Members are encouraged to safeguard personal information, passwords and authorization codes, and other confidential data. In exchange for hosting and access services, members of the College online community agree to abide by these guidelines. These standards, practices, and guidelines are not necessarily all-inclusive, and may be modified at any time.

1.7 Web Hosting services are a privilege that requires individuals to act responsibly.

Standards of Conduct

2.1 Respect the Privacy of All Members - Intentionally seeking out or divulging access, personal, or sensitive information to unauthorized individuals or groups without explicit authorization or to encourage others to seek out or divulge such information will be considered a violation of this policy.

2.2 Respect the Rights of All Members - Behavior that creates an atmosphere discouraging intellectual and creative freedom, disparaging individuals or groups, or expressing intolerance based on ethnicity, religious belief, or sexual orientation will be considered a violation of this policy. See the non-discrimination guidelines as stated in the CCSF "Equal Opportunity Statement" listed in the catalog: http://www.ccsf.edu/Policy/Manuals/1/bp1_30.pdf.

2.3 Respect System Security and Integrity - Activity that threatens the security of the College website and information resources, unreasonably taxes system resources, makes frivolous use of system resources, or interferes with the efficiency of system resources will be considered a violation of this policy.

2.4 Respect College Policies - Use of information resources or technology, networks, or other computing resources that violate general College policies or procedures or violate the ethical or legal use of software or administrative data will be considered a violation of this policy.

2.5 Respect the Law - Use of the College web or information resources that violate penal or civil law, including but not limited to intellectual property, trademark, or computing resources, libel, or other civil rights violations, will be considered a violation of this policy.

Web Host Administration Standards

3.1 The [Information Technology Services Department \(ITS\)](#) is responsible for administration of Internet services. ITS recognizes the growing desire and need of administration, faculty, staff, and various College services and programs, as well as student clubs and organizations to create a web presence. At the same time, ITS is also responsible for ensuring the safety and security of its technology and the security of confidential information and other real and virtual assets. ITS will use the following guidelines to fulfill these responsibilities.

3.1.1 Host Internet Services - ITS is the official provider of connectivity and Internet Services to all College academic and administrative programs and services. ITS will provide Web Authors a reasonable but limited amount of space on the host web server. Additional space may be granted to various administrative or academic programs and services upon request with school approval.

3.1.2 Provide A Safe and Secure Environment - ITS will provide all User IDs and password access to Internet services. To safeguard the security of the web host and integrity of the website, access to the web host is granted only to authorized individuals or Web Authors. ITS will make every effort to provide an environment free from hostile, discriminatory, unethical, or illegal activity.

3.1.3 Support And Service - ITS will make every effort to provide Internet-related Host and Network Administration support services for College administration, faculty, staff, institutional programs and services.

3.1.4 Ensure A Free and Open Atmosphere - ITS, through the [Webmaster](#), will provide an atmosphere for free and responsible expression of creativity and exchange of information and ideas within ethical and legal boundaries. ITS will support College policies and guidelines with no other restrictions or censorship to content except when directed by the ITPC (Information Technology Policy Committee) or Legal Counsel.

3.2 The "Web Host" is the College's gateway to the Internet and is where all web pages are stored and maintained. The CCSF website uses a centralized Host, meaning all administrative, academic, and organizational pages are stored on the host systems. Individual's web pages are centrally stored, but they are not part of the official CCSF website. Centrally located Hosts allow for greater control over access, security, integrity, and reliability of the College website.

3.3 A "Web Author" is any individual responsible for uploading web pages to the web server. Each Web Author is provided access only to the directory he or she will be responsible for maintaining and should not share this access with anyone unless the Department Chair, supervisor, or School Dean **and** [Webmaster](#) are notified. If a Web Author needs to temporarily or permanently transfer access control to another person, the Department Chair or School Dean should submit a request to the [Webmaster](#). Access for Individual's web pages is non-transferable.

Server Access & Management

4.1 The "Web Host" is where all institutional web pages are stored and maintained. To ensure the integrity and security of the Host, access will only be granted to authorized individuals, e.g., Web Authors. Web Authors must request a UserID and Password using the "[Department Website Request Form](#)". The [Webmaster](#) will contact the following people for permission:

4.1.1 Department Chairs for instructional departments

4.1.2 Team Leaders or Supervisors for Administrative departments

4.1.3 Office of Student Activities for student clubs and organizations

Before submitting the "[Department Website Request Form](#)", the designated signee should review the web pages to ensure the pages adhere to the "[Web Page Development Guidelines](#)" and do not violate any of the "Web Page Standards & Practices."

4.2 Access to the web server will not be given to non-CCSF personnel. Schools or Departments that have outsourced web page development must make arrangements with the [Webmaster](#) for transferring files to the appropriate space on the web server.

4.3 Student Clubs may request server space through their Faculty Advisor and/or Associate Dean of Student Activities (or designee). Club Faculty Advisors will be responsible for approving club web pages and submitting Request for Computer Account forms to ITS.

Dispute and Complaint Procedures

5.1 All web pages hosted by the College Web Server are subject to review for adherence to the **Website Standards and Practices** and the [Web Page Development Guidelines](#). Reviews may be conducted at any time by the [Webmaster](#) and/or College management. Complaints may also be submitted by any website visitor. All complaints, regardless of who originated them, will be treated seriously and equally.

5.2 Violations of the **Website Standards and Practices** and the [Web Page Development Guidelines](#) shall be reported to the [Webmaster](#) via email. Web-based complaints must include a valid email address. Anonymous complaints or complaints with forged email addresses will not be reviewed.

5.3 Complaints about web pages should be submitted to the [Webmaster](#) and **must** include justifiable reason(s) for the complaint. The complaint must list:

5.3.1 The specific Standards & Practices or Development Guidelines line item(s) of which the web page is in violation.

5.3.2 The URL.

5.3.3 Specific location of the item in violation.

5.3.4 Valid name and address.

Complaints that do not provide these items will be disregarded. Anonymous complaints will be disregarded.

5.4 Complaints will be submitted to the [Webmaster](#) for initial review. If the [Webmaster](#) determines the complaint valid, the [Webmaster](#) will contact the appropriate "Web Author" to discuss the complaint, explain the violations, the correction needed, and by what date. If violation is not corrected by the agreed upon date, the [Webmaster](#) may disable the page(s) in violation.

5.5 If the Web Author disputes the findings of the [Webmaster](#), the Web Author may submit a memo to ITPC or chair of Oversight Review Committee detailing:

5.5.1 Webmaster's findings.

5.5.2 Author's reasons for disagreement.

5.5.3 URL of website in question.

5.5.3 Supporting documentation may also be submitted.

This review will consist of at least three members of the ITPC excluding the [Webmaster](#) (The Web Team). The Web Team will review the original complaint and the [Webmaster's](#) findings. If, after this review, the Web Team concurs with the [Webmaster's](#) findings, the Web Author will be notified that the web pages are in violation. This decision will be final.

Legal Requirements

6.1 Web Authors are responsible for ensuring web pages abide all department, College, District, city, state, and federal policies, rules, and laws. These include, but are not limited to matters of copyright, trademark, registered trademark, obscenity, sexual harassment, and hate speech. Web Authors are cautioned to use licensed software, freeware, or shareware for which the required fee has been paid. Faculty members are advised to be particularly sensitive to copyright laws when posting copyrighted material to their website. The "Fair Use" doctrine does not grant approval to provide online access to copyrighted material for classroom use.

PERSONAL SAFETY RECOMMENDATIONS

Scenarios that pose an increased risk of injury include:

- Heated verbal arguments
- Assaults and/or disruptive behavior
- Working after dark and/or (being) alone
- Traveling to or from your car or public transportation

If violence appears imminent, do the following to reduce the risk of injury:

- Evaluate the situation . . .
 - How many combatants or potential attackers are involved?
 - Is anyone around to assist you and/or be a witness?
 - Do the participants have weapons?
 - What are your possible escape routes?
- Get a good look at the parties, so that you will be able to give an accurate description.
- Using a calm voice, encourage all parties to de-escalate. Stop arguing (if you are involved) and advise others to do the same to prevent violence
- Violence will not help resolve the situation; it mainly provides temporary gratification.

Handling potentially violent scenarios

- If parties continue to escalate the altercation, contact the City College of San Francisco Police, whether violence starts or not, and alert coworkers and/or bystanders.
- If violence ensues, avoid physical contact, especially grabbing.
- Put distance and/or shielding between yourself and the altercation.
- Wait for City College of San Francisco Police.
- Advise them of your location, if it changes substantially.
- Comply with the City College of San Francisco Police investigation, directives, and advice.

If you are being attacked and are at risk of serious bodily injury, consider these factors before responding:

- Can you see or do you know of a way to escape?
 - If so, fleeing is an option because it reduces your risk of injury and buys time for responders to arrive.
- Is the attacker(s) is between you and a means of escape?
 - If so, resistance or fighting until the escape route is accessible, and then fleeing, is a reasonable course of action.
 - You can fight back or submit. If you submit, use your hands and limbs to block and absorb and deflect the forces of strikes and escape grabs.
- You may counter-attack reflexively. If so, remember to stop if and when your aggressor stops or when you can escape (long-term consequences to excessive aggression may be costly e.g., arrest, legal fees, anger management counseling, monetary restitution, expulsion, hospitalization, etc).

Transit Situations

- 90% of violent attacks occur in transit situations (when traveling to or from everyday destinations) because of the distraction and odds of successful escape are high.
- You are considered to be in a transit situation until you are secure inside your destination for the first few minutes.

Tips that can keep you safe in Public Areas!

- Think defensively! Don't take unnecessary risks!
- If possible, travel with another person, especially after dark.
- Plan trips. Only travel in well-lit and well-traveled streets/areas.
- Watch for loiterers when you enter/leave everyday destinations. Be courteous, but do not encourage a level of familiarity that could be dangerous.
- Beware of approaching strangers. Keep a polite, but safe distance.
- Walk in the middle of the sidewalk and never loiter in deserted areas.

WORKPLACE VIOLENCE

Policy & Procedures

City College of San Francisco
Human Resources Department



PROHIBITING WORKPLACE VIOLENCE POLICY - PM 1.32

District Policy 1.32 - Prohibiting Workplace Violence was adopted by the San Francisco Community College District Board of Trustees on June 10, 2004.

The San Francisco Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated.

Any District employee who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to restraining orders, criminal charges, and civil law suites, as permitted by law.

Incidents of violence, threats, stalking, harassment, intimidation, or other disruptive behavior should be reported immediately in accordance with the Workplace Violence Procedures (outlined below).

All reports of incidents will be taken seriously and will be dealt in accordance with the Workplace Violence Procedures.

Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated.

WORKPLACE VIOLENCE PROCEDURES

EMPLOYEE

Any person who is the victim of, or observes workplace violence should call the CCSF Police Department at 239-3200.

Any employee who believes a crime has been committed against him/her has the right to report that to the proper law enforcement agency.

Employees shall also report to his/her immediate supervisor any acts or threats of violence.

When reporting threats or acts of violence, the person making the report shall try to include as much of the following information as possible:

- Who made the threat or engaged in the violent act;
- against whom the threat was made or threat of violence was directed;
- the specific language of any threat, or a description of the specific conduct which constituted the act of violence;
- any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
- the names of any other witnesses to the threat or violent behavior;
- the time and place where the threat or act of violence occurred;
- threats of violent conduct by the alleged perpetrator before the current incident; and
- any other information which will help the District conduct its investigation and help the District prevent workplace violence from occurring.

WORKPLACE VIOLENCE PROCEDURES

INVESTIGATION

Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate administrator in consultation with the Associate Vice Chancellor of Human Resources and the appropriate Vice Chancellor.

In all cases:

The administrator conducting the investigation may enlist the assistance of others in conducting the investigation.

Upon completion of the investigation, the District shall determine if the charge of workplace violence has merit.

If a charge is found to have no merit, the charge will be dismissed.

If the charge is found to have merit, appropriate disciplinary action will be taken.

DISCIPLINARY ACTION

Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with the appropriate District policies, laws, and/or collective bargaining agreements.