SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

FACULTY HANDBOOK 2016



HUMAN RESOURCES DEPARTMENT
33 GOUGH STREET, SAN FRANCISCO, CA 94103

INTRODUCTION

The purpose of the Faculty Handbook is to inform the faculty of City College of San Francisco (CCSF) of the principal rules, regulations, practices, and procedures that are essential to the role and job responsibilities of faculty members in the San Francisco Community College District (SFCCD) and that reflect the institution's mission and vision.

Faculty members are expected to adhere to the responsibilities as described in this handbook as well as to the documents referenced in the Sections. It is the duty of the faculty member to review the contents of this handbook and be fully knowledgeable and informed about its Sections. It is incumbent on the individual faculty member to seek further information or clarification of any handbook Section.

In an effort to ensure the most recent and meaningful information, the reader is referred to applicable District regulations contained in the San Francisco Community District Policy Manual. Please refer to www.ccsf.edu/Policy/Manuals/ for specific citations. The AFT/CCSF and DCC/CCSF contracts can be found at www.ccsf.edu/Offices/Employee Relations. References in the Faculty Handbook have also been made to sections of the City College of San Francisco Catalog, which is updated annually and available online at www.ccsf.edu/Catalog. Updates to this handbook can be found online at www.ccsf.edu/hr.

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

This handbook supersedes previous editions of the Faculty Handbook.

CITY COLLEGE OF SAN FRANCISCO HUMAN RESOURCES DEPARTMENT

2016

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Section 1 San Francisco Community College District

Section 1.1

CITY COLLEGE OF SAN FRANCISCO History

City College of San Francisco (CCSF) was established in 1935 as an integral part of the San Francisco Unified School District (SFUSD). 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's Extension Division Building at Galileo High School.

On November 21, 1970, City College of San Francisco and the Adult Education division of SFUSD joined to form a new educational entity – the San Francisco Community College District (SFCCD). [Initially, the SFCCD had City College of San Francisco and the Chancellor's Office with the District Office, which encompassed the District Business Office, District Personnel Office, and Payroll Department. The noncredit Adult Education Centers were led by the Associate Vice Chancellor, who reported directly to the Chancellor]. Later, the SFCCD was reorganized into three divisions: City College of San Francisco for credit instruction and services, Community College Centers for noncredit instruction and services, and the Chancellor's Office with the District Office.

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 a single administration to be known as it is today, City College of San Francisco.

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Section 1.2

LEGAL BASIS

CALIFORNIA COMMUNITY COLLEGES AND THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

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

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City College of San Francisco Faculty Handbook

Section 1.3

CALIFORNIA COMMUNITY COLLEGES

Office of the State Chancellor 1102 Q Street, Suite 4554, Sacramento, CA 95811 www.ccco.edu

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

City College of San Francisco is one of the 112 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 for Higher Education Association and the U.S. Department of Education.

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Section 1.4

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 Policy Manual 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. Minutes of public Board meetings are public records, open to inspection by any citizen by prior arrangement with the secretary to the Board of

Trustees. The Board of Trustees' meeting notices and agenda are posted in accord with the Brown Act and are accessible at www.ccsf.edu/Board.

On July 8, 2013, the California Community Colleges, the Board of Governors, acting under authority granted by the California Education Code Section 84040 and California Codes of Regulations Section 58310, et seq., took action that suspended the Board of Trustees and appointed a Special Trustee with the authority to assume management and control of the District due to the District's potential loss of accreditation. The Special Trustee's authority was extended to the 2014-2015 year.

In September 2015, the Board of Governors reinstated the special trustee while the Board of Trustees for the San Francisco Community College District regained authority over all aspects of City College of San Francisco.

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Section 1.5

ADMINISTRATIVE STRUCTURE

Refer to Appendix A - Administrative Organization Charts.

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Section 1.6

INTEGRATED PLANNING

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.

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.

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Section 1.7

PARTICIPATORY GOVERNANCE SYSTEM

Participatory Governance System

www.ccsf.edu/participatorygovernance

In fall 2012, a new model of Participatory Governance and an accompanying policy were developed with implementation that took place in November 2012. On November 15, 2012, the Board of Trustees established two new separate governance systems through Governance Board Policies 2.07 and 2.08:

Policy 2.07 established a Participatory Governance System that created a new Participatory Governance Council ("PGC"). The PGC consists of sixteen (16) appointed members representing all College constituent groups (administrators, faculty, classified and students). The new Participatory Governance Council is comprised of four appointed members from each constituent stakeholder group and allows for the provision of alternate stand-in members for the student stakeholder group. Membership to the Governance Council is for two-year terms, except for students, who serve a one-year term. The Chancellor has the responsibility of supporting the Governance Council, and the Council has responsibility over determined committees under its charge. The Participatory Governance Council and its standing committees enable all constituencies a voice and the opportunity for active participation and engagement in the decision making process, and is the highest participatory governance council body that makes recommendations to the Chancellor.

Policy 2.08 established a Collegial Governance System with the Academic Senate. The Academic Senate is comprised of all full-time and part-time faculty represented by a 29-member elected Executive Council. Membership on the Executive Council is for two-year terms. The Executive Council elects officers each Spring for the following year. The Academic Senate Executive Council has term limits. After a second two-year term, faculty must "sit out" for at least one year and then may run for election to the Executive Council again, if desired.

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

Values

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.

Purpose

The Participatory Governance Council's purpose is to provide recommendations directly to the Chancellor on matters pertaining to institutional priorities, policies, planning, and budget development.

Charge

- Coordinates the development of policies and procedures.
- Coordinate alignment between the annual plan and budget
- Participates in the development of college plans
- · Reviews the recommended annual budget
- Participates in the regular assessment of accomplishments and outcomes
- · Reviews proposals that would significantly impact the campus community

Structure

- Participatory Governance Council
- Accreditation Subcommittee
- Enrollment Subcommittee
- · Diversity Subcommittee
- · Planning Subcommittee

Participatory and Constituency Groups

- Academic Senate
- AFT 2121
- Associated Students
- Classified Senate
- SEIU Local 1021

Section 1.8

ACADEMIC SENATE

Academic Senate Office Ocean Campus, Conlan Hall Room E202 415-239-3611; fax: 415-452-5115

www.ccsf.edu/Organizations/Academic_Senate

The Academic Senate by law and policy is the primary source of expertise to the Board of Trustees on academic and professional matters. The Senate provides leadership in establishing educational priorities and in developing and maintaining academic and professional standards. All members of the faculty are members of the Senate. The Executive Council of 29 Senate members serves as the representative body of the Senate making recommendations regarding academic and professional matters and other matters concerning the welfare of the District.

The Academic Senate priorities are as expressed in the following items:

- The Senate shall promote the success of the District as a whole and, in particular, of its students.
- The Senate shall participate fully in all participatory/shared governance activities as expressed in the District Shared Governance agreement.
- The Senate, to the greatest extent possible, shall include all segments of the faculty when developing positions
 on academic and professional matters, as well as other matters in which it is appropriate for the faculty to be
 represented by the Senate.
- All committees shall be given proper support in order to be able to function effectively.
- The Senate shall encourage and develop new leadership at all levels of its operation.
- The Senate shall keep current on community college issues at the State level, and the Senate shall participate in statewide activities including State Chancellor's workshops, State Board meetings, State Senate meetings, State task forces, and faculty organization workshops.

Refer to Appendix B - Constitution of the Academic Senate

Faculty Travel

For information regarding the Academic Senate Faculty Travel Guidelines and Regulations, see *Appendix C - Faculty Travel Document*. For information regarding attendance at professional conferences and conventions, refer to Section 3.10.

Issue date: Feb. 2010

Section 1.9

AFT LOCAL 2121

AFT 2121 Union Office 311 Miramar Avenue, San Francisco, CA 94112 Campus Mail: AFT 2121, Ocean Campus, 50 Phelan Office: 415-585-2121; Fax: 415-585-4305

www.aft2121.org

American Federation of Teachers (AFT) Local 2121 is the sole and exclusive representative of all academic employees, excluding retired faculty, temporary administrators, supervisory, confidential and management employees. (Refer to Article 1 of the AFT/CCSF Collective Bargaining Agreement.) AFT 2121 negotiates a collective bargaining agreement with the District covering faculty salaries, benefits, evaluation procedures, and other conditions of work. Contact AFT 2121 for a copy of the agreement, the name of a campus representative, or for other information about faculty rights and benefits under the collective bargaining agreement.

All faculty members are required to join the American Federation of Teachers, Local 2121 or pay a service fee to AFT for the cost of representation as a condition of continued employment in the District.

Issue date: June 2016

Section 1.10

DEPARTMENT CHAIRPERSONS COUNCIL (DCC)

Department chairpersons are represented by the Department Chairpersons Council. Department chairpersons are faculty members who are elected by faculty in a department and serve as the immediate departmental supervisors of their respective departments. Department chairpersons are generally appointed by the administration for three-year (3) terms, which are possibly renewable. Under state law, the DCC, as the supervisory union, negotiates a contract with the District covering, among other items, department chairpersons' reassigned time, stipends, the chairpersons' election, evaluation, and supervisory duties and responsibilities.

The DCC contract is available online at www.ccsf.edu/Offices/Employee Relations.

Section 2 District Policies

Section 2.1

INSTITUTIONAL CODE OF ETHICS AND DUTIES AND RESPONSIBILITIES

As stated in the Institutional Code of Ethics, Board Policy 1.18, employees of City College of San Francisco shall be committed to the principles of honesty and equity and professionalism. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the College community to override the best interests of the public served by the College. (For the full text of the policy, refer to: www.ccsf.edu/Policy/manuals/1/bp1 18.pdf.)

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.

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

CCSF job announcements also serve to inform the public as well as faculty members of duties and responsibilities.

Issue Date: June 2016

Section 2.2

EQUAL OPPORTUNITY STATEMENT

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of race, color, ancestry, national origin,

ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity or status as Vietnam-era veteran, 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.

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

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

The compliance officer for purposes of this policy is the District Title 5/EEO/ADA/Title IX Compliance Officer, 50 Phelan Avenue, B213, San Francisco, CA 94112, 415-452-5053.

Issue Date: June 2016

Section 2.3

UNLAWFUL DISCRIMINATION AND HARASSMENT

Title 5/EEO/ADA/Title IX Compliance Office 50 Phelan Avenue, B213 415-452-5053

The primary functions of the District Title 5/EEO/ADA/Title IX Compliance Office are to implement the District's equal employment opportunity program and to investigate all discrimination complaints filed by students, staff, or job applicants. Discrimination complaints include, but are not limited to, unlawful employment discrimination complaints, harassment (employees P.M. 3.29, students P.M. 5.08), Title IX violations, and ADA/504/FEHA (disability related) violations. Please refer to **APPENDIX D** - **CCSF Policy and Procedures for Handling Complaints of Unlawful Discrimination under Title 5 Sections 59300 et seq. and Title IX of the Education Amendments of 1972, (Revised).**

The District Title 5/EEO/ADA/Title IX Compliance Officer is the person responsible for receiving 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 Legal Affairs Department is in charge of the Office of Title 5/EEO/ADA Compliance, which handles investigation of unlawful discrimination and harassment complaints against the District. It also provides reasonable accommodations to employees and applicants in compliance with disability laws.

Section 2.4

SEXUAL HARASSMENT

Definition

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.

Sexual Harassment can be

- as blatant as the offer of an "A" grade 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.

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 "asked for it," that you are somehow 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/Title IX 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 Student Affairs & Wellness.

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/Title IX 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 Office of Affirmative Action.

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 faculty 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. Privacy will be respected.

Telephone for Help

For support and assistance, contact an on-campus, mental health professional at Student Health Services, or one of the following at City College:

Title 5/EEO/ADA/Title IX Compliance

50 Phelan Avenue, B213 San Francisco, CA 94112 415-452-5053

Student Health Services

50 Phelan Avenue, HC-100 San Francisco, CA 94112 415-239-3110

Dean of Student Affairs and Wellness

50 Phelan Avenue, Conlan Hall, Room 106 San Francisco, CA 94122 415-239-3762

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

U.S. Department of Education Office for Civil Rights

Region IX Old Federal Building 50 United Nations Plaza, Room 239 San Francisco, CA 94102-4102 415-556-4275

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 345 Spear Street, Suite 500 San Francisco, CA 94105 415-625-5600

Issue Date: June 2016

Section 2.5

THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT EMPLOYEES' AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS PROGRAM

The San Francisco Community College District's Employees' Americans with Disabilities Act (ADA) Accommodations Program (Employees' ADA Accommodations Program) was established to provide faculty and staff who have disabilities as defined under applicable law with reasonable accommodations, consultations and services. The Employees' ADA Accommodations Program works in concert with the Human Resources Department and administrators to ensure that employees with disabilities as defined under applicable law have equal opportunities to do the essential functions of their jobs, with or without reasonable accommodations.

Employees with disabilities need to take the first step and self-identify by making an appointment with the ADA Coordinator in the Title 5/EEO/ADA/Title IX Compliance. After a consultation, a confidential file is created, usually containing certification of disability and accommodations requested. The information employees divulge regarding their disability is confidential, and is stored separately from personnel records.

Frequently Asked Questions:

- Q. Who is eligible?
- A. Any employee with a disability who meets the criteria established under the Americans with Disabilities Act and the Fair Employment & Housing Act.
- Q. What do I need to do to certify my disability?
- A. You need a doctor or a specialist to provide the ADA Coordinator with information about your disability and how it may impact upon your ability to do your job.
- Q. What kinds of accommodations are provided?
- A. Accommodations vary with each individual. There may be modifications in the work schedule, a disabled parking permit, the use of sign language interpreters, or readers.
- Q. Who needs to know about my disability?
- A. Under applicable state and federal law, the employer has the right to require medical certification of a disability, specifically that information relevant to the kind of accommodation being requested. That is why the Title 5/EEO/ADA/Title IX Compliance Office creates a confidential file. The request will be reviewed by the ADA Coordinator and the appropriate administrator(s) to determine its merit.
- O. What kinds of services are not considered to be covered under the ADA?

A. The following items are examples of some of the items considered to be personal accessories, which are NOT required to be provided:

- hearing aids
- wheelchairs
- hand splints
- eyeglasses
- walkers
- canes

Who is covered?

Under applicable state and federal law, the definition of disability includes:

- people who have a mental or physical impairment that limits a major life activity such as walking, seeing, breathing, and working,
- people who have a record of an impairment such as cancer in remission, or
- people regarded as having a disability.

It is the policy of the San Francisco Community College District to provide equal employment and educational opportunity without regard to race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran.

For information contact:

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

Issue Date: June 2016

Section 2.6

POLICY AGAINST THE USE OF SLURS

It is the policy of the District (The San Francisco Community College District **PM 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 of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, disability or AIDS/HIV status, medical conditions, sexual orientation, gender identity, domestic partner status, or status as a Vietnam-Era veteran.

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 act 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 by appointing authorities as prima facie evidence of lack of competence of said District officials and employees. Evidence of usage of such slurs shall be entered in the job performance evaluations and shall be considered in evaluating the fitness of District employees.

SECTION 2.7

SAFETY IN THE WORKPLACE

Section 2.7 A

EMERGENCY PROCEDURES

As part of the San Francisco Community College District's mission, emergency procedures are established to reduce or eliminate the risk of injury to the College community as well as the risk of property damage. The following guidelines should be adhered to when addressing particular incidents. Each site may have additional protocols that are specific to their location. Campus administrators are responsible for working closely with the CCSF Public Safety Department.

Fire

Call either 911 or, if feasible, contact the CCSF Public Safety Office at 415-239-3200, and report the fire.

Bomb Threat

- A. An employee receiving a threat of a bomb by telephone or other means should perform in the following manner:
 - 1. Try to ascertain as much information from the caller or source as possible. Verbatim responses to the following questions are especially desired.
 - a. When is the bomb to explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why was the bomb placed?

Telephone operators and others receiving threats will be asked to describe the caller's voice (gender, age, and tone) and whether the voice was familiar or not. Any background noise should also be noted.

- 2. Notify the Public Safety Department at 415-239-3200 or 911.
- B. Anyone discovering a suspicious package, box, or strange device should act carefully in the following manner:

1. DO NOT TOUCH OR REMOVE STRANGE OBJECTS!

- 2. Notify the Public Safety Department immediately at 415-239-3200.
- C. When a bomb threat is received or a suspicious package is found and the police are called, the following will occur:
 - 1. The responding police officer will take control of the scene and give directions to staff and students.

- The Chancellor or designee (typically public safety personnel or an administrator) will evaluate the threats or found objects and make the decision whether to evacuate the building by sounding the alarm or instituting a search of the premises.
- 3. If it is decided to institute a search of a building prior to an evacuation, an informal search should be made by the public safety staff with the assistance of an administrator or manager who is familiar with the building. In particular, boiler rooms, mechanical rooms, a custodial closet, store rooms, and lavatories should be given particular consideration. Should suspicious items be found, they shall not be examined until public safety has been notified. If a building is evacuated, it will be accomplished in a manner described by public safety staff. A thorough search of an evacuated building will be made and deemed safe before faculty, staff and students are instructed to re-enter.

Earthquake

Indoor Procedures during an Earthquake

Employees will act in the following manner during an earthquake:

- 1. Direct students in classrooms and laboratories and others who are indoors to stay a safe distance from windows and potentially dangerous objects.
- 2. Direct students and others to assume protective positions under desks or furniture with their backs towards windows. Protective positions include drop to knees, clasp both hands behind neck, bury face in arms, make one's body as small as possible, close eyes, and cover ears with forearms.

If an evacuation of the site has been deemed safe and necessary, relocate everyone to a safe area away from buildings.

EVERYONE SHOULD WALK SLOWLY AND NOT USE ELEVATORS. BE SAFE!

- 3. Direct students and staff to another place only if, in the administrator's judgment, conditions at the first location are hazardous, which will make an evacuation imperative.
- 4. When evacuating students and staff to another place, the administrator shall use the following guidelines:
 - a. Stay inside buildings if possible and if it is safe.
 - b. Use stairways or go outdoors only as a last resort. Stairways and areas surrounding buildings are potentially hazardous because of the possibility of falling glass and other materials. Once outside, relocate to a safe area away from buildings.
 - c. **Provision for the Disabled:** The Public Safety Department and Custodial Office are the primary units to arrange for the evacuation of persons with disabilities; however, others are strongly encouraged to assist disabled persons due to the limited number of public safety and custodial personnel that may be available.

Outdoor Procedures during an Earthquake

Employees shall remain a safe distance from buildings or potentially dangerous places.

Administrators and instructors are responsible for taking action that is consistent with ensuring the safety and well-being of their students and staff.

Section 2.7 B

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 be further 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 CCSF Public Safety. All reports of incidents will be taken seriously and will be dealt in accordance with the workplace violence guidelines contained in the District's Injury and Illness Prevention for Workplace Security. **Refer to Appendix E – Prohibiting Workplace Violence Policy and Procedures.**

Issue Date: June 2016

Section 2.7 C

CLERY ACT: CRIME AWARENESS & CAMPUS SECURITY ACT

City College of San Francisco's Clery Act: Crime Awareness data and Annual Security Report is available for review online at the CCSF Police Department's webpage: www.ccsf.edu/police. Copies can be downloaded PFD.

Issue Date: June 2016

Section 2.7 D

INJURIES TO EMPLOYEES

On Ocean Campus, employees requiring on-the-job first aid should contact the Student Health Service, Student Health Center, Room 100, or call 415-239-3110.

At all other District locations, injuries should be reported immediately to the CCSF public safety officers and the administrator in charge or the site supervisor.

In a medical emergency, call 911.

Issue Date: June 2016

Section 2.7 E

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.

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 to report it immediately. This will enable eligible employees to qualify for coverage as quickly as possible. In all cases, the injury or illness will be reported by the end of the scheduled work shift.

Supervisor's Responsibilities

- 1) Within 24 hours of knowledge of an employee injury, the employer must provide a claim form (DWC Form 1) to the employee.
- 2) If the employee needs medical attention, please refer to the following Section on "Medical Treatment."
- 3) The supervisor must fill out an Employer Report of Occupational Injury or Illness Form (5020) **and** the Supervisor Incident Report form immediately after learning about the injury or illness.
- 4) **Supervisors must submit the following documents promptly:** (1) A completed Employee's claim form (DWC Form 1); (2) An Employer's Report of Occupational Injury or Illness Form (5020); and (3) The Supervisor's Incident Report form for proper processing to the Office of the Vice Chancellor of Finance and Administration, 33 Gough Street, San Francisco, CA 94103, Attn: Workers' Compensation Desk.
- 5) The City and County of San Francisco's Division of Workers' Compensation will accept or reject the claim within 90 days.
 - If the claim is **ACCEPTED**, benefits are provided.
 - If the claim is **DENIED**, the employee may file an application to appeal the claim.
- 6) Supervisors should follow up with the employee to check on his/her health status.

Please contact 415-241-2234 or visit www.ccsf.edu/VCFA for all respective forms and further information.

Medical Treatment

Employees who sustain a work-related injury or illness are required to seek medical care at facilities designated by their employer unless they have filed a pre-designation of personal physician prior to sustaining the work-related injury or illness. The City and County of San Francisco's designated provider is:

For Injuries/Illness Occurring DURING Normal Business Hours:

St. Francis Treatment Room

1199 Bush Street, Suite 160 Hours: M-F 7:30 a.m. - 5:30 p.m. 415-353-6305 **AT&T Clinic** – St. Francisco Health Center (located at the Ballpark) 24 Willie Mays Plaza Hours: M–F 7:30 a.m. - 5:00 p.m.

415-972-2249

Kaiser Occupational Health Clinic (Opera Plaza)

601 Van Ness Avenue, Suite 2008 (At Van Ness & McAllister, 2nd Floor), San Francisco, CA Hours: M-F 8:30 a.m. – 5:00 p.m. 415-614-7000

California Pacific Medical Center - Davies Campus

Castro & Duboce Streets, San Francisco, CA Hours: 8 a.m. – 5:00 p.m. 415-600-6600

US Healthworks

1893 Monterey Road, Suite 200, San Jose, CA Hours: M-F 8:30 a.m. - 7:-00 p.m. (408) 288-3800

San Francisco International Airport Medical Clinic

Terminal 2, Boarding Area D Hours: M-F 8:30 a.m. - 7:00 p.m.; Sat 9:00 a.m. - 1:00 p.m. (650) 821-5600

Valley Care Occupational Health Clinic

5565 W. Los Positas Blvd., Pleasanton, CA (925) 416-3562

Sonora Regional Medical Clinic

1000 Greeley Rd., Sonora, CA 95370 (209) 532-3161

For Injuries/Illness Occurring AFTER Normal Business Hours:

California Pacific Medical Center - Davies Campus, Emergency Department

Castro & Duboce Streets, San Francisco, CA 415-600-0600

Kaiser Permanente Medical Center - Urgent Care Clinic

2238 Geary Blvd, 8th Floor S.E., San Francisco, CA Hours: 5:00 p.m. – 9:00 p.m. 415-202-2000

Kaiser Permanente Medical Center - Emergency Department

2200 O'Farrell Street (at Baker), San Francisco, ČA Hours: 9:00 p.m. – 8:00 a.m. 415-202-2000

Saint Francis Memorial Hospital - Emergency Department

1100 Bush Street, (between Hyde & Leavenworth Streets), San Francisco, CA 415-353-6300

Employees who require on-the-job first aid only — but cannot treat themselves — should contact CCSF Student Health Services, Ocean Campus, HC-100,415-239-3110.

In case of severe traumatic injury or illness requiring immediate medical assistance, call 911 for emergency services. If the employee is outside of San Francisco, she or he should go to the nearest Emergency Hospital for treatment and notify her or his supervisor as soon as possible.

NOTE: Only those employees who have pre-designated their personal physician(s) for treatment of work related injuries or illnesses, in accordance with the procedures as outlined above, may be treated by their personal physician(s). Please refer to the "Designation of a Personal Physician" Section below.

Designation of a Personal Physician

If an employee prefers to be treated by her/his own physician, she/he must request a **Pre-designation of Physician for Treatment of Work Related Injuries Form** available at www.ccsf.edu/VCFA or from the Office of the Vice Chancellor of Finance and Administration, 33 Gough Street, San Francisco, CA, 415-241-2234.

Section 2.7 F

INJURIES TO STUDENTS OR VISITORS

First Aid

Employees who are present when a student or visitor is injured or becomes ill on campus should notify the CCSF Public Safety Department 415-239-3200. If possible, the student or visitor should be sent to Student Health Services, HC-100, during regular operating hours for assistance.

Ocean Campus

Employees who are present when a student or a visitor or other employee is injured should contact the CCSF Public Safety Department immediately at 415-239-3200.

CCSF Centers

Employees should report injuries immediately to CCSF public safety officers onsite and the Office of the Center Dean. They can assist with the procedures and have the relevant and necessary forms.

More Serious Injury or Illness

Employees who are present when a student or a visitor or other employee is seriously injured or becomes seriously ill on campus or at Center locations should immediately contact CCSF Public Safety Department at 415-239-3200. The Public Safety Department dispatcher will call for emergency medical assistance. Note: 911 can also be called in which medical services will be dispatched by SFPD who will in turn contact CCSF Public Safety.

Report of Injury

Employees who learn of an accident to visitors on the campus are requested to report it to the Vice Chancellor of Finance and Administration at 415-241-2229.

A written report of student or visitor injury or illness will be submitted (**District Form OM14 – Report of Injury Form**) within twenty-four hours of the occurrence. Forms are available from the Buildings and Grounds Office and Maintenance Shops, 415-239-3546.

Section 2.7 G

REPORT OF ASSAULT BY STUDENT AGAINST A SCHOOL EMPLOYEE

In *Education Code §87014*, it is stated: "whenever any employee of a community college district is attacked, assaulted, or menaced by any student, it will 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 or the assault or both immediately to the CCSF Public Safety Department, if on a CCSF site, and also to the immediate supervisor/chairperson.

Students can be removed by the instructor or site supervisor for up to two (2) consecutive class meetings in accordance with established District procedure. The administration shall conduct an immediate investigation or hearing. During the period of the investigation or hearing, if the employee feels endangered, she or he may make a request and the District will make a reasonable effort to secure the work environment by doing such things as changing the office or 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.

General Procedures for Assistance

- 1. Call the CCSF Public Safety Department immediately at 415-239-3200, or go to Cloud Hall Room 119 at Ocean Campus. Public safety officers are on duty from 5:30 am to 12:30 am, seven days a week.
 - At CCSF locations other than Ocean Campus, contact the CCSF public safety officers at 415-239-3200 and/or the Office of the Center Dean.
- 2. Press #1 (the pound sign + the number one) from all District pay phones and the call will go directly to CCSF Public Safety Department headquarters.
- 3. Explain the nature of the situation briefly, but clearly.
- 4. Give your name, location, and phone number.
- 5. Cooperate with the public safety officer.

Section 2.7 H

REPORTING THEFT

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

Issue Date: June 2016

Section 2.7 I

REPORTING WILLFUL DAMAGE TO DISTRICT PROPERTY

After first checking for damage and theft and isolating the areas, whenever possible, an employee should report breakins and vandalism as soon as possible to the CCSF 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 CCSF Buildings and Grounds staff. Furthermore, no administrator will call the San Francisco Police Department in these instances unless so authorized by the Superintendent of Buildings and Grounds.

Section 2.8

DRUG AND ALCOHOL-FREE WORKPLACE AND COLLEGE ENVIRONMENT

The San Francisco Community College District does not allow (*B.P. 2.14/A.P. 2.14*) the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance in any San Francisco Community College District facility.

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

When required by federal law, the District will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

Additional Reference:

National Council on Alcoholism and Drug Dependence, Inc. 1-800-622-2255 www.ncadd.org

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Section 2.9

CONVICTION POLICY

Conviction History Policy

Convictions, but not arrests, by any court, including military court 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 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 substance 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/or he or she has 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 can provide evidence of at least five years of rehabilitation. 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 Conviction Procedures, Conviction History Form and FAQ, and process for submitting evidence of rehabilitation. Copies of which can be obtained from the Human Resources Department, 33 Gough Street, San Francisco, CA 94103 or viewed on the Human Resources Department's website (www.ccsf.edu/hr).

Section 2.10

SERVICE DOGS

San Francisco Community College District permits qualified individuals with disabilities to use service dogs in District facilities and on District campuses in order to ensure that qualified individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability pursuant to the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 and all other applicable laws.

The following procedures regarding service dogs apply to students, faculty and staff, as well as members of the community coming on campus for occasional use.

Definition

Service animals perform some of the functions and tasks that an individual with a disability cannot perform for himself or herself. A service animal is defined in Title III of the ADA regulations (28 C.F.R. Section 36.104) as follows:

"Service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

If a dog meets this definition, it is considered a service animal under the ADA, even if it has not been licensed or certified by a state or local government, or by a private agency.

Occasional use of a service dog in District facilities and on District campus or premises (i.e., attendance at a concert or special event) is allowed if it is obvious that the dog meets the legal definition of a service animal. The use of the service dog may not be challenged except if the use of the dog poses a direct threat to the health or safety of other persons, or if the presence of the service animal will result in a fundamental alteration of the service, program or activity involved. (Title II of the ADA Regulations, 28 C.F. R. Section 35.130 [b] [7])

A disability is defined in Title I of the ADA Regulations, 29 C.F.R. Section 1630.2(g) as:

"A physical or mental impairment that substantially limits one or more major life activities of an individual; a record of having such an impairment, or being regarded as having such an impairment."

Responsibilities of Persons Using Service Dogs

The care and supervision of a service dog is the responsibility of the individual who has a disability and is using the animal's services. If a service dog becomes unruly or disruptive (e.g., barking, running around, etc.), or if the dog is unclean, to the extent that the animal's behavior may pose a direct threat to the health or safety of others, or may cause a fundamental alteration in District services, programs, or activities, then the District will consider the issue of appropriate care and supervision and reconsider allowing the animal on District premises.

All service dogs must be immunized against rabies in accordance with State of California Health and Safety Code Section 121690. In addition, by specific district provision, all service dogs are prohibited from running at large on District property in accordance with City and County of San Francisco Health Code Sec. 41.12 (a). The San Francisco Health Code defines "at large" to mean "... any dog off the premises of its owners or guardians and not under restraint by a leash, rope or chain of not more than eight (8) feet in length, and any other animal not under physical restraint." – City and County of San Francisco Health Code Sec. 41(a).

District Procedures to Request Use of Animals

For employees and visitors to campus events, the District ADA Coordinator will evaluate the request to use a service dog meeting the legal definition referenced above which is based on a "reasonable person" standard, through the District's Employees' Accommodation Program.*

For students, the Disabled Students Programs and Services (DSP&S) will evaluate the request to use an dog meeting the legal definition referenced above, which is based on a "reasonable person" standard, through the DSP&S certification procedures.*

Appeal Procedures on Denial of Request to Use Animals

An employee or visitor to campus events, who is denied use of a service dog as a reasonable accommodation, may file a discrimination complaint or informal charges of discrimination pursuant to the District's discrimination complaint procedures.

A student who is denied use of a service dog as a reasonable accommodation may appeal the decision through the DSP&S appeal process, or file a formal discrimination complaint or informal charges of discrimination pursuant to the District's discrimination complaint procedures.

This Administrative Regulation supersedes AR7.13.02U to the extent there are any conflicts.

* The "reasonable person" standard means that it is obvious that the dog meets the legal definition. For example, the dog is performing a function for an individual with a disability. For further explanation of this standard, please contact the District ADA Coordinator, Title 5/EEO/ADA/Title IX Compliance Office, 415-452-5053.

Issue Date: June 2016

Section 2.11

COPYRIGHT INFORMATION POLICY

District Policy on Copyright

CCSF requires all employees and students to comply with federal and state 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."

—— CCSF Policy Manual 8.10

In general, CCSF employees (including faculty, classified staff, and administrators) and students are prohibited from the copying and distribution of materials not specifically allowed by: copyright law, fair use guidelines, product or service licenses or contractual agreements, or other permissions granted.

Please recognize that under copyright law and as specified in district policies, employees and students may be found *individually liable* for copyright, patent or trademark infringement.

For statute, a code, and an interpretation of copyright, see the <u>US Copyright Office</u>; for statute code and interpretation of patent and trademark rights, see the <u>US Patent and Trademark Office</u>.

It is a good practice to discuss copyright issues, to distinguish them from matters of academic integrity and to include a statement respecting district policy on copyrights on your course syllabus.

General questions on copyright matters can be addressed to the Dean of the College Libraries, City College of San Francisco. Questions of a more specific nature should be forwarded to general Counsel for law, code, or college policy;

Business Services for contracts and licenses; and the Coordinator for Distance Education for matters pertaining to use of videos in distance learning.

Copyright, Patent, and Trademark

Copyrights, patents and trademarks are *property rights* recognized in the US Constitution, Article 1, Section 8, and interpreted in US Federal Code Titles 17, 35, and 15.

Copyright protects "original works of authorship fixed in any tangible medium." This will include most published works of literature, music, drama, film, sculpture, visual art, architecture, and other creative media; however, a fixed and tangible medium need not be restricted to published works. Thus, original art, music, or written work that has not been published is protected by copyright. Please note that an explicit statement or notice of copyright is no longer required for protection. All original student work is protected by copyright, as is faculty work – unless it is work performed specifically for and under the hire of the district. Conversely, Patents and Trademarks do require specific registration with the US Patent & Trademark Office to ensure full protection. College faculty pursuing patents or trademarks should consult with College counsel and/or representatives from their AFT bargaining unit to be sure that they are in compliance with district policy and workplace agreements.

Over the course of the last century, copyright protections have been extended by successive congressional acts. This trend is likely to continue even as the Congress promotes certain exemptions. For general rules of thumb, works published before 1923 can be presumed out of copyright and in the public domain; however, works published after that date must start with the assumption that copyrights are in force.

Exceptions include Federal Government publications and works with a specific notice or instruction by the rights holder on how the work may be used, copied and distributed. Produced to assist and inform, Circular 22, , has been prepared by the United States Copyright Office. Please take note that Copyright considerations cover legal protections, which are distinct from scholarly matters such as academic integrity or plagiarism.

"Fair Use" in an Academic Environment

Congress and the courts have recognized that portions of copyrighted materials may be "fairly used" in an academic setting for the purpose of discussion, comment, news reporting, teaching, scholarship, and research. Under few circumstances would "Fair Use" allow for the wholesale replication and dissemination of protected materials, and Section 107 of the copyright code outlines "four factors" to be considered in determining whether a particular use is fair: purpose of the use; nature of the copyrighted work; amount and substantiality of the portion used; and effect on the market for the copyrighted work.

More importantly, this signals a clear division of copyright protections and issues of academic integrity, "The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission."

Permission to Duplicate and Distribute

Duplicating Services at CCSF assumes that rights for reproduction have been researched by the faculty or staff member requesting services, and therefore does not contact rights holders or negotiate royalties. It is assumed that faculty members requesting duplication have resolved fair use issues, have contacted rights holders for permission and/or have made arrangements for the required and necessary payment of royalties.

If a work is protected and the intended use does not seem to qualify under provisions for fair use, then permission from the rights holder should be sought. The Copyright Clearance Center, an international organization for rights licensing can assist in the location of rights, and the compensation of rights holders for duplication and use. In addition, commercial copy services are obligated under Basic Books v. Kinkos (1991) to pay rights holders for duplication of material found in the production of college course-packs. The CCSF Bookstore provides assistance with getting

permission for their academic course-packs service. Faculty and staff should recall that district policy does not protect employees from liability for infringement.

The TEACH Act: Distance Education

The Technology, Education, and Copyright Harmonization Act (TEACH Act, 2002) specifically facilitates the exchange, performance and display of copyrighted materials for distance education in accredited, non-profit educational institutions. Its purpose is to balance the needs of distance learners and educators with the rights of copyright holders. Under the provisions of TEACH instructors may use a wider range of works in distance learning courses; students may use such works while participating in distance learning from any location; all participants enjoy greater latitude of use than outlined under fair use principles when storing, copying or digitizing materials.

Note: E-Reserves for general use in the college library do not fall under the aegis of the TEACH Act. Only those materials specifically delivered in a distance education course fall under these provisions.

Music, Broadcast, Multi-media, Performance, Software, Licenses, Derivative and Transformative Works

The general principles of copyright and fair use apply to all media. Due to the nature of the publishing industry, and the history of broadcast music and performance, there are differences in the nature of organizations that represent music publishers, musicians, broadcast and live performance. In general, there are stronger organizations for the licensing of music and the payment of royalties in BMI, ASCAP and SESAC, and in the enforcement of copyright for the distribution of sheet music and its public performance. However, in the classroom and in distance education classes, fair use and TEACH Act principles may apply to the instructional use of media and performance. Nevertheless, City College pays royalties through SESAC, BMI, and ASCAP.

Software used by the college is licensed for general use and distribution on college equipment. It is not generally reproducible for use on personal computers or equipment except by agreement with the licensing company or its agents. Software purchased by an individual faculty member for personal use cannot be placed on more than the instructor's individual or personal computer, and should not be reproduced or distributed for use by others.

There are extremely specialized interpretations of copyrighted material when the material derived undergoes a transformative use. There are complex arguments to be made as justification in the case of true artistic or academic purpose accomplished through derivation and transformation. In general, and for classroom purposes, the justifications begin with recollection of fair use; however, since truly transformative works merit copy protection in their own right, an assertion of fair use cannot be taken casually.

Further Sources of Information

Faculty members interested in copyright are encouraged to conduct further research and study. Almost any topic on copyright, fair use, the TEACH Act, broadcast, duplication, and transformation can be quickly searched on the internet. Discussions include both general sources such as Wikis, or more specific ones, such as those at the United States Copyright and the US Trademark and Patent Offices. In addition, there is good general discussion at the Creative Commons and the Copyright Clearance Center sites, as well as a host of good discussions at major universities nationwide – including Stanford University, Cornell University, and the University of Texas.

Section 2.12

CCSF COMPUTER USAGE POLICY

The CCSF Computer Usage Policy can be found in the CCSF catalog that is published annually. The Computer Usage Policy applies to all members of the College community and CCSF computer resources. This includes administrators, faculty, staff, and students. The policy covers the use of computer equipment at any CCSF facility, including those in the various CCSF computer labs, classrooms, offices, libraries, and campus, centers, or sites. CCSF servers accessed from any location are also covered in this policy. Persons who use CCSF computing facilities and resources are bound by this policy without exception. This policy is displayed to users via the Message of the Day (MOTD) at their logon to the CCSF HPUX computer system in the first two weeks of each semester.

Violation of the CCSF usage policy will be handled 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 possible and available, such as the loss of computer use privileges, dismissal from the College, and even legal action. Violations of some policies may constitute a criminal offense.

Rights and Responsibilities

CCSF makes computer accounts and resources available to students for use in their pursuit of instructional and learning goals and to faculty and staff for performing professional duties and responsibilities and supporting institution's goals. Because computing resources are under a user's control, the user is fully responsible for the proper and legal use of the computing resources as used.

Because computer accounts and computer access are privileges, CCSF requires individual users to act responsibly and in accordance with prevailing CCSF policy. By using a CCSF account and CCSF computer resources, the user agrees to the following:

- Abide by all CCSF policies.
- Respect the rights of other users and accounts.
- Use a CCSF account only for school-related purposes.
- Safeguard the integrity of the system, its related physical resources, and the institution.

Users also agree and consent to observe all relevant laws, regulations, policies, and contractual obligations of CCSF.

Other organizations operating computing and network facilities that are accessible 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

All user files, including e-mail files, are not to be relied upon as confidential. CCSF explicitly does not guarantee or warrantee the confidentiality of these files. 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 their manager's permission prior to investigating 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 kept on ITS equipment and 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 have been corrupted or damaged.

Existing Legal Context & Misuse

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

Misuse of computing, networking or information resources will result in the loss of computing and/or network privileges without notice. This pertains to those resources that ITS administers and houses as well as to those that are in other departments associated with CCSF and are connected to the CCSF network. Deliberate misuse and violations of the 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 that violate any applicable CCSF or campus policies, procedures, collective bargaining agreements, or laws, codes, or regulations. Complaints involving allegations of an individual's misuse of CCSF computing resources are directed to and handled by administrators and managers who are charged with conducting the necessary inquiry into the matter with a full and proper investigation; subsequent to the inquiry and investigation being completed, a determination is made. Should it be shown that there was a violation of policies, procedures, collective bargaining agreements, or federal or state law, codes or regulations, appropriate disciplinary action will be recommended and taken as specified in the Section on Enforcement.

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

Breaking into another person's account

- Use a computer account without proper authorization by the ITS Department.
- Knowingly or carelessly allow someone else to use your account.
- Obtain a password for a computer account that is not your own.
- Use the Campus Network to gain unauthorized access to any computer systems.
- Attempt to circumvent data protection schemes or uncover security loopholes, including creating, running, and distributing programs, or any of these that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Mask the identity of an account or machine, including, but not limited to, sending email anonymously.

Harassment

- Use e-mail to harass others.
- Post on the Internet any information that may be slanderous or defamatory in nature, including, but not limited to, posting of said type of material on Usenet News.
- Display sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or in a location that can potentially be in view of others.

Commercial use:

Use your CCSF account or CCSF computer resources for any activity that is commercial
in nature, including, but is not limited to, consulting, typing or word processing services,
and developing software or services for sale or a fee.

Copyright

• Violate terms of applicable software licensing agreements or copyright laws.

Changing files

- Attempt to monitor or tamper with another user's electronic communications; or read, copy, change, or delete 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.
- Modify another user's files. Such action is deemed illegal under California Computer Crime Laws.

Examples of Misuse (continued)

System abuse & misuse:

- Send mass e-mail to a large number of people on the CCSF system without proper authorization by CCSF administration. It is acceptable, however, to use organization or department mailing lists or listservs in order to send work-related CCSF e-mail to groups of people on the system in the conduct of proper CCSF business and in keeping with the College's mission and vision.
- Act knowingly or carelessly to interfere with the normal operation of CCSF computer systems. Examples of such would be to run, install, or give to another user a program that is intended to damage or place excessive load on a computer system or network. This pertains to programs known as computer viruses, worms, and other such destructive systems.
- Waste deliberately or overload system resources, such as:
 - Printing resources This includes, but is not limited to, printing multiple copies of a document; printing out large documents that may be available on-line; or negatively impacting, impeding, or restricting printing by other users.
 - System file space The storing or transferring of large files or using a large amount of file space in a temporary file system area degrades overall system performance or precludes other users the right of access to disk storage. This also constitutes a misuse of resources. ITS staff may remove or compress disk files that consume large amounts of disk space with or without prior notification to the user.

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 be in keeping with the academic goals of CCSF may be "killed" without warning.
- Any files stored in the temporary file systems are subject to deletion at any time. Users
 are responsible for backing up their own files. Be advised that any users' file names and
 directory names that start with a period, other punctuation, or a special character, will be
 deleted immediately.

Copyright

All CCSF users must follow all relevant copyright laws. US Copyright law governs reproduction and distribution of software and other material, 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 purchased by a CCSF department also controls the number of simultaneous users of the product. Please review the EULA for complete information on rights as an end user of the product.

Illegal reproduction of software is subject to civil damages and criminal penalties that can include fines and imprisonment. The individual user is responsible for any and all fines, fees, damages, punishment, and legal costs associated with the violations. (For the Copyright Information Policy, refer to Section 2.10 of this handbook and the CCSF Policy Manual 8.10).

Nondiscrimination

CCSF computer users must adhere to a code of conduct that reflects the principles described in the CCSF Equal Opportunity Policy. Any user who acts in a manner that violates the CCSF Equal Opportunity Statement, which is listed in the annual CCSF catalog and can also be found online at http://www.ccsf.org/Policy/nondiscrim.html, will be faced with serious consequences and penalties, including, but not limited to, losing all CCSF computer access and privileges.

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.

Enforcement

After the appropriate investigation and/or hearing procedures have been followed, the penalties may be imposed in accordance with one or more of the following: City College policy and regulations, California law, and/or U.S. laws.

- Infractions of the CCSF Computer Policy may result in the temporary or permanent loss or modification of one's computer account and resource access privileges, and the user may be subject to further disciplinary action.
- Offenses that may be in violation of local, state or federal laws will result in the immediate loss of all computer accounts and resource privileges; and such offenses will be reported to appropriate parties, CCSF department, 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.

Issue Date: June 2016

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Section 2.13

CCSF WEB SITE STANDARDS & 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, classified 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 it serves.

Mission Statement

The Mission of the CCSF Web Site is to provide access to quality informational resources in an atmosphere that encourages creativity and intellectual freedom and 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 for the CCSF Web Site is to be:

- representative of the entire CCSF community,
- user-friendly with clear navigation, searchable information, and interactive feedback,
- sensitive to user limitations,
- current with valuable information about CCSF programs and services.
- responsive to questions, considerate of comments and feedback, and mindful of the user's need for contact information, and
- visually appealing, while also maintaining the general college identity and brand.

A. Guiding Principles

- 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 that everyone enjoys creative freedom without fear of their intellectual efforts being
 violated, altered, destroyed, or plagiarized.
- 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.
- 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 web site is the world's window to CCSF, the College encourages all members of its online community to exhibit high ethical and intellectual standards.
- 4. These principles apply to all members of the College online community, including administrators, faculty, staff, and students of the College. While the College encourages intellectual and creative freedom, it also highly encourages responsible use.
- 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's online community and to promote the efficient, effective, ethical, and legal use of the web site 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.
- 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, 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 and practices guidelines are not necessarily all-inclusive, and may be modified at any time.
- 7. Web-Hosting Services are a privilege that requires individuals to act responsibly.

B. Standards of Conduct

- 1. Respect the Privacy of All Members Intentionally seeking out or divulging access to 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. Respect the Rights of All Members Behavior that creates an atmosphere of 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, URL: http://www.ccsf.cc.ca.us/Catalog/Admin/nondiscrim.html

- 3. Respect System Security and Integrity Any activity that threatens the security of the College web site and information resources, unreasonably taxes the system's resources, makes frivolous use of system resources, or interferes with the efficiency of system resources will be considered a violation of this policy.
- 4. Respect College Policies Use of information resources or technology, networks, or other computing resources that violate general College policies or procedures or the ethical or legal use of software or administrative data will be considered a violation of this policy.
- 5. Respect the Law Use of the College web or information resources in a manner that that violates penal or civil law, including, but is not limited to, intellectual property, trademark, computing resources, libel, or civil rights will be considered a violation of this policy.

C. Web Host Administration Standards

- 1. The Information Technology Services Department (ITS) is responsible for administration of Internet services. ITS recognizes the growing desire and need of administration, faculty, classified 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:
 - 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 shall 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 if school approval is given.
 - 1.2. Provide a Safe and Secure Environment ITS shall provide all User ID and password access to Internet services. To safeguard the security of the web host and integrity of the web site, access to the web host is granted only to authorized individuals or Web Authors. ITS shall make every effort to provide an environment free from hostile, discriminatory, unethical, or illegal activity.
 - 1.3. Support And Services ITS will make every effort to provide Internet-related Host and Network Administration support services for College administration, faculty, classified staff, institutional programs, and services.
 - 1.4. Ensure a Free and Open Atmosphere ITS, through the <u>Webmaster</u>, shall provide an atmosphere for free and responsible expression of creativity and exchange of information and ideas within ethical and legal boundaries. ITS shall 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.
- 2. The "Web Host" is the college's gateway to the Internet and where all web pages are stored and maintained. The CCSF web site 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 web site. Centrally located Hosts allow for greater control over access, security, integrity, and reliability of the college web site.
- 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.

D. Server Access & Management

- 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 authorize individuals, e.g. Web Authors. Web Authors must request a User ID and Password using the "Department Web Site Request Form." The Webmaster will contact the following people for permission:
 - D.1.1 Department Chairs for instructional departments
 - D.1.2 Team Leaders or Supervisors for Administrative departments or
 - D.1.3 Office of Student Activities for student clubs and organizations

Before submitting the "<u>Department Web Site Request Form</u>," the designee should review the web pages to ensure the pages adhere to the "<u>Web Page Development Guidelines</u>" and do not violate any of the "Web Page Standards & Practices."

- 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 <u>Webmaster</u> for transferring files to the appropriate space on the web server.
- 3. Student Clubs may request server space through their Faculty Advisor and/or Dean of Student activities (or designee.) Club Faculty Advisors will be responsible for approving club web pages and submitting the Request for Computer Account forms to ITS.

E. Dispute & Complaint Procedures

- All web pages hosted by the college Web Server are subject to review for adherence to the **Web Site** Standards and Practices and the <u>Web Page Development Guidelines</u>. Reviews may be conducted at any time by the <u>Webmaster</u> and/or college management. Complaints may also be submitted by any web site visitor. All complaints, regardless of who originated them, will be treated seriously and equally.
- 2. Violations of the **Web Site Standards and Practices** and the <u>Web Page Development Guidelines</u> will be reported to the <u>Webmaster</u> via email. Web-based complaints must include a valid email address. Anonymous complaints or complaints with forged email addresses will not be reviewed.
- 3. Complaints about web pages should be submitted to the <u>Webmaster</u> and **must** include justifiable reason(s) for the complaint. The complaint must list the following information:
 - 3.1. The specific Standards & Practices or Development Guidelines line item(s) of which the web page is in violation
 - 3.2. URL
 - 3.3. Specific location of the item in violation
 - 3.4. Valid name and address

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

4. Complaints will be submitted to the <u>Webmaster</u> for initial review. If the <u>Webmaster</u> determines the complaint valid, the <u>Webmaster</u> 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 <u>Webmaster</u> may disable the page(s) in violation.

- 5. If the Web Author disputes the findings of the <u>Webmaster</u>, the Web Author may submit a memo to ITPC or chair of Oversight Review Committee detailing the following:
 - 5.1. Webmaster's findings
 - 5.2. Author's reasons for disagreement
 - 5.3. URL of website in question
 - 5.4. Supporting documentation may also be submitted

This review will consist of at least three members of the ITPC, excluding the <u>Webmaster</u> and will be known as The Web Team. The Web Team will review the original complaint and the <u>Webmaster</u>'s findings. If, after this review, The Web Team concurs with the <u>Webmaster</u>'s findings, the Web Author will be notified that the web pages are in violation. The decision of The Web Team is final.

F. Legal Requirements

F.1 Web Authors are responsible for ensuring web pages abide by 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 web site. The "Fair Use" doctrine does not grant approval to provide online access to copyrighted material for classroom use.

Section 2.14

FOOD, BEVERAGE & SMOKING REGULATIONS for OCEAN CAMPUS, CCSF CENTERS, & CCSF SITES

Food Regulations

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

Smoking Regulations

A.P. 2.17

In accordance with state law, smoking is prohibited inside any District building or in any outdoor area within 20 feet of the exit doors. [CCSF-AR, Gov. Code 19994.30, Gov. Code 19994.31, Gov. Code 19994.32 and Gov. Code 7597]

B.P. 2.17

Smokers are urged not to violate the rights of non-smokers.

FACULTY MEMBERS ARE URGED TO HELP ENFORCE THE REGULATIONS FOR THE ENTIRE CAMPUS COMMUNITY.

Issue date: September 2015

Section 3 Personnel Provisions

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 CCSF 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.

Issue Date: June 2016

Section 3.2

TUBERCULOSIS EXAMINATION

California Education Code Section 87408.6 requires that all San Francisco Community College District employees, WITHOUT EXCEPTION, have a tuberculosis examination <u>upon employment</u> and <u>every four years</u> 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. They are also available for a fee at the City and County of San Francisco's Health Centers or the City College of San Francisco Student Health Center. 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.

Section 3.3

MINIMUM QUALIFICATIONS

In order to be employed in a California Community College, state law requires that faculty members fulfill specific requirements.

1. They (Faculty) must possess the minimum educational qualifications for their respective discipline prescribed by the California Community College Board of Governors or have the "equivalent."

OR

2. They (Faculty) must possess a valid California Community College Credential in the subject discipline. (Issued prior to June 30, 1990)

Furthermore, the District may establish additional criteria for hiring that go well beyond the minimum qualifications set by the State.

Assistance regarding minimum qualifications is provided by the Human Resources Department at 415-241-2305.

Employees may also view the publication, "Minimum Qualifications for Faculty and Administrators for the California Community Colleges" at:

http://extranet.ccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012 2014.pdf

Issue Date: June 2016

Section 3.4

FACULTY EVALUATIONS

The purpose of faculty evaluation is to recognize the strengths and special qualities of the evaluatee and define areas that need improvement. For more information, go to:

- District/AFT Collective Bargaining Agreement, Article 9, Evaluation
- http://www.ccsf.edu/en/employee-services/office-of-instruction/faculty-evaluation-new.html

TENURE REVIEW

The intent of AB 1725 is that tenure should be granted to new faculty members only after an evaluation process, which is more rigorous, of longer duration, and more representative of the state's diversity than has previously been the case at California Community Colleges. The bill provides that each district shall develop its own evaluation procedures through collective bargaining between the Community College District and the faculty's representative.

The procedures now in effect for the San Francisco Community College District have been prepared by AFT Local 2121 in consultation with the Academic Senate and negotiated with the District as part of the Collective Bargaining Agreement. These procedures are in many ways distinct from those used for the evaluation of tenured faculty.

For more information, go to:

- AFT Local 2121/CCSF Collective Bargaining Agreement:
 - o Article 9, Evaluation
 - o Exhibit G, Departmental Guidelines for Faculty Evaluation
 - Exhibit K, Tenure Review and the Criteria Related to Exceptional Circumstances for Early Tenure Consideration
- The Guide to Faculty Evaluation and Tenure Review is a publication from the Office of Instruction and
 offers additional information regarding the tenure review process. This document is at:
 http://www.ccsf.edu/en/employee-services/office-of-instruction/tenure-review-new.html

Issue Date: June 2016

Section 3.6

FACULTY SERVICE AREAS

Each tenure-track faculty member will be assigned to a Faculty Service Area (FSA) in accordance with the discipline required for their job assignment. Faculty Service Areas will be utilized if a reduction in staff is necessary. The Education Code states that a tenured faculty member cannot be laid off while any employee with less seniority is retained to render service in a faculty service area in which the senior employee is both qualified and competent. (Refer to Education Code § 87743.)

Issue Date: June 2016

Section 3.7

FULL-TIME FACULTY MEMBERS OVERLOAD/EXTRA PAY ASSIGNMENT

Overload/extra pay assignments will not exceed 40% FTE. Exceptions to this limitation require approval of the appropriate school dean and the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Development.

SUMMER ASSIGNMENTS

Summer assignments will not exceed twenty hours per week. Exceptions to this limitation require approval of the appropriate school dean and the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Development.

Issue Date: June 2016

Section 3.9

PART-TIME FACULTY MEMBERS' ASSIGNMENTS

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

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

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

Issue Date: June 2016

Section 3.10

ATTENDANCE AT PROFESSIONAL CONFERENCES AND CONVENTIONS

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

The allocation of funds for travel is based on the value of the trip to the students, the faculty member, the Department, and the College in general. Only actual and necessary travel expenses are covered; these costs must not include luxury accommodations, first-class travel rates, etc. Faculty whose expenses exceed the criterion stated will be expected to pay any additional costs.

For further details, refer to **Appendix C – Academic Senate Faculty Travel Guidelines and Regulations** and/or contact the Academic Senate office at 415-239-3611.

PROCEDURES FOR REASSIGNMENT OF FACULTY

Class Cancellation

When a full-time instructor's class does not meet the minimum enrollment, the following options are available to the administration.

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

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

Issue Date: June 2016

Section 3.12

OFFICIAL PUBLICATIONS

The following official publications are available to members of the professional staff:

College Catalog

The College Catalog is available online at http://www.ccsf.edu/Catalog. To contact the Catalog editor, call 415-239-3391.

Time Schedules

Class Schedule can be accessed online at http://www.ccsf.edu/Schedule.

City Notes

City Notes is published online during the fall and spring semesters by the Public Information Office. It is distributed via employee's CCSF email accounts and can be accessed on the CCSF website. This publication contains official announcements and other essential District information.

NOTE: Individual departments may have their own publications, e.g., ESLetter, Student Development, Network, etc.

Policy Manual and Faculty Handbook

The purpose of the Policy Manual of the San Francisco Community College District and the CCSF Faculty Handbook is to apprise employees of policies, rules, regulations, and other information essential to the proper functioning of the District. The Policy Manual may be accessed via: www.ccsf.edu/Policy/Manuals. The faculty handbook can be obtained from the Human Resources Office at 415-241-2246 or can be viewed online at www.ccsf.edu/offices/hr.

Faculty members are expected to be familiar with the contents of publications such as the CCSF Catalog, CCSF Time Schedule, and the current Faculty Handbook.

Issue Date: June 2016

Section 3.13

PROFESSIONAL AND EMPLOYEE ORGANIZATIONS

The policy of the San Francisco Community College District covering membership in professional and employee organizations is encompassed in the following statements:

All academic employees and all classified employees of the District will have complete freedom in selecting the professional or employee organizations, which they may wish to join, if any, without coercion of any kind from any administrative officer or other District employee.

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

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

Section 4 Instructors' Responsibilities in Classrooms & Labs

ACADEMIC FREEDOM

District B.P. 6.06 A. General Principles AFT 2121/CCSF Collective Bargaining Agreement, Article 8

The District and AFT 2121 are unequivocally and unalterably committed to the principle of academic freedom in its true sense, which includes freedom to study, freedom to learn, and freedom to teach for the provision of professional educational services to students.

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

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

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

Academic Freedom

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

Issue Date: June 2016

Section 4.2

REGULATIONS AND PROCEDURES FOR ACADEMIC PERSONNEL TO FOLLOW FOR STUDENT ATTENDANCE

Each instructor will ensure that only persons duly registered in the class are in attendance. It is the responsibility of the instructor to exclude all non-registered persons from the room. Failure to comply with this policy of excluding unauthorized persons from the class may have some legal effect upon the instructor's personal liability in the event a claim against the District should arise. In the case of special visitors, guest speakers, and others, the exception must be approved by the school dean.

District policy forbids non-students from attending any class without prior and specific permission from the Office of the Vice Chancellor of Academic Affairs. This policy includes children of students. Under no circumstances are children to be permitted in laboratory classes.

FACULTY ATTENDANCE

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

Instructors are required to meet classes at the assigned time and place, including final exam dates. Any change of time or place requires prior approval from the department chairperson and the Office of the Vice Chancellor of Academic Affairs, Cloud Hall, Room C308. In addition, instructors are required to be in class or lab during the entire time class is in session (Refer to Section 4.5 - Absence for details.) In addition to a specific teaching load, instructors are expected to devote a reasonable amount of time to professional responsibilities, such as conferring with and assisting students, serving on faculty, departmental, and District-wide committees, and attending meetings called by the administration, department, and faculty groups.

Issue Date: June 2016

Section 4.4

FACULTY SCHEDULES

Faculty shall not be assigned more than a five-day work week. In the credit and noncredit programs where it is determined and approved by management to be in the best interests of the educational program (instructional, counseling or librarian), a less than five-day (i.e. four- or three-day) weekly schedule shall be permitted. The primary intent of this provision is to provide an incentive for voluntary acceptance of evening, weekend, or split assignments. (Refer to Article 13.A.2 of the AFT/CCSF Collective Bargaining Agreement.)

Issue Date: June 2016

Section 4.5

ABSENCE

Day credit academic instructors shall report their absences from class, whether for a single class meeting, a single work hour, or an entire day to the Vice Chancellor for Academic Affairs Office or to the appropriate department chairperson.

- 1. An academic employee who can foresee the date or dates of absence should notify, as far in advance as possible, the department chairperson or the appropriate dean.
- 2. On the day of the absence, an academic employee assigned to work on the Ocean Campus shall telephone the department chairperson or the Office of the Vice Chancellor for Academic Affairs at 415-239-3312. If the

Ocean Campus is closed, a call should be placed to 415-239-3232. A message shall be recorded with the following information:

- A. Instructor's name
- B. Time and room of the first class
- C. Any special instructions such as books, topics, etc.
- D. How long instructor expects to be absent.

Messages can be heard 8:00 a.m. on the next school day.

Evening instructors teaching credit classes on the Ocean Campus shall call and report absences to the Evening Instructional Office at 415-239-3585. Instructors teaching at other locations should notify the campus site supervisors or the department chair. (Refer to Section 4.18 - Evening Instructional Office.)

Counselors, librarians, and other non-management academic employees shall report their absences to their department chairperson, dean, or vice chancellor. They should consult with these persons concerning procedures for reporting their absences in advance.

NOTE: Academic employees are required to complete and submit the Faculty Application for Leave form to their department chair to report an absence.

Forms are available at: http://www.ccsf.edu/en/employee-services/district-business-office/human-resources/form.html or from the Human Resources Department at 415-241-2246.

It is advisable for faculty members to check with their departments for appropriate phone numbers and procedures for reporting absences, including the completing and submitting of the Faculty Application for Leave form.

Day-to-Day Substitutes may be identified and assigned only by a department chairperson in consultation with the school dean or a designee. Academic employees should not arrange for substitutes unless specifically authorized to do so by a department chairperson or school dean.

Noncredit Instructors who are absent have the Department Chair or a designated coordinator responsible for arranging substitute teachers for classes. If the department chair delegates that responsibility to the Center Dean's office staff, then the instructor should call the office staff. The campus classified staff are responsible for initiating the "substitute demand" form (payroll form) for the substitute and a "Faculty Application for Leave" form for the instructor. The department chairperson is responsible for providing the classified staff with a list of approved substitutes. Instructors are not allowed to arrange for their own substitutes, unless specifically authorized in advance by the department chairperson, coordinator, or school dean.

THE ACADEMIC CALENDAR AND FACULTY FLEX DAYS

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

Professional Development flex activities include workshops and meetings held at CCSF that acquire CCSF assigned CRN numbers. Hours in excess of the required amount can count as Independent Flex activities. There is no carryover from one program year to the next.

Independent Flex activities are those relevant to one's professional growth at CCSF or faculty assignment and include workshops, conferences, seminars, individualized study, research, or other work that is not part of a faculty member's regular work assignment. Faculty members are to report their professional development activities as well as their Independent Flex activities on a form or online and submit the information to the Professional Development Office by the end of the academic year.

Full-time Faculty Obligation

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

Part-time Faculty Obligation

Part-time Faculty on Pay by Load:

60% 3 hours per Flex Day 50% 2.5 hours/Flex Day 40% 2.0 hours/Flex Day 20% 1.0 hours/Flex Day

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

For the full AFT/District agreement on Faculty Flex Day Requirements, go to: www.aft.2121.org/resources/flexdays.

Issue Date: June 2016

Section 4.7

INTRODUCTORY INFORMATION SYLLABUS/FIRST DAY HANDOUT

All courses that are claimed for state apportionment must be open to enrollment by any student who has been admitted to CCSF and meets any applicable course prerequisites/co-requisites, up to the maximum capacity for a class, which is set by the Office of the Vice Chancellor of Academic Affairs.

Syllabus/The First Day Handout

During the first week of instruction, instructors are to give each student pertinent written class information that includes:

Student Learning Outcomes as listed on the approved course outline

- Plagiarism Statement
- Accommodations for students with diagnosed disabilities
- · Required text and class materials
- Field trips, if appropriate
- Subject matter to be covered
- Prerequisites/co-requisites, if any. (If a student has not met a course prerequisite/co requisite, she/he may not continue in the class)
- Nature and frequency of assignments and examinations
- Grading system
- Method of evaluation and assessments
- Attendance regulations in writing (departmental guidelines)
- Office hours and location
- Midterm and Final exam dates

A copy must **also** be provided to the Department Chairperson.

In addition, instructors should identify themselves, their course number and information, and the course section on the chalkboard and syllabus. **Written attendance regulations** <u>must</u> be given to students.

Faculty members are discouraged from giving personal information, such as home addresses and telephone numbers to students. The District is not responsible for any consequences to faculty who give personal information to students. Faculty must also observe the privacy of student information and may not share information about students with the class or anyone else. (Refer to Section 9.5 - Student Records.)

Refer to Appendix F - Elements of a Syllabus for more information.

Issue Date: June 2016

Section 4.8

INSTRUCTIONAL MATERIALS AND INSTRUCTIONAL MATERIALS FEES

All faculty members shall abide by the Board Policy 6.13 Instructional Materials and Instructional Materials Fees. A special materials fee is to be approved in advance by the Vice Chancellor for Academic Affairs.

Under certain circumstances, the District may require students to pay an instructional materials fee as a condition of enrolling in a specific class. Such fees will apply when the District is the exclusive provider of materials, which have continuing value outside the classroom. The District may act as the exclusive provider for health and safety reasons or in providing materials in lieu of other generally available but more expensive materials, which each student would otherwise be required to provide. Any fee for instructional materials must not exceed the District's actual cost.

GUEST SPEAKERS

Instructors who desire to supplement instruction by inviting guest speakers shall notify their department chairperson or the school dean of the names and topics of such speakers well in advance of the dates on which they will appear. The assigned instructor shall be present throughout the presentation.

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

Ordinarily, guest speakers do not receive honorariums.

Issue Date: June 2016

Section 4.10

FIELD TRIPS

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

Instructors who wish to conduct a field trip not mentioned as a course requirement in the College Catalog must make a request of their department chairperson in writing. Such requests also require permission from the school dean. Only under unusual circumstances will these requests be granted. Field trips which are not officially advertised in the College Catalog may not be made a required part of the course.

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

AUDITING OF CLASSES

In both the credit and noncredit programs, only students who are officially enrolled in a course may attend a class. Classes may not be audited; however, some credit classes are offered through a current enrollment option for students who have exhausted repeatability. For further information, contact the Continuing Education Office at 415-561-1860.

Issue Date: June 2016

Section 4.12

STUDENTS' RECORDING EQUIPMENT

State law provides for the protection of instructors by requiring that the use of listening or recording devices in the classroom must have prior approval by the instructor concerned. Faculty should, however, recall that federal law mandates "reasonable accommodation" for disabled students whereby listening or recording devices may be necessary for accommodation purposes.

Issue Date: June 2016

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Section 4.13

CLASSES REQUIRED TO MEET FOR THE FULL INSTRUCTIONAL PERIOD

All classes are expected to be conducted for the designated instructional period, usually not less than 50 minutes, exclusive of passing time. For example, a class scheduled for MWF 9:00 – 10:00 actually meets from 9:10 a.m. to 10:00 a.m.; a class scheduled to meet TR 9:30 – 11:00 actually meets from 9:40 a.m. to 11:00 a.m. If a class is not conducted for the full time scheduled, the instructor must report the circumstances to the department chairperson not later than the close of the next school day.

Issue Date: June 2016

Section 4.14

PROMPT DISMISSAL OF CLASSES

Instructors are requested to dismiss their students promptly at the end of each instructional period since prompt dismissal enables students to report to their next classes.

Issue Date: June 2016

POSTING OF FACULTY SCHEDULES

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

Counselors, librarians, and all other non-teaching faculty shall post their schedules outside their office doors.

At some campuses, outside the room door, a card is posted showing the class held there, the hours, and the instructor.

Issue Date: June 2016

Issue Date. Julie 2010

Section 4.16

OFFICE HOURS

Full-time <u>credit</u> instructors are required to hold at least two office hours each week. All <u>contract</u> and <u>regular</u> academic unit members of the <u>English Department</u> and the <u>ESL Department</u> who teach a <u>1.25 or other multiplier</u> class within their assignment are required to schedule and hold three (3) office hours weekly.

For details regarding office hours for full-time and part-time faculty, refer to the AFT/CCSF Contract Article 18 and Article 20.A.6.1

Issue Date: June 2016

Section 4.17

CURRICULUM

Office of Instruction

Curriculum Office Ocean Campus, Room C308 415-239-3360

Faculty members are required to adhere to departmental course outlines. Course outlines can be found on the Office of Instruction's website http://www.ccsf.edu/en/employee-services/office-of-instruction/curriculum_committee.html

Faculty members are responsible for maintaining and keeping course outlines current in concert with departmental colleagues.

The Curriculum Committee website has a wealth of information regarding curriculum development, including the creation of new courses, certificates, and degree program, and the modification of existing courses, certificates, and degree programs. Faculty who are involved in curriculum development are advised to review the material available on this web site. Contact the Curriculum Committee chair or Dean of Instruction if there are questions.

The Curriculum Committee website has the following:

(http://www.ccsf.edu/en/employee-services/office-of-instruction/curriculum_committee.html)

- Calendar of Curriculum Committee meetings, including submission deadlines
- · Curriculum Committee forms, course outline templates, and a course outline preparation system
- Resources for technical review
- Curriculum Committee membership and contact information

Also linked to the Curriculum Committee website is the Curriculum Handbook that contains information on:

- Course outline preparation
- · Course outline addenda, including distance education addenda
- Certificate preparation
- Major preparation
- Prerequisites, co-requisites, and advisories
- Graduation requirements, transfer, and articulation
- Standing rules of the Curriculum Committee

Issue Date: June 2016

Section 4.18

EVENING INSTRUCTIONAL OFFICE

Evening Office & Summer Session

Ocean Campus - Cloud Hall 310A 415-239-3584

Office Hours:

Monday – Thursday: 9:00 a.m. to 9:00 p.m.; Friday: 8:00 a.m. to 5:00 p.m.; Saturday: 8:00 a.m. to 1:00 p.m. (fall and spring semesters only). Office is not open on Saturdays during the Summer Session.

The Evening Instructional Office serves and supports Evening and Saturday Instructors who teach on the Ocean Campus. Services include:

- assign and maintain faculty mailboxes
- · assist instructors with duplicating needs
- distribute to faculty the class lists, grade sheets, census reports, etc.
- provide other support services

Whenever possible, faculty should report absences in advance or as soon as possible to this office in order for a notice to be posted in the classroom to inform evening or Saturday students. (Refer to Section 4.5 Absence.)

An instructor who expects to be absent for more than one class meeting should also contact the department chairperson to discuss the advisability of obtaining a substitute. Substitutes are authorized only by the department chairperson or the appropriate Dean.

At Other Locations

To report absences or make inquiries, call department chairpersons, coordinators, the Office of the Center Dean, or a site contact person. (Note: A night contact person is on duty after 5:00 p.m.)

<u>Locations</u>	Day #	Evening #	Saturday #	Sunday #
Chinatown/NB	415-395-8600	415-395-8600	415-395-8600	None
Civic Center	415-561-1875	415-561-1020	415-561-1020	None
Downtown	415-267-6504	415-267-6501	415-267-6501	None
Evans	415-550-4440	415-550-4409	415-550-4409	None
Fort Mason	415-561-1840	415-561-1840	415-561-1840	None
John Adams	415-561-1900	415-561-1900	415-561-1900	None
Mission	415-920-6000	415-920-6000	415-920-6000	None
Southeast	415-550-4300	415-550-4300	415-550-4300	None

Issue date: September 2015

Section 4.19

RESPECTING THE FACILITY

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

Issue Date: June 2016

Section 4.20

STUDENT OUTCOMES

Outcomes and Assessment



City College strives to create a culture where outcomes assessment continually improves the quality of student learning and institutional effectiveness. Members of each department and program engage each other in the development and assessment of outcomes. Dialogue within and amongst departments and programs moves the college forward to meet the evolving needs of our students through instruction, curricula, programs, and services.

All units at CCSF (including committees) have outcomes, assess them, and analyze them to inform program improvements.

Outcomes are developed and assessments take place for the following areas:

- Student Learning Outcomes (for courses, instructional programs, counseling, and workshops).
- **Student Service Outcomes** (for additional services provided to students, such as transcript procurement registration, and financial aid).
- Administrative Unit Outcomes (for services provided to faculty, staff, vendors, external organizations, etc. to produce an environment of learning for our students).
- **General Education Learning Outcomes** (for all CCSF general education outcomes in Communication & Analytical Thinking, Written Composition, Natural Science, Social Sciences, Humanities, History, Health, and Multicultural Studies).
- Institutional Learning Outcomes (for the four institutional outcomes of Critical Thinking & Information Competency, Communication, Cultural, Social & Environmental Awareness, Personal & Career Development).

More information: www.ccsf.edu/slo and www.ccsf.edu/curricunet

Faculty Responsibilities

City College of San Francisco faculty, both credit and non-credit, as well as full-time and part-time, are required to participate in coordinated assessments of stated Student Learning Outcomes for the courses they instruct or the services they provide.

Student Learning Outcomes (SLOs) are concise statements about the knowledge, skills, and values students are expected to have when they have completed a course, program, or path of study at City College. When instructing any course, SLOs must be explained to the student and provided to the student in the syllabi exactly as they appear in the official Course Outline of Record. (See Section 4.7 Introductory Information for details of the written class information to give each student.)

Coordinated assessments of learning outcomes are discipline specific and are typically designed, guided and scheduled by the Department Chair or designated course coordinator(s) with significant faculty input. Information about the assessment processes for each Department may be found on the Department's assessment webpage. Additionally, all programs (certificates, degrees, and in some cases, disciplines) are required to assess the Program Student Learning Outcomes (PSLOs) published in the CCSF Catalog. How often learning outcomes are assessed may be decided within each area, but the CCSF Institutional Assessment Plan established a three year benchmark. In sum, all outcomes are assessed at least once every three years. Likewise, a comprehensive analysis of all student learning outcomes in a course and all learning outcomes in a program should be submitted once every three years by the course and program coordinators. Coordinated assessments of General Education Learning Outcomes (GELOs) and Institutional Level Outcomes (ILOs) also occur.

Faculty who serve on the Academic Senate's Student Learning Outcomes Committee meet as a workgroup of faculty to complete these assessments and discuss the results with the campus community. The timeline for the assessment of GELOs and ILOs is published in the Institutional Assessment Plan.

Accreditation Standards require rigorous documentation that demonstrates assessments are taking place and that improvement to the classroom, course, and program result from the analysis of assessment data. As such, instructors are required to submit assessment data about their students and comprehensive reports about all SLOs/PSLOs in a central reporting system. Data about individual students is private and secure, much like grades. Aggregate reports about sections, courses, and programs are publicly available documents. To create these reports, CCSF uses an integrated program called CurricUNET for assessments as well as for curriculum development and program review. The CurricUNET User Manual is available online along with video tutorials and step-by-step written instructions. In-person trainings can also occur.

The goal of the assessment process is to ensure Continual Quality Improvement (CQI). This is achieved when faculty members do the following:

- Engage in a nuanced analysis of which outcomes are being achieved;
- 2) Identify gaps in the achievement of specific learning outcomes;
- 3) Analyze data to see if certain subpopulations of students are not achieving the stated outcomes;
- 4) Work with colleagues to improve the course or program (if needed); and
- 5) Reassess to evaluate the efficacy of any improvement(s).

Assistance for assessment is provided by faculty designated as SLO Coordinators. Coordinators are thereby responsible for coordinating institutional level assessments: course, program, student service, and administrative unit assessment reporting. SLO Coordinators also serve as liaison between the SLO Committee and Planning Committee; provide and coordinate professional development opportunities related to assessment of outcomes; and communicate to the campus community about assessment related improvements, the Annual Assessment Plan, changes to GE or Institutional Level Outcomes, and goals and benchmarks for CCSF.

Resources:

CCSF Outcomes and Assessment website: A comprehensive website with an SLO Handbook, Institutional Assessment Plan, Professional Development Resources, and links to Department Assessment websites and Reports. www.ccsf.edu/slo

SLO Coordinators at SLOCoordinator@ccsf.edu

CCSF CurricUNET: A comprehensive website that provides the CurricUNET User Manual, reporting tools and instructions for submitting reports.www.ccsf.edu/curricunet

Have questions or need help with CurricUNET software? Contact Curricunet@ccsf.edu

Section 5 Benefits

BENEFITS

District employees and their eligible dependents may be eligible for medical, vision, and 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 Benefits website at www.ccsf.edu/hr/benefits. As rates and information in this Section are subject to change, please, check with the Human Resources Benefits Unit at 415-241-2246 for details. You can also reach AFT Local 2121, the faculty union at CCSF, for more information regarding specific benefits and eligibility. Contact AFT at 415-585-2121, email aft@aft2121.org or go to the AFT website at www.aft2121.org.

Eligibility

Employee eligibility for healthcare coverage is determined by the Board of Trustees and the AFT 2121/District collective bargaining agreement.

All tenured and tenure-track full-time faculty and temporary full-time/Long-Term Substitutes (LTS) are eligible for health coverage under the City and County of San Francisco's Health Service System (HSS) in accordance with the AFT2121/District Agreement.

Part-time faculty who are beginning at least their third semester of service and have a .50 FTE assignment in credit and/or noncredit programs – or .39 FTE for nursing – and are working at least 75% of the semester are eligible for healthcare coverage.

Eligible employees must complete a HSS enrollment form and choose a health plan and type of coverage. Enrollment forms are available through the CCSF Human Resources Department.

City College of San Francisco

BENEFIT ELIGIBILITY BY APPOINTMENT AND SCHEDULE TYPE

	Full-Time		LTS		Part-Time	
	Health	upon appointment	Health	upon appointment/duration	Health	certain restrictions apply
Faculty	Vision	upon appointment	Vision	upon appointment/duration	Vision	N/A
Faculty	Dental	upon appointment	Dental	upon appointment/duration	Dental	certain restrictions apply
	Life Insurance	upon appointment	Life Insurance	upon appointment/duration	Life	N/A

VISION PLAN

Eligible employees and their dependents who are 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 the 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.

For more information, contact VSP Member Services at (800) 877-7195 or visit https://www.vsp.com/

Issue Date: June 2016

Section 5.3

DENTAL/ORTHODONTIA

The District provides dental and orthodontia coverage to eligible employees and their eligible dependents. Eligibility requirements are the same as for healthcare coverage. (Refer to Section 5.1. – Benefits.) Employees must submit a completed dental coverage enrollment form to the CCSF Human Resources Department. The Dental plan includes orthodontia and implants. The District pays the premiums.

Delta Dental brochures provide a more detailed description of coverage, service requirements, and exclusions and limitations under the plan. The Delta Dental Brochure can be found under "Benefits" in the Human Resources Department website at www.ccsf.edu/hr/benefits.

Delta Dental Contact: Tel: (866) 499-3001 www.deltadentalins.com

Group Numbers: 15935-0006 = FT Faculty, LTS & Administrators

15935-0009 = PT Faculty 15935-0008 = COBRA

LIFE INSURANCE

All tenured and tenure-track full-time faculty are enrolled in a District-paid life insurance and accidental death and dismemberment plan. Faculty members at the time of full-time hire receive a Summary of Benefits prepared by the Insurance Company.

Each eligible faculty member 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 upon resignation or retirement with an option to continue coverage by the faculty member assuming payment responsibility of the life insurance premiums.

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. Contact the CCSF Human Resources Department, Benefits Unit for assistance at 415-241-2246.

Issue Date: June 2016

SECTION 5.5

FLEXIBLE SPENDING ACCOUNTS (FSA)

A Health Care Flexible Spending Account (MEDFSA) program allows employees to set aside pre-tax wages for unreimbursed medical expenses and dependent day care (DCFSA) expenses, as permitted by federal IRS regulations. Healthcare and Dependent Care Flexible Spending Accounts are administered through Take Care by WageWorks. A person's participation in one or both types of FSAs can result in money savings by the reduction of taxable income. Taxes are calculated after the elected amount is deducted from the employee's salary.

For more information on how to enroll, contact the CCSF Human Resources Department, Benefits Unit at 415-241-2246.

Participation in an FSA requires enrollment or re-enrollment on an annual basis.

Issue Date: June 2016

Section 5.6

COMMUTER BENEFITS

The Commuter Benefits plan is an IRS code Section 132 Transportation Expense program that allows employees to use pre-tax dollars to cover parking and transit costs (within certain governmental limits). The Transit and Parking plan is administered through WageWorks. For more information, visit www.wageworks.com. Additionally, visit the CCSF Human Resources, Benefits Unit website at www.ccsf.edu/hr to download the enrollment form or the claim form.

Participation in the Commuter Benefits plan requires enrollment or re-enrollment on an annual basis.

TRANSIT ONE

The Transit One plan is an IRS Code Section 132 Transportation Expense Program that allows employees to use pre-tax dollars to cover parking and transit costs (with certain governmental limits). The Transit One plan is offered through AFLAC.

For more information, visit <u>www.aflac.com</u> to download a Transit One Brochure or contact the CCSF Human Resources Department, Benefits Unit at 415-241-2246.

Participation in a Transit One plan requires enrollment or re-enrollment on an annual basis.

Issue Date: June 2016

Section 5.8

DISABILITY INSURANCE

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

Part-time and full-time categorically-funded faculty members are covered under the California State Disability Insurance Program.

Full-time faculty members do not receive State Disability benefits. Full-time tenured and tenure-track faculty are eligible for 50% partially-paid sick leave when disabled from work after exhausting accrued sick leave. (Refer to Section 6.1 – Leaves for more information.) Full-Time faculty may also seek optional disability insurance on their own to supplement sick leave benefits.

RETIREMENT

Tenured and tenure-track faculty are members of the California State Teachers' Retirement System (CalSTRS) and are automatically enrolled in the Defined Benefit (pension) Plan. Part-time and full-time temporary faculty must enroll in either the CalSTRS Defined Benefit (pension) or Cash Balance Plan, or federal Social Security. For more information about available retirement plans, contribution amounts, and benefits, contact CCSF Human Resources at 415-241-2246 or AFT Local 2121 at 415-585-2121.

It is strongly encouraged that within the six-month period prior to retirement that State Teachers' Retirement System (STRS) participants contact the Human Resources Department Benefits Unit at 415-241-2246 for information on how to prepare for and initiate the retirement process.

Questions about payroll deductions and/or employer contributions to STRS should be directed to the Payroll Department at 415-487-2467 or emailed to payroll-intake@ccsf.edu.

For information regarding STRS retirement benefits, contact STRS directly at (800) 228-5453 or visit www.calstrs.com.

Section 6 Leaves

Section 6

LEAVES -GENERAL INFORMATION

For information pertaining to Faculty Leaves, Unpaid Leaves, and Sick Leave accrual rates, please refer to the AFT/CCSFCollective Bargaining Agreement, Article 17 at http://www.aft2121.org/contract-salaries/ or http://www.aft2121.org/contract-salaries/ or http://www.aft2121.org/contract-salaries/ or http://www.aft2121.org/contract-salaries/ or http://www.aft2121.org/contract-salaries/ or http://www.aft2121.org/contract-salaries/ or <a href="http:

Contact the Human Resources Department for leave forms, general leave information, and information regarding the effects of a leave on benefits, retirement eligibility, and/or service credit at 415-241-2356.

For accrued sick leave balances, go to Web4 at http://ccsf.edu/w4.html follow the Login instructions and, at the menu, select Employee Services, **OR** contact the Academic Payroll Department at 415-241-2241.

Issue Date: June 2016

Section 6.1

PARTIALLY PAID SICK LEAVE

Article 17.D of the AFT/CCSF Collective Bargaining Agreement provides the following information:

When a full-time faculty (excluding full-time temporary) has exhausted his/her sick leave benefits and is subsequently absent from work because of illness or accident for a period of one hundred (100) days or less, whether or not the absence arises out of or in the course of his/her employment, the employee shall receive fifty percent (50%) of his/her regular salary during the period of absence up to a maximum of one hundred (100) work days within an academic year.

Contact the Academic Payroll Department by calling 415-241-2241 or emailing payroll-intake@ccsf.edu regarding this. A signed certification from a health care provider verifying the illness/accident is required to be submitted.

VOLUNTARY SICK LEAVE BANK (VSLB)

The Voluntary Sick Leave Bank is a pool of voluntary contributions of sick leave days or hours that come from participating faculty members' accrued sick leave. Refer to Article 17E Voluntary Sick Leave Bank in the AFT/CCSF Collective Bargaining Agreement.

Through membership in the bank, a faculty member may receive benefits in the event of a catastrophic or lifethreatening illness or injury.

New faculty members may join at the time of their initial hire by filling out an application form.

If the VSLB balance falls below 100 days at the beginning of an academic year or if the bank is in danger of total depletion during the academic year, an open call for donations will be held. Members of the current bank will automatically have their sick leave debited for the contribution unless they notify the District that they want to OPT OUT of the bank. A full-time faculty member contributes one day of accrued sick leave each time there is a call for donations to the VSLB. When there is a call for contributions, part-time faculty members contribute the following increments: one hour if full-time equivalent load is up to 50%, and two hours if full-time equivalent load is 50% or higher.

In the event of catastrophic or life-threatening illness, members of the VSLB may apply for benefits after their regular accrued sick leave benefits have been exhausted. The faculty member must present a physician's certification verifying the catastrophic or life-threatening illness or injury.

For full-time faculty, the VSLB will contribute up to 100 days of half-pay sick leave which will run concurrently with the provision of 100 days of half-pay sick leave benefits. Refer to the AFT/CCSFCBA for Partially Paid Sick Leave in Article 17.D.

For part-time faculty, the VSLB may grant up to 100 days of sick leave pay at the rate of the faculty member's current load. The part-time faculty member must have an assignment for the semester in which the request for benefits is made. This benefit may not carry over from one semester to the next. It must terminate by the end of the same semester in which it began.

VSLB Benefits apply to regular academic year assignments only. They do not apply to overload or summer assignments.

A faculty member can receive VSLB benefits a maximum of two times during his/her lifetime. Under certain circumstances, a faculty member may be considered for a third lifetime benefit.

Applications for VSLB benefits are available at 33 Gough St. or at the AFT office.

For further details of the VSLB, please refer to Article 17 E in the AFT/CCSFCBA.

The VSLB Committee, which is composed of 2 representatives each from the District and from AFT, reviews the applications on a case-by-case basis and decides each one by majority vote. The committee acts in accordance with the provisions of the AFT/CCSFCBA, Article 17.E.

PERSONAL EMERGENCY/NECESSITY LEAVE

Faculty shall be granted up to a maximum six (6) days leave of absence in a school year, at his/her election, in cases of personal emergency/necessity, where such leaves can be deducted from the employee's accumulated sick leave. Refer to Article 17.F in the AFT/CCSF Collective Bargaining Agreement for more information.

• Personal Emergency Leave

Prior notice or management approval is not required for Personal Emergencies of serious illness or death of a member of his/her immediate family or an accident involving his/her person or property, or the person or property of a member of his/her immediate family.

Pertaining to Immediate Family

This is interpreted to mean the mother, father, daughter, son, sister, brother, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse, domestic partner, son-in-law, daughter-in-law, of the employee, or any person living in the immediate household of the employee.

Personal Necessity Leave

No of Days /Mode of Assistance

This can be used for personal business of a compelling nature, religious holidays and appearances in court as a litigant require prior management approval.

Where such leave can be deducted from the employee's accumulated sick leave and such use does not exceed the six (6) day maximum in a fiscal year, personal emergency/necessity leave may be used to a maximum of three (3) days in any one occurrence, upon prior notice to management, where there is a death of a person with whom the employee has had a significant relationship of long standing and such person is not a member of the immediate family as defined above.

An employee utilizing Personal Emergency/Necessity Leave needs to complete and sign the "Faculty Application for Leave Allowance" form available from the Payroll Office at 415-241-2241 or from their department. For Personal Necessity Leave, employees may submit their leave forms directly to the appropriate administrator in a sealed envelope in order to assure confidentiality. Such forms will be viewed only by the persons required for approval of the leave and shall be placed in the appropriate files.

The number of continuous days of personal emergency leave allowable shall be in accordance with the following:

No. of Days/ Week of Assignment	No. of Consecutive Assignment Days of Leave		
5	6		
4	5		
3	4		
2	3		
1	2		
Issue Date: June 2016			

PREGNANCY DISABILITY LEAVE

Any faculty member who is absent from duties because of disability caused by or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom has the right to up to four months of Pregnancy Disability Leave (PDL). Up to six weeks of PDL is District-paid leave and not deducted from sick leave. (Refer to the AFT/CCSF Collective Bargaining Agreement, Article 17G for details about Pregnancy Disability Leave.)

To utilize PDL before or after the delivery date, the employee shall be required, within six (6) weeks post-delivery, to provide a physician's statement as to the expected length of disability/ability to return to work. Should circumstances cause a re-evaluation of the expected length of disability/ability to return to work, an additional statement from the physician shall be required. A faculty member who requires leave beyond six weeks and provides documentation from her physician shall have the right to utilize sick leave, unpaid leave, or provisions of Partially Paid Sick Leave (see Article 17D of the AFT/CCSFCBA) for the additional time off required.

PDL is not intended to be used as child care leave, which is an unpaid leave. PDL is separate from Family Medical Leave (FMLA), to which a full-time faculty member may be entitled. (See Article 17.H for Family Medical Leave in the AFT/CCSF CBA.) Part-time faculty are not eligible for FMLA but may be eligible for extended District-paid medical and dental benefits (see Article 21.B.1.4) and may have a reemployment preference right (see Article 13-1.G. of the AFT/CCSFCBA). For Categorical faculty, a PDL may not exceed the duration of the grant.

Taking PDL may impact certain employment benefits. Contact the Human Resources Department at 415-241-2246 for additional information and applicable forms.

Lactation Accommodation

Pursuant to Labor Code §§ 1030-1033, effective January 1, 2002, the District will provide private space for lactation and a reasonable amount of break time during work hours to accommodate employees who are nursing mothers. Contact Human Resources at 415-241-2246 if you have questions about the policy. Please contact the appropriate administrator or Center 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 at Ocean Campus. 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 Orfalea Family Center or call for more information at 415-239-3462.

Issue Date: June 2016

Section 6.5

FAMILY MEDICAL LEAVE

The FMLA is a labor law allowing an employee to take job-protected unpaid leave due to a serious health condition that makes the employee unable to perform his or her job, to care for a sick family member, or to care for a new child (including by birth, adoption or foster care). FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U. S. Department of Labor.

FMLA is an unpaid leave; however, employees may be able to use accrued sick leave as part of a Family Medical Leave. For further details regarding eligibility, medical certification, benefit continuation, and such, refer to the AFT/CCSF Collective Bargaining Agreement, Article 17.H **and** contact the Human Resources Department at 415-241-2356. (For FMLA information from the U.S. Department of Labor, Wage and Hour Division, go to Appendix H.)

Issue Date: June 2016

Section 6.6

BEREAVEMENT LEAVE

Faculty shall be granted, without loss of salary, sick leave or other benefits, leave of absence not to exceed three (3) days, or five (5) days if out-of-state travel is required, per occurrence on account of death of any member of the employee's immediate family in accordance with the following table.

The number of continuous days of bereavement leave allowable shall be in accordance with the following:

	Total No. of Days Paid Bereavement Leave to be Taken Continuously			
No. of Days/Week of Assignment	In-State	Out-of-State		
5	3	5		
4	3	4		
3	3	3		
2	2	2		
1	1	1		

[&]quot;Member of the immediate family," as used in this Section, means the mother, father, daughter, son, sister, brother, grandmother, grandfather, or grandchild of the employee or of the employee's spouse or domestic partner, and the spouse, domestic partner, son-in-law, daughter-in-law, or any person living in the immediate household of the employee. (Refer to Article 17.J in the AFT/CCSFCBA.)

JURY DUTY/WITNESS LEAVE

When regularly called for jury duty or as a witness in the manner provided by law, faculty members shall be granted, upon request, a leave of absence without loss of pay for each day the employee is required to perform jury duty, make an appearance at court, or serve as a witness during the employee's regularly assigned working hours. Should the faculty member appear in court as a litigant; see the AFT/CCSF Collective Bargaining Agreement, Article 17.F.1.2. on Personal Necessity Leave.

Request for jury duty/witness leave should be made by presenting as soon as possible the official summons or subpoena as a witness to the faculty member's immediate supervisor or District designee who will supply the person with the appropriate form.

The District requires verification from the court for such leave prior to providing leave compensation. Faculty should submit to the Payroll Department a completed Jury Duty/Witness Leave Request for Compensation form after having served.

The faculty member will reimburse to the District any moneys earned as a juror or witness, except for transportation and meal allowance.

Faculty called for jury duty or as a witness will not be encouraged in any way to seek exemption from such duty, nor will he/she be discriminated against in any way for not seeking such exemption.

For more information, please refer to AFT 2121/CCSF CBA Article 17.K.

Issue Date: June 2016

Section 6.8

MILITARY SERVICE LEAVE

Faculty members shall be granted military leave in accordance with the provisions of the State of California Education Code, the State Military and Veterans Code, the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), policies and regulations adopted by the Board of Trustees, and AFT 2121/CCSF CBA Article 17.P.

Contact the Human Resources Department Benefits Unit 415-487-2448/415-241-2246 regarding the effects of leave on employee benefits. For information on the reduction of pay resulting from leaves, contact the Academic Payroll Department at 415-487-2467 or email questions to payroll-intake@ccsf.edu.

Section 7 Professional Development

Section 7.1

SABBATICAL LEAVE

Purpose

The District provides a sabbatical program in accordance with Education Code sections 87767 et seq. Sabbatical leaves are a professional benefit accorded to qualified faculty by the Board of Trustees for the purpose of study, research, or travel that will ultimately benefit CCSF and students of the College.

Eligibility

Full-time tenured faculty are eligible to apply if: (1) they have a minimum of twelve (12) credited semesters of full-time service in the San Francisco Community College District at the time of application; AND (2) all such service required certification qualifications or the equivalent. Only a limited number of sabbatical leaves are granted each semester/year.

Activity

The Sabbatical leave activity of study, travel, or special project must be of value to the College and the students of the College.

Application Procedure

The Sabbatical Leave Application and Agreement forms are available from the Office of Instruction or the Human Resources Office.

The completed sabbatical leave application is submitted one academic year in advance of the sabbatical award period. The sabbatical leave applications/proposals are reviewed by the Sabbatical Review Committee. The Human Resources Department, on behalf of the Sabbatical Committee, will notify faculty who have applied for a sabbatical as to whether or not their sabbaticals will be granted. The completed sabbatical leave application is submitted to the Human Resources Department no earlier than the first day of the applicable Fall semester and no later than the deadline noted.

Notification

The faculty member must have his/her application signed by the Department Chair(s) and the supervising Dean(s). This step ensures that Department Chairs and Deans are informed of a faculty member's intention to apply for sabbatical leave and the proposed period of time of the sabbatical. This would permit the department to conduct long-range departmental planning.

For more information, go to:

- AFT/CCSF Collective Bargaining Agreement, Article 17.L.
- http://www.ccsf.edu/en/employee-services/office-of-instruction/sabbatical-new.html

Section 7.2

PROFESSIONAL DEVELOPMENT

Office of Professional Development

31 Gough Street 415-241-2320

http://www.ccsf.edu/en/employee-services/ero/professional-staff-development.html

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

The Office of Professional Development webpage contains information on the application and reimbursement processes. A faculty member should check with his or her supervisor, department chair, dean, and/or Vice Chancellor for approval prior to submitting an application.

FLEX

The Flexible Calendar Program offers time and opportunity for faculty and staff to participate in developmental activities to enhance and improve faculty and staff professional skills in an educational environment. Flex activities are in keeping with the College's Vision and Mission Statements. The Flexible Calendar Program allows faculty the time to work individually or with groups to achieve improved outcomes in four areas: individual knowledge and abilities, student services, instruction, and college faculty professionalism.

If you are interested in hosting a workshop or would like to have a topic or issue presented, download and complete the Workshop Proposal Form that can be found at http://www.ccsf.edu/en/employee-services/ero/professional-staff-development.html

You may contact 415-241-2320 for further information. If you are interested being a workshop presenter, please complete the Presenter's Profile form also available at the Staff Development webpage.

Professional Development Requirements

For faculty requirements, please refer to Section 4.6 of this handbook.

Department Chair's Obligation

• The following formula determines each Department Chairperson's basic obligation in any semester in which there are flexible calendar days scheduled:

[% of load in faculty status (teaching, counseling, etc.)] X [hours of flex obligation for full-time faculty] = basic obligation, provided that each Department Chair shall attend one scheduled flex activity of his/her choosing each semester other than the departmental meeting.

Example: $[.8] \times [20] = 16$ hours (.8 faculty load X 20 hours faculty flex obligation each year = a 16 hour obligation for the semester).

- A Department Chair who wishes to engage in an independent flex activity to satisfy part of his/her obligation must obtain prior approval from his/her dean. (Independent flex activity may not be used to satisfy the entire obligation in any semester.)
- Attendance at departmental meetings shall apply to fulfillment of the flex obligation, but Department Chairpersons cannot receive "presenter's credit" for such attendance.

Presenters

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

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

Section 8 Human Resources Department & Payroll Services, District Business Office

Section 8.1

HUMAN RESOURCES SERVICES & PROCESSES

The Human Resources Department administers the following services and processes for faculty:

	Application for Employment - online	415-241-2246
	Equivalency	415-241-2246
	Employee Benefits (Health & Dental)	415-487-2448
	Exit Interview & Separation Procedures	415-487-2448
	Full-time Faculty	415-487-2444
	Part-time Faculty	415-241-2305
	Leaves	415-487-2448
	Life Insurance Enrollment	415-487-2448
	New Employee Orientation	415-241-2246
	Personnel File Review	415-241-2305
	Sabbatical Leave Application	415-241-2305
	Salary Placement	415-241-2305
	Screening Committee Orientation	415-487-2442
	STRS Retirement Information - CCSF	
	State Minimum Qualifications for Instructional Disciplines Verification	415-487-2444
	Tuberculin Test Requirement	415-487-2442

Issue date: September 2015

Section 8.1 A

CCSF FACULTY IDENTIFICATION CARD

A Faculty Identification Card can be obtained at Ocean Campus, Smith Hall, Room 118.

Section 8.1 B

WEB4 EMPLOYEE IDENTIFICATION NUMBER

Web4 is the CCSF web site for faculty to look up their class schedules and class lists as well as use to submit mid-term and final grades. Employees can also view and update their personal information, such as address, phone number, and emergency contact(s). For pay information and tax forms using Web4 refer to Section 8.4.A.

Go to http://ccsf.edu/w4.html and follow the User Login instructions. An employee identification number and pin are necessary for Web4 login. Contact the Human Resources Department at 415-241-2246 for more information about the employee identification number (pin).

Issue Date: June 2016

Section 8.1 C

HOME ADDRESS/PHONE NUMBER CHANGES

Employees are advised to update their home addresses and/or phone number(s) via **WEB4** or by filing the appropriate form. Forms are available from the Human Resources Department and can be requested by calling 415-241-2246.

Faculty must provide Human Resources with a current address and telephone number.

NOTE: 50 Phelan Avenue or any other CCSF address does not constitute a home address for this purpose.

Issue Date: June 2016

Section 8.1 D

EMERGENCY CONTACT

Employees shall provide the Human Resources Department with a current emergency contact. The name of the contact person and a current telephone number will need to be used in the event of an emergency. Employees are asked to update emergency contact information via **WEB4** or by filing an appropriate form, which is available from the CCSF Human Resources Department at 415-241-2246.

Section 8.1 E

NAME CHANGES

Please notify the Human Resources Department in a timely manner of a legal name change by filing a Name Change form along with a copy of the new Social Security card that shows the new name. The form is available from the CCSF Human Resources Department or by calling 415-241-2246.

Issue Date: June 2016

Section 8.1 F

SOCIAL SECURITY INFORMATION

Federal regulations require employers to validate that each employee's social security number and name on record exactly match the social security number and name that appear on the individual's social security card to ensure proper tax reporting. To change either a social security number or a name on personnel records, an employee must present a social security card that shows the name change to the CCSF Human Resources Department at 33 Gough Street.

Issue Date: June 2016

Section 8.1 G.

SALARY STEP & COLUMN MOVEMENT

For information on Salary Step Movement for All Faculty, refer to Article 20.C in the AFT/CCSF Collective Bargaining Agreement.

After initial placement on the Full-time Salary Schedule or on the Pro-rata Mirror Scales, faculty may advance to higher salary columns by satisfying academic units (course work) and degree requirements for each salary column within each discipline area. For more detailed information, refer to Article 20.D.-Salary Column Movement in All Disciplines in the AFT/CCSF Collective Bargaining Agreement.

Issue Date: June 2016

Section 8.2

PERSONNEL FILE REVIEW

There shall be one official District personnel file for each faculty member which shall be maintained in the Human Resources Department. The file shall consist of records of employment with the District and can consist of records of educational advancement, other work or experience that pertains to the status of the faculty member's employment with the District, which include, but is not limited to, appointment request forms, leave forms, transcripts, recommendations, evaluations for job application, and correspondence pertaining to the faculty member.

Refer to the AFT2121/CCSF Collective Bargaining Agreement, Article 11 for information regarding personnel file review and placement of materials of a derogatory nature into a personnel file.

A faculty member may inspect his/her personnel file, but he/she must contact the Human Resources Department and request an appointment at least twenty four (24) hours in advance. The appointment must be during normal business hours and at such times when the faculty member is not otherwise required to render service to the District.

Contact the Human Resources Department at 415-241-2305 or 415-241-2246 to schedule a personnel file review appointment.

Issue Date: June 2016

Section 8.3

LEAVING EMPLOYMENT AT CCSF (EXIT INTERVIEW & SEPARATION PROCEDURES)

Before leaving employment with CCSF the San Francisco Community College District, the employee is responsible for returning all supplies, keys, identification cards, access cards, library materials, laptops, parking permits, computer accounts, and other District property.

Prior to end of the employment period, employees are to contact the CCSF Human Resources Department at 415-487-2448 to schedule an exit interview and review separation procedures.

Section 8.4

PAYROLL SERVICES

The District Payroll Department processes the payroll for all personnel, including direct deposits, using the BANNER system.

The Payroll Department administers the following processes:

Compensation - Annual increments	415-241-2241
Payroll Deductions	415-487-2457
Sick Leave Balance	415-487-2457
Tax Shelter Annuity Accountant	415-241-2312
Retirement System - Service Credit	415-487-2467

Issue date: September 2015

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 faculty employees are paid on the last business day of the month. Regular pay periods for faculty are monthly, but some pay periods for hourly assignments begin on a Saturday and end on a Friday. If a payday falls on a holiday, the checks are distributed on the business day before the holiday. The Payroll Department will make every effort to pay employees on time. To ask questions regarding a payroll matter, faculty members call the Payroll Department or email questions to: payroll-intake@ccsf.edu.

Issue Date: June 2016

Section 8.4 A

WEB4 – PAY INFORMATION

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

Section 8.4 B

PAYROLL DEDUCTIONS

All employees are subject to withholding of federal and state taxes as required by law. Based on the employee's status, the date of hire, membership in a retirement system, and representation by an employee organization, deductions are made accordingly for health insurance, union dues or fees, retirement system contributions, and such.

Employees may elect to have additional withholdings amounts withheld from paychecks voluntarily. Authorization forms must be submitted to the Payroll Office. For information, contact the Payroll Department at 415-487-2457.

Issue Date: June 2016

Section 8.4 C

DIRECT DEPOSIT

Employees' net pay is deposited via Electronic Fund Transfer (EFT) to their checking or savings account in any financial institution within the United States. To sign up for or change a direct deposit, employees may obtain a Direct Deposit Action Form at http://www.ccsf.edu/offices/payroll, or contact the Academic Payroll Department at the District Business Office at 33 Gough Street, 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 Academic Payroll 33 Gough Street, 415-241-2241.

Issue Date: June 2016

Section 8.4 D

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 Academic Payroll Department, 33 Gough Street, 415-487-2457.

Section 8.4 E

ACADEMIC YEAR INSTRUCTIONAL CALENDARS

Academic year instruction calendar may be viewed and downloaded at: http://www.ccsf.edu/en/employee-services/ero.html

Issue Date: June 2016

Section 8.4 F

SALARY SCHEDULES

Faculty Salary Schedules are available at:

- http://www.ccsf.edu/en/employee-services/ero/salary-tables.html. Select current pay scales.
 - www.aft2121.org/contract-salaries to access faculty pay scales and AFT/CCSF contract provisions.

Issue Date: June 2016

Section 8.4 G

COMPENSATION

Initial Salary Placement

A new faculty member's initial salary placement is determined based on the verification of the following:

- 1) Level of Education and Training
- 2) Full-time Teaching Experience, and
- 3) Other Related Experience

For more detailed information, refer to the AFT/CCSF Collective Bargaining Agreement, Article 20.B - Initial Placement on the Salary Schedule.

Questions may be directed to the Human Resources Department at 415-241-2305 or AFT Local 2121 at 415-585-2121.

Salary Step Advancement

For continuing faculty members, advancement on the salary schedule will be on the basis of service in the position.

- Full-time faculty members must have served a complete academic year. An academic year for salary
 increment purposes shall be service of 75% or more of the hours/load required for a full-time faculty
 assignment in a single academic year.
- For determining part-time hourly steps, a semester is counted when a part-time faculty member serves at least 75% of the service days required in a full semester within that assignment.

Part-time faculty members will earn a step on the first day of his or her fifth, ninth, thirteenth, seventeenth, twenty-first, twenty-fifth, twenty-ninth, thirty-third, thirty-seventh, forty-first, and forty-fifth semester of service.

Refer to Article 20.C of the AFT/CCSF Collective Bargaining Agreement for more information.

Break in Service for Part-Time Faculty

A break in service is defined as an absence for a period of more than four consecutive semesters (a one-month grace period shall be given).

Following a break in service, a part-time faculty member must reapply for and be placed on the part-time pool list for the department or subject area in order to be eligible for reemployment. Modal or median load must be reestablished and will be based on the employee's assigned load for semesters of service following the break in service. For purposes of determining part-time hourly steps following a break in service, the part-time faculty member will revert to third-semester status provided that he or she had attained at least that status prior to the break in service. Refer to Article 13-1.H. in the AFT/CCSF Collective Bargaining Agreement.

Section 9 Student Regulations, Services & Resources

Section 9.1

STUDENT ADMISSIONS

Admissions & Records Office Ocean Campus, Conlan Hall Room 107

Email: admit@ccsf.edu TEL: 415-239-3285 FAX: 415-239-3936

Credit Admission

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

Students apply online at:

http://www.ccsf.edu/en/student-services/admissions-and-registration/registration.html

Non-Credit Admission

CCSF offers an extensive schedule of day, evening, and weekend noncredit classes in geographic locations around San Francisco. Enrollment procedures for noncredit classes vary depending on the type of course or program and location. To enroll as a new noncredit student, interested persons can apply online at http://www.ccsf.edu/en/student-services/admissions-and-registration/admissions/noncredit-admission/noncredit-app.html or can be completed at the Admission and Enrollment Office at the various CCSF Centers.

Placement assessment, orientation, and counseling are required for entry into many noncredit courses. These free services are offered at the various College campuses.

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Section 9.2

STUDENT GRADE REVIEW

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

Section 9.3

INSTITUTIONAL REPORTS: GRADES AND ATTENDANCE

Preparation and Submission of Census and Positive Attendance Reports

Reporting of census data for credit classes and positive attendance for noncredit classes are collected from faculty at specified times during each school term. These reports constitute official records and are subject to audit; therefore, it is **mandatory** that the reports be submitted.

Reporting of census information, drops, withdrawals, and grades should be done online through **Web4**. *All faculty members must report census information using Web4*. For information or further clarification, please contact Admissions & Records at 415-239-3291.

It is the professional responsibility of noncredit instructors to follow directions carefully in reporting the positive attendance information; and it is mandatory that instructors submit the Positive Attendance Reports (PARS) on or before the specified due date. Late submission of census and positive attendance hours has serious state funding implications.

Inactive Enrollment

Pursuant to California Code of Regulations, (CCR), Title 5, Section 58004, Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment.

Inactive enrollment in a course is defined as follows:

"As of each census day, any student who:

- 1. Has been identified as a no show, or
- 2. Was officially withdrawn from the course, or
- 3. Has been dropped from the course."

A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of the business day immediately preceding the census day.

No Shows

- "No Shows" refer to student names that appear on a class list but the students have never physically appeared in the class.
- All "No Shows" must be cleared off class lists. Faculty members are required to drop "No Shows" after the first class meeting or at least PRIOR to the Census.
- A course syllabus should include the instructor's attendance policy including the dropping of "No Shows" or students who have stopped attending.

No-Show Policy - Credit Classes

If a student has officially registered for a class but has not attended nor dropped the class by census week, the instructor must drop the student as a No-Show using Web4.

No-Show Policy - Noncredit Classes

• The open entry/open exit policy of many noncredit programs leaves to the instructor or the department chairperson the decision as to the attendance and grading policy. This should be established at the initiation of the class or program and should be openly and clearly shared with all students.

Students Who Stop Attending

- For a student who initially attended the course but subsequently stopped coming, the instructor should drop the student based on the last date of his or attendance.
- It is advisable not to wait until the end of the semester to retroactively drop a student. Take
 care of it as it occurs.
- It is easier to reinstate a student than it is to attempt to drop a student retroactively.

Census Reporting (Credit Classes)

- Census reporting is how CCSF receives state funding for credit classes. Census reporting is mandatory for instructors.
- This cannot be emphasized strongly enough: census reporting must be submitted by the
 deadline. For the census deadline for full-term courses, check the instructional calendar. For
 census deadline for short-term courses, please look for a notification sent via email to your
 ccsf.edu account (CCSF Gmail will not be used for this purpose).

Positive Attendance Reporting (Noncredit Classes)

 Faculty are required to keep a daily record of students' actual attendance for each class meeting and report total hours for each student in a two-week reporting period. A copy of the Positive Attendance Roster showing the class attendance must be readily available at the time of an audit.

Instructor Verification

The signature of the instructor on census and primary attendance accounting documents acts as a certification of a true and accurate accounting. This includes online or electronically submitted documents where instructors must affirm or certify a written statement on the electronic class roster that says all inactive students – as defined by CCR, Title 5 Section 58004 and local board adopted procedures – have been dropped from the class roster as of the census date or positive attendance report period, which reflects an accurate count of students present at each course meeting.

Adding Students

Credit

- For students who are not registered for a class but want to add the class on the first day, it is strongly recommended that the instructor first utilize the existing waitlist to accept students. Once the list is exhausted, the instructor can then use the registration codes.
- It is essential that instructors provide the correct add codes to students.
- If the list of add codes runs out, the instructor should immediately contact Information Technology Services (ITS) at 415-239-3534 to obtain more codes.
- Every student in the class must be officially registered. Otherwise, they cannot remain in the
 course. <u>DO NOT ALLOW STUDENTS TO REMAIN IN THE CLASS IF THEY ARE NOT OFFICIALLY
 REGISTERED</u>. Please refer students to the Admissions & Records Office at Ocean campus or
 the Admissions & Enrollment Office at the Center locations.

Noncredit

 Instructor should follow the procedures established at the CCSF Center or site for adding noncredit students. Consult with the coordinator or the Noncredit Admissions & Records Office to ascertain the proper add procedures.

Dropping Students

Credit

• A student cannot be retroactively dropped if the deadline has passed. Example: You will not be able to drop a student for a full refund on the last day for an instructor- initiated withdrawal.

- Instructors may withdraw students at any time during the semester when the instructor determines the student is no longer participating, up until the last day that is posted to drop with a "W". Non-participation pertains to the following:
 - The student has stopped attending.
 - The instructor knows that the student will not return or has been absent so many days that he or she could not make up the work.
 - o The instructor would not reinstate the student if he or she did return.
- If a student's name shows up on the final grade list for a class, the instructor is obligated to provide the student with a grade. It will not be possible to withdraw students on the final grade roster.

Noncredit

- A noncredit student should be dropped if the instructor determines that the student has never attended the class or has stopped attending without informing the instructor of a reason for the absence.
- Students who have not been dropped will have their names appear on the grade roster at the end of the semester.
- Instructors should use the appropriate progress indicator to reflect the individual student's
 achievement for the semester. The coordinator will be able to inform the instructor of the
 progress indicators to use and the interpretation of each.

Submission of Grades and Progress Indicators

Each instructor must provide midterm and final grades for each of their credit students online. Midterm grades are only required for full term courses. For additional information, please contact Admissions & Records at 415-239-3291. It is the professional responsibility of all instructors to submit their grades or progress indicators on or before the due date. Late submission of these documents can affect a student's transferability, financial aid eligibility, veterans' educational benefits, or employment.

NOTE:

Non-credit instructors should check with the department chair on progress indicators and protocols. Those who do not receive their appropriate grade reporting sheets should immediately contact the Office of their Center Dean or the counseling office of their respective campus. They are also responsible for filling out computer "bubble sheets" even if letter grades are not issued. For further information or assistance, contact Admissions & Records/Non-Credit, 415-452-7400.

Grades

General Information

Instructors are expected to assign one official midterm grade for full term courses only and one final grade for each student. This does not preclude giving students periodic progress reports throughout the school term. Such practice is encouraged and is a benefit to the student and the instructor. All student records, both credit and non-credit, are available on Web4.

Use of Midterm and Final Grade Reports (Credit Classes)

The main purpose of assigning grades is to provide a method for establishing a student's academic progress. It also serves to provide information to employers (at the student's written request), various federal, state and local government agencies, as well as to serve as the basis for the awarding of various scholarships. Consequently, any error in the assignment of a grade may result in a serious injustice to the student. (Refer to California Code of Regulations, Section 55758 for Academic Record Symbols and Grade Point Average Information.)

- 1. Midterm Grades Credit Classes
 - Scope of Midterm Grades
 The grade assigned at the end of the midterm period should reflect the student's actual progress during that period.

b. Changing of Midterm Grades

Midterm grades are not entered into a student's permanent record; however, if an error was made in the assignment of a student's grade, it should be changed by the instructor, on Web4 or alternatively utilizing the appropriate form available at the Office of Admissions & Records and submitted as instructed. Midterm grading errors can adversely affect a student's financial aid and veteran's educational benefits eligibility.

2. Final Grades - Credit Classes

The final grade should reflect the instructor's assessment of how the student has accomplished the educational goals and objectives of the course. The criteria for grading MUST be made clear to the students and should be contained in the course syllabus.

a. Final Grade of Incomplete - Credit Classes

An incomplete grade may be assigned by the instructor when the course is not completed due to illness or other unavoidable circumstances that prevent the student from taking the final examination or satisfying the other requirements in a course. A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed. While a student has a grade of Incomplete on his/her record, he/she may not retake the course.

A final grade shall be assigned when the work stipulated has been completed and submitted by the student and evaluated by the instructor. If the student fails to meet the condition(s) of the removal of the "Incomplete," or when the time limit for completion has expired, the predetermined grade shall be assigned (i.e. "F" in the case of I/F).

NOTE: Instructors may not assign a "W" if the Incomplete is not removed.

The student receiving a final grade of Incomplete must contact her/his instructor and meet the agreed upon conditions by the Last Day to Submit Final Grades for the following semester (Spring or Fall) in accordance with the College Catalog.

To remove a final grade of Incomplete, the instructor must complete a **Removal of Incomplete Grade Form**, available at the Office of Admissions and Records. Conditions under which a grade of "Incomplete" can be removed are described in the College Catalog. This form also becomes part of the student's permanent record.

If a student is unable to remove a final grade of Incomplete within the specified time as a result of unusual circumstances beyond the control of the student, she/he, after consultation with the instructor, may petition the Dean of Students, Conlan Hall E106, for an extension of time.

b. Changing Final Grades - Credit Classes

Normally, a final grade (whether a letter or Pass/No Pass) will not be changed after being submitted to the Office of Admissions and Records. If there are extenuating circumstances and a change of grade appears advisable, the instructor must file a Petition for Grade Change Form which may be obtained from the Office of Admissions and Records. No final grades, other than Incomplete, may be changed by the faculty based on work completed after the close of the semester.

Students may challenge grades through the Student Grade and File Review process (Refer to Section 9-2).

Grades must be corrected if they are a result of mistake, fraud, bad faith, or incompetence [Title 5, California Code of Regulations, §55760(a), Education Code §76224(a)]. Grades given in error must be expunged from the record.

Final Examinations - Credit Classes

Final examinations are required in all courses. Final examinations MUST be given on the dates and at the time published in the Time Schedule. Approval by the Vice Chancellor for Academic Affairs is necessary for any change. Students are required to take final examinations with the Section in which they enrolled (General Rules and Regulations – Final Exams, College Catalog). Final examinations are to be kept for a period of three years if not returned to the student.

Credit by Examination

The District has provided means through which students may gain credit by examination. For details, see the College Catalog.

Student Attendance

Students are expected to attend classes regularly and punctually unless extenuating circumstances exist. "Extenuating circumstances" are **verified** cases of accidents, illness, or other circumstances beyond the control of the student. During the first week of each semester, instructors shall give students a written statement of the number and type of allowable absences that are within departmental guidelines and are based on the objectives and nature of the particular course. Unexcused tardiness by a student is equivalent to an absence. If a student exceeds the allowable number of unexcused absences, the instructor can remove the student from the class roll within certain dates as specified in the Calendar of Instruction in the College Catalog (also see the Section on Grading Policy in this handbook). A student who is absent from a class for any reason is responsible for the course content covered during the absence and should check with the instructor for a make-up policy (Refer to the section on Grading Policy for Incomplete and W grades.)

NOTE: A Situation Negatively Impacting Student's Work or Clinical Experience Attendance

If a student is assigned to a work or clinical facility and that facility is picketed, the student should immediately consult with the faculty member for further instructions on alternatives.

Issue Date: June 2016

Section 9.4

STUDENT DROPS AND WITHDRAWALS

Dropping Class with No Notation

Students may drop a class with no notation within the prescribed deadline dates as stated in the Calendar of Instruction for regularly scheduled classes.

Students may drop a short-term class with no notation within 30% of the length of the short-term class. Please refer to the online time schedule for actual deadline dates.

Dropping Class - Qualifying for a 100% Enrollment and Nonresident Tuition Fee Refund

Students may drop a class within the prescribed deadline dates as stated in the Calendar of Instruction in order to qualify for a 100% enrollment and nonresident tuition fee refund. Students may drop a short-term class within 10% of the length of the short-term course in order to qualify for a 100% enrollment and nonresident tuition fee refund.

Dropping Class - Qualifying for a 50% Nonresident Tuition Fee Refund

Students may drop a class within the prescribed deadline dates as stated in the Calendar of Instruction in order to qualify for a 50% nonresident tuition fee refund. Students may drop a short-term class within 30% of the short-term course in order to qualify for a 50% nonresident tuition fee refund.

Retroactive Drop Policy

There is no provision in Title 5 of the California Code of Regulations that authorizes a District to grant retroactive drops; however, a student has the right to petition the Associate Registrar in writing making such a request. The student must provide written verification that some emergency or other extenuating circumstances existed beyond the control of the student. Retroactive drops also may be granted in cases of institutional error.

Withdrawal from Class

Students may withdraw from class within the prescribed deadline as stated in the Calendar of Instruction. Students may also withdraw from a short-term class up to 75% of the length of the short-term class. **NOTE:** A "W" symbol will appear on the student's permanent academic record for all processed withdrawals. Although W's are not considered grades, therefore not calculated in the GPA, excessive W's may affect students adversely, because they may be considered in probation and dismissal proceedings.

Late Withdrawal Policy

Late withdrawals are those requested by students after the last day for an official student or instructor initiated withdrawal and up until a period of two years after a final grade has been posted. A late withdrawal will be granted only for verifiable extenuating circumstances that prevented the student from academic participation. Extenuating circumstances are defined as: institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student or instructor initiated withdrawal and the final examination. Students must make their request to the Dean of Students, E106.

Issue Date: June 2016

Section 9.5

STUDENT RECORDS

Petitions for Waiving Regulations

A student may petition the Dean of Student Affairs, Conlan Hall, Room E106, to waive a local college regulation.

Privacy of and Access to Student Records

City College of San Francisco protects the privacy of student records and maintains the right of students to inspect and review their records. City College has established guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Should the College be unable to resolve the complaint of a student concerning the accuracy or clarity of the student's records, the student has the right to file a complaint with The Family Rights and Privacy Act Office of the U.S. Department of Education.

The following categories of information about students are considered "directory information" pursuant to Section 76240 of the Education Code: student's name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community

College District, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students. Directory information may be released at the discretion of the College to persons or agencies that the College deems to have a legitimate reason for access to the information. To prevent disclosure, written notification must be delivered personally to the Office of Admissions and Records.

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

Privacy of Student Records

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

In addition to restrictions on the collection of information about students, there are significant restrictions on the release of student information.

Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

In an area where records are filed, the college maintains a student record log to record requests and receipt of student information in accordance with applicable law. In each area, a dean or her/his designee is responsible for maintaining the student record log.

Student Record Categories - Log Maintenance

A student record log is maintained in the following areas:

- Admissions and Records Dean of Admissions and Records
- Counseling Records Dean of Counseling & Special Support Services
- Disabled Student Records Dean of the School of Behavioral and Social Sciences
- Financial Aid Information Dean of Financial Aid
- Student Discipline, Complaints and Appeal Records Dean of Student Advocacy Rights & Responsibilities
- Student Health Records Dean of Student Affairs

The college expects electronic communication privacy protections comparable to those traditionally given to paper mail and telephone communication.

Persons who have questions about the collection or dissemination of student information may call the Dean of Admissions & Records at 415-239-3291 or the Dean responsible for maintaining the information.

Maintaining Student Confidentiality

Faculty posting grades publicly **MUST** ensure that other class members cannot identify students through their student identification number, name, etc. Faculty should **REFRAIN** from reading grades aloud in class. Faculty may not share private student information with other District employees except in limited circumstances.

Faculty members are not authorized to share student work with non-CCSF employees without written student consent.

Students should **NOT** be allowed to review faculty grade books or view private information on class lists or other College documents.

Information regarding a student **MUST NOT** be disclosed to anyone other than the student. This pertains to a student's grades, letters of recommendation, counselors' notes, and such.

If a faculty member receives a request from a non-student to share private student information, she/he should refer the request to the Dean of Admissions & Records.

NOTE: Instructors shall retain grade books, unreturned final examinations, term papers, and any method of evaluation for a MINIMUM of three years. Instructors who are not returning to the District are required to leave grade books, attendance records, and academic performance materials, i.e. final examination, etc., with their department chairperson.

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Section 9.6

STUDENT RIGHTS & RESPONSIBILITIES

General Information

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

Purpose and Scope

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting PM 6.11.01 and AR 6.11.01 on Rules of Student Conduct. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

Students of City College of San Francisco are expected to help maintain an environment in which there is freedom to learn. The College believes that each student has an earnest purpose; that he/she will adhere to acceptable standards of personal conduct; and that students and student organizations will participate in the development of proper standards of conduct and good taste; and that they will abide by all College regulations. Students or student organizations making inappropriate use of the opportunities, rights, and privileges should expect to have them withdrawn or curtailed.

In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling and admonition. In the exceptional circumstances when these preferred means are not appropriate or fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties.

When an issue of student conduct arises, the college community will take action as the particular occurrence, judged in the light of attendant circumstances, seems to require.

Rules of Student Conduct

Student conduct in the San Francisco Community College District must conform to District rules and regulations. The rules and regulations of student conduct prohibit the following:

- 1. Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of or persistent abuse of District personnel or officials acting in the performance of their duties;
- 2. Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities;
- Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an
 examination or performing an assigned, evaluated task in a dishonest way, such as by having improper
 access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another
 author and representing them as your own;
- 4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification:
- 5. Willful misconduct that results in injury or death to a student or District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
- 6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;
- 7. Obstruction or disruption of classes, distance learning courses and websites, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;
- 8. The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
- 9. Willful or persistent smoking in any area where smoking has been prohibited;
- 10. Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;
- 11. Violation of the *District's Sexual Harassment Policy* (see appropriate Sections of the College Catalog for a complete version of the Policy; information also located in Section 2.3 of this handbook);
- 12. Violation of the District's *Computer Usage Policy* (see appropriate Sections of the College Catalog for a complete version of the Policy; information also located in Section 2.11 of this handbook);

- 13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression that interferes with the District's primary educational responsibility;
- 14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations): any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as a threat to do bodily harm;
- 15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;
- 16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 17. In accordance with California Education Code (78907), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aid and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from classes by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms; and expulsion.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Procedures for implementation of these rules shall be adopted by the Chancellor or designee.

Types of Discipline

WARNING: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action (May be written or oral notice)

REPRIMAND: Written reprimand for violation of specified regulations or misconduct. A reprimand places on record that a student has violated college regulations. A student receiving a reprimand is notified that continued violations may result in formal disciplinary action.

RESTITUTION: Reimbursement by the student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise to compensate for damage.

DISCIPLINARY PROBATION: Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, he/she shall be subject to further disciplinary action to be taken in accordance with these procedures.

REMOVAL: Should be exercised when warning or reprimand fails to bring about proper conduct. Removal may be immediate if student presents a present danger. Instructor may remove a student for cause from class for the day of the class and the next meeting for a maximum of two class meetings.

SUSPENSION: Suspension from classes for up to the remainder of the school term or from all classes and activities of the College for one or more terms. Suspension is the termination of student status for that period of time.

EXPULSION: Termination of student status, for an indefinite period, requires the approval of the Governing Board. The student may be readmitted to City College only with the specific approval of the Governing Board.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Due Process

A student has a right to due process. The Office of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106) has the responsibility to assure the implementation of this due process.

Issue Date: June 2016

Section 9.7

STUDENT COMPLAINTS

A student complaint is an allegation against a faculty member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. A complaint does not include a grade or file challenge, or an allegation of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result.

STUDENT COMPLAINTS MAY HAVE SERIOUS CONSEQUENCES FOR THE FACULTY MEMBER CONCERNED. STUDENTS SHOULD RECOGNIZE THAT DIFFERENCES IN PERSONALITY, OPINION, AND PERCEPTION DO OCCUR AND CAN OFTEN BE RESOLVED BY DISCUSSIONS BETWEEN THE PARTIES. WHENEVER POSSIBLE, STUDENTS ARE ENCOURAGED TO ADDRESS SUCH DIFFERENCES DIRECTLY WITH THE FACULTY MEMBER.

Informal Process

- 1. A complaint should first be raised directly with the faculty member concerned.
- 2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member's supervisor.
- 3. The supervisor may take the following action including, but not limited to:
 - a. Investigating the complaint
 - b. Meeting with any party separately or facilitating a joint meeting
 - c. Recommending appropriate action to any party
 - d. Recommending an evaluation of the faculty member to the Chancellor
 - e. Redirecting the matter as appropriate.
- 4. If the supervisor fails to resolve the complaint within 20 semester instructional days, then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not in the summer sessions.

5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days, then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.

Formal Process

- 1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Advocacy, Rights and Responsibilities whose role is to channel the complaint to the appropriate Vice Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.
- 2. Any party who appeals a complaint to the formal level must complete a form which describes:
 - a. The specific nature of the complaint and its history;
 - b. All efforts which have been made to resolve the complaint;
 - c. What the appealing party would consider a fair and appropriate resolution of the complaint.
- 3. Upon receiving a formal complaint, the appropriate Vice Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.
- 4. In making a decisión, the committee may take any action that could have been taken pursuant to the informal process, except that the committee may not redirect the matter.
- 5. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member's supervisor, and must encompass some or all of the following results:
 - a. Resolution of the complaint to the satisfaction of all parties
 - b. Dismissal of the complaint with or without the consent of all parties.
 - c. Recommendation of appropriate action to the faculty member's supervisor.
- 6. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty [40] semester instructional days of its receipt of the formal complaint.
- 7. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of his/her choice.

STUDENT RESOURCES

Section 9-8

COUNSELING SERVICES

City College has several counseling departments available to serve credit and noncredit students as well as four different Retention Programs housed under the Multi-Cultural Retention Services Department for credit students. The counselors in these various departments are all part of a counseling team and are there to help students find their way through City College and assist them in completing their educational goals. Students can work with CSCD counselors to discuss their academic goals and develop or revise their educational plans. Counselors can also help with requirements for certificates, CTE programs, a degree, transfer to a four-year institution, graduation, choosing a major, re-entering college, career exploration, and more.

City College counselors offer to credit and noncredit students professional academic, career, and personal counseling services.

New Student Counseling (NSCD)

The New Student Counseling Department (NSCD) assists credit students who are entering college for the first time and returning students with fewer than 24 units completed. Counseling services focuses on helping students with the decision-making process to coordinate and support the beginning of their academic life on campus.

NSCD offers counseling services at the following campuses:

Ocean Campus Conlan Hall, Room E-205 415-239-3296 Appointments: 415-239-3068 Fax: 415-239-3670	Chinatown/North Beach Center Room 104 415-395-8611
Civic Center	Downtown Center
1170 Market St	Room 108-120
415-561-1875	415-267-6555
Evans Campus	John Adams Center
Room 104	Room 133B
415-550-4440	415-561-1955/415-561-1925
Mission Center	Southeast Center
Room 115-121	Room 202
415-920-6058/415-920-6059	415-550-4320

Continuing Student Counseling (CSCD)

The Continuing Student Counseling Department (CSCD) addresses the needs of continuing students who have **completed one year of college or more than 24 units** at City College of San Francisco or another college or university. The program of counseling services and courses will guide students to:

- o Apply self-assessment information to academic and career exploration.
- Construct and take proactive steps to manage and overcome academic and personal obstacles.
- Compare and contrast college majors and transfer institutions thoroughly as a part of the decision making process.
- o Identify and analyze their rights and responsibilities.
- Investigate ways to contribute to society.
- Apply research skills while taking action to create academic, career, and life options.
- o Recognize and value diversity within themselves and among others.

Ocean Campus Office MUB 39 415-452-5235

Counselors are available on Ocean Campus in SH106, A201, C207, B606 (Main Office) and at the Centers.

Career Development Center (CDC)

Ocean Campus, MUB 101 415-239-3117 FAX 415-239-3247

www.ccsf.edu/Services/CDPC

For other CDC locations and specific hours, please call 415-239-3117.

The Career Development Center (CDC) provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare themselves for their future careers and jobs. CDC offers students and alumni both individual and group counseling, workshops, career success courses, career and job coaching, job readiness, job placement/referrals. Career advising online is also available by e-mailing questions to: career-related workshops and Career Development classes are offered throughout the semester. A college-wide Career & Resource Fair is provided annually.

Contact CDC for more information about:

- Help for Non-Majors (Undecided) or Career Changers
- Career/Job Resources Library/Lab
- College Work Study/Lab Aide Referrals

Disabled Students Programs & Services (DSP&S)

Ocean Campus, Rosenberg Library Room 323 415-452-5481: TDD 415-452-5451

A student with a disability that can be verified may choose to work with the Disabled Students Programs & Services. All services and records are confidential. The involvement between the student and the DSP&S staff can be thought of as a partnership. DSP&S staff consists of counselors, disability specialists, faculty members, technology and media specialists, instructional assistants, sign language interpreters and captioners, and office staff. The staff can work with disabled students to plan support

services that will help move students toward their goals. Reasonable accommodations are available on all campuses.

• International Students Counseling Department

Ocean Campus, MUB 101 415-239-3942

Specialized counseling services are available for International Students (F-1 Visa Students) who enroll in credit classes. Counselors provide support services to new and continuing International Students that are directed at exploring academic matters, career development, personal issues, and cultural adjustment, and also understanding visa and immigration regulations.

Transfer Center

Ocean Campus, Science Hall Room 132 415-239-3748; Fax: 415-452-5080 www.ccsf.edu/Services/Transfer_Center

Students who seek to transfer to baccalaureate degree-granting institutions upon completion of lower division course requirements may obtain specialized resources and services at the Transfer Center. The Transfer Center provides educational planning and assistance with transferring and coordinates a calendar of university advising and outreach services. Please refer to the Transfer Center's monthly calendar of workshops and events at: www.ccsf.edu/Services/Transfer_Center.

Transfer Admission Guarantee (TAG) Programs

TAG programs are designed to ease the admissions process for CCSF students prior to submitting an official application to a university. Students can take advantage of guaranteed admission opportunities with a variety of public and private institutions and obtain additional TAG eligibility requirements and applications from the Transfer Center.

Concurrent Enrollment Program

This program with CCSF and the University of California, Berkeley provides qualified students the opportunity to enroll in a maximum of two free UCB courses. Call 415-239-3334 for more information, or visit the Transfer Center, Room S-132.

Section 9-9

ADDITIONAL PROGRAMS & SERVICES FOR STUDENTS

Multicultural Retention Services

The Multicultural Retention Services Department (MRSD) consists of four academic retention programs for comprehensive, culturally specific, multilingual education and services. MRSD programs specifically promote successful learning and student achievement in a multiculturally sensitive environment. www.ccsf.edu/mrsd.

African American Scholastic Programs (AASP) Ocean Campus, Rosenberg 209 415-452-5315 The African American Scholastic Program (AASP) provides to underrepresented students for high school diploma; certificates and degrees; transfer; career information, and lifelong learning. AASP strives for sensitivity and appreciation of different life situations while promoting student success.

Asian Pacific American Student Success (APASS)

Ocean Campus, Batmale 208 415-452-5620

The Asian Pacific American Student Success program provides academic, career and personal counseling and academic support services to Asian, Pacific American and all CCSF students. The program offers bilingual counseling, course sections, study groups and a computer lab/study center.

Filipino American Student Success Program (Tulay)

Ocean Campus, Cloud 363 415-452-5922

The Filipino American Student Success Program provides provides counseling and mentoring services, and offers linked courses in English, Math, College Success, Critical Pacific Studies & Philippine Studies.

Latino Services Network (LSN)

Ocean Campus, Cloud 364 415-452-5335

The Latino Service Network provides provides academic, career and personal counseling and academic support services to students of Latino heritage, as well as all CCSF students. Proveemos un ambiente de apoyo academico y social para los estudiantes de herencia Latina.

Athletic Advising/Counseling

Ocean Campus, Wellness 139 415-239-3260

Athletes at CCSF have access to full-time Academic Counselor. Our counselor supports Intercollegiate athletes in making informed choices by ensuring that they are enrolling in the correct classes and by assisting them in the academic planning process.

CalWORKS Education and Training Office

Ocean Campus, Cloud 232 415-452-5700

CalWORKs Education and Training program partners with the San Francisco Human Services Agency to assist potential, current, and former welfare recipients obtain valuable work experience and complete their educational goals. CalWORKS has county Employment Specialists conveniently located in office to meet the needs of our students.

Child Care Services for Students

Child Development Department 415-561-1895

The Child Development & Family Studies Department administers two child development centers for children of CCSF students who have a priority for services and also other low-income families. The centers feature subsidized childcare and development services and function as laboratory schools for CDEV students. Children between the ages of 3-5 years are eligible for services and are admitted by qualifying on a low-income priority

basis, as designated by the California Department of Education. Parents can place their names on a waiting list by calling 415-561-1895, or see www.ccsf.edu/cdev

Counseling for Lesbian, Gay, Bisexual, and Transgender Students

Ocean Campus, MU 39
Ocean Campus Continuing Department 415-452-5235
John Adams Center 415-561-1955/561-1925
Disabled Student Program & Services 415-452-5481
Career Development Center 415-239-3566
Extended Opportunity Programs & Services 415-239-3562

Counseling for Lesbian, Gay, Bisexual, and Transgender Students is provided on Ocean Campus and John Adams Center, and it can also be by appointment on selected evenings at the San Francisco LGBT Center (1800 Market St.). Academic, career, and personal counseling is available with lesbian and gay identified counselors in the Continuing Student Counseling Department (MU 39), as well as in the Disabled Student Programs & Services Department (DSPS), the Career Development Center (CDPC), and Extended Opportunity Programs & Services (EOPS).

Extended Opportunity Programs and Services (EOPS)

Ocean Campus, EOPS Center (adjacent to Smith Hall) 415-239-3562

The Extended Opportunity Programs and Services (EOPS) assists low-income low income, at-risk students by facilitating their enrollment at CCSF and providing services to promote their retention, graduation, transfer, and employment. Services include counseling, tutorial, registration, orientation, financial aid advising, textbook support, transfer workshops, and CSU and UC transfer application fee waivers. EOPS/TANF students may participate in the Cooperative Agencies Resources for Education (CARE), a program which provides counseling, advising, and transportation assistance to EOPS students who are single heads of household with dependent(s) less than 14 years old. Noncredit and international students are ineligible for EOPS services. www.ccsf.edu/Services/EOPS

Financial Aid Office

Ocean Campus, Cloud Hall, Room 324 415-239-3577

The purpose of financial aid is to help students in need to meet the basic cost of their education. Financial aid can help a student pay the costs of attending CCSF when these costs are more than the student or her/his parents can afford. Financial aid is available in the forms of grants, student employment, and loans. The College Catalog provides a detailed description of various financial aid programs. Employment is awarded as Federal Work Study, and a student may work up to 20 hours a week. This office administers applications for all financial aid whether for credit or noncredit students. The Financial Aid Office determines students' eligibility for a variety of programs and has locations to serve students. http://www.ccsf.edu/en/student-services/financial-aid.html

Gateway to College

Ocean Campus, Science Hall 127 415-452-5773

Gateway to College is a dual enrollment program between City College of San Francisco and San Francisco Unified School District for students between the ages of 16 and 21 who are behind in credits. This partnership allows students to complete a high school diploma while attending City College simultaneously. Students can

take courses that help them earn credits towards a high school diploma and a college degree or certificate at the same time. The Gateway to College Program provides students with academic tutors, counselors, and a wellness center in addition to services on campus.

GED/HiSET Testing

City College offers assistance in both the HiSET test and the GED. The HiSET is a new alternative to the GED and is accepted by employers and accredited colleges throughout the United States. For general information on both the HiSET and GED tests, see the college web page for HiSET/GED or by calling one of the phone numbers listed. To take the HiSET or GED test or to prepare for the tests at CCSF, follow the link for more information and to find out where testing is located. https://www.ccsf.edu/en/student-services/ged_center.html

HiSET/GED Preparation

Transitional Studies Department 415-561-1015

John Adams Center 1860 Hayes Street, Room 142 415-561-1925

Adult Learning and Tutorial Center 1170 Market Street, 4th Floor 415-561-1871

Southeast Center 1800 Oakdale Avenue 415-550-4300

Mission Center (Tests in Spanish) 1125 Valencia Street (between 22nd & 23rd Streets) 415-920-6000

Guardian Scholars Program

Ocean Campus MUB Room 298 415-239-3279

The Guardian Scholars Program helps students exit the foster care system by providing comprehensive support and services in order for students to achieve an associate degree, complete a certificate program, or transfer to a four-year institution. Assistance is given students to navigate through the college and its many obstacles, access key resources, and locate the services in the college and community to meet individual students' needs.

HIV/STI Prevention Education Program - Link Center

Ocean Campus, MUB 301 415-452-5070

The HIV/STI Education office is a program of the Health Education and Community Health Studies Department. A wide variety of HIV/STI (Sexually Transmitted Infection) services are available to CCSF students, faculty, employees and their significant others through the HIV/STI Education Program. The office is part of the Health Education and Community Health Studies Department.

The Link Center has free safer sex supplies, harm reduction information, HIV, AIDS, STI, HEP C resources and referrals. The Link Center is also the home of Community Leadership Training, Gender Diversity Project, Project Safe, Full Circle, Healing for Change, Waypass, and the Peer Care Management program. For information, call 415-452-5070.

Homeless At-Risk Transitional Students (HARTS) Program

Ocean Campus, Student Union, Room B 415-452-5355

The HARTS Program provides access, advocacy, resources, and support for homeless, formerly homeless, and at-risk students within the college as well as those potential students in similar situations who wish to return to the educational setting.

Math Bridge Program

This is a one-year program beginning each fall semester with a purpose to assist African American, Latino/Latina, Filipino/Filipina, and Native American students in the successful completion of transfer-level mathematics at CCSF in order to increase the number of underrepresented students who transfer to Baccalaureate colleges and universities. Math Bridge is not a remedial program, and all students are welcome to apply. Interested students attend an orientation in April and apply to the program for Fall admissions in May. Contact **mathbridge@ccsf.edu** for more information regarding admission to the program.

Mentoring and Service Learning

Ocean Campus, Batmale 366 415-239-3849

The Office of Mentoring and Service-Learning seeks to increase student learning and development through programs which require students to engage on increasingly complex levels with academic content and with civic responsibility. In the process the OMSL wishes to promote teaching innovation and involvement in the usage of high impact practices and promote increased civic partnerships between CCSF students, programs and departments and the San Francisco community.

In **Peer Mentoring**, faculty members sponsor projects and recruit student mentors who have been through a course or program and know the academic and institutional challenges that students will face. Mentors, with the direction of a faculty sponsor, offer academic and personal support to help students succeed. Currently, there are 29 peer-mentor projects located in 25 academic and career technical departments.

In **Service Learning**, students participate in service to the community either though enrollment in credit courses offering service learning as an option or requirement or through participation in a co-curricular service learning program on campus. Service learning integrates community service with academic instruction so that each strengthens the other, and provides time for reflection and critical thinking while making significant contributions to individuals, organizations, neighborhoods, and communities. Currently there are 19 service learning programs, including Project SHINE and the Civic Engagement Initiative.

Project SURVIVE

Ocean Campus, Science 55 415-239-3899

Project SURVIVE is a peer education program of the Women's Studies department at City College of San Francisco that trains students to make classroom presentations on promoting healthy relationships. Peer

educators, both women and men, suggest resources and information to help students build intimate relationships based on respect and trust. They also offer students strategies for identifying, avoiding, and leaving abusive relationships. Although Project SURVIVE focuses on ending sexual violence, the program is dedicated to ending all forms of power abuse in relationships—both gay and straight—and in social groups and public institutions.

PUENTE Program

Gregoria Cahill, Mission Center 415-452-4815 Nancy Vargas, Ocean Campus 415-239-3122

The Puente Program is a year-long academic and community leadership program designed to increase the number of community college students transferring to four-year colleges and universities. To meet this goal, the nationally-recognized Puente Project emphasizes a coordinated effort of writing, counseling and mentoring. Students take English courses, learn about college transfer, attend educational and cultural field trips as well as a motivational conference, and work with community mentors. The program is open to all students who are interested in reading and writing about Latino or Latina literature and culture.

Queer Resource Center

Ocean Campus, Bungalow 201 415-452-5723

The Queer Resource Center seeks to empower the lives of LGBTQQI (lesbian, gay, bisexual, transgender, queer, questioning, intersex) students at CCSF by uniting the diverse individuals in the community across gender, race, age, economic standing, religion, and ability differences. It provides access to a support system of peers and allies and strengthens the LGBTQQI community at CCSF. In addition, the QRC acts as a center of education for and about the queer community through peer-led teachings, workshops, and other such events. The Queer Resource Center is a safe place for queer and transgender students and all who welcome the opportunity to reach out to the community.

Dr. Betty Shabazz Family Resource Center

Ocean Campus, Student Union Room 201 415-239-3109

The Dr. Betty Shabazz Family Resource Center empowers CCSF students who have children through the dissemination of information, resources, and support in order to build a stronger community of students-asparents on campus. The Center is student-run and provides the following services: supervised children's activity room, use of FRC computers and a space to do homework, networking with other students-as-parents, job referrals, information about programs like CalWORKs, peer mentoring, the Parent Exchange Program, and support groups.

Student Health Service

Ocean Campus 415-239.3110 www.ccsf.edu/stuhealth

The Student Health Service provides a wide range of medical/nursing and mental health services, health information, education and community referral resources to make healthy lifestyle choices and be wise health care consumers. All currently enrolled credit students are eligible for services.

Medical/Nursing Services

Nurse Practitioners are available for nursing assessment and treatment of common acute illnesses and infections, first aid, TB tests, vision screening, blood pressure screening, selected immunizations (MMR, Tdap, Hepatitis A and B), reproductive health care, cholesterol testing, carbon monoxide

testing, nutritional counseling, smoking cessation, referrals to specialists as needed, health promotion programs, low cost laboratory services, and Campus Emergency Care. Family planning and STI (Sexually Transmitted Infection) screening services for men and women are available to those eligible through the state Family PACT Program. These include PAP testing, STI screening, breast exam, and birth control counseling and dispensing.

Mental Health Services

Services include professional short-term personal counseling for individuals and couples, assessment, referrals, crisis intervention, and information dissemination. Each semester support groups are conducted on a wide range of topics. Students bring issues that they would like to work on and can include topics such as procrastination, relationship concerns, managing anxiety and panic attacks, stress reduction and meditation, women's and men's issues, loss, low-self-esteem, survival struggles, cultural and ethnic identity, trauma, to name a few.

Consultation and Referral

Nurse practitioners and licensed mental health providers are available for consultation with faculty regarding students and health care issues of concern. When additional clinical evaluation and/or treatment is warranted, students are referred to their primary care provider or to a community health agency.

Students Supporting Students (S Cube) Student Union, Room 203 415-239-3660

Student supporting students (S Cube) is a student-initiated program established to provide peer mentoring, course retention, and community service for under-served communities at CCSF. The mission is to increase the transfer rates of students to four-year universities and to empower marginalized students and communities on campus.

Teacher Prep Center (Serving Child Development Students)

Ocean Campus, MUB 239 415-239-3890

The Teacher Prep Center provides information, resources and advice for students interested in teaching as a career. This includes assistance with University transfer for advanced degrees or support to obtain elementary, secondary, or CTE credentials. Co-located with the Early Childhood Professional Development Project, the Center provides assistance to students and community members interested in entering the field of early childhood, elementary, secondary, or career and technical teaching. www.ccsf.edu/cdev

Veterans Affairs

Veterans Affairs at City College of San Francisco is comprised of three major components that collaboratively combine to provide a comprehensive array of services and opportunities for veteran students to build community at CCSF and in the greater Bay Area.

Veterans Services Office

Ocean Campus, Cloud Hall 333 415-239-3486

This office assists veteran students with the successful transition from military life into a chosen field or career through education. This office offers academic counselors for educational planning and career planning, certifying officials, and VA social work and mental health professionals for referrals to local programs for more assistance and support, and help to obtain all veterans' educational benefits under the Montgomery GI Bill (Ch30), Post-9/11 GI Bill (Ch33), Survivors' and Dependents Assistance programs (Ch35), Chapters 1606/1607 (Reservists) and Vocational rehabilitation program (Ch31).

Walter S. Newman Veterans Resource Center

Ocean Campus, Cloud Hall 332 415-452-5251

The Resource Center's mission is to provide support and resources at CCSF to veteran students, their families, and the community. The center offers as a student lounge equipped with computers and a television among other features that can be used as a study space or simply an area for downtime to be used by veteran students. The Resource Center is named for Mr. Walter S. Newman who devoted a lifetime to championing civic and cultural causes in San Francisco. He and his wife Ellen helped raised money for CCSF from some of San Francisco's leading corporations and philanthropists. He became the first member and the Nominations Chair of the new Foundation of City College of San Francisco in 2002. Since then, the Foundation has raised over \$23 million and dispersed 5,000 scholarships to CCSF students. He was able to get labor unions to donate time and all materials for two classrooms for the Veterans Resource Center and the Veterans Counseling Department. Over 1500 students use the Resource Center.

Veterans Alliance Club

A part of the Inter Club Council (ICC), the Veterans Alliance Club is an on-campus student organization run by veteran students and service members, who under the guidance of an advisor, helps veterans, active duty members, and reservists obtain services and support.

Eligible disabled veterans may qualify for Chapter 31-Vocational Rehabilitation Benefits. Disabled veterans are also encouraged to contact the main DVA Regional Office for more information at 1-800-827-1000.

Women's Resource Center

Ocean Campus, Smith Hall 103-104 415-239-3112

The Women's Resource Center is a safe place that provides information to women about resources available to them both on and off campus. The Center houses a lending library of over 500 books by and about women. It sponsors campus-wide events and hosts various support groups. The Center is run by students who work closely with a faculty advisor from the Women's Studies department.

Section 10 Additional College Services, Resources & Facilities

Section 10.1

COMPUTER RESOURCES

Obtaining CCSF Computer Accounts

All full- and part-time College faculty members can get the following computer accounts:

- A CCSF network account enables logging into any networked faculty/staff computer on any networked CCSF campus. This account also gives an employee access to his/her drive from different locations on the network.
- An email account is accessible from any computer (Windows or Mac) via an Internet browser. CCSF's
 Office 365 email program is an email-based suite of related programs including: email, an address
 book, and a calendar/scheduler.

To get CCSF Network and Office 365 accounts, a faculty member must first request a form called "Information Technology Services Request for CCSF Network Login and GroupWise Email" by calling the ITS Help Desk at 415-239-3711, the Technology Learning Center (TLC) at 415-239-3554, or the toll-free help desk at 844-693-4357. Then the form must be completed and submitted to ITS in order to obtain CCSF computer accounts.

Help with Network and Email Accounts

Various resources are available for instructors who need assistance with CCSF network or email accounts.

- For help with network and email accounts, the Technology Learning Center (TLC) offers assistance. Go to: http://www.ccsf.edu/tlc.
 - The Technology Learning Center (TLC) organizes the technology professional development training program. Training is delivered in a variety of modes to meet the needs of CCSF faculty and staff. For TLC training updates via email, subscribe to tlctraining@ccsf.edu, or browse http://www.ccsf.edu/tlc for an up-to-date schedule of workshops and select the training link.
 - The open lab for all CCSF faculty and staff is located on the Ocean Campus in Batmale Hall, Room 313. The open lab is a quiet place to work with on-site support offered by student interns. Check out the lab schedule at: http://www.ccsf.edu/Services/Technology_Learning_Center/open_lab.htm
- To access a listing of Open Access Computer Labs for students, go to: http://www.ccsf.edu/Services/ACRC/OpenLabs.pdf
- The ITS **Help Desk** is a source of technical support. You may get assistance by reaching the ITS Help Desk at 415-239-3711, the toll-free help desk at 844-693-4357 (help), or the Help Desk website at http://www.ccsf.edu/helpdesk. Email can be directed to helpdesk@ccsf.edu.
- CCSF Wi-Fi is a free wireless Internet service offered to current CCSF students, faculty, and staff. For
 more information about signing up for CCSF Wi-Fi, go to:
 http://www.ccsf.edu/Services/Network and COMMUNICATION (STUDEN)
- Insight is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). CCSF's Moodle instance is called Insight. Whether you are a CCSF online instructor or an instructor wishing to use Insight as a supplement to your course, check out: http://www.ccsf.edu/Services/Technology_Learning_Center/moodle.htm
- Class lists can be obtained through Web4.

Issue Date: June 2016

Section 10.2

MEDIA SERVICES

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

Services are available: Monday-Thursday 7am-10pm, Friday 7am-5pm on Ocean Campus. Saturday and Sunday services are occasionally available.

Broadcast Media Services supports student access with video distribution, video production, video playback, webcast services, and equipment delivery to over 160 Ocean Campus classrooms and meeting, allowing faculty to focus on teaching and presentation. Staff and student interns also provide technical support, operations, and production services for Education Access Television, EATV-Ch 27 & 75, http://www.ccsf.edu/eatv.

Broadcast Media Services handles classroom deliveries on Ocean Campus only. Video Production and Webcasting services are provided throughout CCSF.

The following services are available to faculty through advance arrangement:

- Video playback units delivered to Ocean Campus classrooms and meetings
- Smart Cart (LCD projector/speakers/computer/internet access) with training available on Ocean Campus
- 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 web streaming and online video web archiving
- Production & technical support for EATV Channels 27 & 75, including operations of the Ocean Campus MUB Tele-class Production Room
- Consultations & expertise regarding satellite, web streaming, audio & video equipment; production, and services for instructional programs

Broadcast Media Services recognizes and honors copyrights inherent in all media and information transmitted or exchanged through CCSF facilities, equipment, and services. Please refer to **Section 2.10 – Copyright Information Policy** for copyright, duplication, fair use, and media licensing for CCSF.

Section 10.3

BOOKSTORE

CCSF Bookstores were formed to supply college textbooks and related materials to the students, faculty, and staff of the City College of San Francisco. In 1995, the San Francisco Community College District Bookstore Auxiliary was created as a 501(c)(3) corporation. CCSF Bookstore Auxiliary Corporation is owned by the San Francisco Community College District but operates as a separate entity from the District. The Master Agreement and the operating by-laws can be found on the Auxiliary website at:

http://www.ccsf.edu/en/employee-services/district-business-office/bookstore-auxiliary.html

In 2012, CCSF partnered with the <u>Follett Higher Education Group</u>. Follett began operating all CCSF Bookstores on April 1, 2013. CCSF Bookstores are located on Ocean Campus and at most CCSF Centers. Locations and hours are established to provide course materials and other services as needed. Visit <u>ccsfshop.com</u> for current operating hours by location.

The CCSF Bookstores Course Materials department coordinates textbook adoptions, course packs, readers, copyright clearance, digital textbooks and other learning materials that are helpful to ensure student success. CCSF departments may establish different procedures for informing the bookstore about required course materials; however, faculty should work with the bookstore to ensure the correct materials are available to their students. (Faculty should review Section 10.2 of this handbook for Copyright Information Policy.) CCSF Bookstores can assist with all copyright clearances.

General merchandise, school and office supplies, and custom orders for apparel, clothing, gifts, and more are also available. They typically require a 4-6 week lead time, and artwork is not necessary. Stop in to see what options are available or contact us via phone or email.

To comply with the Federal Law (<u>The Higher Education Act of 2008 Section 133</u>), the District requires that all textbook and course materials information be submitted to the bookstore. No books required for a class? That is not a problem if the bookstore is informed and can pass the information on to the students. Faculty members need to be sure that they tell the bookstore whether books for a class are required, recommended, or not required.

There are three primary and permanent e-mail addresses to help faculty with all bookstore issues. Please use these contacts for best service.

- Course Materials Department: Rose Twyman and Team: 1325txt@follett.com
- Customer Service & General Merchandise: 415-239-3470 or ccsf@bkstr.com
- Ocean Campus Store Manager: Karen Sheppard: 1325mgr@follett.com

Section 10.4

LIBRARY & LEARNING RESOURCES

Library faculty and staff are available to support faculty needs for reference, instruction, resource development, and reserve reading. Visit the "Faculty Services" area of the Library web page for complete information on library services and the respective web pages for information on related programs or learning support services.

Rosenberg Library

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

Chinatown/North Beach Center Library

808 Kearny Street 415--395-6505

Downtown Center Library

88 Fourth St., 2nd Floor 415-267-6513

Mission Center Library

1125 Valencia 4th Floor 415-920-6041

John Adams Center Library

1860 Hayes Street (near Masonic)

415-561-1946

Media Center (Library)

Rosenberg Room 403 415-452-5423 **Alice Statler Library**

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

Civic Center Library

1170 Market Street 415-561-1870

Evans Center

1400 Evans Avenue 415-550-4426

Audio Visual

Rosenberg Room 306 415-452-5411

For services at the Airport and Fort Mason Centers, please contact Rosenberg Reference.

Southeast Center, Josephine Cole Library

1800 Oakdale Avenue 415-550-4353

ADDITIONAL ROSENBERG & LLRC SERVICE AREAS

Disabled Persons Programs & Services

Rosenberg LLRC 323 415--452-5481 (Voice) 415--452-5451 (TDD) Friends of the Library Bookstore

Rosenberg LLRC 404 415-452-5461

Language Center

Rosenberg LLRC 403 415-452-5555 **Learning Assistance Center**

Rosenberg LLRC 207 415-452-550

Section 10.5

DISABLED STUDENTS PROGRAMS & SERVICES

Refer to APPENDIX G for the DSPS Faculty Handbook

Section 10.6

DUPLICATING & SCANTRON SERVICES

Duplicating Services Office

Ocean Campus
Batmale Hall, Room 120
415-239-3185

Description of Services

Duplicating Services offers the following to faculty: printing, **color photocopying, collating, folding, cutting, padding, hole punching, perfect binding, spiral binding, perforating, heavy duty stapling, shredding of highly sensitive materials, laminating, faxing, electronic typesetting, graphic design, sign making, layout, and paste-up. In addition, this department provides assistance in the use of the self-service photocopiers.

CCSF provides staff and/or equipment for reproduction of **instructional** materials with certain limitations as described below.

All services are available to faculty from any campus. Call for special print time information. Appropriate order forms are available at all campuses and can be submitted through inter-office mail.

Color Photocopying

Prior approval from the appropriate school dean is required. Limitations and copyright restrictions are dutifully enforced.

Duplicating Examinations and Non-copyrighted Materials Other than Course Packs

Instructors may have examinations and **non-copyrighted** instructional materials other than course packs duplicated upon request. The procedures governing duplicating services are available at Duplicating Services.

Course Packs

If more than 15 duplicated pages of instructional materials (exclusive of examinations) are to be issued to students in a course during a semester, the material is to be classified as a course packs. Instructors must make arrangements directly with the Bookstore for the production and sale of the course packs. The Bookstore will obtain copyright clearance before preparing the course packs for sale to students. In case of doubt, faculty members must observe copyright laws in the inclusion of copyrighted materials in the course packs.

Duplicating Copyrighted Materials

There is both a legal and ethical responsibility to respect the copyright protection of authors. The distribution of multiple copies of any substantial part of most published works without permission of the copyright owner has been defined by the courts as a violation of fair use. The Duplicating Services staff has been instructed not to make copies of such materials; however, a single copy (not to exceed 15 pages) for the personal use of an instructor in connection with a class may be considered fair use of copyright. In case of doubt, rulings will be made by the administration. (*Refer to Section 2.10 for CCSF's Copyright Information Policy.*)

Photocopying Copyrighted Materials (Self Service)

Instructors must acquire written permission from all publishers to reprint articles unless the articles are permitted under the Copyright and Fair Use Guidelines for Teachers.

Photocopies or other reproductions can be made only if they are to be used solely for private study, scholarship, or research. Reproduction for other purposes may make the **user liable** for copyright infringement.

Photocopying Instructional Materials ("Overnight" Service)

Non-copyrighted Material

Duplicating Services Staff will produce one single photocopy of each page of a job up to 15 pages, on white paper only, and without collating or stapling. In cases where requests exceed this limit, a ruling will be made by the appropriate dean or center dean.

Copyrighted Material

Duplicating Services staff will make one single photocopy of each page of a job up to 15 pages. Copyright restrictions are enforced. (Refer to Section 2.10 for CCSF's Copyright Information Policy).

Requisitioning Supplies

Ocean instructors may obtain class record books, seating charts, paper, and other office supplies by obtaining a requisition form from and returning the completed form to Duplicating Services in Batmale Hall, Room 120. Such supplies are solely for the professional use of faculty.

At CCSF Centers, instructors can obtain class and office supplies from the Center's Administrative Office.

Scantron Scoring Machines

Instructors who wish to score examinations personally may use SCANTRON machines that are located as follows:

Ocean Campus

Arts Building Copier Room (2nd Floor)

Batmale Hall Room 102/455

Cloud Hall Room 352 (Copier Room)

Science Building Room 244/304

CCSF Centers – Call the Office of the Center Dean for Scantron location and availability:

Airport	415-239-3901
Chinatown	415-395-8600
Civic Center	415-561-1020
Downtown	415-267-6504
Evans	415-550-4409
John Adams	415-561-1900
Mission	415-550-4384
Southeast	415-550-4352

Section 10.7

USE OF BUILDINGS AND EQUIPMENT

When using CCSF buildings and equipment, employees are expected to help the District operate with maximum efficiency and at minimum cost by observing the following regulations. (Further information is available by contacting the Buildings & Grounds Office, 415-239-3146, or the Office of Center Deans.)

Equipment

Equipment, software, and technology provided by the District may be used only for instruction and other purposes approved by the District.

Maintenance and Repair Requests

Work or Service Request forms can be obtained from the Buildings & Grounds, Shops or any office within the District. All work or service requests must have the approval of the Department Chairperson, Dean or Site Administrator before the work is assigned. Requests for maintenance or repair services are only handled through the Buildings & Grounds Office. The Director of Buildings & Grounds will gladly receive suggestions concerning the quality of their services.

At the CCSF Centers, submit all requests for maintenance and repair work to the Office of the Center Dean. All work service requests will then be forwarded to Buildings & Grounds for processing and prioritizing.

Keys

Essential and additional keys (for offices, classrooms, cabinets, etc.) are issued from Facilities Planning & Construction, Science Hall, Room 142, 415-452-5130, to staff with written authorization from an administrator (i.e. dean) or a department chairperson. **NOTE:** <u>California Penal Code, Section 469</u> makes unauthorized possession or duplication of District keys a misdemeanor.

Control of Bicycles and Skateboards

In the interest of safety, bicycles and skateboards shall not be brought inside or ridden in any campus building or on premises.

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

To request for and check availability of particular areas, contact the following:

REQUESTED AREA	CONTACT	LOCATION	PHONE
Cafeteria and Dining Room (PCR)	Culinary Arts Department	SW156	415-239-3153
Classrooms & Lecture Halls	Office Of Instruction	C308	415-239-3363
Conlan Hall Lecture Room (E101)	Admissions & Records	E107	415-239-3291
Rosenberg Library	Library Department	R501	415-452-5454
Student Union & Rams Plaza	Student Activities Department	SU205	415-239-3679
Theatre (Diego Rivera)	Liberal Arts Department	A147	415-239-3132
Wellness Center and Stadium	Physical Education Department	WELL	415-452-7627

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

Persons requesting use of classrooms and lecture halls after 5:00 p.m. or on weekends should contact the Evening Division Office, Cloud Hall, Room 310A, 415-239-3585. For all other facilities, use the contact

information above to make a request. Administrators who wish to use District buildings for official business after 5 p.m. or on weekends must present a written application at least one week in advance and have the Use of District Property form signed by the Director of Buildings & Grounds.

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

Requests for Use of Facilities at CCSF Centers

To check for the availability at any of the CCSF Centers, contact the dean in charge of the facility:

SITE	ADDRESS	PHONE
Chinatown/North Beach	808 Kearney St. at Washington St.	415-395-8600
Civic Center	1170 Market Street	415-561-1020
Downtown	88 – 4 th Street	415-267-6500
Evans	1400 Evans Avenue	415-550-4440
Gough	31 & 33 Gough Street	415-241-2300
John Adams	1860 Hayes	415-561-1900
Mission	1125 Valencia Street	415-920-6000
Southeast	1800 Oakdale Avenue	415-550-4300

Visitors

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

Animals on Campus

Other than service dogs and those approved for use in connection with special classes, no other 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. (Refer to Section 2.10 on Service Dogs for the definitions, Responsibilities of Persons Using Service Dogs, District Procedures to Request Use of Animals, Appeal Procedures on Denial of Request to Use animals, and citations of regulations.)

Summer Cleaning

The custodial staff, under the supervision of the Buildings and Grounds Department, performs a special cleaning of all CCSF buildings at Ocean Campus and CCSF Centers during the summer session. Administrators and faculty members who would like their offices to be cleaned in the summer should clear all work-related materials and personal effects from tops of bookcases, file cabinets, desks, and work tables in order that the custodial staff can stack furnishings as necessary to wash, strip, and wax floors, or shampoo the carpeting.

CCSF Centers

It is advisable to consult with the Office of the Center Dean about the summer cleaning schedule.

Telephone Calls

Please refer to the CCSF Telephone User Guide for proper telephone usage. For questions regarding telephone usage, contact the CCSF Operators directly at 415-239-3000 during normal business hours.

Email switchboard@ccsf.edu or call 415-239-3000 for all telephone-related new services and relocations.

Outgoing Calls

Calls made through District telephones are for official use only. It is essential that these stipulations are carefully heeded:

- 1. The number and length of official telephone calls should be kept to a minimum.
- 2. Employees will be required to validate all calls that appear to be excessive in length.
- 3. Unauthorized persons, such as students and visitors, should be granted permission to use District telephones only in an emergency.

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.

TDD Service

California Relay Service – toll free access 1-800-735-2922 – is available for contacting an employee or a student with a hearing impairment.

CCSF Information Line

The CCSF Information Line has been established to distribute time-sensitive updates. The phone number is 415-452-5911.

Issue Date: June 2016

Section 10.8

LOST AND FOUND ARTICLES

Ocean Campus

Please turn in articles that are found to the Public Safety Department, Cloud Hall, C119, 415-239-3200. However, if it is a suspicious looking package or bag, do not touch it! Report it immediately to the Public Safety Department, 415-239-3200, and provide the item's location and description.

To locate a lost item, call the Public Safety Office at 415-239-3200.

CCSF Centers

To turn in articles that are found or to inquire about lost items, go to the Public Safety Office at the CCSF Center.

Section 10.9

PARKING REGULATIONS

Public Safety Department Ocean Campus, Cloud Hall Room 119 415-239-3200

Employee Parking Permits

Employee (excludes student employees) parking permits are issued via on-line registration. The CCSF parking permit may be a hanging tag or a convertible-motorcycle sticker. One hanging permit per faculty member or staff person will be issued by the CCSF Public Safety Department. To request a CCSF parking permit, the employee should follow the steps and information on the CCSF Public Safety Department's web page: http://www.ccsf.edu/en/about-city-college/administration/police_services/ParkingPermits.html

Note: Replacement permits are allowed by exception with a minimal charge to the employee.

Vehicles parked in employee lots shall display a current valid employee parking permit tag hung from the rearview mirror or placed on the dashboard with its permit number visible. Convertible permits must be displayed on the rear bumper, while motorcycle permits are to be displayed on the left mirror.

A parking permit is valid only for the vehicle(s) for which it was originally registered as indicated on the permit card. Permits may be transferred from one vehicle to another, but both vehicles should be registered in the CCSF parking system.

All permit changes MUST be made online.

NOTE: NOTES LEFT ON DASHBOARDS ARE NOT VALID PARKING PERMITS.

Parking for Persons with Disabilities

Employees and students who have disabilities may park in any designated Disabled Blue Zone as well as employee or student parking lots on City College Campuses on the condition that there is a valid permanent disabled parking permit issued by the DMV. Disabled parking stalls are monitored and violations are strictly enforced on all campuses.

Campus public safety officers strictly enforce campus parking regulations, which are authorized by CCSF Board Policy, California Vehicle Code, and San Francisco City Traffic Code pertaining to parking in marked stalls in red, yellow, blue, and green zones. All persons who violate these regulations may receive either a CCSF citation or a City and County of San Francisco citation.

Illegally parked vehicles may be towed at the owner's expense. For towed vehicles, call 415-553-1235 or CCSF Public Safety Department, 415-239-3200.

Parking Permits for Visitors

Visitors with appropriate parking permits are welcome to use CCSF employee parking lots. Visitors may park in employee spaces by preapproved arrangements.

Note: Vehicle parking in all CCSF parking lots is by permit only. Vehicles without a permit will be ticketed.

Visitors may park in student lots with the purchase of a permit or by obtaining in advance a special issue permit by the Public Safety Department or a designee.

Motorcycle and Scooter Parking

Motorcycle and scooters should park in designated two-wheel areas located on Phelan Ave.

Bicycle Parking and Restrictions

Bicycles should be locked to a bicycle rack. Do NOT lock bicycles to light poles, trees, railings, or places that interfere with campus activities. Illegally secured bicycles will be confiscated by the Public Safety Department. Bicycles are prohibited in City College Campus/Center buildings.

Skateboarding Prohibition

Skateboarding is prohibited on all City College premises, including buildings, sites, CCSF Centers, and Ocean Campus.

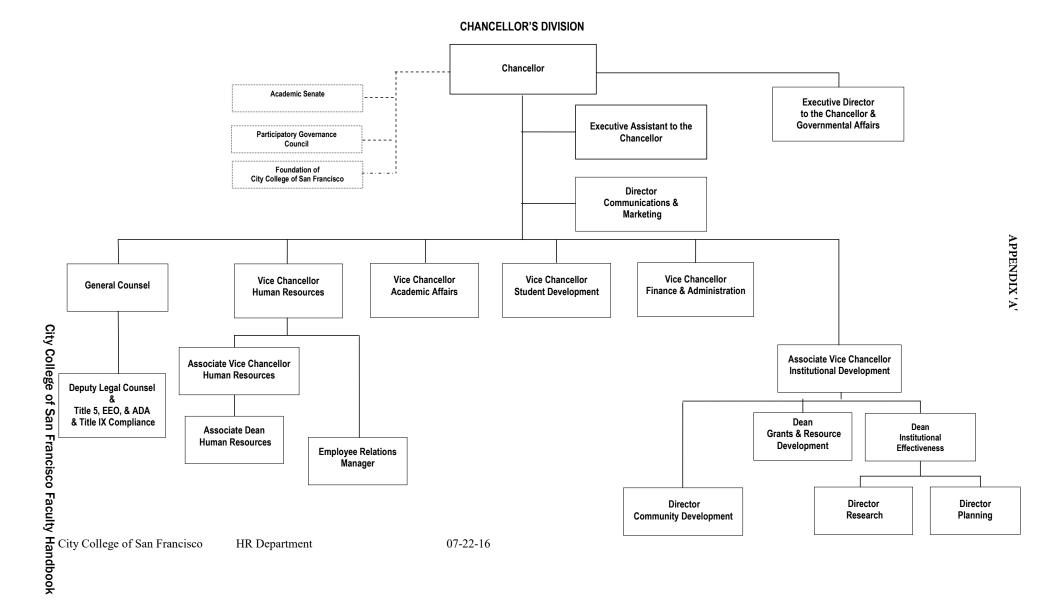
Parking Enforcement

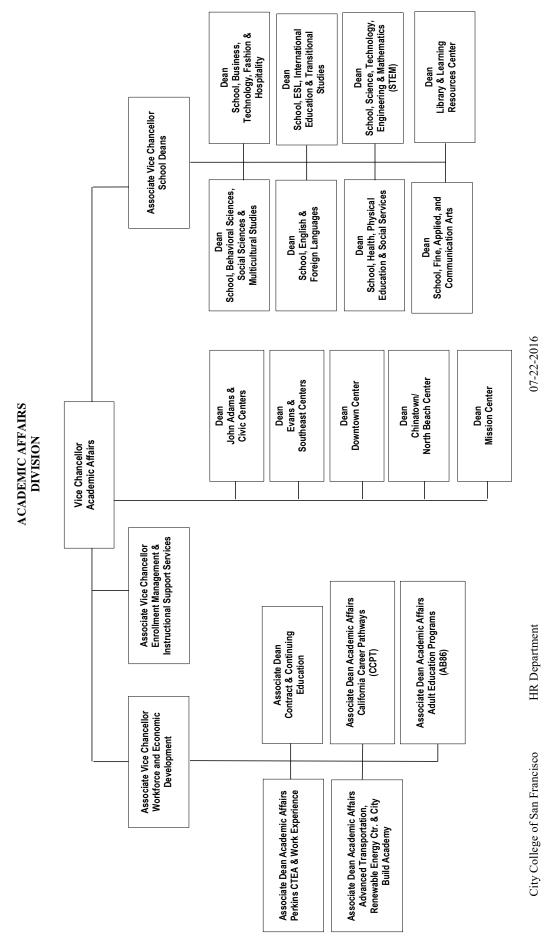
Parking enforcement for the lack of parking permits, unauthorized parking in colored zones, and out-of-stall parking violations will commence on the first day of instruction and continue through final examinations unless otherwise advised via District e-mail.

Appendices

APPENDIX A

ADMINISTRATIVE ORGANIZATIONAL CHARTS





City College of San Francisco

STUDENT DEVELOPMENT

HR Department

07-22-2016

City College of San Francisco

APPENDIX B

THE CONSTITUTION OF THE ACADEMIC SENATE & BYLAWS OF THE ACADEMIC SENATE

CONSTITUTION OF THE ACADEMIC SENATE CITY COLLEGE OF SAN FRANCISCO

Ratified April 1997

ARTICLE I

NAME The name of this body shall be the Academic Senate of City College of San Francisco, hereinafter referred to as the Senate. The Senate shall elect an Executive Council from its membership, hereinafter referred to as the Council. SENATE MEMBERSHIP All faculty in the College are members of the Senate with all rights and responsibilities thereunto. Administrators and classified staff are not members of the Senate.

ARTICLE II

PURPOSE The purpose of the Council shall be, as the representative of the Senate, to make recommendations to the Administration, the Board of Trustees, and to other appropriate individuals and bodies regarding academic and professional matters; and, as provided by law and agreement, to make joint decisions with the Board of Trustees with respect to academic and professional matters; and to inform the Senate of current issues and hold meetings for discussion.

ARTICLE III

MEMBERSHIP The Council shall consist of 29 members elected at large, subject to the following provision: that no more than three Senate members from a department, as defined in the Bylaws, shall serve on the Council at one time, except ESL, which shall have no more than six.

ARTICLE IV

ELECTION OF COUNCIL MEMBERS The election of Council members shall be by secret ballot, and shall be conducted each year by an Election Commission appointed by the Council.

A candidate for membership on the Council must be nominated by written petition of three Senate members and must accept the nomination in writing on the petition. For public information, petitions will be posted at the Academic Senate office on the day they are received. The balloting must be completed at least four weeks before the end of the semester.

If at the time for nominations to close, the number of candidates does not equal twice the number of vacancies to be filled, the Council or the Election Commission shall postpone balloting one week, during which time additional candidates may be nominated upon the written petition of one Senate member and the written acceptance of the candidate. The postponed balloting shall then take place regardless of the number of candidates.

ARTICLE V

TERM OF OFFICE Council members shall serve for a two-year term beginning on the day of the last Council meeting of the semester in which the election was held.

Vacancies on the Council shall be filled at the time of the regular election, with the first 15 or 14 candidates, as the case may be, being elected for two-year terms, and the next runner ups filling positions for one year terms to complete the terms of those who have left the Council after one year or less of service. To be elected to fill an unexpired term, a candidate must satisfy the provisions of Article III. After serving two consecutive twoyear terms on the Council, a member may not serve again until one year has elapsed. For the purpose of this article, a partial term of one year is regarded as a complete two-year term.

ARTICLE VI

OFFICERS The officers of the Council shall be the following: President, First Vice President, Second Vice President, and Secretary. Officers shall be elected by secret ballot from within and by the membership of the Council immediately after the newly elected Council members are seated. The term of office shall be one year. These officers of the Council shall be the officers of the Senate.

In the event of a temporary absence of the President, the succession to the presidency shall be in the following order: First Vice President, Second Vice President, Secretary. If any office of the Council is vacated, the Executive Council shall fill the office by election.

The duties of the Vice Presidents shall be designated by the President.

ARTICLE VII

MEETINGS Regular meetings of the Council shall be held at least once a month during the academic year. The time, date, and place of such meetings shall be published prior to each meeting. Members of the Senate may attend any meeting of the Council. They may speak on an issue with the consent of the President or with the consent of the majority of the Council members present.

The President must place an item on the agenda of the Council meeting (a) at the request of any Council member or (b) on receipt of a signed, written request to the President by at least 10 members of the Senate.

The agenda for each Council meeting shall be posted at each faculty mailbox location at least two school days prior to such a meeting, and mailed at the same time to all Council members and Senate committee chairpersons.

The Council may not take action on any matter not on the agenda unless by a two-thirds vote of members present it declares that matter to be an emergency matter. The minutes of the Council meetings shall be distributed to all members of the Senate as soon as

possible after each meeting.

Regular plenary sessions of the Senate shall be held once during each semester. Any matter within the purview of the Senate may be discussed and acted upon at a regular plenary session.

Special meetings of the Senate or Council may be called in the following ways: (a) by the President, (b) on petition of a majority of the Council, or (c) on petition of 100 members of the Senate. No business other than that for which special meetings are called shall be transacted at such meetings.

ARTICLE VIII

RECOMMENDATIONS The Council is authorized to make recommendations on behalf of the Senate subject to the following provisions:

- 1. The Council may, on its own judgment and in its own initiative, refer to the Senate any matter affecting the welfare of the college community.
- 2. The Council may, on its own judgment and on its own initiative, forward recommendations to the Administration or the Board of Trustees, with respect to academic and professional matters.
- 3. If 100 members of the Senate so request in a petition delivered to the President of the Senate within three weeks of distribution of the official minutes in which any resolution has been passed by the Executive Council, that resolution shall be submitted to a referendum by secret ballot or to formal consideration at a meeting of the whole Senate.
- 4. On matters on which the Board of Trustees or the administration intends to act when the college is not in regular session, the Council, after a special meeting, may make recommendations to the Board of Trustees or the administration. The president of the Senate shall inform the Senate of all such recommendations at the next plenary session. If the president of the Senate receives within three weeks of the plenary session a petition signed by 100 members of the Senate objecting to any recommendation made to the Board of Trustees, the Council shall be required to submit the disputed recommendation(s) to the Senate for ratification.
- 5. Nothing herein shall prohibit the President of the Senate from addressing the Board of Trustees as a representative of the Senate on any matter within the purview of the Senate so long as the President does not make unauthorized recommendations on behalf of the Senate.
- 6. Outside of the regular school calendar, the President may act on behalf of the Council, provided the President is following established Senate policies and reporting regularly to the Council.

ARTICLE IX

AMENDMENTS Amendments to this constitution may be initiated by

- 1. two-thirds of the Council members, or
- 2. by petition of at least 150 members of the Senate. Amendments so initiated must be ratified by secret ballot by a two-thirds vote of the valid ballots cast. If less than 25 percent of the Senate members cast ballots, the amendment will be considered defeated.

Amendments to the Bylaws may be made by the vote of two-thirds of the Council. These amendments must be submitted to the Senate members for their information at least ten instructional days before the Council votes.

ARTICLE X

COMMITTEES Committees may be created at the discretion of the Council. The Executive Council shall appoint the faculty members to any committee requiring Senate membership or representation.

At the beginning of each fall semester, the Council shall select four Council members who will serve with the President as a Committee on Committees. This five-member committee shall recommend to the Council the Senate members to serve on all committees.

The power to appoint Senate members to all committees shall reside with the Council as a whole.

Since personnel matters are discussed, the meetings of the Committee on Committees shall not be open to anyone who is not a member of that committee.

CAMPUS COMMITTEES Each campus of City College of San Francisco may establish a Faculty Campus Committee (as defined in the by-laws) to deal with local site issues. Members of these committees shall be selected by the local faculty.

ARTICLE XI

REMOVAL OF AN OFFICER Any officer of the Executive council may be removed from office by a motion made by a member of the Executive Council which is properly seconded and passed by a two-thirds vote of those members of the Executive Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda established prior to the meeting in which it will be considered. Replacement of an officer will be made according to Article VI of this Constitution.

REMOVAL FROM EXECUTIVE COUNCIL A vote to recall any member(s) of the Executive Council may be initiated by a petition signed by 150 members of the faculty and presented to the Executive Council.

The recall vote will take place by secret ballot of the Senate within three weeks. A two-thirds vote of the valid ballots cast will be required to recall any member of the Executive Council. Replacement for a recalled member of the Executive Council will be made according to Article V, unless more than three vacancies are created, in which case a special election will be initiated within three weeks.

BYLAWS OF THE ACADEMIC SENATE CITY COLLEGE OF SAN FRANCISCO

Amended May, 2011

ARTICLE I

For the purpose of implementing Article III of the Constitution, Senate members will be considered to belong to the department in which they spend the greatest portion of their professional time. The departments are constituted as listed below; this list may be revised by the Council.*

Administration of Justice/Fire Science

Aeronautics

African American Studies

Architecture

Art

Asian American Studies

Asian Studies

Astronomy

Automotive/Welding/Trade Skills Technologies

Behavioral Sciences

Biological Sciences

Broadcast Electronic Media

Arts

Business

Career Development/Placement Center

Chemistry

Child Development/Family Studies

Computer Science/Technology

Consumer Education

Counseling Services

Culinary Arts/Hospitality

Studies

Dental Assisting

Disabled Students Program/Services

Earth Sciences

Engineering and Technology

English

ESL

Environmental Horticulture/Floristry

EOPS

Fashion

Film

Foreign Languages

Gay/Lesbian/Bisexual

Studies

Graphic Communications

Health Care Technology

Health Science **Interdisciplinary Studies** Journalism Labor Studies/Apprenticeship Latin American Studies Learning Assistance Library Information Tech **Library Services** Mathematics Music Nursing Older Adults Philippine Studies Photography Physical Education/Dance **Physics** Radiologic/Imaging **Technologies** Social Sciences Student Health Services Theatre Arts **Transitional Studies Vocational Nursing** Women's Studies Special Assignment Faculty

*Revised 5/01/02

ARTICLE II

- 1. A Regular Plenary, Special Plenary, or Special Meeting shall be defined as an official meeting of the Senate as a whole. Any of these must be held on an official College calendar day.
- 2. If the Senate calls a Special Plenary, the District will be asked to cancel classes and the meeting's agenda will be open to resolutions from the floor.
- 3. If the Senate calls a Special Meeting, classes continue to meet and the agenda is fixed (cf. Constitution Article VII).
- 4. Only Senate members may vote.
- 5. A quorum at a Regular Plenary, Special Plenary, or Special Meeting shall consist of the members present if notification of the meeting has been given seven days in advance. Any Regular Plenary, Special Plenary, or Special Meeting called by the Council with less than seven days' notice shall be defined as an Emergency Special Plenary or Emergency Special Meeting, at which quorum shall consist of more than 12.5 percent (one eighth) of the members of the Senate.
 6. Any member of the Senate may request that the signatures on a petition (cf. Constitution Articles VII, IX, XI) be validated within a reasonable amount of time by the Shared Governance Office or the Human Resources Office.

ARTICLE III

A quorum of any meeting of the Council or any committee of the Senate shall be a majority of the members thereof.

ARTICLE IV

All meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

ARTICLE V

The Council is authorized to establish its own rules and procedures and to select, upon nomination by the President or designee(s), one or more Parliamentarians, who may but need not otherwise be affiliated with CCSF, for consultation and advice pertaining to such rules and procedures. Parliamentarians who are Council members retain all Constitutional rights of membership, such as making and voting on motions.

ARTICLE VI

Members of the Council are expected to attend all Council meetings. Members who are absent excessively or who take a leave of more than two months' duration may be deemed by the Council to have resigned, and their seats will be filled under the provisions of Article V of the Constitution.

ARTICLE VII

- 1. Senate committees shall elect their own officers.
- 2. Each committee secretary or chairperson, in addition to sending notices of committee meetings to all committee members, shall also send copies of the notices to the President of the Council.
- 3. Each committee secretary shall keep minutes of all committee meetings, including the names of all members who were present and all members who were absent, and shall furnish a copy of the minutes to every committee member and to the President of the Council.
- 4. Reports made by committees to the Council shall be in writing and in sufficient copies so that every Council member may have a copy.
- 5. Any Senate member may attend any meeting of a Senate committee, except when personnel matters are discussed.
- 6. No committee or committee member is authorized to make recommendations to the Administration or Board of Trustees without prior Council approval. (This shall not be interpreted to prevent faculty members of bipartite or tripartite committees from functioning as members of those committees to the fullest extent possible.)
- 7. The Council may set the length of term of service on any committee.
- 8. A committee member who is absent from three consecutive meetings of the committee shall be deemed to have resigned and shall no longer be counted in determining whether a quorum is present, beginning with the third consecutive absence.
- 9. Members may be appointed to a committee at any time.
- 10. The Academic Senate's representative to the College Advisory Council (or its successor

organization) shall be the President of the Academic Senate or his/her designee.

ARTICLE VIII

- 1. The faculty as defined in Article I, Section B of the Constitution, may form a committee at each of the various campuses of the City College of San Francisco, hereinafter, to be referred to as (insert name of local campus) Faculty Campus Committee.
- 2. Each Faculty Campus Committee is authorized to: discuss issues regarding matters that directly affect the welfare of that particular campus faculty (e.g., parking, room assignments, public safety, equipment, faculty lounges, etc.), and to cooperate with the local Student Council.
- 3. Each Faculty Campus Committee is authorized to establish its own bylaws, which shall not be in conflict with the Constitution of the Academic Senate.

ARTICLE IX

There is no proxy voting except when required by applicable law, such as in cases of conflicts with religious observances.

APPENDIX C

FACULTY TRAVEL DOCUMENT

Faculty Travel Document

City College of San Francisco
Academic Senate Faculty Travel Guidelines and Regulations (Fall 1999)

I. Criteria

The Allocation of Faculty Travel funds is based on the view that it is in the best interests of the faculty, the administration, the students and the taxpayers to economize maximally without sacrificing the imperative for professional growth.

- 1. The allocation of funds for travel is based on the value of the trip to the students, the faculty member, the Department, and the College in general.
- 2. Only actual and necessary travel expenses are covered; these costs must not include luxury accommodations, first-class travel rates, etc.
- 3. Faculty whose expenses exceed the criterion stated above will be expected to pay any additional costs.

II. Allocation

The Academic Senate Faculty Travel Fund is administered exclusively by the Academic Senate. The fund is provided annually by the District to the Senate and is at least one-half of the total budget allocation for all District travel. For example, if the District allocates \$70,000 for all District travel, then the Senate receives at least \$35,000.

At the beginning of the Fall semester, an annual total dollar figure for faculty travel is forwarded by the Provost to the Faculty Travel Chair (or to the Academic Senate President if the Faculty Travel Chair is not known at that time).

The Faculty Travel Fund is administered by the Academic Senate Faculty Travel Committee which is the Academic Senate Executive Council; however, the administration of this fund is delegated to the Faculty Travel Chair. During the Fall semester the Faculty Travel Committee, through the Faculty Travel Chair, will establish a reserve fund to be taken from the annual allotment. This reserve fund will be reallocated by April 1 of each fiscal year (see Reallocation).

The Faculty Travel Committee, through the Faculty Travel Chair, allocates funds to Departments as follows: An initial minimum allotment will be made to each Department (as identified by the Department Chair Council, expanded as needed by the Academic Senate Faculty Travel Committee, through the Faculty Travel Chair). Additional allocation is proportional to the percentage of full-time equivalent (FTE) faculty in each Department. In order to announce funding in a timely manner, FTE figures are based on the previous year's Fall semester numbers as provided by the Office of Instruction. As soon as possible, the Office of Instruction will inform the Academic Senate of the Fall term's total travel funds so the Academic Senate can plan their allocations and the Department budgets can be calculated.

During the Fall semester, each Department allots its assigned budget according to its own Departmentally determined policy--except that no faculty member may be awarded more than a total of \$500 during the Fall, whether the faculty member makes one or several requests.

III. Reallocation

At the end of the Fall semester, unexpended or unencumbered travel funds will be deallocated from Departments and added to a general faculty travel fund to be disbursed by the Faculty Travel Chair on a first-come/first-served basis for the remainder of the academic year. Before the end of the Fall semester, a letter will be circulated by the Faculty Travel Chair to all Department Chairs reminding them to encumber their travel fund by submitting requisitions for specific travel needs. Whether a faculty member makes one or several requests during the Spring, he or she will be awarded not more than a total of \$200 from the general faculty travel fund. The Faculty Travel Committee, through the Faculty Travel Chair, will grant travel from reallocated funds for the following reasons:

- 1. Trips of value to the whole College
- 2. Faculty member at meetings related to program
- 3. Officers of organizations
- 4. Individual/professional development

IV. Summer Travel

Summer travel is allowable under certain conditions and restrictions:

- 1. Summer travel funds are available only to tenured faculty or faculty under contract for Summer session.
- 2. Reimbursement for Summer travel is paid for out of the following academic year's budget.
- 3. Before summer travel funding can be authorized, the Provost informs the Academic Senate of the budget for Academic Senate Faculty Travel for the following academic year.
- 4. The traveler consults with the Department Chairperson about the travel.
- 5. The traveler secures the approval and signatures of the Department Chair and Faculty Travel Chair, and Provost if a substitute is required, before the end of the Spring term.
- 6. All regulations and limitations on disbursements that are in effect in the academic year are understood to be in effect in the Summer.

V. Eligibility

- 1. All Senate members, full-time as well as part-time faculty, are eligible to use faculty travel funds (except as noted above under Section IV, Summer Travel).
- 2. Senate members are defined by Article I in the Bylaws of the Academic Senate of CCSF.

3. Faculty members on sabbatical, 100% reassigned time or other leaves are not eligible to use faculty travel funds.

VI. Travel Guidelines

These travel guidelines are for use in developing uniformity, not inflexible rules.

- 1. The Faculty Travel Committee delegates approval and accounting responsibilities to the Faculty Travel Chair.
- 2. In order to compensate the faculty member for performing the duties of this position, the Faculty Travel Chair is receives 0.1 FTE as reassignment or overload (as selected by the Faculty Travel Chair).
- 3. A Requisition and Travel Order Form should be submitted to the Faculty Travel Chair at least 4 weeks prior to the planned travel. Requests submitted fewer than 4 weeks in advance may not be honored.
- 4. The Faculty Travel Chair recommends reimbursement for attendance at professional meetings held any time from the first day of the Fall semester through the last day of the Spring semester, although under certain circumstances Summer travel reimbursement may be approved (see Section IV, Summer Travel). It is strongly recommended that the faculty member refrain from traveling during the first two weeks of an assignement.
- 5. Generally, approval is granted to attend meetings which last from one to three consecutive teaching days (e.g., Wednesday through Friday, Thursday through Monday). It is strongly recommended that faculty limit travel to three consecutive teaching days. If a faculty member requests to attend a meeting that extends beyond three consecutive teaching days, he or she must consult with his or her Department Chair and the Provost; both the Department Chair and the Provost must indicate their agreement on the Requisition and Travel Requisition prior to its being forwarded to the Faculty Travel Chair for consideration.
- 6. Requests for retroactive funding may not be honored.

VII. Overview of Travel Request Procedure

- 1. Faculty member fills out a Requisition and Travel Order Form and forwards it to the Department Chair.
- 2. The Department Chair closely examines the application to be sure that the trip meets the criteria (stated above).
- 3. The Faculty Travel Chair ascertains if all guidelines have been met and if yes, fills in the dollar figure approved by the Department Chair (or lesser amount if warranted), signs and forwards the original form to:
- (a) the District Business Office, or
- (b) to the Provost--ONLY if the faculty member has made a request for a substitute. The Provost decides if the College will approve replacement of instruction time. If the application is approved, the Provost signs and forwards the request to the District Business Office. If the application is denied, the request, with a written explanation for the denial, is returned through the order of signatories. The Faculty Travel Chair sends copies of the signed requisition to the traveler and to the Chair so that they may know that the requisition has been approved. No travel should take place prior to approval.

- 4. District Business Office sends a copy of the approved Travel Order and a Travel Expense Voucher to the faculty member, with instructions for filling out the voucher.
- 5. Faculty member then goes on the trip and fills out the voucher, collecting all the required receipts and documentation as instructed.
- 6. Faculty member sends the completed Travel Expense Voucher to the District Business Office for processing. The faculty member must attach ALL supporting documents. The faculty member should return all paperwork to the District Business Office within ten working days of attendance at the conference or meeting.
- 7. Reimbursement is distributed from the District Business Office. (See Accounting Department for further information.)

VIII. Travel Requisition Changes and Amendments and Transfers

- 1. Requests for reimbursement greater than the amount authorized by the Faculty Travel Chair will not be honored.
- 2. Travelers who cancel approved travel may transfer the funding to other travel opportunities under certain limited conditions
- * (a) The traveler fills out a new travel requisition and writes a memo to their Department Chair requesting the change of plans.
- * (b) If the change is approved, the new travel requisition form is signed by the Department Chair and sent to the Faculty Travel Chair with a copy to the Dean.
- * (c) All other regulations still apply to amended travel plans, including the funding limits and the four week advance notice before the new travel date.
- 3. Changes in travel plans that are not approved by both the Department Chair and the Faculty Travel Chair may result in the travel not being reimbursed.

IX. Travel Request Procedure and Responsibilities for All Faculty

- 1. Read the current Faculty Travel Regulations before filling out the Requisition and Travel Order Form.
- 2. Fill out a Requisition and Travel Order Form and forward it to Department Chair. Submit written request at least 4 weeks prior to the planned travel.
- 3. Keep personal copies of all forms and documents related to this travel.
- 4. Estimate expenses carefully; reimbursement cannot exceed the pre-approved amount. Refer to the regulations (below) which explain amounts and limits to travel expenses. The Faculty Travel Chair is available for answering or referring questions about faculty travel.
- 5. The receipt of a copy of the Requisition and Travel Request Form with the Department Chair and Faculty Travel Chair's signatures and, if substitutes are requested, the Provost's approval, informs the faculty that the travel has been approved and is reimbursable for the amount approved by the Faculty Travel Chair.
- 6. The District Business Office will send a copy of the approved Travel Order and a Travel Expense Voucher with instructions for filling out the voucher. After travel is complete, follow instructions, attach all supporting documents and send form with documentation to the District Business Office within ten working days of attendance at the conference or meeting.
- 7. Inform Department Chair of any change in an approved request, such as a change of

date. The Travel Expense Voucher may not be honored if it differs from original Requisition and Travel Order Form.

- 8. It is possible to cancel an approved trip and replace it with another. Follow procedures listed in the Academic Senate Faculty Travel Guidelines and Regulations under Section VIII, Travel Requisition Changes, Amendments and Transfers.
- 9. Inform Department Chair and the Faculty Travel Chair if approved travel plans are canceled.
- 10. In the event that a travel request is NOT approved by the Department Chair, the decision may be mediated in a meeting with the Department Chair and the Dean.
- 11. In the event that substitute time is NOT approved by the Provost, the decision may be appealed in a meeting with the Provost, the Department Chair and the Dean.
- 12. The Dean is available for consultation throughout the process.
- 13. Please plan to share experiences and learning with colleagues. Some suggestions are: present a Flex workshop; organize a lunch time discussion; write an article for the Department's newsletter or City Currents; share knowledge at a Department or Shared Governance meeting.
- 14. Department Chairpersons who are traveling under the Academic Senate Faculty Travel funds must have their travel request approved by their respective Dean, and the Provost when substitutes are required.

X. Department Chair's Responsibilities

- 1. Early in the Fall semester, or in the Spring Semester when possible, inform faculty of the amount of the Department's total annual travel budget. The Faculty Travel Chair will announce the Department's exact amount as soon as it is known, either in late Spring of the previous term or early in the Fall semester.
- 2. Approve/disapprove travel requests from faculty members, using current Academic Senate Faculty Travel Regulations as a guide.
- 3. Department Chairpersons who are traveling under the Academic Senate Faculty Travel funds must have their travel request approved by their respective Dean, and the Provost when substitutes are required.
- 4. Determine the dollar amount to be allocated to each request, based upon Department's total annual travel budget. Many Department Chairs work out their allocation procedures and amounts in consultation with Departmental faculty representatives.
- 5. Maintain records of travel requests, actual travel funds used, and overall travel budget for the Department.
- 6. Inform the Faculty Travel Chair and Dean of any change in a previously approved request, such as a change of date. A Travel Expense Voucher may not be honored if it differs from the original Requisition and Travel Request.
- 7. Inform the Faculty Travel Chair of any requests that are canceled.
- 8. If a traveler has canceled an approved trip and requested that the funding be reallocated to a different trip, inform the Faculty Travel Chair.

XI. Dean's Responsibilities

- 1. Review travel requests in order to be kept advised of all travel that is taking place in the area of responsibility. Keep copies of Requisition and Travel Request Forms received in order to be able to discuss them with Department Chairs as needed.
- 2. Be available to consult with Department Chair as requested by Department Chair, Faculty Travel Chair or Traveler as needed.
- 3. Department Chairpersons who are traveling under the Academic Senate Faculty Travel funds must have their travel request approved by their respective Dean.
- 4. Approve Department Chair's faculty travel request by signing the Requisition and Travel Order Form and forwarding it to the Faculty Travel Chair or, if a substitute is requested, to the Provost. Disapproval should be discussed with appropriate persons.

XII. Provost's Responsibilities

- 1. Approve/disapprove travel requests by faculty for substitute(s) for replacement of instruction time.
- 2. When a faculty request for substitute(s) is approved, the provost sends a copy of the signed Requisition to the traveler so that the traveler may know that the requisition has been approved. A copy is also sent tot the Department Chair.
- 3. When a request for substitute(s) is refused, return the Requisition for Travel Order form through order of signatories, with an attached written justification for the refusal.
- 4. When a faculty request for substitute(s) is denied, be available to discuss the decision with the Department Chair and the faculty as appropriate.
- 5. Inform the Academic Senate of Fall budget for faculty travel as soon as possible.

XIII. Faculty Travel Committee's Responsibilities

- 1. Authorize funds to each Department per regulations through the Faculty Travel Chair who will record decisions of allocations, deallocations, and spending of reserve funds, for inclusion in an Annual Report to the Executive Council of the Academic Senate.
- 2. Update the Academic Senate Faculty Travel Regulations. Any change in Academic Senate Faculty Travel Regulations must be approved by majority vote of the Academic Senate Executive Council.
- 3. Make decisions about funding allocations that affect the Senate.

XIV. Faculty Travel Chair's Responsibilities

- 1. Send written notification as soon as possible to inform each Department Chair of his/her Department's total annual faculty travel budget.
- 2. Be available to Department Chairs to discuss options for allocating the funds within the Department.
- 3. Approve, disapprove, or refer travel requests promptly. Maintain records of all allocations, reallocations, travel requests, and any other information necessary for an audit.
- 4. The Faculty Travel Chair sends the original of each approved requisition And Travel Order Form to the District Business Office for further processing.

- 5. The Faculty Travel Chair sends a copy of the signed requisition to the traveler so that the traveler may know that the travel has been approved.
- 6. If the funds or exhausted, or the traveler has already met the allocation limit, the Faculty Travel Chair returns the requisition to the traveler with a memo explaining the denial, and sends a copy to the Department Chair.
- 7. Request Department Chairs to submit travel requisitions and remind them that unused funds will be deallocated. Publish reminders in City Currents.
- 8. Inform Department Chair when that department's funds are spent.
- 9. Answer questions, provide information or refer faculty and administrators to information sources as requested.
- 10. Develop accounting controls in concert with the District Business Office and keep accurate records. Reconcile records with the District Business Office on an ongoing basis. Inform DOB of any requests that have been canceled.
- 11. Bring Annual Report to the Executive Council of the Academic Senate.
- 12. Discuss problems or concerns with the Academic Senate Faculty Travel Committee and follow the committee's advice, decisions and regulations.

These Academic Senate Faculty Travel Guidelines and Regulations have been read and found acceptable by the Academic Senate, the Department Chair Council, and the Administration for City College of San Francisco in the Fall semester of 1999.

Frances F. Lee, Provost

Raymond J. Berard, Academic Senate President

Darlene F. Alioto, Department Chair Council Chairperson

Addendum: District Regulations - Fiscal Year 1998-1999

The following regulations originate at the District Business Office, and are applicable to all City and County of San Francisco employees. Per Diem limits vary according to destination. call the District Business Office (415-241-2297) for the latest amounts as listed in the Per Diem Manual.

Reimbursement: The traveler will be reimbursed only for the actual and necessary travel expenses incurred for the authorized travel.

Receipts: Paid receipts must accompany the Travel Expense Voucher. Canceled checks and credit card receipts are not valid paid receipts. Registration Fees must be supported by a receipt. Please include a copy of the agenda or program of the meeting

or conference. Hotel Bills must be supported by a receipt and will be reimbursed according to current District policy. A request for reimbursement in excess of policy amount must receive prior approval from the Chief Financial Officer. Personal phone calls are not reimbursed. Meals shown on hotel bills must be indicated separately on the Travel Expense Voucher.

Transportation: The mode of transportation must be stated whether transportation is claimed or not claimed.

Transportation by Air: Cost of air transportation must not exceed coach or economy fares. The passenger ticket must be attached to the Travel Expense Voucher.

Transportation by Personal Car: If a personal automobile is used instead of a public carrier in order to attend meetings, the driver claiming reimbursement must give the make, model, year, license number of automobile used, total mileage, beginning and ending odometer reading, and the starting and ending point of travel. In such cases, the claim cannot exceed the equivalent of such a trip by the most efficient, direct, and economical mode of transportation required by the occasion. Mileage allowed will be in accordance with the schedule of distances furnished by the National Automobile Club. If two or more faculty are authorized to attend the same meeting and travel in the same automobile on the same trip, mileage will be allowed provided suchmileage claim does not exceed the aggregate fares for the most efficient, direct, and economical mode of public transportation required by the occasion. The mileage is to be claimed by the driver only. Reimbursement for mileage is reimbursed according to District policy; at this time it is 32.5 cents per mile. Receipt is required to reimburse for off-street parking (parking lot and/or garages) and for bridge tolls.

Bus, Baggage and Taxi: The daily cost of busses and handling of baggage in and out of hotel do not require receipts. When local taxi fares are claimed, an explanation should be made as to the necessity and a receipt is required. When transportation is reported by personal automobile, local taxi fares are not reimbursed. Gratuities cannot be reimbursed.

Meals: Per-diem covers the cost of food and miscellaneous expenses. The per-diem rate depends on the travel location and is referenced in the City College Official Lodging and Per-Diem Manual. When travel does not require lodging, meals will be reimbursed only if the conference or meeting was attended directly prior to and directly after the meal.

APPENDIX D

Policies and Procedures for Handling Complaints of Unlawful Discrimination and Harassment

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 CCSF 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 in 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).

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
 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,

¹ If the Federal statues cited above would result in broader protection of the civil rights of individuals then 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.

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
- "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:

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).)

- (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.
- "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:

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³ Ibid.

- (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.

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 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.

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.

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
- (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.)

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 <u>not</u> an appropriate informal resolution and as such, will not be utilized. Nevertheless, because the 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.

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 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. These approved forms are available from the District on either the Title 5/EEO/ADA

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.

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

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 other 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.

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 <u>must</u> 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,

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.

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.

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

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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 meets 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.

Administrative Determination

In any case <u>not</u> 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.,

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.

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)), <u>both</u> 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 <u>involving</u> 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);
- (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

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.

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 <u>complainant</u>¹⁷ 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. 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 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 <u>not</u> 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.

¹⁶ For sexual harassment complaints filed pursuant to Title IX (20 U.S.C. § 1681 et seq.), both the complainant <u>and</u> 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 <u>not</u> be forwarded to the State Chancellor's Office under these procedures.

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.

• For Title IX complaints, either the <u>complainant or respondent</u> 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 <u>not</u> 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

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 <u>not</u> 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 says 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.

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.

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 Stare 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.

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.

APPENDIX E

WORKPLACE VIOLENCE - POLICIES AND PROCEDURES

PERSONAL SAFETY RECOMMENDATIONS

Scenaries 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 Departament



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.

APPENDIX F

ELEMENTS OF A SYLLABUS

ELEMENTS OF A SYLLABUS

The course syllabus is the document that an instructor produces for distribution to students on the first day of classes for the purpose of communicating (1) the nature of the course and (2) **the instructor's procedures and policies**. It differs from the official course outline, constructed when the course was originally approved, in several important ways. However, it is a key mechanism for accomplishing the objectives indicated on the official course outline and therefore must be in fundamental agreement with it.

A course syllabus is required of all courses (Credit and Noncredit) at City College. To guide you in the construction of your syllabi, the following outline lists the essential components of a standard syllabus. You may wish to provide additional items or information (e.g., resource lists or sources of tutoring), but you are expected to cover all of the listed elements. Regarding length, most syllabi are two to three pages long. Copies should be printed on color paper and three-hole punched.

I. Course Identity

Course number and title

Course description

Class Hours, Classroom(s)

Student Learning Outcomes – as on department's course outline of record

- II. Instructor
- III. Office, Office Phone, Email Address, Internet URL
- IV. Office Hours
- V. Overview of the Course
- VI. Prerequisites, Transferability, Relation to Graduation Requirements
- VII. Course Content
- VIII. Required Materials
 - IX. Texts
 - X. Other materials (e.g., calculator, supplies)
 - XI. Course Requirements
- XII. Exams, Quizzes, Papers, etc.
- XIII. Homework, Lab Reports, etc.
- XIV. Field Trips, if any
- XV. Calendar of Important Dates (Exams, deadlines for papers, etc.)
- XVI. Grading Policy (Be as explicit as possible)
- XVII. Grading System Utilized
- XVIII. Policy on Make-ups, Extra-credit
 - XIX. Attendance Regulations (Be as explicit as possible)
 - XX. Excused Absences, Tardiness

Departmental Copies:

Submit copies of all of your syllabi to the department chair for compilation. The chair is thus enabled to support your efforts and policies and can handle inquiries on your behalf.

APPENDIX G

DISABLED STUDENTS PROGRAMS AND SERVICES

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I CONTACT INFORMATION

Main Office – Ocean Campus Rosenberg Library, Room 323 50 Phelan Avenue San Francisco, CA 94112 Voice: (415) 452-5481 www.ccsf.edu/Services/DSPS

DSPS Office – John Adams Center Room 106 1860 Hayes St. San Francisco, CA 94117 Voice: (415) 561-1001

DSPS Office – Mission Center Room 161 1125 Valencia St. San Francisco, CA 94110 Voice: (415) 920-6038

DSPS Office – Chinatown Center 808 Kearny St. San Francisco, CA 94108 Voice: (415) 395-8611

Deaf/hearing impaired students can contact the DSPS using the California Relay Service (CRS) at (800) 867-4323 or email DSPS at deafserv@ccsf.edu.

Services provided at all CCSF campuses. Contact the main office for appointment and information.

II. INTRODUCTION

Since its inception the Disabled Students Programs and Services at City College of San Francisco has grown to serve over 2,500 students with disabilities each year. This large enrollment is attributable to the growing awareness of disability access laws. In particular, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act are federal laws which have markedly improved the lives of persons with disabilities and have made access to higher education a reality for many students. CCSF has experienced a significant increase in DSPS students and we anticipate this trend to continue.

DSPS provides instruction and services to students with disabilities that are designed to increase access to college instructional programs. Students with learning disabilities, psychological disabilities, speech impairments, mobility disabilities, chronic health conditions, developmental disabilities, acquired brain injury, vision or hearing loss may qualify for services. Emphasis is given to those services which allow the student with disabilities to fully participate in all regular academic and vocational programs for which they are otherwise qualified.

The purpose of this handbook is to provide you information about the programs and services provided to CCSF students by DSPS and why these services are required. We encourage all faculty and staff to contact us directly if you need additional information or if you have questions. DSPS staff are also available to provide disability related trainings or workshops.

III. DSPS MISSION STATEMENT

The overall mission of DSPS is to provide exemplary instruction, support services and access to students with disabilities. DSPS will support students with disabilities in educationally related activities consistent with the mission and vision of CCSF and in compliance with federal and state laws.

With equal access as its hallmark, the faculty and staff of DSPS are committed to the following:

Opportunity

To ensure equal educational opportunities and encourage retention of students with disabilities who have the potential to achieve academic, vocational and life skills goals consistent with the CCSF mission.

Empowerment

To empower students with disabilities to achieve independence and integration leading to maximum participation in the college and community.

Awareness

To provide information and support to CCSF employees and students in carrying out the institution's responsibilities to students with disabilities.

Community

To serve both as resource to the community and a linkage between disabled students and community agencies.

IV. LEGAL FOUNDATIONS FOR ACADEMIC ACCOMMODATIONS

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

What the Law Requires: Equal, Not Preferential Treatment

Equal access to instruction, services, activities, and facilities of the college.

Students must be evaluated on ability, not disability.

Accommodations must be provided when students have educational limitations that affect the ability to acquire information or to demonstrate knowledge of the course material in a standard way.

What the Law Does Not Require:

The law does not require changing standards or grading policies because a student has a disability.

The law does not require providing accommodations to a student who verbally claims a disability but who has not provided documentation to the college, either through DSPS or through the ADA coordinator.

The law does not require providing personal devices such as wheelchairs, hearing aids, or glasses.

The law does not require providing personal services such as assistance with eating, dressing, or mobility.

The law does not require providing accommodations that would fundamentally alter the nature of a program, class or course or substantially modify academic or program standards.

V. STUDENT RIGHTS TO CONFIDENTIALITY

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

Having a disability revealed is often mentioned by students with disabilities as the situation they fear the most at school. If that information is revealed to classmates or others without the student's permission, it is a violation of confidentiality laws and the trust that the student has in the instructor and the college. It is not legal, for example, to announce by name that a student needs a note taker, or to discuss the student's disability in class or in the presence of other students.

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

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

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

VI. WHO IS ELIGIBLE FOR SERVICES?

Students receiving services through DSPS must be enrolled at CCSF. Students may enroll in credit classes, continuing education classes or non-credit programs. To receive DSPS services the students must provide documentation of the disability, including functional limitations, signed by an appropriate professional.

The disability must substantially limit one or more major life activity and impose an "educational limitation". An educational limitation is a disability related limitation that prevents a student from fully benefiting from classes, activities, or services offered by the college without specific additional support service or accommodations. Students must demonstrate the potential to benefit from programs and services, appropriate adaptive or self-help behavior and measurable academic progress.

Services are provided to students with a wide range of or multiple disabilities which include:

Mobility Impairment: any orthopedic or physical impairment that causes a serious limitation in locomotion or motor functions in the educational environment. Some general categories and examples of mobility impairments include: impairments caused by disease (such as polio), impairments caused by a congenital anomaly, impairments from other causes (such as amputation, spinal cord injury, cerebral palsy, arthritis, degenerative disc disease and repetitive stress injury.)

<u>Visual Impairment</u>: total or partial loss of sight that adversely affects a student's educational performance.

Blindness: visual acuity of 20/200 or less in the better eye after correction; or a loss so severe that it no longer serves as a major channel for information processing.

Partial Sightedness/Low Vision: visual acuity of 20/70 or less in the better eye after correction with vision still capable of serving as a major channel for information.

<u>Hearing Impairment</u>: total deafness or a hearing loss so severe that a student is impaired in processing information through hearing, with or without amplification.

Deafness: a total or partial loss of hearing function so severe that it no longer serves as a major channel for information.

Hearing Limitation: a functional loss in hearing which is still capable of serving as a major channel for information processing.

Speech Impairment: one or more speech and language disorders of voice, articulation, rhythm, and/or the receptive and expressive processes of language that limits the quality, accuracy, intelligibility, or fluency to produce the sounds that comprise spoken language.

- **Learning Disability**: a persistent condition of a presumed neurological impairment. This dysfunction continues despite instruction in standard classroom situations. Learning disabilities are exhibited by all of the following: average to above-average intellectual ability, severe processing deficit(s); severe aptitude-achievement discrepancy(ies); and measured achievement in an instructional or employment setting. Eligibility for services under this disability must by verified using the **California Community College Learning Disability Eligibility Model**.
- **Acquired Brain Injury**: an acquired injury to the brain caused by external or internal trauma, resulting in total or partial functional disability adversely affecting or limiting a student's educational performance by impairing: cognition; information processing, reasoning, abstract thinking, judgment, problem solving; language and/or speech; memory and/or attention; sensory, perceptual and/or motor abilities; psycho-social behavior; physical functions. There are many causes for ABI including stroke, aneurysm, or head injury due to accident or assault.
- **<u>Developmentally Delayed Learner</u>**: a student who exhibits the following: Below average intellectual function and potential for measurable achievement in instructional and employment settings.
- **Psychological Disability**: persistent psychological or psychiatric disorder, emotional or mental illness that adversely affects educational performance. Psychological disability is a condition which is listed in the **American Psychiatric Association Diagnostic and Statistical Manual**, Fifth Edition (DSM V) or reflects a psychiatric or psychological condition that interferes with a major life activity or poses a functional limitation in the educational setting. Examples of psychological disabilities include but are not limited to Depression, Post-Traumatic Stress Disorder (PTSD), Bi-Polar Disorder, Anxiety Disorder, Schizophrenia, Attention Deficit Disorder (ADD), **Asperger's Syndrome and Autism.**
- **Other Impairments**: all other verifiable disabilities and health-related limitations adversely affecting educational performance but not falling into any of the other disabilities categories. Examples include environmental illness, heart conditions, sickle cell anemia, epilepsy, acquired immune deficiency syndrome (AIDS), HIV, diabetes, and repetitive stress syndrome.
- **Temporary Disabilities**: although DSPS works primarily with students with permanent or ongoing disabilities, students with temporary disabilities due to accident, illness, surgery or other circumstances may also qualify for DSPS services on a temporary basis if the disability substantially interferes with the **student's** ability to participate successfully in the academic environment.

VII. PROGRAMS AND SERVICES

DSPS concentrates its efforts on providing services that are not available elsewhere in the college. Specific services and accommodations are determined on a case-by-case basis by the DSPS counselor, who assesses the student's educational limitations based on a written verification of disability. DSPS makes the following services available to qualified students at CCSF:

Counseling: DSPS has specific counseling services for students with disabilities. These include:

Disability Management: DSPS counselors coordinate necessary support services and recommend accommodations in the educational setting. Counselors also serve as a resource for information referral to community-based agencies.

Academic Advising: DSPS does not duplicate services provided by other counseling units but are available to consult with other counselors, to review recommendations with the student's disability in mind. Students are encouraged to utilize services from other student resources such as New and Continuing student counselor, Extended Opportunity Programs and Services Services (EOPS), Asian Pacific American Students Success (APASS), African American Scholastic Program (AASP) and Latino Services Network (LSN). Sometimes a student's disability impacts the student in such a way that DSPS will provide educational advising or planning as an accommodation for that student.

Personal Counseling: to address how current problems are impacting education plans and to develop strategies to manage the issue. If in depth counseling is indicated, we can provide a referral to Student Health or outside agencies.

Courses: CCSF offers specialized classes for students with disabilities to include training and retraining in vocational, academic, creative and life skills areas. These include:

High Tech Center	Located at Ocean Campus and John Adams Center. Offers adaptive computer technology including voice synthesizers, large print screens and printers, audio input and output, self-paced tutorials in the use of word processing, spelling and grammar checking software, internet access and word processing.
Study Strategy and Skill	DSPS M (2 units)
Development Course	DSPS O (1 unit)
Study Strategy and Skill	DSPS M (2 units)
Development Courses:	DSPS O (1 unit)
Academic Assistance:	Drop-in strategy instruction in Math and English (non-credit)
Acquired Brain Injury/Cognitive Retraining:	John Adams Center (non-credit)
Hearing Screenings:	All campuses by appointment
Vocational Classes in Job Search and Job Support:	John Adams and Downtown Centers
Community and Campus- Based Art and Drama Classes:	John Adams and other locations

Priority Registration: priority registration is provided as an accommodation to qualified students according to school protocol. Relevant issues include need for specific course sections or locations to address scheduling of interpreters, medication regimes, stamina and transportation needs.

Learning Disability Assessments: Learning Disabilities Assessments are offered free of charge to CCSF students provided that they meet certain eligibility criteria. Those students interested in inquiring about this service may schedule an appointment to meet with a learning disability specialist or DSPS counselor in the Rosenberg Library, Room 323.

<u>Classroom and Test Accommodations</u>: DSPS assists in arranging academic adjustments and/or auxiliary aids such as increased test time, reduced distraction test environment, note takers, tape recording, readers, alternate print format such as Braille, large print and audio, sign language interpreting/captioning, scooter fleet for loan (Ocean Campus), alternate furniture issues related to physical access and relocation of assigned classrooms when necessary.

Campus Accommodations: In spring of 2006, CCSF settled a lawsuit related to physical access. A detailed campus access guide is now available. New construction and improvements over time to campus facilities will result in improved access for all students and interim measures are in place to ensure access for all students with mobility disabilities. In certain circumstances classes may be reassigned to a more accessible location. Please contact us directly or encourage students to contact us whenever an architectural or environmental barrier exists that prevents student from accessing classrooms, offices or college programs. Terms of the settlement, alerts regarding access changes and policy/procedure information are posted to the DSPS website.

Additionally, DSPS staff is available to faculty and staff for general consultation, presentations of DSPS services and disability related trainings. Please contact the Department Chair to arrange for department or group presentations.

VIII. DISABILITY RELATED ACCOMMODATIONS

What are accommodations?

Accommodations are the means by which the college allows the student to compensate for limitations resulting from a disability. Accommodations are not designed to give students an advantage but rather to allow them an equal opportunity in the classroom and student activities. Although equality of opportunity will not guarantee equality of results, it will give students with disabilities the opportunity to live up to their potential for success.

Why do we have accommodations?

Under provisions of Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA), CCSF is required to provide accommodations for students with disabilities to ensure that the student receives an equal opportunity. The post-secondary experience of students with disabilities must be comparable to that of non-disabled students to ensure equal opportunity.

Who qualifies?

Students may be eligible for accommodations if they meet course prerequisites or are otherwise qualified to enroll in the class and have a documented disability which substantially interferes with the educational process. Accommodations are always determined on a case-by-case basis.

How does a CCSF student apply for accommodations?

Students with disabilities are encouraged to be seen by a DSPS Counselor who will evaluate disability documentation, review functional limitations and determine reasonable accommodations. When appropriate, the classroom instructor will be notified of recommended accommodations.

Additional Information

Modifications of academic requirements may be necessary to accommodate qualified disabled students. Modification, if necessary or appropriate, may include changes in the length of time needed for completion of degree requirements, substitution of specific required courses, and adaptations in the manner courses are conducted or learning is demonstrated. Requirements essential to the program of instruction or related to licensing requirements are not regarded as discriminatory and cannot be modified.

Students with impaired sensory, manual, language or processing skills must be allowed to use educational auxiliary aids. Such aids may include taped texts, readers, interpreters, note takers, tape recorders, scribes, adapted classroom equipment, and other similar services or equipment. DSPS assists students with auxiliary aid requirements.

Tests should be administered in such a manner that results for students with impaired sensory, manual, or speaking skills measure the students' acquired knowledge rather than the functional limitations of their disabilities.

Testing Accommodations

A test should measure what it purports to measure, not the effects of the disability. In the event that a disability prevents a student from taking tests under standard conditions, testing accommodations may be approved as reasonable accommodations. Testing accommodations are approved for students with a wide range of disabilities including but not limited to learning, mobility and psychological disabilities, Attention Deficit/Hyperactivity Disorders (ADHD), vision loss as well as for students taking medication for a chronic condition when the side effects impair concentration or cognitive functioning.

The most appropriate method of administering **a test depends upon the student's** disability and the design of the test. It is usually possible for DSPS to administer the exam in the DSPS Office in the Rosenberg Library to reduce the burden on faculty. Test integrity is important to DSPS and we assure instructors that the testing environment is secure. If a student is caught cheating, the student will not be allowed to continue and the test will be returned to the instructor.

To ensure reasonable, appropriate accommodations it is imperative that students abide by deadlines and procedures for requesting testing accommodations. Advance scheduling is required for all exams and guizzes.

Students must schedule accommodations seven days in advance for regular tests. Deadlines for final exams including summer session are printed at the beginning of each semester. Students may forfeit their right for testing accommodations if they fail to follow deadlines for accommodation requests.

If a deadline is missed, we may recommend the student discuss the option of having the accommodation provided by the instructor. Instructors may choose to provide the approved accommodation before or after class or during an office hour, but are not required to do so.

Testing accommodation needs for other campuses will be arranged on a case-by-case basis.

Procedure for Arranging Testing Accommodations

Student requests services through a DSPS Counselor.

Eligibility for services is verified by a DSPS Counselor.

- Student is provided an embossed *Classroom and Test Accommodation Verification* (CATAV), indicating the approved accommodations for the current semester.
- In advance, students must pick up a **Testing Accommodation Request** (TAR), complete the left side with student information and give the TAR to the instructor for test information and signature.
- At least one week before each test date and by deadline for finals, student must turn in the completed and signed (by both student and instructor) TAR form to the DSPS office to schedule the exam. Please assist this process by returning your completed information on the TAR form to the student promptly.
- On the scheduled day and time, student reports to the DSPS office to take the test under supervision of DSPS proctors. If a student is late for the exam, the time is deducted. If the student does not show up for the exam, the test will be returned to the instructor.

Test is returned to instructor in sealed envelope.

If you have any questions regarding a student's request for test accommodations, please contact the DSPS office at 452-5481.

EXAMPLES OF STUDENT NEEDS AND POTENTIAL ACCOMMODATIONS

Needs Based on a Verified Disability	Possible Accommodation	
Unable to take tests in traditional manner	Extended Testing Time Reader Scribe Reduced Distraction Environment Computer	
Unable to climb stairs or successfully negotiate barriers	Classroom moved to accessible location Scooters Priority Registration	
Unable to use standard classroom furniture or sit for long periods of time	Special Classroom Seating Extra Breaks Testing Accommodations	
Unable to produce class notes	Notetaker Digital Recorder Alpha Smart	
Difficulty with tasks involving manual dexterity (writing, typing)	Notetaker Voice Activated Software Extended Testing Time Digital Recorder for lectures Scribe for written tests	
Unable to see or process visually presented material	Audio Recordings E-text Enlarged Print Digital Recorder Print transcribed into Braille	
Deaf or have difficulty hearing or processing lectures, student discussions or related oral presentations	Special classroom seating Interpreter/Captioner Adaptive Listening Devices Notetaker Assistance	

IX. FACULTY RIGHTS & RESPONSIBILITIES

The Disabled Students Programs and Services (DSPS) offers and coordinates support services and special classes for a wide range of students with disabilities so that they can fully participate in academic, vocational and specialized programs for which they are otherwise qualified. Services and reasonable accommodations are designed, whenever possible, to remove obstacles to **learning caused by a disability and, when they can't be** removed, to reduce their limiting effect.

Instructors are not required to provide the accommodations directly but must allow the identified reasonable accommodation. However, we are available to discuss possible alternate but equivalent accommodations that may more suitably address a particular course or test situation.

Some students with disabilities will identify themselves as such by contacting the DSPS and/or their instructors before or early in the semester. Others, especially those with hidden disabilities, may not. Instructors may want to make an announcement at the beginning of the semester inviting students with disabilities to make an appointment to discuss their disability related course needs. Instructors are also encouraged to include the suggested statement in their syllabus which can assist students in practicing self-advocacy.

A suggested statement:

"Students with disabilities who need accommodations are encouraged to contact the instructor. DSPS is available to facilitate the reasonable accommodation process. The Disabled Students Programs and Services office is located in the Rosenberg Library, Room 323 and can be reached at (415) 452-5481." DSPS counseling services can be arranged at all campuses by appointment.

Often, instructors find there are students in their class who they suspect may need special accommodations but who have not brought it to the instructors' attention. If you decide to approach a student to discuss a suspected need for services, please be sensitive to the fact that they may either be reluctant to discuss their disability or they may have difficulty explaining it to you. If you are unsure of how to bring the subject up with the student, we are available for consultation. It is good practice to announce early on in class, each semester that the DSPS program exists and how to contact us. We can provide you with DSPS brochures to hand out to interested students. Feel free to contact DSPS directly for any needed assistance.

X. STUDENT RIGHTS & RESPONSIBILITIES

Rights:

- 1. Registration by students with disabilities in DSPS is voluntary. Not all students with disabilities require accommodations.
- Receiving support services from DSPS does not prevent a student from participating in any other course, program or activity offered by the college.
- All records maintained by DSPS pertaining to students with disabilities are protected from disclosure and are subject to all other requirements for handling of student records.
- Depending upon the level of services needed, students may choose to request accommodations without going through the complete DSPS registration process. For example, the use of "service animal" on district property requires only that a student register for eligibility with the DSPS Department Chair.

Responsibilities:

Students receiving services and/or instruction through the DSPS office shall:

- 1. Provide DSPS with the necessary information, documentation and/or forms (medical, educational, etc.) to verify the disability.
- Meet with a DSPS Counselor/Specialist to complete a **Student Educational Contract**. The student will meet at least once a semester to update the **Student Educational Contract**.
- The student will utilize DSPS services in a responsible manner and adhere to written service provision procedures adopted by DSPS.
- Comply with the **Student Code of Conduct** adopted by the college and published in the college catalog.
- Demonstrate measurable progress toward the goals established in the student's **Student Educational Contract**, and meet academic standards established by the college.

Failure to comply with these standards may result in the termination of students' DSPS services. Students should direct any questions or concerns regarding the continuation of their services to a DSPS counselor.

XI. POINTS TO REMEMBER

Ask the student:

While we encourage students to discuss their needs with their instructors, this is not always done. If you have questions about whether or not a student needs an accommodation, the first person to ask is the student.

Be aware of your language:

Using terms such as "students with disabilities" rather than "disabled students" puts the emphasis on the person rather than the disability.

Relax:

Don't be afraid to approach a person with a disability. Don't worry about using words like "walk" with a person in a wheelchair. As with anyone else, just treat them as you would like to be treated, with respect.

Speak directly to the student:

Don't consider a companion to be a conversation go-between. Even if the student has an interpreter present, speak directly to the student, not to the interpreter.

Give your full attention:

Be considerate of the extra time it might take for a person with a disability to get things said or done. Don't talk for the person who has difficulty speaking and ask the student if they require assistance. Keep your manner encouraging rather than correcting.

Speak slowly and distinctly:

When talking to a person who is hearing impaired or has other difficulty understanding, speak slowly without exaggerating your lip movement. Stand in front of the person and use gestures to aid communication. Many students who are deaf or hard of hearing rely on being able to read your lips. When full understanding is doubtful, write notes.

Appreciate abilities:

Students with disabilities, like those without disabilities, do some things well and others not as well. By focusing on what they can do, instead of what they can't, you will help build confidence.

Use common sense:

Although some students with disabilities may require significant adaptation and modification in the classroom, more often simple common sense approaches can be applied to ensure that students have access to course content.

Keep in mind that each student is unique:

Do not assume that all persons with a similar disability have the same needs or that solutions to their problems will always be the same.

Confidentiality:

Confidentiality is an extremely important issue when interacting with any student. Students with disabilities may be very guarded in the information that they may want to share. It is important to respect a student's right to exercise personal discretion in the disclosure of individual disabilities. Students are under the protection of confidentiality laws and need not disclose the specific nature of the disability.

Standards of Performance:

Expect the student with a disability to meet the same standards of academic performance as all students. They are here because of their abilities and/or goals, not their disabilities.

Students with disabilities are like everybody else. They pass; they fail; they succeed; they have the right to try. Make the student more important than the disability.

Please contact the DSPS office for any additional questions or concerns.

XII. FREQUENTLY ASKED QUESTIONS

What if I don't believe a student really needs an accommodation or is really disabled?

DSPS specialists base their recommendations on current medical/educational information and their professional knowledge of the student's disability. If a student presents you with a *Classroom and Test Accommodation Verification* form (CATAV), that student's disability has been documented. You may contact DSPS if you have any questions. But, as the student's records are confidential, DSPS staff will not be able to provide you with any information about the student's specific disability. With a signed *Release of Information*, we can discuss specific situations and assist with problem solving.

You should know, however, that denial of a legitimate request is a violation of the student's civil right. It is your responsibility to work closely with the student and DSPS to provide reasonable accommodations required under the law.

How do I know if an accommodation request is reasonable for my class?

If the student has requested an accommodation that conflicts with the goals of your class, please discuss your concerns with a DSPS Counselor. In this way, a reasonable compromise can be achieved which upholds the goal of equal opportunity for students with disabilities while maintaining the academic integrity of your class.

If a student with a disability is already getting good grades in my class, why is it necessary to provide accommodations?

Title 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 establish that students with disabilities must have equal opportunity. A disabled student's excellent performance in a class (or his/her ability to finish exams on time) is not, by itself, a compelling argument that the student is being given equal opportunity. In order to have equal opportunity, the student may require accommodations: extended exam time, the use of a computer, or other techniques specified on the CATAV.

What should I do if a student does not present a CATAV from DSPS, but instead speaks with me personally to negotiate accommodations?

You should refer them to DSPS. Providing an accommodation without verification of disability-related needs can establish a precedent which may give an unfair advantage or the perception of an unfair advantage and is not warranted under the law.

What if a student asks for a test accommodation the day before an exam?

DSPS students are informed that test accommodations must be arranged 7 days in advance and by deadline for final exams. In some cases, when a student has just been found eligible for this accommodation or when a test/quiz was not scheduled in

advance, every effort will be made to provide the test accommodation without 7 days notice. However, under most circumstances, it is the student's responsibility to schedule the testing accommodation in advance. One way to aid timely arrangements is to provide a notice on your syllabus alerting students with disabilities who are requesting accommodations to give you and the DSPS office reasonable advance notice of their needs.

Is it appropriate to let a student take an exam home?

Only if you let all other students take the exam home and work unsupervised. Fair treatment of students with disabilities does not mean that you give up good teaching practices.

Can I authorize unlimited time for a test?

Never offer unlimited time on tests as an accommodation. Most often, testing time is extended 1 and $\frac{1}{2}$ times the amount of time your other students have to take a test. When an interpreter is needed, the student has especially labored use of equipment, or there are extraordinary limitations, then twice the time or even longer may be approved.

May I require that a student start the exam at the same time as the class? How can I know that the questions will not be shared?

Ideally proctored exams are scheduled close to the time when your class is being tested if not at the same time. Sometimes a student must take the exam at a different time or date. You will be asked to provide the date and time the class is scheduled to take the exam on the **Testing Accommodation Request** (TAR). There is also space to indicate if the instructor agrees to an alternate time. The test will only be scheduled at a different time when there is insufficient space or proctoring staff or if the student has a scheduled class right before or after. Unfortunately, we cannot prevent students from asking others in the class about the test. But such conduct is a violation of the **Student Code of Conduct**. Some instructors use alternate forms of the test to reduce security problems. Alternate forms of the test are useful, as long as they are comparable in difficulty.

I'm an "evening/weekend" instructor. How can I get an exam proctored? Won't the student have to take the exam either a day before or after the rest of the class?

Proctored test services are available through Disabled Student Programs and Services Monday through Friday during a time prearranged with the Testing Accommodation Assistant. The scheduling of the exam should be negotiated as far in advance as possible (see Procedure for Arranging Testing Accommodations in this handbook). Students needing evening or weekend testing accommodations can either:

- 1. schedule to take the exam at DSPS during regular DSPS weekday hours, with the instructor's permission or
- 2. discuss having the instructor provide the testing accommodation for the student during the scheduled exam time in the classroom.

Why can't I get a list of the students with disabilities who have registered for my class?

Information about a student's disability is confidential. It is the individual's choice whether to ask for an accommodation or not, or how much to reveal about his/her disability. In post-secondary education it is up to the adult student to decide whether an instructor is to be made aware of disability-related information. Such information might prejudice an instructor's opinion about the student. The only information an instructor needs to know is what accommodations (academic adjustments) are approved by the Disabled Student Programs and Services counselors.

<u>If a student says that a medical condition prevents them from handing in an assignment on time, how can I be sure without offending them?</u>

DSPS requires that the student provide documentation from their doctor or medical practitioner or from educational testing. Specific approved accommodations related to the medical information provided and resulting educational limitations with be noted on the *Classroom and Test Accommodations Verification* (CATAV). DSPS encourages students to plan a realistic, reasonable and manageable course load taking into consideration stamina and stability of the student's functional limitations. Occasionally, an exacerbation of symptoms can occur and with documentation if necessary, may influence the instructor's decision to extend a deadline. These circumstances should be handled on a case by case basis.

<u>Do all students with disabilities receive support from the Disabled Student Programs and Services?</u>

Students with disabilities are not required to register with DSPS. However, to receive accommodations, students must register with DSPS to verify eligibility. Many students with disabilities do not require or request services.

What if a student with a disability causes discipline problems?

Students with disabilities are expected to conform to the same **Student Code of Conduct** rules as all CCSF students. Issues related to discipline problems are to be referred to the Dean of Student Affairs.

What if I give the whole class extra time for a test? Do I still need to give the accommodation of additional extra time to the student with a disability?

Yes, the laws specify that you provided the approved extended time beyond what the class is provided, during each exam.

What should I do if a student needs help to use the restroom?

Post-secondary students are expected to provide their own assistance for personal care such as toileting, eating, and other activities, which are not strictly school-related, activities which must be attended to no matter where the student might be. This is a major change for students from services provided under the K-12 system.

What if a student has an aide come to class with him/her? What should I expect?

A personal assistant or class aide is considered an accommodation and will be noted on the CATAV. If the student does not have this document, refer them to the DSPS office. Aides are guests in the classroom and are expected to adhere to the **Student Code of Conduct**.

<u>Sometimes there is alternate furniture in the classroom. How can I be sure the person it is reserved for is using it?</u>

The alternate furniture located in classrooms each semester is labeled with a DSPS sticker and the course and time for which it is reserved. Students will have this accommodation noted on their **Classroom and Test Accommodations Verification** Form (CATAV) and can show this to indicate it is reserved for them. It is sometimes necessary to request another student vacate the chair when s/he is not receiving this approved accommodation.

What if I am asked to change classrooms because access issues and other students are resistant to the move?

Access to programs and services is a civil right. Generally, a classroom move will be minimal; for example, in the same building, from one floor or room to another. The law does not require the school to provide every section of every course in an accessible location. However, if the course is unique or no course section is available in an accessible location, then we are required to move the class to ensure that the student with a disability is not denied access as long as it does not fundamentally alter the nature of a program, class or course or substantially modify academic or program standards.

How do I refer a student to DSPS?

Feel free to contact us directly as well as provide contact information to the student and encourage them to make an appointment to inquire about available services and resources. Keep in mind, a student's participation in DSPS is voluntary and they have the additional option of requesting accommodations directly through the Americans with Disabilities Act (ADA) coordinator.

Related policies and procedures regarding DSPS programs and provision of services can be found on the CCSF/DSPS website at www.ccsf.edu/dsps.

APPENDIX H

The Family and Medical Leave Act

U.S. Department of Labor

Wage and Hour Division



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:

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- 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 <u>28M: The Military Family Leave Provisions under the FMLA</u>.

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;

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- (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 <u>Fact Sheet 28A</u>: 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

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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

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