NEW MANAGER GUIDE

OPERATIONAL GUIDE FOR NEW ADMINISTRATORS AND SUPERVISORS

FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity
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Welcome to the Foothill-De Anza Community College District! We are very pleased that you have joined our administrators and supervisors management team. We take great pride in our district and hope you will enjoy your work here.

To help with the orientation process, the Human Resources Office has developed this *Administrative Guide: Operational Guide for New Administrators and Supervisors* as a reference for you. This guidebook provides information on some of the services offered by the District's Central Services and on the campuses to make your transition into the district a bit easier. Contact information is also included for each department to aid you in locating the person who can best answer your questions or provide you with the information you need.

A glossary is also included. We hope it will help you to navigate through the jargon and acronyms unique to us and/or the California community college system.

Again, welcome aboard. We look forward to working with you!

Founded on January 15, 1957, the Foothill-De Anza Community College District ("FHDA" or the "District") is one of the largest community college districts in the United States and has distinguished itself as a leader among California's 116 community colleges serving more than 1.9 million students throughout the state (more information available at the California Community Colleges Chancellor's Office at https://www.cccco.edu/).

The District is composed of two colleges - De Anza College in Cupertino and Foothill College in Los Altos Hills. Located in the heart of Silicon Valley, the Foothill-De Anza Community College District serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Stanford, Sunnyvale, and parts of Saratoga and San Jose (district boundary map / trustee areas map).

For more than 60 years, Foothill-De Anza has demonstrated excellence and innovation in academic programs and student services. As one of the largest community college districts in the United States, Foothill-De Anza provides credit classes for about 50,000 students a year and employs more than 2000 full-time and part-time faculty and staff (https://www.fhda.edu/_about-us/index.html). The colleges are active members of the League for Innovation in the Community College, a national consortium of leading two-year institutions.

Mission

The mission of the Foothill–De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Governance

The Foothill College President and the De Anza College President each report to the District Chancellor, who reports to the Board of Trustees. The district is governed by a locally elected, five-member Board of Trustees. Board members serve four-year terms and are elected by trustee areas in even-numbered years, with three members chosen at one election and two members at the other. The President and Vice President of the Board of Trustees are elected by the governing board for one-year terms at the annual organizational meeting in December. Two student trustees, one from each college, also serve on the Board as advisory members and are elected by the student body annually to serve a term from June 1 through May 31 each year.

The district is headed by a chancellor. Included in the district is a Central Services operation located in the District Office and Plant Services buildings on the Foothill campus. Central Services consists of the following departments:

- Chancellor's Office
- Business Services
  - Accounting Services
  - Accounts Payable/Accounts Receivable
  - Budget

- Finance
  - Payroll Services
- Educational Technology Services (ETS)
- Environmental Health and Safety
- Foothill-De Anza Foundation
- Human Resources and Equal Opportunity
  - Recruitment and Classification
  - Personnel Services and Employment Verification
  - Equity and Employee Relations
  - Benefits
- Institutional Research
- Plant Services
  - Facilities Maintenance
  - Grounds
  - Custodial Services
  - Energy Management
  - Facilities Master Plan
- Police Department
- Purchasing Services
- Risk Management

Organization Charts

Organization charts for District and Central Services, De Anza College and Foothill College are located online.

[District and Central Services Organizational Chart](#)

[De Anza College Organizational Chart](#)

[Foothill College Organizational Chart](#)

Addresses & Telephone Numbers

The addresses and main telephone numbers for Foothill-De Anza include:

District and Central Services Offices
12345 El Monte Road
Los Altos Hills, CA 94022-4599
[District and Central Services Contact Numbers](#)

Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022-4599
(650) 949-7777
[Foothill Directory](#)

De Anza College
21250 Stevens Creek Boulevard
Cupertino, CA 95014-5793

(408) 864-5678
[De Anza Directory](#)

Foothill College also provides instruction at the Sunnyvale Center, located in Sunnyvale. The address and main telephone number for the Sunnyvale Center is:

Sunnyvale Center
1070 Innovation Way
Sunnyvale, CA 94089
(408) 745-8024

<u>Website Addresses</u>

The district website is https://www.fhda.edu/ Refer to the website address for links and information about Foothill and De Anza colleges and for specific information about the various departments and services provided in Central Services.

Foothill College: https://foothill.edu/

De Anza College: https://www.deanza.edu/

Board Policy and Administrative Procedures

Board policies ("BP") and administrative procedures ("AP") include important information which cover a variety of areas, including The District, Board of Trustees, General Institution, Academic Affairs, Student Services, Business and Fiscal Affairs, and Human Resources. Administrators are responsible to implement, administer, and enforce all relevant board policies and administrative procedures. Therefore, it is important that administrators familiarize themselves with the policies and procedures and with any updates or changes that occur over time. The *Board Policy Manual* contains all of the district's board policies and are typically accompanied by an Administrative Procedure. The board policies and administrative procedures are available online and can be accessed via the district's website at FHDA Board Docs. If you need help navigating Board Docs, please contact the Chancellor's Office at ext. 6106.

Meet and Confer Groups and Collective Bargaining

The district collaborates with five (5) unions and two (2) meet and confer groups to establish policies and procedures affecting the terms and conditions of employment including wages, hours, and working conditions specific to those employee groups. Each group has a handbook or agreement specific to its group which codifies those agreements and provides direction on how to respond to or address issues affecting employees represented by that group.

Administrators and supervisors are expected to be familiar with the agreement and/or handbook affecting employees they supervise. When in doubt, please contact Human Resources Vice Chancellor or Associate Vice Chancellor for assistance in interpreting or applying provisions of the agreement/handbook.

Meet and Confer Groups

ADMINISTRATORS
Administrators are those classifications/positions responsible for administrative units or functions and which meet the definition of administrator under the Fair Labor Standards Act and state regulations defining exemption from overtime rules and regulations. Administrators are identified in the Administrator Classification List found on the HR webpage. They do not include the district's executive positions of chancellor, president, and vice chancellors.

Administrators in the district are represented by the Administrative Management Association (AMA) in "meet and confer" discussions on salary and benefits and other terms and conditions of employment. The *Administrators Handbook* contains the policies and procedures mutually agreed to by the board of trustees and members of the AMA that create, define and affect the terms and conditions of employment for administrators in the district. The AMA President and other officers represent all areas of the district including Central Services, Foothill College, and De Anza College.

For more information about the AMA or the *Administrators Handbook*, contact the AMA President or other officers of the AMA or visit the AMA web site; contact details and additional information available at https://www.fhda.edu/ama/.

An online copy of the *Administrators Handbook* is located at https://hr.fhda.edu/_administrators-information.html .

CONFIDENTIAL EMPLOYEES
The district also has a "meet and confer" relationship with confidential employees. The *Confidential*

Employees Handbook defines the terms and conditions, rights, and privileges granted to confidential employees in the district. The Confidential Employees Handbook is available online. Additional information is available at https://hr.fhda.edu/_classified_staff-information.html

Collective Bargaining Units

The District Office of Human Resources is responsible for collective bargaining with each of the district's five bargaining units. Each unit has its own collective bargaining agreement reflecting the agreements reached between the unit and the district. Information about the classifications/positions assigned to each unit are identified in the Classification List associated with each bargaining group. That information can be found on the Human Resources website at https://hr.fhda.edu/class-comp/a-job-descriptions.html

- CLASSIFIED PROFESSIONALS – Association of Classified Employees (ACE)
  - *ACE Agreement*
- CLASSIFIED FACILITIES AND SERVICE EMPLOYEES – California School Employees Association, Chapter 96 (CSEA, Unit A)
  - *CSEA Agreement*
- FACULTY – Faculty Association (FA)
  - *Faculty Agreement*
- POLICE OFFICERS – Police Officers Association (POA)
  - *POA Agreement*
- SUPERVISORS – Teamsters, Local 287
  - *Teamsters Agreement*

Each bargaining unit has a collective bargaining agreement with the district. The collective bargaining agreement for each unit can also be found on the Human Resources website at https://hr.fhda.edu/ .

WHO TO CONTACT:

Information regarding the collective bargaining agreement/handbook or other resources such as the *Hiring Process Manual* and *Performance Evaluation Manual*, can be found on the Human Resources website at https://hr.fhda.edu/ . For questions or additional information, or for assistance in understanding and applying the language of the agreement or handbook, please contact the appropriate person in Human Resources. Contact information can be found online at FHDA/hr/contacts .

Campus maps can assist you in locating your office, various departments and divisions, and other locations on the campuses and in the district's central services. Maps are available online at

District Offices: https://www.fhda.edu/_directory-and-directions/find-our-new-locations.html and https://www.foothill.edu/map/

Foothill College: https://www.foothill.edu/map/

De Anza College: https://www.deanza.edu/maps-and-tours/

Access to Offices, Departments, and Buildings – Keys and Electronic Access Cards

To acquire necessary keys or electronic access to your building, department, and/or office location, access the online key request form at https://etshelp.fhda.edu/ . For additional information or questions, please call the Help Desk at x8324.

In accordance with AP 3225 Campus Security and Access, the following provisions apply. As access is an integral part of a comprehensive safety and security system, it is important that all administrators and supervisors familiarize themselves with the complete administrative procedure, available via Board Docs.

Generally, access is requested through, and approved by, the individual's direct supervisor. The request is then forwarded to the designated campus or district office responsible for handling access requests. After obtaining further necessary approvals, the request will be forwarded for processing.

Individuals are personally responsible for the use of all Access Control Devices (including keys and electronic access cards) issued to them until the Access Control Devices are returned to the department's Responsible Person or Human Resources upon separation. Individuals must personally sign for their Access Control Devices and shall not transfer or loan them to another individual. Holders are not to unlock buildings or rooms in order to allow entry by unauthorized persons. Employees may be issued Access Control Devices for the duration of employment. The employee's final processing may be held pending the return or clearance of an outstanding Access Control Device. In the event an individual has lost their Access Control Device, they must inform their direct supervisor immediately. Employees must then complete a Lost Property Report with District Police before a replacement Access Control Device can be requested.

Students should not be issued access to buildings or offices outside of business hours, unless special circumstances dictate. Students with access who are working after hours must possess written authorization from the Division Dean or Director and have it available to be shown to the District Police upon request. Student records and registration may be held pending clearance of an Access Control Device at the end of each quarter.

Using the District Telephone System

- **General**

  The main telephone numbers are as follows:
  - Foothill College and the District Offices: (650) 949-7777
  - De Anza college: (408) 864-5678
  - Chancellor's Office: (650) 949-6100.
  - All campus extensions are four digits.
    - De Anza College extensions begin with either an "8" or "5"
    - Foothill College extensions begin with a "7"
    - District office extensions begin with a "6"
    - Sunnyvale Center extensions begin with an "8"

  When making calls between the campuses and the district office, call the four-digit extension of the party you are attempting to reach. When making outside calls press "9" for an outside line and dial the number of the party you are attempting to reach.

  Part-time employees at Foothill have extensions that begin with a "4", and De Anza part-time employees have extensions that begin with a "3". These are only voice mailboxes, not actual telephones. To call a part-time employee's extension, you must first dial the appropriate campus voicemail system. For example, if you want to call x4321 on the Foothill campus, you must first dial 949-7999, follow the prompts to leave a voice message. On the De Anza campus, you must dial 864-8999.

- **Getting Help in an Emergency - Dial 9-1-1:**

  There is no need to dial '9' and then 9-1-1, although dialing 9-9-1-1 will produce the same result.

  If you accidentally dial 9-1-1, DO NOT HANG UP; STAY ON THE LINE and wait for someone to answer and tell them it is a mistake. The police may arrive to your site anyway because the situation is unknown to them and the caller could be under duress.

- **Calling Long Distance**

  An 'authorization code' is required to make long distance calls. Your manager needs to send a request to the Call Center at https://etshelp.fhda.edu/ or call ext. 8324 to request a long-distance authorization code for you. This code can be used from any phone at the district to make a long distance call. To make a long distance call dial 9 to obtain an outside line, then dial the long distance number. A message on the telephone display will appear asking for an authorization code. Press the keys on the keypad on the telephone to enter your authorization code and your call will be connected. Do not share this authorization code with anyone.

- **Finding Telephone Numbers**

  Phone numbers of other employees can be accessed through a variety of methods, including:
  1) in MyPortal by using the "search" function;

2) in Outlook by clicking on the "People" button on the left navigation pane;
3) in Outlook by starting a new email message by entering the email address, then hovering the curser over the name; or
4) by viewing the directories available via each campus website or by department on the district website.

Using the CISCO VoIP Phone and Voice Mail System

The phone and voice mail system allows you to make and receive calls, as well as access, send, receive, forward and transfer phone messages. To log into Voice Mail you must have set up your voice mailbox and created a password for your voice mail account. Instructions for using your phone and voice mail account are available from the Educational Technology Services (ETS) website at https://ets.fhda.edu/getting-help/phones/index.html

You may access your voice mailbox from any telephone using the direct access number if you know your extension and password. To access voicemail from the outside, dial 650-949-7999. You may also access voicemail via your email.

If you are a new employee, your manager or supervisor should have already requested a telephone and phone number for you. If this is not the case, please ask your department's administrative assistant to make the request through ETS. If your phone is not working or if you have a problem that requires phone or data service, use the ETS Online Request System or contact the Help Desk at x8324.

You can access a complete guide to using the district phones and voicemail services at https://ets.fhda.edu/getting-help/phones/index.html.

Requesting Cellular Phones

The district requires that individuals employed in specific positions shall be available by smartphone (voice, text, and/or email) as part of their position responsibilities. In lieu of providing a district-purchased smartphone and communications plan, employees required to be available by smartphone for business purposes may receive a non-taxable allowance (in accordance with IRS guidelines) provided by the college/district and funded by the department. The allowance shall be justified by business requirements and will be set by the district.

The allowance is intended to reimburse the employee for the portion of the smartphone service used for business, and is not intended to pay the entire smartphone bill, assuming the device is used for both personal and business purposes by the employee. The allowance can be withdrawn due to change in position, change in responsibilities, or change in policy at any time. An employee or administrator may request an allowance for their position by submitting an online stipend authorization request.

An employee receiving a smartphone allowance must purchase and maintain a smartphone and service plan consistent with the expectation for accessibility for the duration of the allowance. The employee is responsible for obtaining a smartphone and monthly plan that, at a minimum, meet the level of service required by the district and for which the allowance is provided. Because the employee owns the smartphone, it may be used for both personal and business use, but must be available for the performance of responsibilities as designated by the department and within district operational policy and administrative procedures. An employee may obtain a larger plan if needed for personal use, but will only receive the allowance amount designated by the district for business use. Bills for the cellular plan and smartphone device are the responsibility of the individual. The district is not responsible for any additional costs associated with the smartphone, for example, shipping, taxes, insurance, accessories, or overages.

Please also note, a district-issued smartphone may be subject to public information requests and other legal inquiries regarding district business.

See also BP 6450 and AP 6450.

As a new administrator or supervisor there are three software systems that you should become familiar with: MyPortal (https://myportal.fhda.edu), Microsoft Outlook, and Internet browsers.

MyPortal

The district has a portal environment that you can access to use web-based district tools and resources, view your pay stub and access other information and online resources. This portal acts as a gateway to *Ellucian's* Banner software and is the user's interface into the district's administrative system (Banner) for automated Human Resources, Finance, Financial Aid and Student related business processes and information.

MyPortal is also the interface to access a number of applications for use by faculty and staff including Email and Calendar, Payroll, Campus Events, Campus Food Services, the Foundation, Canvas, ClockWorks, Reemployment Preference Lists for faculty, Cornerstone, Reports for TEAs, Employee Training, and Zoom Videoconferencing. The portal is customized for your personal needs and provides a single sign-on environment to the many modules of the administrative system. To access the administrative system, navigate to https://myportal.fhda.edu. For help on accessing and using the district portal contact the ETS Help Desk at x8324.

Microsoft Outlook – Email, Calendar, and Other Resources

Microsoft Outlook is accessed by logging into MyPortal and is the platform used by the district to provide email, calendaring, directory, task lists, and OneDrive cloud storage. All administrators and supervisors are required to use Microsoft Outlook for email communication, and for scheduling and obtaining information about meetings. This software will be installed on your district computer for you. Visit https://ets.fhda.edu/getting-help/ to learn more about this program and other online resources available through ETS.

To access your email and calendar when away from your district computer, you can launch a browser such as Firefox from any computer. Go to the URL https://myportal.fhda.edu/ and login with your User ID and password. Email and Calendar, along with many other resources, are available through this web interface. If you do not know your user name and password, contact the Help Desk at x8324. Additionally, when your new computer is delivered to you, ETS staff can assist with any questions you may have.

Please *be aware* any attachments you download onto a computer will continue to reside on the computer you are using unless you dispose of them otherwise. Know where the attachments are being saved on the local computer and make sure to delete any confidential files once you are finished using the computer. This is especially important when using public computers. You do not want to leave a copy of your monthly pay stub or other confidential information on a public computer!

Email Etiquette Tips

Email is a primary mode of communication in our district and the professional world. Conveying appropriate levels of professionalism in your email correspondence is crucial for effective communication, fostering positive relationships, and achieving your department and institutional goals. Here are some tips to help you navigate email communication effectively:

Be Mindful of Tone
- Use a professional tone that is respectful and courteous.
- Avoid sarcasm, humor, or language that could be misinterpreted.
- Always read your completed email before sending to ensure it conveys the intended tone.

Keep Emails Concise and Relevant
- Respect the recipient's time by keeping emails brief and to the point.
- Stick to the main topic and avoid including unnecessary information.
- Use bullet points or numbered lists for clarity when discussing multiple points.

Practice Confidentiality
- Exercise discretion when sharing sensitive information via email.
- Double-check recipients before sending to ensure you are not inadvertently sharing confidential information.
- Always remember that email is subject to FOIA (Freedom of Information Act) requests and subpoena; do not put something in writing you would not be comfortable defending in court.

Avoid Using Email for Sensitive Discussions
- Email may not always be the best medium for sensitive or complex discussions.
- Use face-to-face meetings, Zoom, or phone calls for sensitive matters to ensure clear communication and avoid misunderstandings.

Be Mindful of Phishing Emails and Other Scams
- Read incoming email critically to ensure you do not put the district at risk by falling for a phishing email or other scam.
- Be sure to take the district mandated online security training and encourage your employees to do so as well.

SPAM Control

The district uses Proofpoint for SPAM email prevention. You may see email from "Email Quarantine" in your inbox that will show potential SPAM messages that have been captured by the system and placed into quarantine. You have the opportunity to review the list of emails caught by the system and you may release them to your email inbox individually or delete all messages residing in the quarantine. You may also designate senders to a *Safe Senders* or *Blocked Senders* list so that their messages do not get caught in the quarantine again.

For further information on the spam filtering solution go to Proofpoint Email Quarantine Guide at the ETS web site at

Internet Browsers

The district standard web browsers are Mozilla Firefox (for Macintosh and Windows), and Safari (for Macintosh only). Many district services are provided through web browsers. Since vendors have not yet agreed to adhere to a single browser standard, you may want to visit the ETS web site or ask a colleague which browser is best for each district tool.

Educational Technology Services (ETS) maintains and operates several computer systems for Foothill-De Anza staff, faculty, and students for handling automated administrative functions at the colleges and district.

Main Administrative System Components

- **Hyperion/ARGOS**
  Hyperion and ARGOS are software query tools that allow users to customize reports from the administrative systems. For support call the ETS Call Center at x8324.

- **Banner Finance**
  Banner Finance is the financial accounting software used to track budgets, revenues, expenditures, and account balances. Budgets for "A budget" items such as salaries and benefits are loaded into Banner Finance at the district level; "B budget" items are loaded at the campus level. The Banner Finance module receives load and productivity information from Banner Student and salary and benefit information from Banner Human Resources. All three major modules are integrated and use a single identity for all employees/students to access and process data.

  Banner Finance allows viewing of prior year and current year information on line. On any given day, an authorized user can view budget balances and access information on the nature of expenditures incurred to date.

- **Banner Human Resources and Pay**
  Banner Human Resources is used to track employee assignments for faculty, classified, administrative, temporary/short-term and student employees. This is a comprehensive system that receives faculty assignment information from Banner Student and, after processing the payroll, sends the labor and benefit cost information to Banner Finance.

  Banner Human Resources is also used to initiate pay for all employees. The individual employee assignments, time input screens, deductions and benefits are all contained within Banner Human Resources to produce monthly paychecks and the related payroll records, including labor distribution, which is fed to Banner Finance.

  Employees can access their leave balances, pay stubs, and other related payroll information through MyPortal, a 24 x 7 on-line, secure environment.

- **Banner Student**
  Banner Student is a computerized system of student records that handles student registration, grade processing, transcripts, and student enrollment reporting.

  The Banner Student system also allows the administrative staff to maintain academic calendars, course catalogues and scheduling information to process student registration on-line for each term.

REQUESTING ACCESS TO THE ADMINISTRATIVE SYSTEMS

To request a username and password to Banner (MyPortal), have your supervisor/manager contact the ETS Call Center at x8324 to submit a request for access.

To obtain access into any of the secure areas of Banner modules, contact the appropriate staff person listed below:

Area	Contact Person	Phone
Banner Finance (all employees)	Executive Director, Fiscal Services	x6250
Banner HR (all employees)	HR Specialist, Administrators and Classified	x6222
Banner Student (Foothill and Central Services)	Foothill Student Services	x7771
Banner Student (De Anza)	De Anza Student Services	x8292

OBTAINING BANNER TRAINING ASSISTANCE AND SUPPORT

Training assistance and phone support are available for Banner users. Periodic user training classes are provided for employees as needed. Additional information for the Banner portal can be found at https://ets.fhda.edu/getting-help/staff/index.html. Call the individuals listed above for training information and for phone support. Training and phone support are also available through the Staff Development Centers on each campus. For a detailed description of services provided, De Anza employees can call x8366; Foothill and Central Services employees can call x7025.

Purchasing Computers and Installing Software

The district establishes desktop hardware and software standards that all users are expected to follow in purchasing computers. The *Hardware and Software Standards Committee*, a subcommittee of the shared governance *Educational Technology Advisory Committee* (ETAC), reviews these standards on a regular basis. The current standards are available for viewing and download at https://ets.fhda.edu/policies-and-procedures/standards/index.html.

All forms of technology and computer equipment and software are processed through the Purchasing Services department. Please do not purchase any district-funded technology equipment through the college bookstores or by using your district credit card, also called the "Procard" (please note: using the Procard is a violation and may result in the loss of the card). Managers and supervisors will be trained on the Banner Purchase Requisition and Electronic Approval system. Foothill, De Anza, and Central Services have slightly different workflows for initiating and processing purchase requisitions. Contact your manager and FF&E (Furniture, Fixtures, & Equipment) coordinator for more information.

If you need to order non-standard hardware or software, contact your FF&E Coordinator for further assistance or call the Help Desk at x8324.

Getting Assistance for Software

Online help is available for district standard software at https://ets.fhda.edu/policies-and-procedures/standards/index.html . For other questions regarding software purchases contact the ETS Help Desk at x8324 or by submitting a help request to https://etshelp.fhda.edu/.

Knowing the Technology Related District Policy and Procedures

- **BP 3250 / AP 3250 Computer Use: Rights and Responsibilities**

  The district policy recognizes that computers and networks can provide access to resources on and off campus as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the right of other users, respect the integrity of the systems and related physical resources, and observe all relevant board policies, laws, regulations, and contractual obligations, including copyright law. The Internet has made it very easy to download copyrighted material, especially music and videos. Owners of copyrighted materials hire firms to "crawl" the Internet looking for evidence of illegal downloading activities. They can and do contact the district when they identify suspicious activities at our sites; the district has an obligation to investigate and take appropriate action. For detailed information see BP 3250 and AP 3250 .

Accessing the Network: Wireless v. Hard-Wired

All employee offices have one or more hard-wired network ports that you should use to connect to the district network for official business. Accessing the campus network through a hard-wired port will provide greater levels of security and speed versus a wireless connection.

The district wireless network was implemented primarily for student use although employees can use the wireless network when needed. Faculty may use the wireless network in the classroom setting. Employees and vendors may use it in conference rooms during meetings. As a security concern, be aware that using the wireless network at the district has no more protection than using wireless access in any other public place, such as a cafe or public library. It is not a 'secure' and protected network connection.

You are required to 'authenticate' before you use the district wireless network. For information on how to use the district wireless network please go to https://ets.fhda.edu/_wifi/index.html.

Accessing the Network: Personally Owned Electronic Devices

Most advanced personal communication devices today such as the iPhone, iPad and Android devices can access the Internet through a Wi-Fi connection. Connecting to the district's wireless network with a personally-owned device is possible but the service is offered only as **'use at your own risk'**. You will need to use the browser on these devices, similar to using a laptop, to authenticate and establish a connection.

GETTING TECHNICAL ASSISTANCE

General

The Educational Technology Services (ETS) Help Desk is your one-stop source for technology information and support. Check out the ETS website for a rich source of information about ETS and technology at https://ets.fhda.edu/. Please contact the Call Center for all technology support requests. To request assistance or support submit your request in any of the following methods:

Call Help Desk: TECH (x8324); From off campus: (408) 864-8324
Online Request: https://ets.fhda.edu/getting-help/index.html
Website: https://ets.fhda.edu/ (click on the Getting Help link)

Handling Technology Emergencies in the Classroom

If an instructor encounters a problem with district-provided classroom technology either right before or while conducting a class, they may contact the Help Desk (x8324), provide the appropriate details of the problem, location, contact person and phone number and **an urgent notification will be sent to ETS personnel**. ETS personnel respond to emergency notifications during daytime business hours, Monday through Thursday from 8:00 AM to 6:30 PM and on Friday from 8:00 AM to 5 PM.

After 6:30 PM, for evening classes, instructors must contact their campus evening coordinator. This individual will know if someone is available in ETS that evening to assist with classroom emergencies and will contact them immediately. Please check with your division for contact information of your evening coordinator.

The Office of Institutional Research and Planning at FHDA provides reports, research, and institutional data that enable administrators, faculty, and staff to support the mission and achieve the goals of the district. The office provides leadership for integrating research and planning into college activities including enrollment management, program review, curriculum development, class offerings, and resource allocation. The office includes a college researcher assigned to each college, an executive director, and a senior research analyst responsible for external reporting. Please see the Research Staff Directory for additional information.

Major functions of the office are:

- Maintaining a research Web site https://research.fhda.edu/about.html that provides district and college information,
- Developing and conducting user surveys,
- Providing expertise in research design, survey methodology, and analysis and interpretation of data,
- Preparing detailed reports including student demographics and enrollment trends, faculty load and productivity, socioeconomic and labor market trends, and projections of local and state issues.

Mail Services

The district's Shipping & Receiving Department provides a complete range of services for processing and handling incoming and outgoing U.S. Mail and inter-office mail.

- **U.S. Mail**
  Services provided for handling district domestic and international mail are comparable to those offered by the U.S. Postal Service; however, postage stamps are not offered for sale through the district. Special services are provided such as handling registered or certified mail and UPS and Federal Express. Before preparing bulk mail, contact the mail center for instructions. **Employees may <u>not</u> have personal mail delivered to the district.**

  Mail pick-up and delivery runs are made daily to the district offices, and De Anza and Foothill College mailrooms. All mail, including stamped personal mail, picked up from the mailroom is processed and delivered to the U.S. Post Office the same day.

- **Interoffice Mail**
  The district uses interoffice mailing envelopes. To ensure efficient delivery, clearly write the complete name of the person receiving the mail and the location. Inter-office mail collected in the morning pick-up is normally delivered to its destination the same afternoon. Inter-office mail picked up in the afternoon is normally delivered the following morning.

WHO TO CONTACT:
For any mail or delivery-related questions call Shipping & Receiving at ext. 6171.

Fax Machines

Fax machines, while not generally used due to availability of other electronic/digital communication modalities, may still be available for use in certain division offices or departments. Please check with your senior administrator to determine if your campus or district office has a fax machine available for use.

WHO TO CONTACT:
For fax-related questions and inquiries, call
- De Anza: College Services, ext. 8758
- Foothill: Office Services, ext. 7253
- District/Central Services: Business Services, ext. 6200.

Budget Process

The district's fiscal year is from July 1 through June 30. Each year in the fall, the District Budget Committee starts the process of reviewing the previous year's actual revenue and expenses and developing the parameters and assumptions for the next year's budget. After much discussion and review, budget committee recommendations are forwarded to the Chancellor's Advisory Council and eventually to the Board of Trustees.

In addition to the District Budget Committee, each college has a budget committee. At Foothill, the Revenue and Resources Committee (RRC) reviews requests from individual program administrators and forwards recommendations to the President's Cabinet. At De Anza, the Resource Allocation and Program Planning (RAPP) committee reviews requests from the program budget teams and forwards recommendations to College Council. At Central Services, the vice-chancellors meet to address budget issues and forward recommendations to the Chancellor.

Frequently Asked Questions

- *What are "A", "B budgets?*
  "A" budgets are items that are agreed upon, often contractual, that come off the top of the budget. "A" budget is strictly controlled. Examples are contracted salaries and benefits, utilities, telephone, audit costs, mandatory transfers to other funds, etc.

  "B" budgets are discretionary items such as salaries for student and casual employees, materials and supplies, operating expenses, and capital equipment.

- *What is a FOAP? How are account codes used?*
  The district uses a six-digit **F**und code, six-digit **O**rganization code, four-digit **A**ccount code and six-digit **P**rogram code to make up the full FOAP. This FOAP string tells us the source of the funds, who is responsible for the funds, the type of expenditure, and to which instructional or non-instructional program this expense belongs.

  Each area of expenditure is assigned a four-digit account code. Within each range of accounts, revenues and expenses are classified by type of activity; for example, in the Materials & Supplies category (4000-4999), 4085 would be used for A/V materials, 4060 for printing, and 4900 for Procard:

8100-8910	Revenues
1000-1999	Certificated Salaries
2000-2999	Classified Salaries
3000-3999	Benefits
4000-4999	Materials & Supplies
4085	A/V Materials
4060	Printing-General
4900	Procard Charges
5000-5999	Operating Expenses
6000-6999	Capital
8930,7400/8940,7410	Transfers In/Transfers Out
8950/7501	Other Sources and Uses

- *Why is my revised budget different than the original budget?*
  Revisions are made to your budget to carry forward balances from the previous year both in unspent funds and to match encumbrances carried forward. Revisions may also occur if you authorize a budget transfer to or from your account.

- *What is float?*
  Float is created when there is a vacant position or a position in which an employee is on unpaid leave. Each month that a position is vacant, one month's worth of salary and benefits lapses and is transferred from the position's FOAP to the college (for faculty vacancies) or central services (for administrator or classified) salary lapse FOAP.

  The campuses and Central Services each has a process whereby float can be requested to backfill a temporary position or working out of class costs while a position is vacant. The Chancellor must approve use of management float.

- *What is 1320?*
  This is the account code for part-time teaching faculty. It is an "A" expense and must be charged to either Fund 114 (General Purpose) or Fund 122 (Special Ed).

- *What are Foundation Funds?*
  Foundation funds are accounts comprised of philanthropic contributions managed by the Foothill-De Anza Foundation (part of Central Services). Foundation Fund numbers begin with 84. Each Foundation fund has a budgeteer, usually a dean or director overseeing the program that the fund benefits. Foundation funds can only be spent in accordance with the donors' intent; however, it's also important to spend the funds and share the impact of that funding (otherwise, that donor is much less likely to donate again). A few of these funds are endowed, meaning they will exist in perpetuity, and the Foundation invests the principle with its endowment. A 4-5% payout from the fund is deposited each year into the payout fund, which the budgeteer can spend on related activities or student needs.

Training Support

Training is available to help you develop a basic understanding of the budget process. Interested employees should contact any one of the following individuals for assistance:

- Director, Budget Operations (District Office), ext. 6261
- District Financial Analyst (District Office), ext. 6174
- Campus Financial Analyst (Foothill), ext. 7363
- Campus Financial Analyst (De Anza) ext. 8938

Purchasing Services is the central purchasing department for Foothill-De Anza Community College District, Foothill College, and De Anza College. It is administered by the Director of Purchasing, Contracts, and Risk Management. The Purchasing Services staff, in collaboration with the requesting department, solicit competitive quotations or bids and award purchase orders in accordance with applicable laws and policies.

NOTE: See BP 3140 and AP 3140, and the Purchasing and Payment Authority Grid for details including bidding requirements and the authority to sign purchase orders and contracts. Legal reference: Public Contract Code, sections 20650-20662; Education Code sections 81641-81656**.**

Standard Purchasing Process

Submit a Purchase Requisition (PR) to Purchasing Services as follows: Go to MyPortal Log In. Click on the Banner tab and create an electronic PR. *After* the PR is approved in Banner by the assigned Approver(s), the PR will be forwarded to Purchasing Services for processing. Purchasing Services does not receive a PR until after it is fully approved in Banner by the designated Approver(s).

A Purchase Requisition (PR) must clearly describe the desired items in terms of quantity, quality, features, functions, intended purpose, and required delivery date. Supporting documentation such as a valid quotes/proposal, fully executed contract, and insurance certificate (COI), as applicable, must be uploaded to BDM to support the PR. If the estimated cost including sales tax, delivery, installation, and all other related fees is greater than $60,000 for Public Projects in accordance with CUPCCAA or greater than the bid threshold for supplies, materials, equipment, or services, **Purchasing Services will need at least 90 days to advertise for competitive bids as required by law and to obtain Board authorization to issue a PO to the lowest responsible and responsive bidder.** See the Purchasing and Payment Grid for additional Purchasing requirements and signature authority delegation for contracts.

FHDA departments wanting to know whether their PR has been received by Purchasing Services or to otherwise learn about the status of a particular Purchase Requisition, may go to the "Banner Help" webpage.

For additional Purchasing resources including policies, procedures, contracts, and forms, please visit the Purchasing website.

Open Purchase Orders for Repetitive Payments to One Vendor

Each Open Purchase Order indicated by the prefix "EE" in the PO number (also known as "Standing Order" or "Open PO") is issued by Purchasing Services to a specific vendor for a designated amount of money and a specific period of one fiscal year, to allow requestors to make repetitive purchases of miscellaneous low-cost supplies or to pay for lease/rentals and maintenance contracts throughout the current fiscal year. Open purchase orders cannot be used to buy capital equipment.

Requestors must submit a new PR each Spring in order to establish or renew an Open PR for the next fiscal year. The Open PR is only valid for purchases up to the dollar amount requested on the PR, therefore the PR should request a dollar amount based upon expected total expenditures for the entire fiscal year. To increase or decrease the PO amount, a Change Order PR is required.

Other Purchasing Methods

Low-cost purchases of supplies can be made quickly by using one of the following methods. Purchases of capital equipment must follow the standard purchasing process shown above.

- **Petty Cash**
  Employees may request reimbursement from the campus cashier for expenditures of $100.00 or less.

- **ProCard - District Procurement Card**
  This district credit card, also known as a "pro-card", is available to full-time employees to facilitate "low-cost" purchases of supplies and travel expenditures provided the employee complies with the district's Procurement Card Policies and Procedures. Please see Procard Policies and Procedures for information and an application to request a Procard .

  Items purchased with a pro-card should be delivered directly by the seller to the requestor; they should not be sent to District Shipping and Receiving. Contact the Executive Assistant to the Vice Chancellor of Business Services at extension 6202 for questions or additional information.

- **Direct Pay Requests**
  IF A PROCUREMENT CARD CANNOT BE USED **and** if an employee has sufficient Board-delegated purchasing authority and approval by management, the employee may be able to pay for a purchase using a Direct Pay Request. The Direct Pay form and information about Direct Pay Requests is available at the Accounts Payable webpage on the Business Services website at: https://business.fhda.edu/finance-forms/index.html#ap-forms

  Direct Pay Requests should not be used to purchase capital equipment or independent contractor services.

Business Cards

Business cards are available for employees. Please check with the administrative assistant for your area regarding placing a request for cards.

Contracts

- Contracts must be in writing on the district's standard contract template form and signed by a Board-authorized District Representative *prior to the commencement of contract services.* Contracts using non-standard or vendor forms require review by the Director, Purchasing, Contracts & Risk Management. Contract templates can be found on Purchasing's Contracts & Forms webpage.

- Any contract in excess of $20,000 must be presented to the Board of Trustees for ratification and any contract exceeding the bid threshold must be presented to the Board of Trustees for approval as a standalone agenda item prior to contract commencement. Complete the Contract Routing Sheet to have such contracts placed for Board Ratification or approval and counter-signed by the Vice Chancellor, Business Services.

- Reference: Administrative Procedures AP 3140 and AP 3143. Additional information, signature authority information, and requirements and procedures are also available at the Purchasing website and on the Purchasing and Payment Authority Grid.

Surplus equipment may be disposed by logging onto MyPortal, clicking on "Surplus Request" and completing the online Surplus Form.

Please note, certain equipment, such as LCD monitors, laptop/desktop computers, AV equipment, external hard drives and CRT monitors/TVs are handled by ETS. Contact ETS at x8324 or submit an ETS Request for Help form for assistance. ETS will pick up the equipment and submit the required disposal

forms for you.

For additional information please visit [Facilities Surplus Equipment and Disposal](#).

(Reference [BP 3211](#) and Education Code 81450-81460.)

Central Receiving and Property Control

- Materials Services receives items ordered by Purchasing Services and delivers them to the requesting departments. Computer hardware and peripherals are delivered to the designated campus ETS department prior to delivery by ETS to the end-user.

- Material Services applies property control tags to incoming capital equipment. (See [BP 3142](#), [AP 3210](#).)

- Contact the Warehouse at x6171 for Fed Ex and UPS pickup schedules.

Purchasing Services Staff:
Contact information for the Director of Purchasing, Contracts, and Risk Management, as well as associated Buyers, Sr. Buyers and other staff can be found online at https://purchasing.fhda.edu/contact-us/index.html. District Receiving and Warehouse can be reached at (650) 949-6171.

Additional Information:

For additional information, including form templates, policies and procedures, guides, tutorials, and Banner Help, please see the [Purchasing Services website](#).

Travel Arrangements

When traveling on district business, employees may make travel arrangements, including airline reservations, hotel reservations and car rental reservations on their own or at the travel agency of their choice.

Per Diem

While traveling for the district, employees are allowed a meal per diem that follows the federal "High-Low Substantiation Method." This per diem process allows for higher reimbursement rates for cities that are considered "high per diem." Unless a city is specifically listed as eligible for high rates, the low rate will be applied. Please see the Travel Guidelines posted on the Business Services website.

2024 Reimbursement Amounts
HIGH

Breakfast	Lunch	Dinner	Incidental	Total
$17	$18	$34	$5	**$74**

LOW

Breakfast	Lunch	Dinner	Incidental	Total
$14	$16	$29	$5	**$64**

Personal Automobile Transportation and Other Approved Travel Expenses

For long distance travel, an employee may opt to drive a personal vehicle and be reimbursed for the actual roundtrip mileage or the baseline two-week advance roundtrip airfare plus the cost of ground transportation to the destination, whichever results in a lower cost to the district. Shared driving is acceptable for multiple employees to travel to the same destination, though only one of the employees may request reimbursement. The mileage reimbursement rate, effective January 1, 2024 is 67.0 cents per mile. Click here for the current mileage reimbursement rate.

To be reimbursed for travel expenses (i.e., hotel, air, car rental, business related telephone calls, per diem, mileage), employees must complete the *Trip Voucher Form*. To be reimbursed for mileage only, employees must complete the *Mileage Reimbursement Voucher Form*. Both forms should be submitted to Accounting Services. NOTE: Except when claiming per diem, all "original" receipts for any item over $25.00 must accompany a claim for reimbursement.

Trip Voucher and Mileage Reimbursement Voucher forms can be found on the Business Services Forms page.

Claims for reimbursement are to be submitted within 90 calendar days following the trip. Claims for expenses incurred in the months of April, May, or June must be submitted by July 15. Please note that claims from a prior fiscal year will not be paid.

Additional information regarding travel requirements and reimbursement rates can be found on the Travel

Guidelines posted on the Business Services website.

Who to Contact:

Direct all travel reimbursement and per diem questions to Accounting Services at ext. 6252.

FAQ's on Travel and Other District Expenses

Can we use district funds (petty cash, ProCard, expense reimbursement) to purchase gift cards to honor staff or students?

No, a gift card represents a "gift of public funds." However, there are a few exceptions where gift cards can be used for categorical programs as direct aid to students as specifically authorized by the State. Please contact the grants office to learn more about the specific programs where this authorization has been granted by the State.

Can we use district funds (petty cash, expense reimbursement) to purchase food for meetings?

Perhaps. In some cases where there are daylong interview committees, as an example, we feel it would be appropriate to purchase salads or sandwiches if the meeting runs through the lunch hour. The final decision will be influenced by the college policies, available funds, and common sense. Remember that if you submit a request for reimbursement for food, you need to indicate the participants and the purpose of the meeting which required food. However, please remember you may **not** use a ProCard for food expense; the ProCard is limited to office supplies and other limited approved expenses. See Procurement Card Rules and Procedures.

Can I claim a higher meal allowance than the per diem allowance if I have the receipts?

No, the per diem allowance is intended to offset most, but not all, of the meal expenses. Remember, if the conference registration fee includes meals, you cannot also submit a per diem. You need to adhere to ethical practices when traveling on public expense. Alcohol is never allowed to be reimbursed under any circumstances.

How do I compute mileage reimbursement if I am driving to the off-site location from my house and not from the college?

In that situation, mileage reimbursement is computed and paid based on whichever starting point, i.e., the college location or your home address, results in fewer miles.

International Travel: BP 7400

Travel BP 7400
The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the district. Except for the staff members employed within the Office of International Students and approved academic programs at FHDA, the Board of Trustees must approve, in advance of the travel, all international travel funded from General fund.

BOARD APPROVAL IS REQUIRED BEFORE MAKING INTERNATIONAL TRAVEL ARRANGEMENTS

All employees are paid monthly. Contract employees are paid on the last working day of the month. Classified Hourly, temporary and student employees are paid on the 15th of each month.

Time Reports

Time reports are important legal documents that serve as permanent employment records.
- Each classified staff member submits an *Employee Monthly Time Report*.
- Each administrator submits an *Employee Monthly Leave Report*.
- Faculty employees do not submit a report every month. They submit a *Leave Report for Faculty Employees* when they are absent due to illness, personal leave, jury duty, etc. Faculty Leave reports must be submitted to the division office within 10 school days after returning from an absence.
- Time and leave reports are due in Payroll on the 15th of each month.

- Classified Hourly, temporary and student employees submit a WEB time card indicating the hours worked each time period. WEB time cards are due on or around the 5th calendar day of each month. No pay is generated for these employees unless the hours worked are reported to Payroll by the due date. Timesheets, leave reports and deadline information are available on MyPortal.

Direct Deposit or Paper Check

Employees are eligible to have paychecks deposited directly into bank or credit union accounts. The net pay goes into the employee's checking and/or saving account and is available on payday. Payroll sends the employee an email to their district email address when the Direct Deposit Advice (DDA) stub is available to view online. The DDA stub lists the same information as a paycheck stub (gross pay, taxes, deductions, net pay, etc.).

Direct deposit is convenient, dependable, and safe. Employees interested in direct deposit must complete a *Direct Deposit Authorization* via self-service on MyPortal. It normally requires two pay cycles to activate a live Direct Deposit.

For employees who do not have direct deposit, paychecks are mailed to the employee's permanent address on file in the Banner Human Resources System. Employees are responsible for updating all address changes via self-service on MyPortal.

Tax Withholding and Voluntary Deductions

Employees may change tax withholding allowances or authorize certain voluntary deductions (e.g., for professional association dues, donations, or tax-sheltered annuities [403(b) and 457 plans]) to be withheld from paychecks. Employees with tax withholding certificate (W4 and or DE4) and voluntary deduction questions or concerns should call (650) 949-6263 or 6264.

Who to Contact

For other payroll-related questions or concerns, please call Payroll Services at (650) 949-6262.

Service Requests

Employees who experience a maintenance problem with room temperature, plumbing, electrical, carpentry, entry, or other lock problems, should follow these procedures for the initial submission of a Service Request. Follow-up on previously reported service requests to resolve problems or other issues should be referred to the Facilities Management Team.

Routine Service Request

Routine Service Request should be submitted through the [On-line Work Order System](#).

Urgent Service and Minor Emergency Requests

Urgent Service Requests are non-emergency conditions that directly impact the educational mission. Examples of urgent facility needs are conditions resulting in:
- Cancellation of classes
- Disruption of traffic flow
- Building closure

Urgent facility needs should be reported in the same manner as minor emergencies.

Emergency Service Requests are conditions that pose an immediate threat of serious injury to personnel or damage to property. Examples of an emergency are:
- Gas or burning smell
- Burst pipe
- Overflowing toilet
- Exposed live electrical wire

Facility Emergencies should be reported as described here:

Foothill Facility Emergencies:

During regular working hours/Monday - Friday, 7:00 am - 3:30 pm
1. 650-949-6156
2. 650-949-6178

After Hours, Weekends or Holidays: 650-949-7313

De Anza Emergencies:

During regular working hours/Monday - Friday, 7:00 am - 3:30 pm
1. 408-864-5438
2. 408-864-5437

After Hours, Weekends or Holidays: 408-864-5555

Major Emergencies
Major emergencies include fire, spill involving hazardous chemicals or waste, or other emergencies that pose an

immediate and significant threat to the life, health, or safety of individuals, or significant damage to property.

DIAL "9-1-1."

See also next section.

WHAT IF I (OR MY STUDENTS) HAVE AN EMERGENCY?

Emergency Numbers

- If there is an **EMERGENCY** requiring POLICE, FIRE or MEDICAL response, employees should call 9-1-1. You DO NOT need to press "9" before dialing 9-1-1.

- In **non-emergency** situations (i.e., reporting non-violent crimes such as theft, non-injury vehicle accidents or minor disturbances such as loud music; requesting assistance with unlocking doors, jump-starting a car, obtaining a nighttime police escort, inquiring about parking issues, fingerprinting, lost and found items, and general District Police information) employees should call the Police Dispatch Center at ext. 7313.

Station Locations

The Foothill-De Anza Community College District Police Department maintains a presence on both campuses. Both campuses are patrolled daily by District Police Officers and by the Santa Clara Sheriff's Deputies after hours.

Foothill Campus Main Station:
Campus Center, Room 2103
12345 El Monte Road
Los Altos Hills, CA 94022
Phone: (650) 949-7313

De Anza Campus Substation:
Hinson Campus Center, Lower Level
De Anza College
21250 Stevens Creek Boulevard
Cupertino, CA 95014
Phone: (408) 864-5555

Houses: Patrol, Police Records Division, Parking, LiveScan services, and District Police Officers

Houses: Parking & Special Events Division

Office Business Hours:
7 a.m. – 11 p.m., Monday through Friday
9 a.m. – 1 p.m., Saturday
Closed Sunday and all District holidays

Substation Business Hours:
7:30 a.m. – 4:30 p.m., Monday through Friday
Closed Saturday, Sunday, and all District holidays

Emergency Procedure Flip Chart

Emergency procedure flip charts containing the most pertinent emergency phone numbers are posted at Central Services and on the campuses in classrooms, division offices, and other buildings. If you do not have a flip chart posted in your area, call District Police, ext. 7313 for a copy.

Talking with the Media

When contacted by the media, immediately refer the media to the college Marketing and Communications Office.

- De Anza call the Associate Vice President of Communications and External Relations at ext. 8672

- Foothill call Associate Vice President, Marketing at ext. 7033;

- Central Services, contact District Coordinator, Public Affairs and Communication at ext. 6107.

If you anticipate being contacted by the media for any reason notify Marketing and Communications personnel.

PLEASE NOTE: Administrators and supervisors should never comment to the media on any personnel issue regardless of the circumstances.

Workplace Violence

It is the district's policy to strictly prohibit acts and threats of workplace violence. Employees with immediate concerns about workplace violence should contact District Police at x7313 (Foothill/District Offices) or x5555 (De Anza). For emergencies requiring outside police, fire, or medical personnel dial **9-1-1**.

Student Mental Health Emergencies
If a student needs immediate assistance, and depending on the circumstances, please contact the appropriate campus personnel identified at each campus for assistance. Each campus also has additional information and resources available for your review.

De Anza College – Immediate Assistance Resources
- **Campus Police:** 650.949.7313
- **Health Services:** 408.864.8732
- **Psychological Services:** 408.864.8868
- **Dean of Student Development:** 408.864.8828
- **Title IX Coordinator:** 408.864.8945

Foothill College – Immediate Assistance Resources
During Business Hours
If you are student in distress or need immediate help Monday-Thursday 8-5pm or Friday 8-3pm, please call 650-949-7910, or stop by the Mental Health & Wellness Center in lower Campus Center Building 2120

In Case of a Psychiatric Emergency
If you are…
- a student experiencing a life-threatening psychiatric emergency
- concerned about a student experiencing a life-threatening psychiatric emergency

Please call **911 or** the FHDA Police Dispatch at **408. 924.8000** with the following information:
- Full name of the student
- CWID
- The physical location of the student, if known
- The phone number or email address of the student

If you are on campus, go to Campus Police (Campus Center Room 2103)

Also see What to do When our Office is Closed for mental health crisis hotlines and non-crisis community support and referrals.

<u>Parking Regulations</u>

<u>Staff Parking Permits</u>

As of Spring 2024, the district is not charging for parking at any of its locations and is not issuing permits to students, staff or visitors. However, tickets will be issued for traffic violations as defined by the California Vehicle Code.

<u>Summary of Parking Regulations</u>

The following information is a brief summary of district vehicle operation and parking policies. Detailed information is available from District Police on each campus. It is the responsibility of each employee to obey all regulations regarding operating and parking vehicles on campus.

- The district regulates all district parking facilities, including visitor and pay lots. Campus parking and vehicle regulations are enforced by District Police on each campus.

- Traffic violations are enforced under provisions of the California Vehicle Code through the municipal traffic courts. Violations may include speeding, seatbelt regulations, improper registration, driving under the influence of drugs or alcohol, reckless driving, or vehicle accidents.

- Parking violations are handled as civil violations and are reviewed by administrative appeal (three step process, ending with judicial review).

- Parking permits are not currently required for employees or students. If permits are required at some time in the future, the following may apply:

  - Failure to display a staff parking permit will result in a parking citation.

  - Employees are issued up to two (2) permanent permits at no cost.

  - Staff parking permits are the property of the district and shall not be given or transferred to another person. Unauthorized use of a staff permit may result in confiscation by District Police.

  - If your permit is lost or stolen, you must report the loss to the District Police immediately.

WHO TO CONTACT:
All parking-related questions should be directed to District Police. De Anza College employees should call ext. 5555; Foothill and Central Services employees should call ext. 7313.

Copying Machines

Multifunction printing and scanning devices are available in designated areas for shared use by division offices, departments, and employees, and are accessible by using your CWID or ID badge.

Printing Services

The Foothill College Print Shop offers a centralized copy service for all employees of both Foothill and De Anza colleges for small and large printing orders. Account numbers are required for all district printing orders. Requests for printing services **may be made in person during service hours or** submitted online to the Print Shop.

WHO TO CONTACT:
For additional information on the services, hours of operation, and the process for submitting print requests go to Print Shop or call the Print Shop at ext. 7299.

De Anza Dining and Food Services

Dining Services is located in the Campus Center. The award-winning food court has a wide selection of foods that are prepared and cooked to order as well as Grab "N" Go items. Dining Services also offers catering on campus with a wide range of catering services available. In addition to Dining Services, the Campus Center also hosts a specialty coffee counter on the upper level.

For more information on hours, menu, catering services, and other information, please check out Dining Services online or contact the Dining Service office at 408-864-8515

Foothill College Food Services

Foothill College contracts with several vendors to offer a variety of food options to employees and students. Hours may vary depending on the time of year and activities scheduled at the campus. Please check with the vendor to find out more about their hours and offerings.

> **Cafeteria – Campus Center**
>
> **KJ's Café– - Campus Center**
>
> **KJ's Café - Breezeway**
> **Located in the breezeway of the 6000 building between the upper and lower campus**
>
> **KJ's Café – PSEC Quad**
>
> **KJ's Café office number for catering or general info: 650 • 853 • 0886 or email:**
> kjscafe@earthlink.net.

Foothill also has vending machines located in various areas throughout campus.

<KEY DATES TO REMEMBER>

Academic Calendar

The district and the Faculty Association negotiate the academic calendar. Refer to Appendices H1, H2, and H3 in the FA Agreement for current calendars. A "college year" is the same as the fiscal year - July 1 through June 30. The "academic year" is that portion of the college year beginning with the first day of Fall quarter and ending with the last day of Spring quarter.

District Flex Day and College Days

The first day of Fall quarter is designated the District Flex Day. Activities are held either at Foothill or De Anza for all employees in the district. Contract and regular faculty are required to attend. Part-time faculty are encouraged to attend and are paid a stipend to attend. District Flex Day is a regular workday for classified staff and they are encouraged to attend.

The second and third day of Fall quarter are College Flex Days during which each college offers welcoming activities and events. This is also a mandatory day for contract and regular faculty. Part-time faculty are encouraged to attend and are paid a stipend for attending. Classified employees are also encouraged to attend. Time is usually provided for deans and directors to meet with their division/department. Classes do not meet on District Flex Day or College Flex Days.

Drop/Add Dates

Information pertaining to drop and add dates is listed in the *Schedule of Classes* located online at each campus: Foothill College schedule and De Anza College schedule.

Board Meeting Dates/Agenda Submittal Deadlines

The Board of Trustees normally meet on the first Monday of the month at 6 p.m. in the District Board Room at the district office facility. Board meetings are open to the public and district employees are encouraged to attend. Agendas and minutes are available online at the district website. Board items are submitted through the presidents' offices on each campus or through Central Services. Agenda items must be submitted by the deadline, approximately eight (8) business days prior to the board meeting. The board calendar can be found at Board Docs

Year-End Closing Dates – Accounting and Purchasing

Each year, the Purchasing department sends a memo to notify district employees of year-end accounting and purchasing closing dates.

Professional Achievement Awards (PAA)

July 1 is the deadline for faculty to apply for a PAA. See Article 38 of the FA/district *Agreement,* online, for detailed information.

Administrative Achievement Award (AAA)

Deadline to apply for an Administrative Achievement Award is April 30. Please refer to Chapter 12 of the *Administrators Handbook* for detailed information.

Faculty Professional Development Leave (PDL)

October 20 is the deadline for faculty to apply for a PDL. See Article 17 in the *FA Agreement* for detailed information.

Administrative Professional Development Leave

Administrators are also provided professional development leave. Deadline to file a written application to Human Resources is at least six (6) months prior to the commencement of the leave. See Chapter 10 of the *Administrators Handbook* for detailed information.

Staff Development Leave

December 15 is the deadline for classified employees to apply for a staff development leave. See

- Article 10 in the *ACE Agreement*
- Article 8 in the *CSEA Agreement*
- Article 8 in the *Teamster Agreement*
- Article 10 in the *POA Agreement*
- Chapter 7 of the *Confidential Employees Handbook* for detailed information.

Click here to access Classified Agreements and Handbook available online.

Training/Retraining Stipend Requests

Faculty
Faculty deadline dates are established annually (normally on or around May 1) by the Professional Development Leave Committee. Requests for funds can be made for the next college year only, July 1 – June 30. If a plan of study, work experience or training requires more than one year, a separate application must be submitted for each college year. See Article 35 of the *FA Agreement* for detailed information.

Administrators
Administrators may also apply for Training/Retraining funds. Application for funds may be made throughout the year and funds shall be distributed on a first-come, first-served basis. All requests for funds must be made not less than 14 days prior to the activity; funds shall not be applied or granted retroactively. In addition, funds may be requested for an anticipated activity up to twelve months in advance. See Chapter 13 of the *Administrators Handbook* for detailed information.

District Holidays

There are 18 paid holidays each year, including all legal school holidays. Holidays for each year are also listed online.

1. Independence Day
2. Friday before Labor Day
3. Labor Day

4. Veterans Day
5. Thanksgiving Thursday
6. Thanksgiving Friday
7. Christmas Eve
8. Christmas Day
9. Day after Christmas
10. December Holiday #1
11. December Holiday #2
12. New Year's Eve
13. New Year's Day
14. Martin Luther King, Jr. Day
15. Lincoln's Day
16. Washington's Day
17. Memorial Day
18. Juneteenth

NOTE: When the holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls within an employee's vacation, the holiday will not count as a day of vacation.

Performance Evaluation

Each bargaining unit or employee association has procedures established for evaluating employees represented by that unit or association. The principles are the same across units but specific steps, timelines, and forms differ depending on the position. Evaluation is important as a tool for ongoing communication to ensure an opportunity to discuss the employee's work performance in terms of the district and/or college goals and objectives.

Evaluations should be thorough, fair, and objective, and are designed to improve the overall operation of the organization, assist the employee in the growth and development of professional abilities, and identify areas of strengths and weaknesses. The process should assist the employee in the improvement of performance and promote and support appropriate skills development. Performance evaluation is not discipline, but may be used to further document performance concerns that may lead to corrective or disciplinary action.

Human Resources provides periodic training on effective performance management and makes resources regarding the forms and processes available on the Human Resources website. See the [Human Resources Website](#) for evaluation resources and further information.

Disciplining and Correcting Employee Performance

Correcting and disciplining employees for poor performance is often one of the most dreaded and challenging things a manager may need to do. The goal is always to correct and resolve the performance concerns as quickly and efficiently as possible and to retain a successful and productive employee. We always keep an optimistic perspective, but sometimes a manager may need to take action to ensure an employee is meeting the expectations for their position. When this happens there are resources, guides, and established steps to help make the process effective, professional, and productive.

Performance problems may be gradual or sudden, relatively benign or severe, and may occur with both long-term and new employees. In any case, performance concerns should be addressed in a timely manner and follow certain principles.

Progressive Discipline

Discipline is normally issued in a progressive manner, following corrective action and formal discipline steps outlined below. In addition, and regardless of these generally prescribed steps, managers should always consult the applicable bargaining unit contract or handbook to ensure specific provisions applicable to the affected employee are being followed.

Corrective Action
1. *Performance Counseling* – discussion with the employee as to the concern, what needs to be corrected, and expectations going forward.
2. *Oral Warning* – notice (orally) to the employee that performance needs to improve, reiterating the specifics, and letting the employee know that failing to meet expectations may result in additional steps of corrective action or discipline.
3. *Written Warning* – a written notice to the employee (but not labeled as a "Reprimand") that performance needs to improve, the specifics, and possible further action if performance does not improve to a satisfactory level.

4. *Letter of Reprimand* – a written notice of reprimand that performance needs to improve, the specifics, and that further action may result if performance does not improve to a satisfactory level.

Formal Discipline
5. *Suspension Without Pay* – formal written notice which includes notice of suspension from work without pay. Suspension may be imposed for one or more days.
6. *Dismissal* – the final step resulting in termination of the employee from their position and from employment with the district.

When to Skip the Progressive Process

There are no mandatory rules on how many times per step or which steps are required in a progressive discipline process. On occasion, performance concerns may warrant moving more quickly, such as moving directly to a letter of reprimand following one or more oral warnings. When performance concerns are more egregious – such as inappropriate conduct, gross insubordination, carelessness impacting operations, or performance affecting the safety of others – steps in the progressive process may be skipped entirely and formal actions, such as suspension or dismissal, issued instead.

Documentation

Documenting performance and the steps you have taken to address performance concerns with the employee is critical to being able to demonstrate that you took reasonable steps to address the concerns and that the employee continued a repeated pattern of failing to meet the expectations of their position. Documentation should, at a minimum, include the date of the observed performance concern and the performance issue itself, the date of the action you took to address the concern, what step was taken (counseling, oral warning, written warning), what expectation or rule was violated and how the performance impacts the operation and/or others, and the expectations for the future. While performance evaluations are not considered a corrective action or discipline, performance concerns should also be documented in the employee's formal evaluation and the evaluation should be done regularly in accordance with the expected schedule.

Training Resources and Human Resources Support

There are often nuances or complicating factors when issuing discipline. Generally, a manager is expected to be able to issue counseling, oral warning, and written warning to an employee, to know when a letter of reprimand is warranted, and when more egregious performance concerns might warrant skipping steps in the progressive discipline process. A manager may, at any time, seek assistance from the District Office of Human Resources, but should *always* seek assistance when reaching the reprimand step. For example, Human Resources can assist you by reviewing your draft documentation or written warning and offering feedback and guidance. Reprimand, suspension, and dismissal documents require more precise language and will also involve the support of legal counsel, in most cases.

Human Resources offers training periodically to assist managers to better understand how to effectively evaluate performance, address performance concerns, and issue corrective action or discipline. The district has used principles from the "FRISK" documentation model for discipline and has copies of the FRISK manual available with training. We encourage managers to attend these training sessions and to do so more than once. While a manager may not anticipate needing to know how to issue discipline at the moment, it's often a matter of when, and not if, such skills might be needed.

No Smoking

Foothill and De Anza are smoke free campuses. See BP 3217 for detailed information.

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations, except for designated areas as defined by each campus.

- **Vehicles**
  Smoking is prohibited in district vehicles.

- **Signs**
  "No Smoking" signs are conspicuously posted at building entrances and in employee lounges, restrooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities. In addition, designated smoking areas are clearly marked.

- **Implementation**
  This policy relies on the consideration of smokers and non-smokers. It is the responsibility of all members of the district to observe and follow the policy. This policy shall be communicated to all employees annually and published in the Colleges' *Schedule of Classes*, handbooks, websites, and other appropriate locations. Both campus Student Health offices provide smoking cessation clinics.

Drug-Free Workplace

Foothill-De Anza Community College District recognizes the dangers of drug use in the workplace. It is, therefore, the policy of the district to provide a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or on district business is prohibited. Any violation of this policy by an employee of the district may result in (1) the district, at its option, requiring the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program; (2) disciplinary action, up to and including termination under applicable district policies and collective bargaining agreements.

Further, federal law requires that an employee notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. If the employee works in a program which receives money from a federal contract or grant, the district is required to notify the federal contracting or granting agency within ten (10) days of receiving notice of such a conviction and within thirty (30) days to take appropriate disciplinary action, up to and including termination or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Employees who need drug counseling or rehabilitation are encouraged to use the employee assistance plan, if eligible, or contact one of the campus health offices for referral to a community counseling or rehabilitation program.

Tuberculosis Examination

The district will enforce the Education Code requirements that faculty, administrators, and classified employees shall have on file a valid certificate indicating freedom from active tuberculosis. This certification must be submitted at least once in each four-year period.

Fingerprinting of Employees

Each employee hired by the Foothill-De Anza Community College District, except for student employees, shall be fingerprinted and such fingerprints shall be submitted to the Department of Justice. It is further directed that any information received in response to this policy shall be handled in a confidential manner consistent with the district's personnel practices.

Emergency Preparedness

A. Emergency Operations Plan
The district has an emergency operations plan that is compliant with Federal and State regulations. Each college and the district offices have a specific plan for their location and the three parts which comprise the total plan. Each plan should be reviewed and practiced annually by each college campus and the district office.

B. Emergency Notification System ("ENS")
The district has implemented an Emergency Notification System. Every student, faculty and staff member is included in the system's database. In case of an incident such as a power failure, earthquake or other emergency, communication will be sent by voicemail, email, and text messaging. The ENS is also tested periodically to ensure proper operation.

C. Evacuation Plans
Each college has an evacuation plan and these plans should be tested annually. Each workplace/ classroom should have the evacuation plan posted for easy reference.

MEDICAL

The district is a participating agency in the CalPERS Medical Care Plan, which allows eligible employees to select from several medical plans, including both PPO and HMO plans. Each plan offers different combinations or levels of coverage, providers, copayment/coinsurance, and deductibles, and may cover different geographical areas. Medical plans typically include prescription coverage and some plans may also include vision coverage.

For detailed information about the plans, full premium rates, and monthly contribution rates, see the district Benefits webpages Medical and Health Benefits Information.

DENTAL

The District Dental Plan is administered by Delta Dental and is included for employees enrolled in the medical plan. The plan provides coverage for preventative care as well as basic services such as fillings, and major services such as crowns, prosthodontics, and orthodontic. See the district Benefits webpages Dental Plan and Coverage Information.

VISION CARE

The district vision care plan is administered by the California Vision Service Plan (VSP) and is included for employees enrolled in the medical plan. The vision care plan provides eye exams, lenses, and frames within specified time periods and cost limitations. See the district Benefits webpages Vision Plan and Coverage Information.

EXTENDED HEALTH CARE COVERAGE

Terminating employees and dependents who lose eligibility for coverage have the option to purchase extended health care coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Administered by Optum, the EAP is a confidential short-term counseling service for employees and their families. This service covers personal life and health problems such as stress, alcohol, and drug-related problems, marital or emotional concerns, and financial or legal assistance. In some cases, individuals may be referred to another resource. The district pays for up to five (5) counseling visits. For additional information and assistance:

- Contact Optum at 1-866-248-4105; 24 hours/day, 7 days/week or
- Access the Optum Live and Work Well website.
- **Access Code: 61570.**

Additional EAP Plan and Coverage Information available at the Benefits webpages

BASIC LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

INSURANCE

Administered by The Hartford, the district provides, at no cost to the employee, a basic life insurance benefit of $50,000 for all contract employees and $5,000 for their dependents. The plan also includes accidental death and dismemberment (AD&D) coverage that pays an amount equal to the basic life insurance benefit if an accident causes death, or a percentage of that amount for accidental loss of sight or limb(s). (Group Number 677313).

LONG-TERM DISABILITY

Administered by The Hartford, the district's long-term disability plan pays a monthly benefit of up to 66 2/3% of the employee's basic monthly earnings - to a maximum benefit of $6,000 per month for all eligible employees. Benefits are payable while the employee is totally disabled, in accordance with certain time limits and conditions specified in the policy.

SUPPLEMENTAL LIFE AND ACCIDENT INSURANCE (Optional)

Employees and eligible dependents may purchase additional life and AD&D coverage through the supplemental life plan via annual open enrollment. Note: supplemental life insurance includes supplemental AD&D coverage (AD&D may not be purchased separately; it must be purchased in conjunction with supplemental life policy). The amount of coverage is varied from $50K to a maximum $150K. The TERM LIFE policy ends at age 70. The plan pays an AD&D benefit equal to the supplemental life amount for accidental death, or a percentage of that amount for accidental loss of sight or limb(s).

All voluntary benefits are optional and are subject to approval by the insurance company. The district does not determine the eligibility; the insurance company has the final say in accepting or rejecting the application based on medical evidence

FLEXIBLE SPENDING ACCOUNTS (Optional)

Enrolling in this plan allows you to pay for various health care or dependent care expenses on a pre-tax basis. Your health care plan premium will be deducted automatically on a pre-tax basis from your monthly paycheck. Health care expenses have a minimum deduction of $500 up to a maximum of $3,050 per year for 2024 and may be adjusted annually thereafter. The IRS allows for some amount of unused funds to carryover in the next year. Dependent care expenses have a minimum deduction and a maximum deduction per year, which may be adjusted annually. Dependent care does not allow for any carryover of unused funds; if you do not use the funds, any remainder will be forfeited per IRS regulations. You must re-enroll each year during the Open Enrollment month of April. The FSA program is administered in accordance with IRS tax codes, and is administered by a third-party vendor. The district does not have the authority to make any exceptions the IRS rules. See Flexible Spending Account for detailed information.

RETIREMENT BENEFITS

All employees are eligible to participate in the California Public Employees Retirement System (CalPERS) or the California State Teachers' Retirement System (CalSTRS) depending on the employee's position and type of work performed. Participation is mandatory with benefits based on years of service, age at retirement, and average annual salary paid during the highest months of performed creditable service. Employees participating in CalPERS or CalSTRS contribute a percent of their annual salary and the district contributes a percent of the salary which may vary from year to year depending on legislative changes or investment performance. Employees who terminate from the district prior to being vested (5 years) receive only the employee contribution plus interest and not the district contributions. For additional

questions regarding CalPERS call (888) 225-7377 or visit the [CalPERS website](#). For additional questions regarding CalSTRS call (800) 228-5453 or visit the [CalSTRS website](#).

WHO TO CONTACT

Direct all employee benefit related questions to the district Benefits office. Contact information available online at [District Human Resources Contacts](#) .

The Foothill-De Anza Community College District offers many opportunities for faculty, classified staff, administrators, and students to participate in the governance of the colleges and the district. Shared or participatory governance is a way to involve those who are affected by decisions in the decision-making process and is mandated by law. Title 5 regulations state that faculty, classified staff, and students have the "right to participate effectively in governance." Participation in decision-making does not necessarily imply agreement nor is the same level of involvement by all parties necessary in every decision. The ultimate responsibility for all policy decisions rests with the Board of Trustees.

Administrators and supervisors are full participants in the governance of the colleges and the district. Some administrators and supervisors are members of participatory governance teams by virtue of their positions; others are placed on committees to represent the Administrative Management Association (AMA) or the Teamsters. Other committees may call for volunteers to serve. All administrators and supervisors in the district are expected to participate in participatory governance at both the college and the district level.

There are three (3) primary governance committees: Chancellor's Advisory Council, The Mission Informed Planning Council at Foothill, and the College Council at De Anza.

- **The Chancellor's Advisory Council** advises and consults with the chancellor on district-wide matters of policy and governance, acts as a steering committee for district committees (Budget, Human Resources and Technology), serves as a clearing house for policies before they are forwarded to the Board, and ensures that all constituencies are fully informed about district matters. Membership includes the leadership of the De Anza and the Foothill Academic and Classified Senates; Central Services Classified Senate; leadership representatives of employee bargaining units (FA, ACE, CSEA, OE3 and Teamsters); the president of the AMA; a representative of the Multicultural Staff Association; the presidents of the De Anza Student Body (DASB) and the Associated Students of Foothill College (ASFC); the Presidents of the colleges, and the Vice Chancellors of the district.

- **The Mission Informed Planning Council (MIP-C) at Foothill** is an advisory group to the president that oversees and drives institutional planning agendas for each academic year including the Strategic Plan Commitments, Instructional/Student Services/Administrative Program Plans and Reviews as they relate to the Strategic Initiatives and to increasing student learning; ACCJC Recommendations, Accreditation Planning Agendas, Facilities Plans, Technology Plans, Student Equity Plans and DSPS Plans.

- **The College Council at De Anza** is an advisory group to the president. It is primarily responsible for advising the president on matters of policy, governance and resource allocation as well as proposing and recommending annual and multi-year goals. The Council oversees college strategic planning process, achievement of outcomes, efficiency standards and budget policies and procedures. Members represent the leadership of the academic and classified senates and collective bargaining units as well as the three major divisions of the college: Instruction, Student Services, and Finance and College Services.

As an administrator, you will be asked to sign a number of forms/documents on a routine basis and others on a less frequent or ad hoc basis. These include, but are not limited to, the following. Additional forms may also include course audits, procard audits, trip vouchers, labor redistribution, expense transfers, check requests, flex activities, and contracts with external agencies, for example.

FORM	IMPLICATION OF SIGNATURE
Add/Drop Card	Authorize students to add and drop classes. (after the deadline date)
Article 19 Plan	Authorize a faculty Article 19 (post retirement) work plan for the following academic year
Check Request	Authorize payment/issuance of a check
Conference and Travel	Authorize funds for conferences and related travel.
Contract Change Form	Authorize changes to current employee assignments/contracts and/or information regarding a position
Grade Change/Incomplete Contract	Authorize/approve a student's grade change or contract to complete an Incomplete course
Hiring Committee Recommendation	Recommend the hiring of an applicant to fill a vacant Position (at the end of a recruitment process)
PAA Application	Sign for receipt/recommend for approval/denial.
Professional Development Leave (PDL) Application	Comments advise the PDL Committee of the value of the plan to the division, college and/or district.
Performance Evaluation	Verify that process was completed and that material has been discussed with employee.
PGA Units	Verify attendance, membership, participation in activity (committee, workshop, etc.).
Requisition	Authorize a division or department to initiate posting and recruitment for a position.
Temporary Employment Authorization (TEA)	Authorize employment of a temporary/short-term employee.
Time/Leave Report	Verify time worked or leave taken.

Training/Retraining Stipend Application

Comments advise the appropriate committee of department needs for training/retraining.

ACE

Association of Classified Employees is the exclusive bargaining representative for classified professional employees in Unit 1. ACE represents the majority of classified employees, including para-professional, office support professional, and technical employees.

AMA

Foothill-De Anza Administrative Management Association. This is a meet-and-confer association representing all administrators (except executive administrators) affecting the terms and conditions of employment.

APM

Academic and Professional Matters Committee. Academic Senate leadership and the chancellor, presidents and vice presidents of instruction meet to discuss academic issues and concerns.

ASFC

Associated Students of Foothill College. The student government for Foothill College students.

BANNER

The Ellucian Banner System is the Educational Information System for the district. It consists of Banner Finance, Banner Human Resources and Banner Student.

"B" Budget

Represents discretionary funding, used for supplies, casual hourly and all other operating expenses such as repairs, travel, postage, etc.

CalPERS (see PERS)

California Public Employees Retirement System – A state retirement system for all classified, non-academic employees of the district.

CalPERS Health Program

In addition to retirement, CalPERS also administers a health plan for its contracting members. The district contracts with CalPERS for health insurance for its eligible employees.

Canvas

Canvas by Instructure is the course management system that enables faculty to develop, publish, manage, and deliver courses online.

CCCCO

California Community Colleges Chancellor's Office. The CCCCO and its board sets policy and provides guidance for the 73 districts and 116 colleges that constitute the system. Board members are appointed by the Governor and formally interact with state and federal officials and other state organizations.

Central Services

Central Services is located in the District Office and is sometimes referred to as "the district." It includes the following: Chancellor's Office, Human Resources and Equal Opportunity, Employment Services, Benefits, Personnel Services, Employee Relations, Business Services, Accounting Services, Payroll Services, Risk Management, Operations, Plant Services, Purchasing Services, the Foundation, and Educational Technology Services.

Confidential Employees

Employees who, as a part of their classified duties, participate in or support labor relations and negotiations in the district. These employees are members of a meet-and-confer employee association and are not members of a classified bargaining unit.

CSEA
California School Employees Association. CSEA is a statewide organization that represents Unit A classified employees of the district. These include service and skilled crafts workers.

DASG
De Anza Student Government. The student government body for De Anza College students.

EDUCATION CODE ("ED CODE")
Contains California law governing education in the state and begin with section 70900 of the Ed Code and include district organization, governing board, student regulations, finance, and employees. The sections most frequently referenced dealing with students are 76000 through 76407. The sections most frequently referenced dealing with employment in community colleges are 87000 through 88270.

ETAC
Educational Technology Advisory Committee

ETS
Educational Technology Services. ETAC is responsible for developing an overall strategic plan for technology in the district and maintaining an ongoing implementation effort aimed at achieving the goals of this plan.

FA
Faculty Association. The Foothill-De Anza Faculty Association is the collective bargaining agent for all full-time and part-time faculty employees in the district.

FF&E
Furniture, Facilities and Equipment. There is an FF&E Coordinator on each campus.

Float
Budgeted salary dollars accumulated between the time an individual leaves a position and a replacement is hired. A portion is designated to fund recruitment costs for the replacement and a portion may be used to hire temporary or interim replacements.

FOAP
The FOAP string (**F**und code, **O**rganization code, **A**ccount code, **P**rogram code) displays the source of the funds, who is responsible for the funds, the type of expenditure, and to which program the expense belongs.

Foundation (Foothill-De Anza Foundation)
The foundation is a 501.c.3. non-profit auxiliary entity of the district. The foundation team fundraises on behalf of the district and colleges, and manages donations from private individuals, corporations, and other entities for specific purposes (e.g., scholarships, grants, academic programs, etc.). The foundation reports to the chancellor and its activities are guided by a board of directors, which includes the chancellor, district trustees, the college presidents, and members of the community. The foundation's assets are managed by a third-party firm, and nearly all foundation funds are restricted to a particular use.

FTEF
Full-Time Equivalent Faculty – the number of faculty employed as determined by the number of full-

time faculty and part-time employees, when combined, add up to full-time status.

FTES

Full-Time Equivalent Student – the number of students in attendance as determined by actual count for each class hour of attendance or by prescribed census periods.

Fund 114

This is the general operating fund of the district. This is the fund that receives state apportionment and property taxes for income. The fund also pays most of the expenses of the teaching and support staff as well as all the operating expenses ("B" budget, utilities, etc.)

Gilbane

Gilbane is the project management company hired by the district to oversee Bond Measure construction.

HRAC

The Human Resources Advisory Committee meets to discuss policy issues and concerns that are not subject to negotiations. HRAC purpose is to provide input to Human Resources for continued improvement in services and programs for employees; to improve communication between Human Resources and the employees it serves

IEP

Individualized Education Plan. A pre-planned selection of classes, formulated with a counselor that will lead to the attainment of a student's educational goal.

Load

Load includes such things as class size, load factor, number of preparations per quarter, number of classes per year, and other such assignments as they pertain to hours of employment. See Article 9 in the *Agreement* between the district and FA for detailed information.

Measure C

$488 million bond issue passed in 2006

Measure G

$898 million bond issue passed in 2019.

MER

Monthly Expense Reports.

PAA

Professional Achievement Award for faculty. See Article 38 of the *Agreement* between the district and FA for details.

Part-time Faculty Employee

Any faculty employee who is employed pursuant to Ed Code Section 87482.5 for no more than 67% of the annual load of scheduled duties for a full-time regular employee having comparable duties. See Article 7 of the *Agreement* between the district and the FA for more detail.

PDL

Professional Development Leave. See Article 17 of the *Agreement* between the district and the FA.

PERS (also "CalPERS")

Public Employees Retirement System. A state retirement system for classified employees, including non-academic administrators and supervisors.

POA

Police Officers Association is the exclusive bargaining representative for all police officers ranked below Sergeant in the district.

Productivity

The amount of Weekly Student Contact Hours (WSCH) per Full-Time Equivalent Faculty (FTEF).

PSA

Project Stabilization Agreement. An agreement between the district and contractors and/or subcontractors, the Santa Clara and San Benito Counties Building & Constructions Trades Council and local unions, the purpose of which is to promote efficiency of construction operations for Foothill-De Anza projects and provide for peaceful settlement of labor disputes/grievances.

Respect in the Workplace

A district-wide effort to discuss and cultivate respect in the workplace. The District Office of Human Resources, the Human Resources Advisory Committee, and the Classified and Academic Senates work together to help define appropriate workplace behaviors and identify the core issues and behaviors of disrespect.

Staffing Requisition (also "Requisition")

The form used by a division or department to initiate posting and recruitment for a position. The "Staffing Req" is used for all permanent, leave replacement and grant funded (categorical) positions.

STRS (also "CalSTRS")

State Teachers Retirement System. The state retirement system for faculty employees and educational administrators.

TEA

Temporary Employment Authorization. The form used by a division or department to initiate the hiring of a temporary employee. Also, generally known as Temporary Employee Assignment.

Teamsters

The Teamsters Union, Local 287 represents supervisory employees in the district.

Temporary Employees

Non-faculty short-term, temporary and substitute employees who are paid hourly. These employees are (by Education Code definition) not included in the definition of classified employee/service.

The Education Code provides a series of definitions and restrictions on the use of these categories of employees. As a general guideline, persons employed as temporary or short-term employees are limited to seasonal employment (not to exceed 6 weeks per quarter), intermittent employment (up to 45 days/year), or temporary employment in specific projects with a definite beginning and ending date (not to exceed180 days/year). These positions are sometimes referred to as "casual" or "024" employees.

Title 5

Title 5 is the Education Title of the California Code of Regulations. A regulation is a rule adopted by a state regulatory agency to implement, interpret, or make specific the law enforced or administered by it or to govern its procedures. Title 5 regulations have the force of law. Regulations for community colleges are found in Division 6 beginning with §50001

WSCH

Weekly Student Contact Hours.

APPENDICES

APPENDIX A

STATE AND NATIONAL COMMUNITY COLLEGE RELATED ORGANIZATIONS

Academic Senate for the California Community Colleges — ASCCC
www.asccc.org

Accrediting Commission for Community and Junior Colleges — ACCJC
www.accjc.org

American Association of Community Colleges — AACC
www.aacc.nche.edu

American Association of Women in Community Colleges — AAWCC
www.aawccnatl.org

Asian Pacific Americans in Higher Education — APAHE
http://apahenational.org/

Association of California Community College Administrators — ACCCA
www.accca.org

Association of Chief Business Officials — ACBO
www.acbo.org

Association of Chief Human Resource Officers/Equal Employment Opportunity Officers — ACHRO/EEO
http://achroeeo.com

Association of Colleges for Tutoring and Learning Assistance — ACTLA
www.actla.info

Association of Community and Continuing Education — ACCE
www.acceonline.org

Association of Community College Trustees — ACCT
www.acct.org

California Academic & Research Libraries — CARL
www.carl-acrl.org

California Association of Community College Registrars & Admissions Officers — CACCRAO
www.caccrao.org

California Association of Postsecondary Education and Disability — CAPED
www.caped.co/

California Association of School Business Officials — CASBO
www.casbo.org

California Child Development Administrators Association — CCDAA
www.ccdaa.org

California College & University Police Chiefs Association — CCUPCA
www.ccupca.com

California Colleges for International Education — CCIE
www.ccieworld.org

California Community College Association for Occupational Education — CCCAOE
http://www.cccaoe.org

California Community College Athletic Association — CCCAA
www.cccaasports.org

California Community College Chief Student Service Administrators Association — CCCCSSAA
www.cssofficers.org

California Community Colleges Classified Senate — 4CS
www.ccccs.org

California Community College Council for Staff, Program & Organizational Development — 4CSD
www.4csd.cvc.edu

California Community College Economic and Workforce Development Program — CCCEWD
www.cccewd.net

California Community College Ext Opportunity Programs & Services Assoc — CCCEOPSA
www.ccceopsa.org

California Community College Independents — CCCI
www.cccindependents.org

California Community College Real Estate Education Center — CCCREED
www.cccreec.org

California Community College Student Affairs Association — CCCSAA
www.cccsaa.org

California Community College Student Financial Aid Administrators Association — CCCSFAAA
www.cccsfaaa.org

California Education Round Table Intersegmental Coordinating Committee — ICC
www.certicc.org

California Federation of Teachers — CFT
www.cft.org

California Mathematic Council of Community Colleges — CMCCC
www.cmc3.org

California Postsecondary Education Commission — CPEC
www.cpec.ca.gov

California School Employees Association — CSEA
www.csea.com

California Student Aid Commission — CSAC
www.csac.ca.gov

Chancellor's Office of the California Community Colleges — CCCCO
www.cccco.edu

Chief Information Systems Officers Association — CISOA
www.cisoa.net

Chief Instructional Officers of the California Community Colleges — CCCCIO
www.ccccio.org

The College Board
www.collegeboard.con

Community College Association/CTA/NEA — CCA/CTA/NEA
www.cca4me.org

Community College Counselors/Advisors Academic Association for Athletics — 3C4A
www.3c4a.org

The Community College Foundation — TCCF
www.communitycollege.org

Community College Internal Auditors — CCIA
www.theccia.org

Community College Public Relations Organization — CCPRO
www.ccprocalifornia.org

Council of Chief Librarians — CCL
www.cclccc.org

Council of Classified Employees/CFT/AFT/AFL — CIO
www.palomarcceaft.org

English Council of California Two Year Colleges — ECCTYC
www.ecctyc.org

Equal Employment Diversity & Equity Consortium-Southern Region — EEDEC-SR
Email

Faculty Association of California Community Colleges/Faculty Association of California Community Colleges Educational Institute — FACCC/FACCC EI
www.faccc.org

Foundation for California Community Colleges — FCCC
www.foundationccc.org

International Consortium for Educational and Economic Development — ICEED
www.iceed.com

Latina Leadership Network of California Community Colleges — LLNCCC
www.llnccc.org

League for Innovation in the Community College
www.league.org

National Council for Continuing Education and Training — NCCET
Email

National Council for Marketing and Public Relations — NCMPR
www.ncmpr.org

National Council for Workforce Education — NCWE
www.ncwe.org

National Council of Instructional Administrators — NCIA
www.nciaonline.org

National Institute for Staff and Organizational Development — NISOD
www.NISOD.org

Network of California Community College Foundation — NCCCF
www.ncccfweb.org

North American Council for Staff Program and Organizational Development — NCSPOD
www.ncspod.org

Research and Planning Group for California Community Colleges — RP Group
www.rpgroup.org

Service Employees International Union/CSC — SEIU
www.seiucal.org

Source: Community College League of California
https://ccleague.org/national-and-state-organizations
Organizations listed in alphabetical order.

DIVERSITY VISION STATEMENT

The Foothill-De Anza Community College District is committed to becoming a model District for the 21st century. We are building upon our rich history of innovation and student success to become a truly democratic, culturally pluralistic organization. All members of our District community understand and respect that our cultural diversity is one of our greatest strengths. The District welcomes and unites people of all ethnicities, genders, sexual orientation, socio-economic classes, religions, abilities and ages and empowers them as individual and as groups.

We believe that culturally diverse teams yield more creative, synergistic and effective outcomes. We are increasingly willing to accept and address the conflict that arises as a normal part of existence in a pluralistic environment in order to work towards acknowledging, addressing and confronting our differences positively. We recognize that we are part of a global community and that this informs our responsibility to our students. We recognize that the development and maintenance of a multicultural district is a journey not a final destination so we are prepared to learn and grow as issues emerge.

Finally we recognize that the attainment of this vision is not only possible, but critical to our viability, to meeting.our potential as a District and most importantly, to the success of our students.

Approved by the Board of Trustees: June 15, 1998

Cultural Diversity/Equal Opportunity Policy   **BP 4100**

The Foothill-De Anza Community College District Board of Trustees values the contributions that a culturally diverse community of faculty, staff, and administrators makes to all the students who study at Foothill and De Anza Colleges. The Board of Trustees desires for students and for all district employees an environment where diverse cultures, abilities, and needs are respected and where difference offers stimulating opportunities for learning and personal fulfillment. Therefore, the Board commits itself to develop policies and procedures and to act in such ways as to encourage a positive, harmonious work and learning environment.

With the intent to realize its commitments, the Board of Trustees supports equality in employment and educational opportunity. The Board believes that effective recruitment and hiring of a diverse faculty and staff and a vigorous outreach effort to recruit a similarly diverse student population are, along with appropriate support services, important means to cultural diversification of the college community and to the enrollment, retention, and transfer of all students.

The Board expressly solicits the cooperation of all district staff in providing an environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination. Through the cooperation and with the assistance of all district staff, the Board of Trustees assures all employees and applicants equal opportunity for employment and promotion--regardless of race, color, sex, religion, national origin, age, disability, status as Vietnam-era veterans, marital status or sexual orientation.

The Board directs the Chancellor and the college presidents to assume responsibility for implementing and communicating the Board's policy and commitment. Every department, division, or organizational unit head shall be responsible for the proper and effective implementation of the District Cultural Diversity/Equal Opportunity Policy. The Board requires that the district administrative staff and all agents acting on the Board's behalf make every effort to ensure that the recruitment, screening, selection, hiring, and promotional processes for all employment positions are in accordance with the principles of equal opportunity. Additionally, in keeping with support for student success, the Board directs that the principles and spirit of this Cultural Diversity/Equal Opportunity Policy be applied to student admissions and enrollment, financial aid, transfer, curriculum, and faculty and staff development.

In compliance with this Board policy and consistent with the regulations embodied in California and Federal Equal Opportunity legislation, the Board directs the staff to develop and to periodically update a Cultural Diversity/Equal Opportunity Plan. In this plan there shall be procedures to insure that there is strict compliance with the Board approved goals and all other aspects of the plan developed by District faculty, staff, and administrators.

Approved 6/21/62
Amended 6/7/72, 12/3/73, 11/21/77, 2/12/90, 11/18/96, 4/1/02
Reaffirmed 5/5/03

Legal References
None

Mutual Respect Policy   **BP 4110**

The Board of Trustees of the Foothill-De Anza Community College District is deeply committed to the premise that on college campuses full participation in the educational process must be in an environment that is free from harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity.

At the same time the Board is, as always, committed to protecting freedom of speech to guarantee the free exchange of ideas. Nowhere is this protection of greater importance than on our college campuses, where the free exchange of ideas fosters knowledge, individual growth, and tolerance for new and different ideas. However, speech or expression used as a weapon to harass specific victims is not to be tolerated and is to be condemned. Accordingly, the Board of Trustees adopts the following:

The Colleges shall take all steps necessary to provide a positive educational and employment environment which encourages equal educational opportunities. The Colleges will actively seek to educate staff and students on the deleterious effects of expressions of hatred or contempt based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity; and will promote equality and mutual respect and understanding among all groups and individuals.

The Board recognizes that the expression of certain ideas which might be regarded as unpopular or offensive is protected by the First Amendment. The Board will not, however, permit the harassment of an individual or specific individuals on the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity. Standards of conduct for students and the applicable sanctions for violating the standards of student conduct are contained in the Student Handbook. Decisions regarding discipline of employees will be made in accordance with applicable legal and contractual provisions and procedures and may range from reprimand to dismissal.

Copies of the District's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the District's Unlawful Harassment and Discrimination Complaint forms are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the Vice President for Student Services (De Anza), and the Office of the Dean of lnstruction & Student Affairs (Foothill).

Approved 11/15/93
Amended 7/25/94; 5/1/95; 8/28/06

Legal References
None

Harassment and Discrimination   BP 4640

Members of a college community, including students, faculty, staff and visitors, must be able to study and work in an atmosphere of mutual respect and trust. Foothill-De Anza Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The Board of Trustees supports an educational and employment environment where diverse cultures, abilities and needs are respected and where diversity offers opportunities for learning and for personal and professional fulfillment. The District is committed to providing an educational and employment environment free of unlawful harassment and discrimination. Faculty, staff and students must be assured that the District will take action to prevent misconduct.

Accordingly, the Board adopts the following:

It is the Policy of the Foothill-De Anza Community College District to provide an educational and employment environment free of unlawful harassment and discrimination. The Board shall not discriminate against any person in the provision of any program or service based on ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or gender, age, sexual orientation, or any other legally protected status, 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. Anyone who engages in unlawful harassment or discrimination shall be subject to sanctions up to and including termination of employment or expulsion in accordance with applicable contractual, procedural and statutory requirements.

Harassment

Harassment based on ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or gender, age, sexual orientation, or any other legally protected status, or harassment based on the perception that a person has one or more of these statuses or associates with a person or persons perceived as having one or more of these statuses constitutes unlawful harassment and violates District policy.

Unlawful harassment comes in many forms and may include but is not limited to the conduct described below:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other legally protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting, whistling, or propositions; demands for sexual favors; verbal abuse, threats or intimidation.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, unnecessarily brushing against or blocking another person, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's race, gender, sexual orientation, or other legally protected status. It may also include leering and staring.

Visual or Written: The display or circulation of visual or written material that degrades an individual or groups based on race, gender, sexual orientation, or other legally protected status. This may include, but is not limited to, posters, cartoons, drawing, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by innuendo or insults or abusive comments directed at an individual or group based on race, gender, sexual orientation, or other legally protected status. An environment may in some circumstances also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others.

For an unlawful harassment or hostile environment claim to be valid, in general the conduct must be sufficiently severe or pervasive so as to alter the conditions of the employment or educational environment. Subjective perception alone is insufficient evidence for a claim to be valid; an objective appraisal must be considered as well. The conduct shall be evaluated from the objective viewpoint of a reasonable person facing the same conditions.

Sexual Harassment

As noted throughout the preceding section of this Policy, sexual harassment may be verbal, visual, written, physical or environmental and, as such, is a form of unlawful harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status or progress.

"Quid pro quo" harassment occurs when submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

"Hostile environment" harassment occurs when the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.

Retaliation

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment or discrimination without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or discrimination or for participating in an investigation of such complaints. Such conduct is illegal and constitutes a violation of this Policy. All allegations of retaliation will be investigated. Any individual found to have violated this Policy will be subject to disciplinary sanctions, up to and including termination of employment or expulsion in accordance with applicable contractual, procedural and statutory requirements.

Academic Freedom

While the Board recognizes that academic freedom does not allow harassment or any other form of unlawful discrimination, the Board reaffirms its commitment to academic freedom as established in Board Policy on Academic Freedom (4190). The lecture, content and discourse (including rhetorical strategies) that are an integral part of the course or which serve a legitimate pedagogical purpose shall in no event constitute harassment or other forms of unlawful discrimination. In cases involving questions of academic freedom, the District shall consult with the Academic Senates whenever possible or with other appropriate faculty representatives as needed, consistent with Administrative Procedures 4640.

Complaints

Appropriate action shall be taken immediately against individuals determined to be in violation of this Policy. Any individual who believes that he or she has been a victim of harassment or discrimination or retaliation in violation of this Policy may file a complaint in accordance with the District's Procedures regarding investigation and resolution of complaints regarding harassment and discrimination.

The District has developed procedures to address complaints of discrimination, harassment and retaliation. Complaints are handled pursuant to the District's "Procedures to Resolve Complaints Regarding Harassment and Discrimination."

Complaints filed by students or employees regarding harassment or discrimination by third parties who are not themselves students or employees in the District shall be investigated. Additionally, the District shall forward

written notice to the responsible party with a request for an investigation of the incident(s) and a report of the findings to be sent to the District.

Copies of the District's Procedures to Resolve Complaints Regarding Harassment and Discrimination and the District's Unlawful Harassment and Discrimination Complaint forms are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the Vice President for Student Services (De Anza), and the Office of the Vice President of Student Development and Instruction (Foothill).

See Administrative Procedure 4640 Procedures to Resolve Complaints Regarding Harassment and Discrimination

Approved 5/3/82
Amended 11/15/93; 5/1/95, 12/12/05, 3/3/09, 8/31/09

Legal References
California Code of Regulations, Title 5, Sections 59320 et seq.
Education Code Section 212.5
Education Code Section 44100
Education Code Section 66281.5
Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000E
Title IX, Education Amendments of 1972

Prevention of Workplace Violence   **BP 3510**

The Board is committed to providing a District work and learning environment that is free from violence and the threat of violence. In accordance with local, state, and federal laws and regulations, the District will make every reasonable effort to provide a safe and healthy working environment for its employees and a safe and healthy learning environment for students and visitors.

This policy prioritizes the effective handling of incidents of workplace violence that are intended to physically harm others or to damage property, including those of actual violence or of behavior that reasonably may be considered to threaten violence. The Chancellor shall establish administrative procedures informing employees what actions will be considered acts of violence and encouraging any employee who is the victim of violent conduct in the workplace, or is a witness to violent conduct, to report the matter to appropriate authorities in and outside the workplace with assurance that there will be no retaliation for reporting such incidents.

Acts of workplace violence may be cause for disciplinary action including, but not limited to, termination of employment or expulsion from District premises. Violators may also be subject to criminal prosecution.

See Administrative Procedure 3510 Violence in the Workplace

Adopted 10/21/96
Amended 11/5/01
Renumbered (formerly BP 4515) and amended 1/11/21

Legal References
Cal/OSHA: Labor Code Sections 6300 et seq.
California Code of Regulations, Title 8, Section 3203
Code of Civil Procedure, Section 527.8 "Workplace Violence Safety Act of 1994"
Penal Code Section 273.6 "Workplace Violence Safety Act of 1994"