PREFACE

The Classified Handbook is a reference tool intended to provide information and guidance to Classified employees.

Examples of information included in the handbook are: procedures relative to operational issues; policies that affect Classified professionals; and guidelines for campus services that assist students, staff and faculty. This is a working document that will be continually updated; every effort will be made to maintain accurate and current information. The Classified Handbook has been produced through your Classified Senate.

DISCLAIMER

This handbook is provided for the use and convenience of staff and faculty of the Chaffey Community College District only. The contents are not intended to be final or binding upon the governing board or the administration of the district. This handbook is not intended to be an official publication of the policies, procedures or statements included herein, or of any official policy, procedure or regulation of the district.

The district reserves the right to amend its policies, procedures, regulations, and collective bargaining agreements at any time. The contents of this handbook do not supersede the official policies, procedures, collective bargaining agreements or regulations of the district, nor do the contents supersede the laws of the State of California or the regulations promulgated by the State Chancellor’s Office of the California Community Colleges.
TABLE OF CONTENTS

I. Introduction and the College
   a. A Message from the Superintendent/President
   b. A Message from the Classified Senate President
   c. Chaffey College History
   d. Chaffey College Mission and Core Values
   e. Governing Board
   f. District Information
      i. Accreditation Information
      ii. Management Organizational Chart
      iii. Campus Maps
      iv. News and Announcements
   g. Policies and Procedures
      i. Student Discipline Procedures
         1. Reporting Violations of the Student Academic Integrity Code
         2. Reporting Violations of the Student Behavior Code
         3. Student Academic Integrity Violation Form
         4. Student Behavior Code Violation Form
         5. Student Conduct Warning Form
         6. Student Discipline Academic and Behavior Violations and Sanctions
         7. Student Grievance Process/Procedure
      ii. District Network and Computer Use
      iii. Web Page Development
      iv. Web Disclaimer
   h. Campus Safety
      i. Lost and Found
      ii. Parking and Traffic
   i. Emergencies Information
      i. Psychiatric
         1. Faculty Guidelines for Psychiatric Emergencies
   j. College Services
   k. Chaffey College Foundation
      i. Scholarships
   II. Classified Senate
      a. 4CS – California Community College Classified Senate
   III. CSEA
      a. CSEA Contract
   IV. Classified Information
   V. Instructional Information
   VI. Committees
Message from the Classified Senate President

As a member of the Chaffey College Classified Professional Staff you are here to help carry out the mission of the college.

The online Classified handbook is a work in progress that is designed to help you understand the college processes, the services we provide to students, staff, faculty and the community. Please feel free to contact the Classified Senate at any time if you need assistance or see changes to this living document at classified.senate@chaffey.edu or trisha.albertsen@chaffey.edu.

College Services

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Accounting Services</th>
<th>Admissions &amp; Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeting &amp; Fiscal Services</td>
<td>Bookstore / Food Services</td>
<td>Campus Police &amp; Public Safety</td>
</tr>
<tr>
<td>CalWORKs Program</td>
<td>Career Center</td>
<td>Cashier's Office</td>
</tr>
<tr>
<td></td>
<td>Career Transition Programs (High School / ROP)</td>
<td></td>
</tr>
<tr>
<td>Chino Campus</td>
<td>Community Education &amp; Economic Development</td>
<td>Counseling Department</td>
</tr>
<tr>
<td>Chino Community Center</td>
<td></td>
<td>- Assessment Testing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- SSSP (Matriculation)</td>
</tr>
<tr>
<td>Disability Programs &amp; Services</td>
<td>Extended Opportunity Programs &amp; Services</td>
<td>Facility Rentals</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Fontana Campus</td>
<td>GEM (Green Earth Movement)</td>
</tr>
<tr>
<td>Health Services</td>
<td>High School Partnership Programs</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>International Students</td>
<td>Library</td>
</tr>
<tr>
<td>Lithography (Print Shop)</td>
<td>Maintenance &amp; Operations</td>
<td>Marketing &amp; Public Relations</td>
</tr>
<tr>
<td>Museum of Contemporary Art</td>
<td>Opening Doors to Excellence</td>
<td>Puente Program</td>
</tr>
<tr>
<td>Purchasing &amp; Warehouse</td>
<td>Staff Directory</td>
<td>Student Activities</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>Student Government</td>
<td>Success Centers</td>
</tr>
<tr>
<td>Theatre</td>
<td>Transfer Center</td>
<td>Upward Bound Program</td>
</tr>
<tr>
<td>Veteran’s Resource Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Classified Senate

Classified Senate Office Location:
Berz Excellence Building – Office 211

Classified Senate President, Trisha Albertsen, ext. 6033, trisha.albertsen@chaffey.edu or classified.senate@chaffey.edu

Administrative Assistant, Joseph Cascio, ext. 6051, joseph.cascio@chaffey.edu

Website: www.chaffey.edu/clssenate
Facebook: https://www.facebook.com/Chaffey-College-Classified-Senate-149922461735352/

The following is excerpted from Chaffey’s Participation in Shared Governance AP 2510, which has been adopted by the Governing Board.

**Classified Staff** (Title 5 Section 51023.5)
Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate will be given every reasonable consideration.

### CSEA

CSEA Office Location:
Berz Excellence Building – Office 208

CSEA President, German Paez, ext. 6311, german.paez@chaffey.edu

Website: http://members.csea.com/memberhome/chapter431/ChapterHome/tabid/12111/Default.aspx
Facebook: https://www.facebook.com/csea.now/timeline/
### Classified Information

*Some links may only open when connected to the Chaffey College network.*

<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>Audio Visual Equipment Request</th>
<th>List of Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>All District Committees</td>
<td>Classified Supplemental Timesheet</td>
<td>Mileage Reimbursement Form</td>
</tr>
<tr>
<td>Building &amp; Office Keys</td>
<td>Campus Maps</td>
<td>Commencement / Graduation</td>
</tr>
<tr>
<td>Construction Updates</td>
<td>Email</td>
<td>Presenter (Guest Lecturer Speakers/ Performance) Contract</td>
</tr>
<tr>
<td>CSEA Self Evaluation Form</td>
<td>Professional Growth Initiative Guidelines - Professional Growth Form</td>
<td>MyChaffey Portal</td>
</tr>
<tr>
<td>Maintenance Works Orders (School Dude) (Assigned log-in)</td>
<td>Monthly Leave Balance Form</td>
<td>Professional Development - Classified Success Network</td>
</tr>
<tr>
<td>Program and Services Review</td>
<td>Purchase Reimbursement Form</td>
<td>Request for Leave Form</td>
</tr>
<tr>
<td>Resources</td>
<td>Z-drive</td>
<td>Master Calendar</td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>The Breeze</td>
<td>Travel / Conference Forms</td>
</tr>
</tbody>
</table>

### Audio-Visual Equipment Request

1. If you are reserving a conference room or classroom and also asking for audio-visual services, please submit a Facilities Request on [http://adastra.chaffey.edu](http://adastra.chaffey.edu) (page will open in a new window above this one). You will need an account to log on. If you do not have an account, please contact Maria Kort at Ext. 6182 on campus (or 652-6182 from off campus).

2. To request audio-visual services only, please contact the Information Technology Services (ITS) Help Desk. The easiest method is to use the on-line request form at [http://www.chaffey.edu/isrepairform.shtml](http://www.chaffey.edu/isrepairform.shtml) (page will open in a new window above this one). You may
also submit an e-mail to isrepairs@chaffey.edu or call Extension 6789, Option 3 (or 652-6789, Option 3 from off campus).

For both types of requests, please keep in mind that ITS requires 48 hour notice for these set-ups. Information Technology Services will try to accommodate exceptions if needed on an emergency basis, based upon the availability of equipment and staff and only with the approval of the appropriate first-level manager.

When requesting a set-up that also requires reserving a room, please add an additional 30 minutes to the front end of the requested times: e.g. if your meeting is from 9:00 until 10:00, please book the room from 8:30 until 10:00. This will allow our technicians the time that they need to set-up and test the equipment. Information Technology Services realizes that there are few meeting rooms and that demand for these rooms is high (especially as the spring semester draws to a close) and that this may not always be possible. However, if you can include this additional time in your room reservation, it will be helpful.

Computer projection units should be available through the School Office; if not, call ITS Help Desk at Ext. 6789, Option 3.

Videos are available in the Chaffey College Library.

### Building and Office Keys

Key issuance is the responsibility of the Campus Police & Public Safety Department. Key control is a major part of the College's security measures. Keeping this level of security requires some inconvenience and, in some cases, a cost.

Keys are issued only to those employees who need to access certain areas on a regular basis. Keys are not issued to part-time student employees or students.

Keys are not to be loaned or given to anyone without the employee's first obtaining permission from the College Police. Missing keys must be reported immediately to the College Police. Broken keys will be replaced. No duplication of keys is authorized.

A lost key or a key not retrieved from an employee who is separating from employment may require the replacement of all the locks associated with that particular kind of key. This cost will be assessed to the person or department responsible for the key.

An [Access Card/Key Request Form](#) must be completed before a key is issued. The contents of the form will be sent to the appropriate campus departments for processing and recordkeeping. Please allow reasonable time for processing of your request.
requests require a minimum of 24-hour notice. Questions should be directed to the public safety department at extension 6632.

**Commencement/Graduation**

Commencement is the highlight of the academic year. As a professional responsibility, good citizenship, and as a show of support for students, all tenured and tenure-track faculty are encouraged to attend the ceremony. Commencement is held on Grigsby Field and the ceremonies begin at 6:00 pm. The faculty and staff procession is led by the Faculty of the Year and the Staff of the Year.

Associated Students of Chaffey College hosts a reception immediately after the ceremony.

**Email**

**NETWORK/ELECTRONIC MAIL REQUEST PROCEDURE**

1. Human Resources or department supervisor will give a copy of the “District Network and Computer Use Procedure” to the employee.

2. Human Resources or department supervisor will ask the employee to read and sign the “Chaffey College Employee Network/E-Mail Account Form and Accountability Statement.” When the form is signed the requestor will receive a copy of the signed form. NOTE: In the event that a new contract employee refuses to sign the form, Human Resources personnel will write “refuse to sign” on the signature line and forward the form to Information Technology Services (ITS). No account will be activated.

3. Human Resources or the supervisor will forward the completed network/e-mail form to Information Technology Services. Information Technology Services will create an e-mail and/or a network account. A welcome email message will be sent to the new mailbox if created.

**E-MAIL ACCOUNT**

4. Information Technology Services will notify the new user by campus mail when the electronic mailbox is ready and will send a user’s manual titled Electronic Mail Using Microsoft Outlook, along with their assigned temporary password.

5. Employees receiving an e-mail account need to log on, receive and reply to the welcome e-mail from Information Technology Services, and change their password according to the directions provided in the user’s manual.

6. Once an e-mail account has been established, it must be accessed within 30 days or the account will
be closed. If the account is closed, the employee will need to reapply for the e-mail account. This step is vital to the security of the Chaffey College network.

**Title XI–Sexual Harassment and Unlawful Discrimination**

[http://www.chaffey.edu/complaint_procedure/index.shtml](http://www.chaffey.edu/complaint_procedure/index.shtml)

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states that:

_No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance._

Beginning July 1st, 2015, the OCR requires that all students and employees to participate in annual Title IX training and awareness of unlawful discrimination. OCR vigorously enforces Title IX to ensure that institutions that receive federal financial assistance comply with the law. OCR evaluates, investigates, and resolves complaints alleging sexual harassment and/or unlawful discrimination. OCR also conducts proactive investigations, called compliance reviews, to examine potential systemic violations based on sources of information other than complaints.

Chaffey College does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression. The college has a detailed Title IX brochure available.

To file a Title IX complaint, contact the Title IX Administrator, Eric Bishop, Vice President of Student Services, at eric.bishop@chaffey.edu or (909) 652-6503.
### Instructional Information

<table>
<thead>
<tr>
<th>Add Code</th>
<th>Grading Information</th>
<th>Auditing Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Cancellations</td>
<td>Class Sizes</td>
<td>Course Change Information</td>
</tr>
<tr>
<td>Deregistration / Waitlist</td>
<td>Drops / Withdrawals</td>
<td>Field Trips and Overnight Stays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Field Trip Waiver of Liability</td>
</tr>
<tr>
<td>Syllabus</td>
<td>Late Registration Procedures</td>
<td>Procedure for the first class meeting</td>
</tr>
<tr>
<td>Report delay</td>
<td>Student Reinstatements</td>
<td>Roll Sheet Instructions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Instructor Drops</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Waitlist Best Practices</td>
</tr>
<tr>
<td>Supplemental Instruction</td>
<td>Curriculum</td>
<td>Student Learning Outcomes</td>
</tr>
<tr>
<td>Schedule Preparation &amp; Deadlines</td>
<td>Educational Program</td>
<td>Textbook ordering procedures</td>
</tr>
<tr>
<td></td>
<td>Coordinators &amp; Deans</td>
<td></td>
</tr>
<tr>
<td>One Book One College</td>
<td>Faculty Success Center</td>
<td>New Faculty Orientation Program</td>
</tr>
<tr>
<td>Fast Track</td>
<td>Basic Skills / Student Success Initiative</td>
<td>Copyright Information</td>
</tr>
<tr>
<td>Test proctoring</td>
<td>School of Mathematic &amp; Science</td>
<td>School of Business &amp; Applied Technology</td>
</tr>
<tr>
<td>Distance Education (online classes)</td>
<td>School of Heath Sciences</td>
<td>School of Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>School of Language Arts</td>
<td>School of Visual Performing Arts</td>
<td>Instructional Support</td>
</tr>
</tbody>
</table>