



General Human Resources

Date: 2/5/02

Section 7.1

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7.1 GENERAL HUMAN RESOURCES

7.1.1 Delegation [Education Code Section 70902(d)]

The superintendent/president shall ensure that the district has qualified and competent administrators, faculty, and staff and that working conditions are dignified and equitable.

7.1.2 Recruitment and Selection [Education Code Section 70902(d); Education Code Section 87100 et seq.]

A. The superintendent/president shall establish procedures for the recruitment and selection of employees, including but not limited to the following criteria:

Operate with the goals of equal opportunity, diversity and affirmative action with a district human resource plan that includes standards and procedures necessary for the recruitment, support, and retention of a diverse and qualified work force.

B. The Governing Board shall:

1. Ratify employment for all budgeted positions.
2. Approve positions in addition to those budgeted.
3. Approve the employment of all deans and vice presidents.

7.1.3 Communicable Disease [Education Code Sections 87408(b), 87408.6, 88021]

The superintendent/president shall assure that:

A. All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including, but not limited to, active tuberculosis, disqualifying the applicant from instructing or associating with students. No academic employee shall commence service until such medical certificate has been provided to the district.

B. All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.



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- C. All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

7.1.4 Fingerprinting [Education Code Sections 87013 and 88024]

The Governing Board shall:

Require district employees in academic and non-academic positions to obtain identification cards with legible fingerprints, within 10 working days of the person's date of employment, prepared by a local law enforcement agency in the district. The cards shall be transmitted to the Department of Justice at the earliest opportunity following its receipt.

7.1.5 Compensation and Benefits [Education Code Sections 70902(b)(4); 87801; 88160; Government Code Section 53200]

The superintendent/president shall:

Propose salary schedules, compensation and benefits to the Board that:

- A. Include reasonable comparative data for the geographic or professional market for the skills employed.
- B. Include rules for salary schedule placement.
- C. Avoid obligations for which revenues cannot be safely projected or for which there are no adequate reserves (in no event longer than 3 years).
- D. Avoid unfunded liabilities or unpredictable future costs without a plan to fund them.

7.1.6 Collective Bargaining [Government Code Sections 3540 et seq.]

The superintendent/president shall:

- A. Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Board-established parameters.



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B. Approve collective bargaining contracts.

7.1.7 Evaluation and Professional Growth

The superintendent/president shall:

- A. Assure periodic and systematic evaluations of faculty, administrators, and classified staff.
- B. Provide professional development opportunities for administrators, faculty, and classified staff.

7.1.8 Nepotism [Government Code Section 12920 et seq./ 1090 et seq.]

The superintendent/president shall:

- A. Allow the employment of relatives (or domestic partners as defined by Family Code Section 290 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions. Immediate family means spouse, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.
- B. See that personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative (or domestic partner).
- C. Ensure that the district will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.
- D. Ensure that the district retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division or facility. The district retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.



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7.1.9 Resignations [Education Code Sections 87730; 88021]

The superintendent/president shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

7.1.10 Political Activity [Education Code Section 7054; 7056]

Employees shall not use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

7.1.11 Salary Deductions [Education Code Sections 87040, 87833, 87834, 88167]

- A. An employee may request reduction of her/his salary in any amount for any or all of the following purposes:
1. Participation in a deferred compensation program.
 2. Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
 3. Paying rates, dues, fees, or other periodic charges on any hospital service contract.
 4. The request provided for above shall be revocable by the employee.
- B. The district shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his/her membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.