

No Edits Recommended

BP 7100 Commitment to Diversity

Reference:

Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Approved by the Board of Trustees: November 11, 2003
Reviewed by the Board of Trustees: _____

Edits Recommended

AP 7100 Commitment to Diversity

Reference:

Education Code Section 87100 et seq. Title 5 Section 53000, et seq.

Procedures have been included in Chapter 3, AP 3420 (Equal Employment Opportunity).

Approved by the Board of Trustees: _____

Edits Recommended

BP 7110 Delegation of Authority, Human Resources

Reference:

Education Code Section 70902(d)

The Board delegates authority to the President of the College to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed subject to confirmation by the Board.

See Administrative Procedure 7110

Approved by the Board of Trustees: November 11, 2003
Amended by the Board of Trustees: _____

Edits Recommended

AP 7110 Delegation of Authority, Human Resources

Reference:

Education Code Section 70902(d)

ACCJC Accreditation Standard III.A.11

The ~~Vice President of Administrative Services~~ Chief Human Resources Officer is delegated responsibility from the President of the College to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies and Administrative Procedures are followed.

Approved by the Board of Trustees: November 11, 2003

Amended by the Board of Trustees: _____

Edits Recommended

BP 7120 Recruitment and Hiring

Reference:

***Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.; and 87458;
Title 5, Section 53000, et seq.; 51023.5;
ACCJC Accreditation Standard III.1.A***

The President of the College Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Professional Support Staff an opportunity to participate in the decisions under the Board's policies regarding local decision making.

See Administrative Procedures 7120, 7125, and 7126

Approved by the Board of Trustees: November 11, 2003
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: _____

Edits Recommended

AP 7120 Recruitment and Hiring

Reference:

Education Code Sections 87100 et seq.; 87400; 88003;

ACCJC Accreditation Standard III.A.1 (formerly III.A)

Recruitment and hiring processes should include:

Recruitment methods (advertising vacancies, internet postings, etc.)

Positions for which continuous recruitment will occur

Length of time positions will be advertised that are not continuously recruited

Application instruments

Initial selection procedures: application reviews

Testing (as appropriate)

Interview procedures

Composition of selection committees

Pre-selection activities

Reference checks (See AP 7126)

Employment offers

Pre-employment physical examinations

Approved by the Board of Trustees: November 11, 2003

Amended by the Board of Trustees: _____

Edits Recommended

AP 7125 Verification of Eligibility for Employment

Reference:

8 U.S.C Code Section 1324a

The District will only hire or recruit United States citizens or people legally authorized to be employed in the United States. ~~not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and is not authorized to be employed in the United States.~~

Reliable documentation of eligibility is required for employment from all persons hired. "Reliable documentation" as set out in federal law includes one or more of the following:

- A United States passport or a resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States

OR

- A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver's license or similar identification document containing a photograph of the prospective employee.

The District will complete for each new employee the verification form or forms required by the United States government. The District will retain such forms for at least three years for persons it does not hire. For persons it does hire, the District will retain such forms for at least three years or until one year after the persons leaves the District's employment, whichever is later.

The District will protect the privacy of the information it collects pursuant to this procedure.

Approved by the Board of Trustees: November 11, 2003

Amended by the Board of Trustees _____

Edits Recommended

AP 7126 Applicant Background Checks

Reference:

Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.; Fair Credit Reporting Act (federal)

Applicants for positions may be subject to background or reference checks.

Where a background investigation is performed by a third party, the ~~Director of Human Resources~~ Chief Human Resources Officer shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired, or the district takes other action that adversely affects any applicant based in whole or in part upon the third-party report, the ~~Director of Human Resources~~ Chief Human Resources Officer shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third party agency that furnished the report;
- the applicant's right to obtain a free copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

Approved by the Board of Trustees: November 11, 2003
Reviewed by the Board of Trustees: _____

Edits Recommended

BP 7130 Compensation

References:

*Education Code Sections 70902(b)(4), 72411, 87801, and 88160;
Government Code Section 53200; and
34 Code of Federal Regulations 668 (U.S. Department of Education regulations
on the Integrity of Federal Student Financial Aid Programs under Title IV of the
Higher Education Act of 1965, as amended)*

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee administrator employed pursuant to a contract under Education Code section 72411 shall be established by the Board.

Prohibition of Incentive Compensation

[Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance,] The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

See Administrative Procedure #7130

Approved by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: _____

No Edits Recommended

AP 7130 Compensation

References:

Education Code Sections 87801 and 88160;

Government Code Section 53200;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Prohibit of Incentive Compensation

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

The Superintendent/President shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent/President shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Approved by the Board of Trustees: August 14, 2012
Reviewed by the Board of Trustees: _____

BP 7140 Collective Bargaining

Reference:

Government Code Sections 3540, et seq.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

AP 7145 Personnel Files

Reference:

Education Code Section 87031, Labor Code Section 1198.5

Personnel records are private, accurate, complete, and permanent. Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction. The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the district.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

Approved by the Board of Trustees: November 11, 2003

Reviewed by the Board of Trustees: _____

Edits Recommended

AP 7150 Evaluation

Reference:

Accreditation Standard III.A.5 (formerly III.A.1.b)

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

These procedures are covered in the faculty collective bargaining agreement and the classified collective bargaining agreement.

Approved by the Board of Trustees: _____