



# LASSEN COMMUNITY COLLEGE

## Employee Handbook

*Any subject already addressed herein by an Employee Collective Bargaining Agreement will supersede references in this employee handbook.*

2013-2014

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# INTRODUCTION

## Section A. BRIEF HISTORY OF THE DISTRICT

Lassen Community College was established May 4, 1925 as the Junior College Department of the Lassen Union High School District. The current era of the college began in July of 1969 with the establishment of the Lassen Community College District, having one college, Lassen Community College.

The college campus is located immediately north of Susanville on Highway 139 and consists of 184 acres, 17 main buildings, four re-locatable buildings and seventeen outbuildings. The current campus was first occupied in February of 1972. In addition to classrooms, laboratories and offices, it has a dormitory with a capacity for 130 students, a library, cafeteria, computer rooms, a large gymnasium, stables, barn, and rodeo arena, and outdoor recreation facilities including a ski hill.

The District serves the Honey Lake Valley communities of Susanville, Janesville, and Herlong, and outreach areas including Alturas, Big Valley, and Westwood. Although Lassen Community College serves one of the larger geographic areas of the state, the population is relatively small.

## Section B. GOVERNANCE

Lassen Community College is governed by a Board of Trustees consisting of seven voting members elected at large for terms of four years, and a non-voting student member (advisory vote recorded in the minutes) selected by the Associated Student Body for a one year term commencing June 1 of every school year. Regular Meetings of the Governing Board are held on the first Tuesday of each month at 5:30 p.m. on the college campus. The second Regular Meeting (third Tuesday) is only held as needed.

### (1) Legal Basis and Authority

The Governing Board of the Lassen Community College District derives its authority from Section §70902 of the Education Code of the State of California. The Board is subject to the provisions of the Constitution of the State of California, the Education Code, the Rules and Regulations of the Board of Governors of the California Community Colleges (Title V, California Administrative Code), its own policies and procedures, and the expressed will of the electorate.

### (2) Shared Governance

It is the policy of the Board of Trustees of Lassen College, through shared governance, to ensure faculty, staff, and students the right to participate effectively in District governance. This shared governance shall be exercised primarily, but not totally, with the Academic Senate, Associated Student Body, and organization(s) recognized by the

Board as representing staff (See Board Policy 1250 for further information). Faculty members are encouraged to participate in planning and budgeting through their division chair or Senate. All Lassen College planning and budgeting is done through the Consultation Council; although representatives from each constituent group on campus are represented at Consultation Council, all employees are welcome to attend regularly scheduled meetings.

**(3) Delegation of Authority to Superintendent/President**

The Governing Board delegates to the Superintendent/President the function of specifying required actions and designing the detailed arrangements under which the district will be operated. Such rules and detailed arrangements constitute the administrative regulations governing the district.

The administrative regulations are, in every respect, consistent with the policies adopted by the Governing Board. The Governing Board formulates and adopts administrative regulations only when the Superintendent/President recommends Governing Board adoption.

**(4) Relationship between the Governing Board and the Superintendent/President**

The Superintendent/President is the Chief Executive Officer of the District. All communications and recommendations from the staff of the District should be conveyed through the Superintendent/President to the District Governing Board. The Superintendent/President will make available to the Governing Board all data requested by the Board in a timely manner. This policy does not preclude discussion by Board members with staff on matters of college business.

**Lassen Community College District Strategic Plan**  
(Board Approved August 13, 2013)

**Vision**

- Be an Academic Leader by ensuring Quality and Student Success
- Be an Educational Leader by expanding Outreach and Student Access
- Be a Trusted Steward by providing capable Leadership and Accountability
- Be an Economic and Workforce-Development Leader for the Community
- Be a Cultural Leader in the Community
- Be a Civic & Social Leader in the Community

**Mission**

Lassen Community College provides outstanding programs for all those pursuing higher education goals. These programs include a wide range of educational opportunities including transfer degrees and certificate programs economic and workforce development, basic skills instruction, and support services that ensure students succeed at the post-secondary level. They also include non-credit and community service courses and programs that enhance the community culturally, civically and socially. The college serves the community, both on campus and in the outreach centers in its effort to build intellectual growth, human perspective and economic potential.

**Strategic Goals**

1. **Student Success:** Enable students' attainment of educational goals, including degrees and certificates, transfer, job placement and advancement, basic skills, and lifelong learning.
2. **Responsive Curricula:** Develop and implement curricula that are responsive to changing student learning needs, to changing economic and workforce development needs, and to community cultural, social and civic interests.
3. **Student Access:** Provide a college environment that reaches-out-to and supports students, minimizes barriers, increases opportunity, and increases success through access and retention.
4. **Resource Development:** Develop and manage human, physical, technological and financial resources to promote growth and to effectively support the learning environment.
5. **Organizational Effectiveness:** Enhance organizational function in leadership, interaction, planning, and accountability to ensure responsive stewardship of public trust and resources.
6. **Community Leadership:** Provide an environment that supports, partners and leads in the development and implementation of community initiatives.

**College Values**

**Educational Excellence – We value:**

- High quality educational delivery
- Highly qualified instructors
- High quality technology and materials
- Well-equipped classrooms
- Student learning as the focal point of every experience

**Student Focus – We value:**

- Doing what is best for students, not what is easiest or most efficient
- Learning as a priority over teaching
- Student needs; they are paramount in the learning process

**Honesty/ Integrity – We value:**

- Establishing trust in relationships
- Dependability
- Transparency

**Student Success – We value:**

- Students reaching their goals
- Students being prepared for transfer to four-year institutions
- Vocational students being prepared for the job market

**Dignity/Respect – We value:**

- Civility
- Collegiality
- Active listening and communication
- Agreements that are made and kept

**Values Summary Statement:**

Where excellence, a student focus, and honesty / integrity flourish and are modeled, two outcomes become self evident;

1. students learn and become successful;
2. trust emerges that evidences itself in relationships marked by dignity and respect.

## Institutional Student Learning Outcomes

1. **Communication** - Ability to listen and read with comprehension and the ability to write and speak effectively
2. **Critical Thinking** - Ability to analyze a situation, identify and research a problem, propose a solution or desired outcome, implement a plan to address the problem, evaluate progress and adjust the plan as appropriate to arrive at the solution or desired outcome
3. **Life Long Learning** - Ability to engage in independent acquisition of knowledge; ability to access information including use of current technology; ability to use the internet and/or library to access and analyze information for relevance and accuracy; ability to navigate systems

**Personal/Interpersonal Responsibility** - Ability to develop and apply strategies to set realistic goals for personal, educational, career, and community development; ability to apply standards of personal and professional integrity; ability to cooperate with others in a collaborative environment for accomplishment of goals; ability to interact successfully with other cultures.

*Site BP's and AP's*

## **Section D. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Lassen Community College to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or any other characteristic protected by law. Lassen Community College prohibits and will not tolerate any such discrimination or harassment.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Lassen Community College, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Office of Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Office of Human Resources.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

## **Section E. NON-DISCRIMINATION AND ANTI-HARASSMENT**

Lassen Community College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Lassen Community College expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment.

### **1. Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working environment.



Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, marital status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

## **2. Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Lassen Community College (e.g., an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the workplace and in academic settings or outside the workplace, such as during trips, meetings and Lassen Community College social events.

## **3. Retaliation Is Prohibited**

Lassen Community College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for

participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## **Section F. AMERICANS WITH DISABILITIES ACT**

The College is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the College's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the College aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the College.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Office of Human Resources. Lassen Community College encourages individuals with disabilities to come forward and request reasonable accommodation.

### **1. Procedure for Requesting an Accommodation**

On receipt of an accommodation request, a member of the Office of Human Resources and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Lassen Community College might make to help overcome those limitations.

The College will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Lassen's overall financial resources and organization, and the accommodation's impact on the operation of the College, including its impact on the ability of other employees to perform their duties and on Lassen's ability to conduct operations.

Lassen Community College will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require Lassen Community College to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Office of Human Resources. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## **2. Complaint Procedure**

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

Lassen Community College strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Lassen's policy or who have concerns about such matters should file their complaints with their immediate supervisor, or any member of the Office of Human Resources before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Lassen Community College's designated representatives.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, Lassen Community College strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Lassen Community College will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension with or without pay, or termination, as Lassen Community College believes appropriate under the circumstances.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in academic or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Lassen Community College prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## **Section G. DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance\* is prohibited in all employee and student areas, buildings, properties, facilities, service areas, of the Lassen Community College District and all non-District areas where Lassen classes/instruction are conducted.

All employees are required to comply with this policy as a condition of their continued employment. Any violation of this policy will be cause for disciplinary action to and including termination of employment or may require an employee to participate satisfactorily in a substance abuse assistance or rehabilitation program.

Any employee convicted under a criminal drug statute for conduct in the workplace must report that conviction within five days to the Office of Human Resources. Employees who use illegal substances or abuse legal substances in a manner, which impairs their performance, but may not result in criminal conviction, are likewise subject to disciplinary action.

The Lassen Community College District recognizes substance dependency as treatable and encourages employees with substance-dependency problems to take advantage of available assistance programs.

*\*as defined in 29 U.S.C. Section 8*

## EMPLOYMENT

### Section A. NEW HIRE ORIENTATION

You will be provided with a New Hire Orientation Packet when you are initially hired. This packet contains various documents that you will need to sign and return to the Office of Human Resources. When you return your signed documents, the Office of Human Resources will provide you with the date of your new hire orientation. New hire orientation will provide new individuals with an understanding of the College's mission, vision, and goals, along with ensuring new employees understand College policies and procedures.

### Section B. PRE-EMPLOYMENT REQUIREMENTS

1. Fingerprint Clearance - Prior to employment, prospective employees shall be required to complete a fingerprint clearance through the Department of Justice.
2. Tuberculosis Testing - All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the College.

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.

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

### Section C. INITIAL EMPLOYMENT PERIOD

Every new employee goes through an initial period of adjustment in order to learn about the College and about their job. During this time the employee will have an opportunity to find out if they are suited to their new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period varies according to the employment category (e.g. academic or classified). For represented classified employees, the probationary period is ten (10) months. For non-represented classified employees, the probationary period is twelve (12) months. Administrators serve at the pleasure of the Board of Directors by annual contract up to four (4) years in duration.

During this time, the new employee will be provided with training and guidance from their Supervisor. The employee may be discharged at any time during this period, as provided by

California Education Code; if their Supervisor concludes that the employee is not progressing or performing satisfactorily.

At the end of the initial employment period, the employee and their supervisor may discuss the performance of the employee. For classified employees, regular employment status is achieved when they have fulfilled the probationary period.

#### **Section D. EMPLOYEE CATEGORIES**

Based on the conditions of employment, employees of Lassen Community College fall into the following categories:

##### **Academic**

- a. Full-Time
- b. Part-Time
- c. Temporary

##### **Classified**

- a. Full Time
- b. Part Time

##### **Administrator**

- a. Academic
- b. Classified

##### **Non-Classified Temporary**

- a. Short Term
- b. Substitute
- c. Student Worker

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay, except as provided by California Education Code. Their salaries are calculated on an annual basis.

Non-Exempt employees receive overtime pay in accordance with overtime policies. Their salaries are calculated on an hourly basis.

1. **Part-Time:** Part-time employees may be classified as exempt or non-exempt.
2. **Temporary Employees:** A temporary employee is hired for a specified project or time frame and is classified as either academic or non-classified. A temporary employee in a non-exempt position is paid by the hour. Temporary employees do not receive any additional compensation or benefits provided by the college. A temporary employee is not a regular employee of the College.

## **Section E: COMPENSATION**

### **1. PAYMENT OF SALARY**

Employees are initially placed upon and paid according to established salary schedules. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice on the last workday of the month. Direct Deposit is highly encouraged and saves the college time and expense. To activate direct deposit, a Direct Deposit Authorization form from Human Resources may be obtained. The completed form must then be returned with a voided personal check to the Office of Human Resources. Due to banking requirements it may take several weeks for activation of the Direct Deposit. Pay period is the calendar month with warrants issued on the last working day of the month

A statement of earnings for each pay period is available online to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Office of Human Resources.

### **2. OVERTIME PAY**

Depending on the College's work needs, employees may be asked to work overtime. Prior approval of a supervisor, however, should be attained before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

Non-exempt full-time employees are eligible for additional overtime pay for work performed beyond their regularly scheduled 37.5 or 40 weekly hours. Hours at Lassen Community College are generally 8 a.m. to 4:30 p.m., Monday through Friday, with a one hour lunch period each day. Employees shall be given two ten (10) minute paid rest breaks as scheduled by their supervisor, or as otherwise approved.

### **3. TIME RECORDS**

Non-exempt employees are responsible for calculating their own hours on a daily basis and submitting a monthly timecard for a supervisor's approval. Timecards are due to the Payroll Office by the 7<sup>th</sup> working day of each month.

Exempt employees will submit a monthly exception report to their supervisor by the 5<sup>th</sup> working day of the month. These exception reports are due to the Payroll Office by the 7<sup>th</sup> working day of the month.



## **4. PERSONNEL RECORDS**

The Human Resources Office maintains files that contain a copy of employment documents as well as paperwork relating to employee benefits. It is the employee's responsibility to advise the Human Resources Office on changes in name, address, telephone number, marital status, dependents, beneficiaries of insurance benefits, persons to notify in case of emergency, etc.

All information in personnel files is college property, confidential and used only for employment-related purposes. Therefore, non-related employment materials should not be requested for inclusion. The college maintains employee records in accordance with applicable state and federal requirements. Employees may review their personnel file (during business hours) by notifying the Human Resources Office.

With regard to information in personnel files, the Human Resources Office intends to respect the privacy of all employees. Requests for personal and payroll information are considered confidential and proprietary and handled appropriately. Generally, without specific written authorization and release from an employee, only his/her job title, verification of employment dates and job duties will be released outside the college.

### **Section F: TIME OFF**

#### **1. VACATION**

Time away from work to relax and pursue special interests is important to everyone. All classified employees are eligible for paid vacation. For represented classified employee's vacation accrual please refer to the collective bargaining agreement. Non-represented classified employees accrue 22 days of paid vacation annually with a cap of 30 days maximum. This vacation accrual is pro-rated for less than full-time non-represented classified employees.

Employees should make their vacation requests as far in advance as possible. Based upon department needs, supervisors will attempt to grant an employee the vacation dates they request.

When a recognized holiday falls during a scheduled vacation, it is not counted as a vacation day.

Employees leaving Lassen Community College will be paid their unused vacation accrual.

#### **2. PERSONAL TIME**

Lassen Community College provides personal time for employees. Management and classified employees are entitled to seven (7) personal days without loss of pay. Faculty members are entitled to six (6) personal days without loss of pay. The use of personal time is outlined in respective collective bargaining agreements or Board Policies.

### 3. HOLIDAYS

Recognized holidays are identified by California Education Code. Additional holidays are identified in the classified collective bargaining agreement as follows:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Spring Break (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- December 31 (New Year's Eve)

Additionally:

The District will be closed on all regularly scheduled workdays falling between Christmas Day and December 31. Three of these days are paid holidays.

Employee's birthday, or as otherwise approved, as a paid floating holiday when there are 261 days in a 12 month work year and an additional paid floating day off when there are 262 days in a 12 month work year (as per Article 13.5). By advance employee notification to the district, instead of taking the applicable day(s) off, he/she will be paid for the day(s). Note: 2011-12 has 261 work days; 2012-13 has 260 work days; 2013-14 has 261 work days; 2014-15 has 261 work days.

Where a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

### 4. BEREAVEMENT LEAVE

In the unfortunate event of a death in the immediate family, a leave of absence of up to 5 days with pay will be granted, depending upon distance. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

*"Immediate family"* is defined as:

- Spouse or domestic partner
- Child

- Step-child
- Parents (including in-laws or foster), step-parents
- Siblings, step-siblings
- Grandparents
- 
- Grandchildren
- Niece, nephew, aunt or uncle of member or spouse
- Persons living in the immediate household

Employees should make their supervisor aware of their situation. In turn, the supervisor should notify the Office of Human Resources of the reason and length of the employee's absence.

Upon returning to work, the employee must record their absence as a Bereavement Leave on their attendance record. Proof of death and relationship to the deceased may be required.

## **5. JURY DUTY**

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, classified employees will receive regular compensation but be required to surrender any monies received, except mileage, from jury duty to the District. Employees shall have jury duty compensation, except mileage, deducted from their regular pay. An employee on jury duty is expected to report to work any day they are excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify their supervisor, as well as the Office of Human Resources. Additionally, a copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

Upon the employee's return, the employee must notify Office of Human Resources and must submit a signed Certificate of Jury Service indicating the number of days served.

## **6. MILITARY LEAVE**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position they held prior to the leave or to a position with like seniority, status, and pay that the employee is qualified to perform.

## **7. TIME OFF TO VOTE**

On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, schedules will be

changed as needed to ensure that work either starts at least three hours after the polls open or ends at least three before polls close.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

## **8. ABSENCE DUE TO ILLNESS**

To keep the college and each department running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record, and overall dependability.

Lassen Community College recognizes, however, that an employee may occasionally be disabled by injury or illness. As a result, the ***Absence Due to Illness*** policy is designed to provide protection to employees against loss of income during unavoidable illness or injury.

All full-time employees who are unable to perform their jobs due to illness or injury are eligible for sick days at the rate of one day per month of service to a maximum of twelve days in a calendar year. Less than full-time employees earn prorated sick time.

Employees unable to report to work due to illness must notify their supervisor as far in advance as possible. If their supervisor is not available, the Office of Human Resources should be contacted. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor. The supervisor or the Office of Human Resources must be contacted each day of absence unless medical verification is provided or otherwise agreed upon by the supervisor.

For absences three days or greater a written certification from a physician or licensed health care professional will be required, unless the absence is approved in advance by the supervisor.

## **9. LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT ("FMLA")**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12 month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

### **Events Which May Entitle An Employee to FMLA Leave**

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- a) the birth of the employee's child or to care for the newborn child;
- b) the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- c) to care for the employee's spouse, child or parent (but not in-law) with a serious health condition; and/or
- d) the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

[NOTE: A more detailed definition of "serious health condition" can be found in the Department of Labor's Certification of Health Care Provider Form (Form WH-380-December 1994).]

#### *Requests for FMLA Leave*

An employee should request FMLA leave by completing the Request for Leave form and submitting it to the Office of Human Resources.

### **10. CHILD CARE LEAVE POLICY**

Faculty members are entitled to 30 days of child care leave deducted from annual sick leave. Classified are entitled to up to twelve (12) weeks of unpaid child care leave.

### **11. LEAVE OF ABSENCE WITHOUT PAY**

Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a personal Leave of Absence without pay. Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Office of Human Resources in accordance with applicable collective bargaining unit agreements.

## **Section G: EMPLOYEE BENEFITS**

### **1. HEALTH INSURANCE**

Lassen Community College currently offers regular full-time and regular part-time employees who are employed by the college health coverage administered through SISC or CVT.

You have up to 30 days from your employment date to make your medical plan election. Once made, your election is generally fixed for the remainder of the plan year. However, if you undergo a change in family status (as defined in the Plan document), you may make a mid-year change in coverage (i.e., you may change coverage from individual to family or from family to individual, add or delete dependents), provided you do so within 30 days from the date of the change in family status. Please contact the Office of Human Resources to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year, during open enrollment you are free to change your medical elections (including your choice of medical carriers) for the following calendar year, whether or not you have a change in family status.

The Office of Human Resources will assist you in making the necessary arrangements for enrollment. A complete description of the plans is provided to each employee as Summary Plan Descriptions and appropriate supplements.

## **2. DENTAL INSURANCE**

Lassen Community College currently offers regular full-time and regular part-time employees who are employed by the college dental coverage administered through Delta Dental.

## **3. VISION INSURANCE**

Lassen Community College currently offers regular full-time and regular part-time employees who are employed by the College vision coverage administered through VSP.

## **4. FLEXIBLE SPENDING ACCOUNT**

As part of the college's Flexible Benefits Plan, we currently offer an employee-funded Flexible Spending Account to regular employees through AFLAC or American Fidelity.

## **5. GROUP LIFE INSURANCE**

The College offers regular employees an employer-paid basic group term life policy with a death benefit value of \$50,000.

## **6. DISABILITY**

Disability coverage is offered to members through AFLAC or American Fidelity. The College does not participate in the California Disability Insurance Program.

## **7. WORKERS' COMPENSATION BENEFITS**

The College is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor and the Office of Human Resources. In the case of an emergency, you should go to the nearest hospital emergency room for treatment.

## **8. RETIREMENT BENEFITS**

Lassen Community College participates in CalSTRS and CalPERS. All full-time faculty participate in CalSTRS and part-time faculty members may elect to participate. Classified personnel participate in CalPERS. Currently, faculty contribute 8% to CalSTRS and classified contribute 7% to CalPERS and 6% to PEPRA CalPERS. The College also contributes to each members retirement account. All contributions are tax-deferred income.

## **9. EDUCATIONAL INCENTIVE**

Classified bargaining unit members are paid a one-time stipend of \$125.00 per credit upon satisfactory completion of any college level credited course from an accredited college. Managers receive the same benefit as classified bargaining unit members. See Article 13.10 and [board policy](#) for details.

## **Section H: ON THE JOB**

### **1. ATTENDANCE, PUNCTUALITY AND DEPENDABILITY**

Lassen Community College depends heavily upon its employees; it is important that employees attend work as scheduled. Dependability, attendance and punctuality are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report for classes or to work on time. Moreover, an employee must notify his/her supervisor or the Office of Human Resources as far in advance as possible if he/she expects to be late or absent. **This policy applies for each day of his/her absence unless a medical verification is provided.**

### **2. DRUG & ALCOHOL ABUSE**

As stated in the Drug Free Workplace Policy the manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on College premises is strictly prohibited. These activities constitute serious violations of college policies, jeopardize the College and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal.

### **3. APPEARANCE AND CONDUCT**

Lassen Community College expects employees to maintain a professional, well-groomed appearance at all times. Employees should avoid extremes in dress.

The college requires all employees behave professionally to succeed in its academic mission and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of the college require that employees maintain proper standards of conduct and respect for others at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or students, or who violate any of the college's policies, are subject to appropriate disciplinary action.

### **4. ANTI-NEPOTISM POLICY**

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- a) Create a supervisor/subordinate relationship with a family member;
- b) Have the potential for creating an adverse impact on work performance;  
or
- c) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning or transferring an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the College to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the College will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale.

### **5. ROMANTIC OR SEXUAL RELATIONSHIPS**

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee or employees and students may at some point lead to unhappy complications and significant



difficulties for all concerned - the employee, the student, the supervisor/manager and the College. Any such relationship may, therefore, be contrary to the best interests of the College.

Accordingly, the College strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the College does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees or students.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

## **6. VIOLENCE IN THE WORKPLACE**

The College strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Office of Human Resources. All complaints will be fully investigated.

The College will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including discharge.

## **7. ACCIDENTS AND EMERGENCIES**

Maintaining a safe work environment requires the continuous cooperation of all employees. The College strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first aid and emergency service, as required, for injuries or illnesses while on the College campus. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the College provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor, who in turn will notify the Office of Human Resources of the incident.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

## **8. OPEN DOOR POLICY**

Lassen Community College promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the Office of Human Resources is available for consultation and guidance. Lassen Community College is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

## **9. USE OF COLLEGE EQUIPMENT**

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate supervisor. Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served. College equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from campus with proper authorization.

## **10. REFERENCE CHECKS**

All inquiries regarding a current or former College employee must be referred to the Office of Human Resources.

Should an employee receive a written request for a reference, they should refer the request to the Office of Human Resources for handling. Under no circumstances should any employee release any information about any current or former College employee over the telephone. All telephone inquiries regarding any current or former employee must be referred to the Office of Human Resources.

## **11. SMOKING POLICY**

Smoking is prohibited within the College buildings, including restroom areas, dining areas, classrooms, laboratories, library, gymnasium, open air sports facilities, offices, along with any other interior building areas. Smoking is also prohibited in an outdoor area within 20 feet of a main exit, entrance, or operable window.

## **12. POLITICAL ACTIVITY**

Employees shall not use College 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.

## **Section I. LEAVING LASSEN COMMUNITY COLLEGE**

### **1. RESIGNATION**

When an employee decides to leave for any reason, his/her supervisor and the Office of Human Resources would like the opportunity to discuss the resignation before final action is taken. The College often finds during this conversation that another alternative may be better. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the College with a written two-week advance notice period. This written notice shall be official and binding when received by the supervisor or President, a copy of which should be delivered to the Office of Human Resources.

### **2. DISMISSALS**

Classified employee's not having attained regular status are "employees-at-will," meaning that no one has a contractual right, express or implied, to remain in the College's employ. Contract tenured track faculty has annual contracts until tenure/regular status is attained. Dismissals for cause for regular employees will follow a due process procedure such as a "skelly meeting" or an administrative legal procedure.

#### ***CAUSE FOR DISMISSALS***

Any employee whose conduct, actions or performance violates or conflicts with the College's policies may be dismissed. The following are some examples of grounds for dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, College property
- Unauthorized possession of dangerous weapons on campus
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft

The previous list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive.

### **3. PROGRESSIVE DISCIPLINE**

All employees are expected to meet the College's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the College's policies and procedures.

If an employee does not meet these standards, the College may take corrective action, under appropriate circumstances. Corrective actions may include oral or written warnings which may lead to suspension (with or without pay) or dismissal.

The intent of a corrective action is to address problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the College's policies and procedures and/or other disciplinary problems.

#### ***WRITTEN WARNINGS***

The supervisor should discuss the problem and present a written warning to the employee in the presence of an Office of Human Resources representative. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and be provided an opportunity to include any additional written comments of their own. A record of the discussion and the employee's comments should be placed in the employee's file in the Office of Human Resources.

### **4. POST RESIGNATION PROCEDURES**

- a. Exit Interview - The Office of Human Resources is responsible for scheduling an exit interview with a terminating employee on or before the employee's last day of employment and for arranging the return of College property including office keys or any additional College-owned or issued property.
- b. Final Paycheck – the employee's final paycheck will be mailed or direct deposited during the next normal pay period.