**Proposed Palomar Community College District Policy** **CCLC No. 7100**

**Human Resources**
**DRAFT as of 4/18/08**

**BP 7100 COMMITMENT TO DIVERSITY**

**References:**

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Governing 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 Governing 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.

Office of Primary Responsibility: Human Resource Services

***NOTE:*** *This policy is* ***legally required****. The language in* ***red type*** *is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***blue type*** *is additional language to consider including in this policy. The language in* ***green ink*** *reflects revisions/additions made by Human Resource Services. There does not appear to be a current policy that addresses this issue.*

**Date Adopted: SPC 5/6/08**
*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Human Resources**
**DRAFT as of 5/16/08**

**BP 7110 DELEGATION OF AUTHORITY**

**Reference:**
Education Code Section 70902(d)

The Governing Board delegates authority to the Superintendent/President 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.

- **From current Palomar Policy 7.04 titled Employment**

~~Faculty and other staff members are employed or reemployed by the Board upon recommendation by the Superintendent.~~

- **From current Palomar Policy 7.05 titled Dismissal**

~~Faculty and other staff members are retained or dismissed by the Board upon recommendation of the Superintendent and in accordance with evaluation procedures.~~

Also see BP 7120 titled Recruitment and Hiring as well as BP 7360 titled Discipline and Dismissals – Academic Employees and BP 7365 titled Discipline and Dismissals – Classified Employees

Office of Primary Responsibility: Human Resource Services

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**Date Adopted: SPC 5/6/08**
*(Replaces current Palomar Policies 7.04 and 7.05)*

**Human Resources**
**DRAFT as of 4/18/08**

**BP 7380 RETIREE HEALTH BENEFITS**

**References:**
Education Code Sections 7000 et seq.

The District shall permit any full-time employee who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current full-time employees provided such enrollment occurs prior to retirement. Enrollment shall be in accordance with the criteria specified in the respective collective bargaining agreement or handbook and under the rules of the District-sponsored plan.

A retired full-time employee or surviving spouse who voluntarily terminates coverage under this policy will be excluded from obtaining coverage again.

The Superintendent/President shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000 et seq.

Also see AP 7380 titled Retiree Health Benefits

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**Human Resources**
**DRAFT as of 4/18/08**

**BP 7600 COLLEGE POLICE DEPARTMENT**

**References:**
Education Code Sections 72330 et seq.

The Governing Board has established a police department under the supervision of one Chief of Police, who shall report directly to the Superintendent/President or designee. The purpose of the department is to enforce the law on or near the campus and other grounds or properties owned, operated, controlled, or administered by the District or by the state acting on behalf of the District.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq.

The Superintendent/President shall establish minimum qualifications of employment for the Chief of Police including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training (POST).

The Superintendent/President shall ensure that every member of the police department first employed by the District before July 1, 1999 satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the police department shall be issued a suitable identification card and badge bearing words "Palomar Community College District Police". . .

The Superintendent/President, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the police department.

Also see AP 7600 titled College Police Department

Office of Primary Responsibility: Human Resource Services

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**Human Resources**
**DRAFT as of 4/18/08**

**BP 7700 WHISTLEBLOWER PROTECTION**

**References:**

Education Code Sections 87160-87164;
California Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports with reasonable cause and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, with reasonable cause, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Office of Primary Responsibility: Human Resource Services

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