



STRATEGIC PLANNING COUNCIL AGENDA

Date: March 20, 2018
Meeting Time: 2:30p-4:00p
Place: AA-140

CHAIR: Joi Lin Blake

MEMBERS: Jenny Akins, Michelle Barton, Colleen Bixler, Lisa Carmichael, Carmelino Cruz, Patti Dixon, Dan Dryden, Kelly Falcone, Margie Fritch, Adrian Gonzales, Anel Gonzalez, Laura Gropen, Jack Kahn, Teresa Laughlin, Martha Martinez, Connie Moise, Lisa Norman, Ron Perez, Travis Ritt, Erin Scott, Stacy Rungaitis, Connie Sterling, Brian Stockert, Sherry Titus, Fari Towfiq

RECORDER: Cheryl Ashour

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- | | | |
|---|------------|--------|
| A. <u>MINUTES</u> | | 2 min |
| 1. Approve Minutes of March 6, 2018 | | |
| B. <u>PRESENTATION</u> | | |
| 1. Website Redesign Presentation-Kelly Helming/Chris Norcross | | 15 min |
| C. <u>ACTION ITEMS/SECOND READING</u> | | |
| 1. Policies and Procedures | Exhibit C1 | 5 min |
| a. AP 7234-Classified Employee Overtime | | |
| b. AP 7330-Communicable Disease | | |
| c. AP 7336-Certification of Freedom from Tuberculosis | | |
| d. AP 7345-Catastrophic Leave Program | | |
| e. AP 7700-Whistleblower Protection | | |
| D. <u>ACTION ITEMS/FIRST READING</u> | | |
| 1. Instructional Planning Council Governance Structure | Exhibit D1 | 5 min |
| 2. Policies and Procedures | Exhibit D2 | 5 min |
| a. AP 4105 – Distance Education | | |
| b. Chapter 7 BP's & AP's | | |
| 1. BP/AP 7150 – Employee Evaluations | | |
| 2. BP/AP 7160 – Professional Development | | |
| 3. AP 7175 – District Awards | | |
| 4. AP 7212 – Temporary Faculty | | |
| 5. AP 7216 – Employee Grievance/Complaint Procedure | | |
| 6. AP 7231 – Seniority | | |
| 7. BP 7335 – Health Examinations | | |
| 8. AP 7337 – Fingerprinting | | |
| 9. BP/AP 7340 – Leaves | | |
| 10. BP 7345 – Catastrophic Leave Program | | |
| 11. AP 7343 – Industrial Accident and Illness Leave | | |
| 12. BP/AP 7600 – Palomar College Police Department | | |
| 13. BP 7700 – Whistleblower Protection | | |
| E. <u>ACCREDITATION</u> | | |
| 1. Annual Accreditation Report | | 5 min |

F. <u>INTEGRATED PLANNING MODEL</u>	10 min
1. Strategic Plan Action Plan	
2. Educational and Facilities Master Plan Update	
3. IEPI PRT Team Visit	
G. <u>INFORMATION/DISCUSSION</u>	
1. Starfish Demonstration-Kendyl Magnuson	10 min
2. FTF Calculator-Jack Kahn	10 min
3. Community Book Club Reading: <i>Redesigning American's Community Colleges</i>	20 min
H. <u>REPORTS OF PLANNING COUNCILS/DEPARTMENTS</u>	5 min
1. Finance & Administrative Services Planning Council – Ron Perez	
2. Human Resource Services Planning Council – Lisa Norman	
3. Instructional Planning Council – Jack Kahn	
4. Student Services Planning Council – Adrian Gonzales	
5. Foundation – Stacy Rungaitis	
6. Professional Development – Kelly Falcone	
I. <u>REPORTS OF CONSTITUENCIES</u>	5 min
1. Administrative Association – Connie Sterling	
2. Associated Student Government – Erin Scott	
3. CCE/AFT – Anel Gonzalez	
4. Confidential/Supervisory Team – Jenny Akins	
5. Faculty Senate – Travis Ritt	
6. PFF/AFT – Teresa Laughlin/Colleen Bixler	
J. <u>OTHER ITEMS</u>	



**STRATEGIC PLANNING COUNCIL
MINUTES
March 20, 2018**

A regular meeting of the Palomar College Strategic Planning Council scheduled March 20, 2018, was held in AA-140. Vice President Ron Perez called the meeting to order at 2:30 p.m.

ROLL CALL

Present: Jenny Akins, Michelle Barton, Colleen Bixler, Lisa Carmichael, Kelly Falcone, Margie Fritch, Adrian Gonzales, Anel Gonzalez, Jack Kahn, Teresa Laughlin, Lisa Norman, Ron Perez, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus
Absent: Joi Blake, Carmelino Cruz, Patti Dixon, Dan Dryden, Laura Gropen, Martha Martinez, Connie Moise, Erin Scott, Brian Stockert, Fari Towfiq
Guest: Kendyl Magnuson
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of March 6, 2018

MSC (Ritt/Barton) to approve the March 6, 2018 Minutes as presented

B. PRESENTATION

1. Website Redesign Presentation

Kelly Helming, Web Coordinator and Chris Norcross, Academic Technology Support Specialist, from the Academic Technology Resources Center, gave a presentation on the Website Redesign. They discussed:

- Background: Theme, History, Vision Statement
- Web Team Members
- The Four Project Phases: Discovery, Design, Development, and Deployment
- Timeline
- Reviewed Phases 1 and 2: SWOT Analysis, what was designed
- Reviewed Phases 3 and 4: Development and testing, and deployment
 - New home page and theme
 - Testing survey results
- What's Next: Migrate sites to new design

The Website Redesign Group recommended a permanent Website Work Group be formed.

C. ACTION ITEMS/SECOND READING

1. Policies and Procedures: AP 7234-Classified; Employee Overtime; AP 7330-Communicable Disease; AP 7336-Certification of Freedom from Tuberculosis; AP 7345-Catastrophic Leave Program; AP 7700-Whistleblower Protection (Exhibit B1)

There was no discussion.

MSC (Ritt/Barton) to approve the following Administrative Procedures as written:

- AP 7234-Classified Employee Overtime
- AP 7330-Communicable Disease
- AP 7336-Certification of Freedom from Tuberculosis
- AP 7345-Catastrophic Leave Program
- AP 7700-Whistleblower Protection

D. ACTION ITEMS/FIRST READING

1. Instructional Planning Council Governance Structure (Exhibit D1)

Jack Kahn reviewed the membership changes to the Instructional Planning Council. There was a question why a second student was added when the Council has had problems with one student representative attending. Dr. Kahn responded it was at the request of ASG. Teresa Laughlin questioned the number of administrative and classified representatives, saying it dilutes the faculty voice. She recommended AA and CAST be dual represented, or have a manager already a member also represent AA and CAST. Anel Gonzales thanked the Council for including an additional classified employee.

Dr. Kahn will bring the suggestions back to the Council for review.

2. Policies and Procedures

a. AP 4105 – Distance Education

This item was tabled as it is still being discussed at Policies and Procedures Committee.

b. Chapter 7 BP's and AP's

1. BP/AP 7150 – Employee Evaluations
2. BP/AP 7160 – Professional Development
3. AP 7175 – District Awards
4. AP 7212 – Temporary Faculty
5. AP 7216 – Employee Grievance/Complaint Procedure
6. AP 7231 – Seniority
7. BP 7335 – Health Examinations
8. AP 7337 – Fingerprinting
9. BP/AP 7340 – Leaves
10. BP 7345 – Catastrophic Leave Program
11. AP 7343 – Industrial Accident and Illness Leave
12. BP/AP 7600 – Palomar College Police Department
13. BP 7700 – Whistleblower Protection

There was no discussion. This item will return for action/second reading at the next meeting.

E. ACCREDITATION

1. Annual Accreditation Report

Michelle Barton reported the Annual Accreditation Report is being worked on; it is due April 2. The Fiscal Report has been completed and submitted and we are working on the Annual Report which includes programs, enrollment, completions, success, and outcomes. She stated it is almost complete; they are waiting for additional SLO data, especially program review.

Ms. Barton reminded members that we set Institutional Set Standards every year. This year the same process was used. She reviewed the standards for successful course completion rates, number of degrees awarded, number of certificates awarded, transfers, and CTE.

F. INTEGRATED PLANNING MODEL

1. Strategic Plan Action Plan

Michelle Barton reported the Strategic Plan Action Plan is in the process of being updated. Some objectives were worked on within the activities done for Strategic Enrollment Management and Guided Pathways; this information will be added to the Action Plan. For the rest of the objectives, the deadline to submit updates is March 30. An email will be sent to those responsible with instructions on submitting updates.

2. Educational and Facilities Master Plan Update

Michelle Barton reminded members the District engaged the Collaborative Brain Trust (CBT) to provide assistance in updating the Educational and Facilities Master Plan. Last week, they held a series of listening sessions. Ms. Barton thanked everyone who participated. The first progress report is available on the website: <https://www2.palomar.edu/pages/strategicplanning/master-plan-2022-update/> Members are asked to review the report and provide feedback. The final document should be ready for distribution November 2018.

3. IEPI PRT Team Visit

Michelle Barton reported the last IEPI PRT Team visit is scheduled for Friday. The progress report was sent to those asked to participate and were asked to review the document before the meeting. Ms. Barton discussed how the funds were spent, such as implementation of the SEM Plan and assist HRS and Student Services in their business process review.

G. INFORMATION/DISCUSSION

1. Starfish Demonstration

Kendyl Magnuson provided a presentation of Starfish. He discussed the background and the two functions of Starfish: Early Alert System and Degree Planning. Mr. Magnuson stated that with the Early Alert System a faculty or staff member can notify the system about what type of help a student needs; it gets sent to the correct department. Once the student accesses the help, a notification will be sent to the faculty/staff member, thus closing the loop. Previously the faculty/staff member did not know if the student received help.

Mr. Magnuson stated degree planning was the result of a Statewide Initiative Project. PeopleSoft can show what classes a student completes but not how to get there. This is the purpose of Starfish – it is an educational planning tool that sequences classes based on when classes are offered. Starfish will use a department's 3-year program to sequence classes for the student. Departments are encouraged to develop a 3-year program if they haven't done so.

Mr. Magnuson discussed the progress of implementing Starfish. Consultants are assisting with input and uploads. Once complete, Starfish will allow a student to see what classes they took and what is left. A query will be available to see if a student is taking classes in their major. If not, they will be contacted to find out why and provide counseling to get back on track or change their major.

2. FTEF Calculator

Jack Kahn provided a presentation on how the FTEF Calculator assists faculty in schedule planning. He reported on ways the FTEF Calculator will assist departments and faculty:

- It allows a department/faculty to target FTEF goals with the classes a student needs.
- It tells you how many students are in a class (what filled).
- It supports small programs. Large programs can give their excess FTEF to smaller programs by offering additional classes. The FTEF Calculator will show how FTEF changes when a class is added or subtracted.
- It links to the budget.

3. Community Book Club Reading: *Redesigning American's Community Colleges*

This item was tabled.

H. REPORTS OF PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

There was no report

2. Human Resource Services Planning Council

Lisa Norman reported HRSPC reviewed data for the Staffing Plan. The goal is to have a Staffing Plan drafted by June 30.

3. Instructional Planning Council

Jack Kahn reported IPC discussed faculty hiring, gainful employment certificates, resource requests, wait-list sub group, and the course activation policy. He announced an industry event on Thursday night at the Cork and Craft in Rancho Bernardo. It is an opportunity for faculty to meet leaders in the local industry, such as Sony, General Atomics, and the City of Poway. He invited everyone to attend.

4. Student Services Planning Council

There was no report.

5. Foundation

Stacy Rungaitis reported the Foundation department is working on student scholarship applications. They are applying for regional grants and attending community events, such as the San Marcos Chamber Installation and Dr. Kahn's event.

6. Professional Development

Kelly Falcone reported she attended a 4CSD conference and presented on the 3CSD project; it was well received and many colleges are interested in joining. Ms. Falcone had lunch with the Dean of Academic Affairs at the Chancellor's Office, where they discussed professional development language for staff. The PD office is planning for fall plenary; Guided Pathways will be emphasized. It was decided to keep Better Together as the theme.

I. REPORTS OF CONSTITUENCIES

1. Administrative Association

There was no report.

2. Associated Student Government

There was no report

3. CCE/AFT

Anel Gonzalez reported CCE completed the first round of scholarships for high school students, they are working on the Classified Appreciation Event, and they are supporting the April 13 Tarde de Familia event. The executive team elections will be April 3.

4. Confidential/Supervisory Team

There was no report.

5. Faculty Senate

Travis Ritt reported he will be attending the Executive Committee for the Academic State Senate on Saturday. He is reviewing Position Papers that will be decided at the meeting. The Faculty Senate will review nominations for new Senators.

6. PFF/AFT

Teresa Laughlin reported she is attending the CFT convention this weekend. PFF is negotiating with the District on course maximums.

J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 4:15 pm.



Palomar.edu WOW Redesign

MARCH 12, 2018



Background

- In 2015 Palomar College completed a revamp of the website, which resulted in the development of an official college WordPress theme, “Palomar Twenty Fifteen”.
- Currently, 98% of Palomar College’s websites are using the official theme.
- One goal of the Revamp Task Force was to, “develop a product that will be easily modifiable in a full redesign project.”
- This full redesign is underway as the new “Palomar Twenty Eighteen” theme (WOW).
 - In late 2016, President/Superintendent Dr. Joi Blake requested a redesign of Palomar.edu, resulting in the “Palomar.edu Wow our Web (WOW) Redesign” project.

Vision Statement

The Palomar.edu WOW (Wow Our Web) Redesign project exists to enhance the user experience of visitors to Palomar Community College's website (Palomar.edu). Palomar.edu dispenses information about its academic and technical programs to a wide-ranging demographic. In addition to serving a diverse student population, Palomar.edu's audience includes faculty, staff, educational partners, the community at large, and local businesses. The institution's vision statement, "Learning for Success," relates to existing and prospective degree, transfer, certificate and CTE learners. Therefore, Palomar.edu should reinforce the vision statement site-wide.

To that end, the website's central goals include: giving its users a clear wayfinding experience that is pleasing, consistent, and accessible; reiterate Palomar's established brand messages; invite visitors to share the Palomar experience; and engage and solicit action from its guests.

[View the entire project vision here](#)

Web Team

Kelly
Helming

Web Coordinator

Focus: Project
Manager, Visual
Design, Front-End
Development

Chris
Norcross

Academic
Technology
Systems
Administrator

Focus: Back-End
Design, Systems
Administration

Margie
Adcock

Lead Graphics
Specialist

Focus: Palomar
Branding &
Visuals, Public
Perceptions

Deanna
Shoop

Manager of
Outreach Services

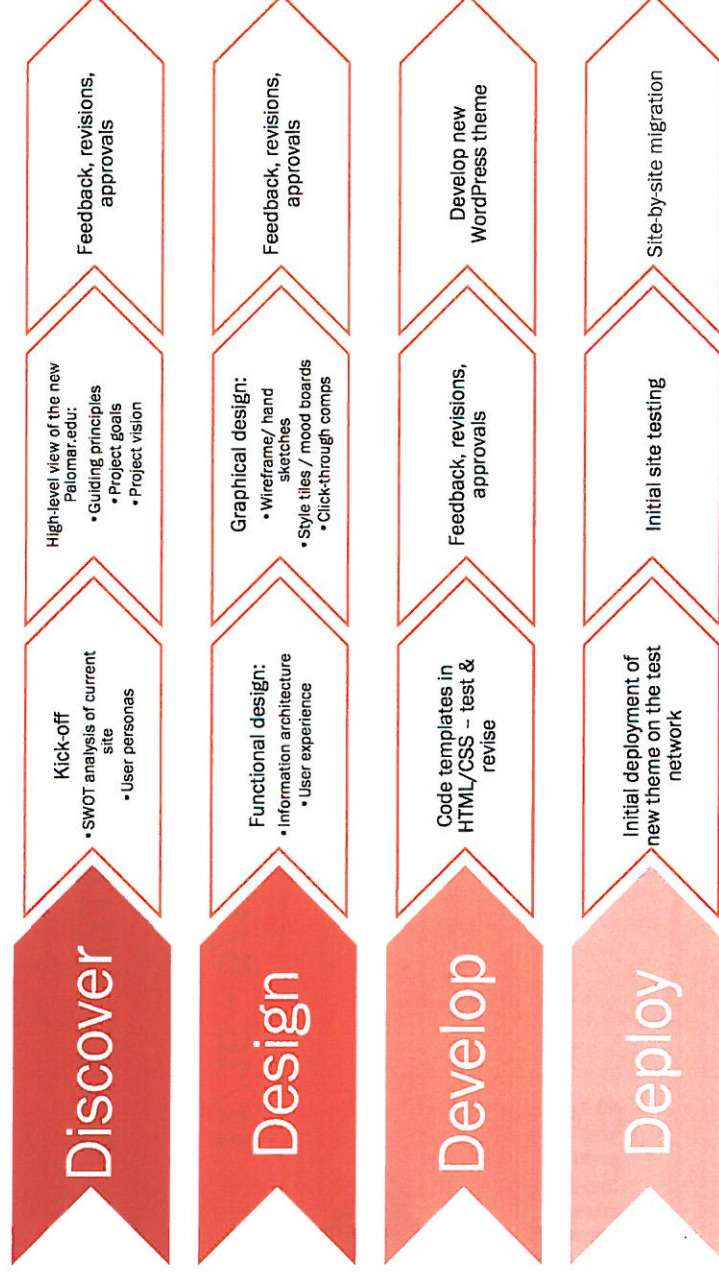
Focus:
Outreach/Student
Services, User
Perspective

Aaron
Holmes

Alternate Media
Specialist, DRC
(DSPS)

Focus: Accessibility
Compliance, User
Perspective

Project Phases

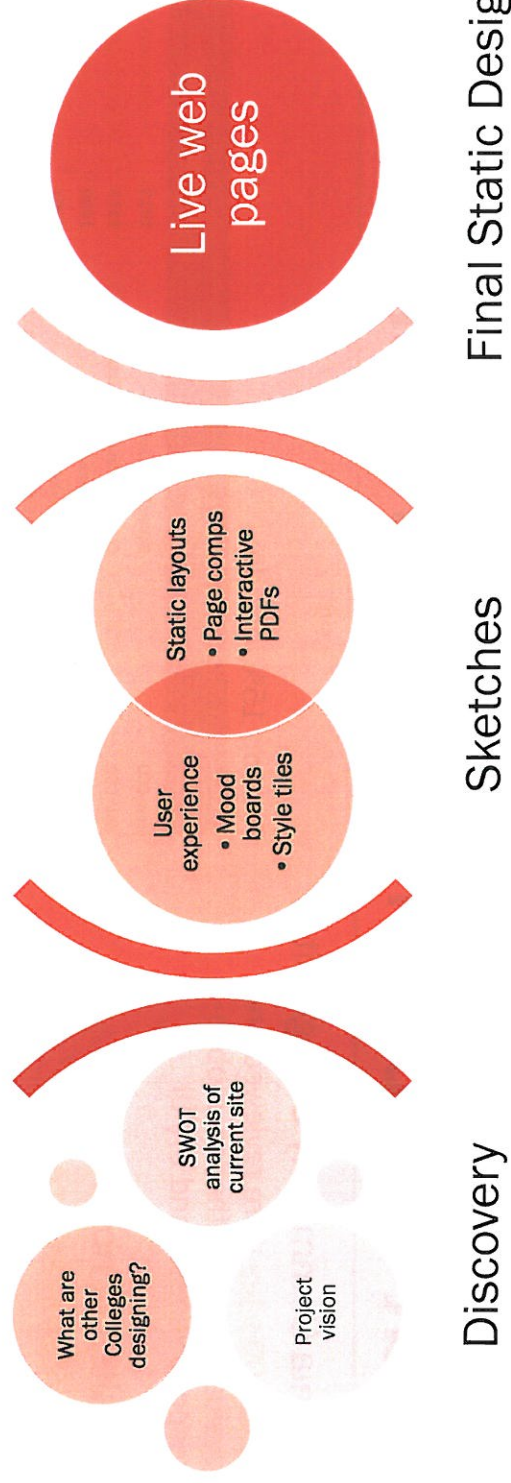


Timeline



Phases I and II

Web team members: Helming, Norcross, Adcock, Shoop, Holmes



What are other colleges designing?

California Community College Sites:

- [Over 100 sites](#) were reviewed and evaluated for aesthetics, mobile-responsiveness, and UX/UI

Other sites of note:

- <https://www.perforce.com/>
- <http://www.gatesfoundation.org/>
- <http://www.sfu.ca/>
- <https://ucsd.edu/>
- <https://uwsd.org/>

The top 15% include:

District	College	Year Built	Web Site
Kern CCD	Bakersfield College	1913	www.bakersfieldcollege.edu
Kern CCD	Cerro Coso Community College	1973	www.cerrocosos.edu
Copper Mountain CCD	Copper Mountain College	1999	www.cmccl.edu
Gavilan CCD	Gavilan College	1967	www.gavilan.edu
Lake Tahoe CCD	Lake Tahoe Community College	1975	www.ltc.edu
Merced CCD	Merced College	1963	www.mccd.edu
MiraCosta CCD	MiraCosta College	1934	www.miracosta.edu
Monterey Peninsula CCD	Monterey Peninsula College	1947	www.mpc.edu
Ventura County CCD	Moorpark College	1967	www.moorparkcollege.edu
Palo Verde CCD	Palo Verde College	1947	www.paloverde.edu
Pasadena Area CCD	Pasadena City College	1924	www.pasadenac.edu
Rio Hondo CCD	Rio Hondo College	1963	www.rhcc.edu
South Orange County CCD	Saddleback College	1968	www.saddleback.edu
San Diego CCD	San Diego Mesa College	1962	www.sdmesa.edu
Sonoma County JCD	Santa Rosa Junior College	1918	www.santarosajc.edu
San Mateo County CCD	Skyline College	1969	www.skylinecollege.edu
Yuba CCD	Woodland Community College	2008	www.yccd.edu
Yuba CCD	Yuba College	1927	ycccd.edu

SWOT Analysis of Palomar 2015

Strengths:

- Navigation is clear and consistent
- Many important elements are present on the homepage
- The Palomar logotype is presented consistently and clearly
- Consistent UI/navigation
- Accessible
- Useful content
- Clear instructions/Clear navigation
- Great academic programs: One of a kind programs
- Spotlights at the bottom of the page.
- Opening pages have consistent layout
- Excellent accessibility

Weaknesses:

- Not a mobile-first design
- Full Palomar logo isn't in the header
- Header image is dark and uninviting
- No clear pathways for students or learning to discover how to do what they want to
- Not mobile friendly
- Not engaging for prospects

Opportunities:

- Long-standing reputation in the area for quality education
- Long-standing reputation as a community-centric institution
- Leverage the 70-years' equity in the area through an updated site and consistent messaging about programs and accolades
- Increase enrollment
- Bolster reputation and build equity in the marketplace
- Breadth of academic programs
- Student access to faculty
- Expanded reach via online programs
- Less expensive than many competitors
- Appeal to local businesses looking for employee training
- Programs that only we carry
- Location? (i.e. Fulfilling North County's economic needs?)
- Create a more eye-catching theme while keeping accessibility
- Expand spotlights to gather more attention and "wow" factor
- Unify experience across platforms

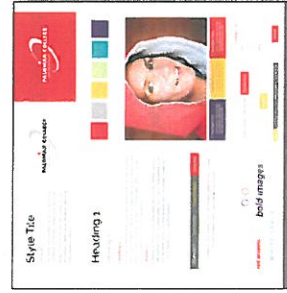
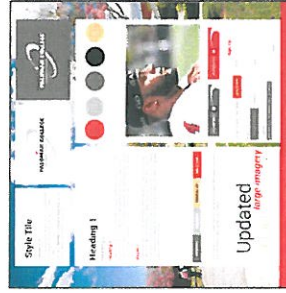
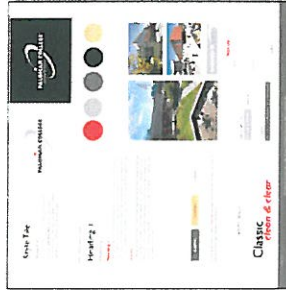
Threats:

- For the past several years, the brand has been diluted through inconsistent visual messaging, which reflects poorly on the school
- Competing colleges have honed their sites and stand to outshine Palomar
- Students could become confused as to where to latch on and how to get what they need
- Disengagement from Palomar
- Many other options available nearby
- Competitors offer better mobile experience
- Other community colleges with varied programs, established outreach (or enrollment marketing) efforts
- Organizations are present who have felt ignored by us for a decade or so (timing?)
- Size of site with little resources for maintenance.
- The desire of different groups to break from a consistent theme.

What did we design?

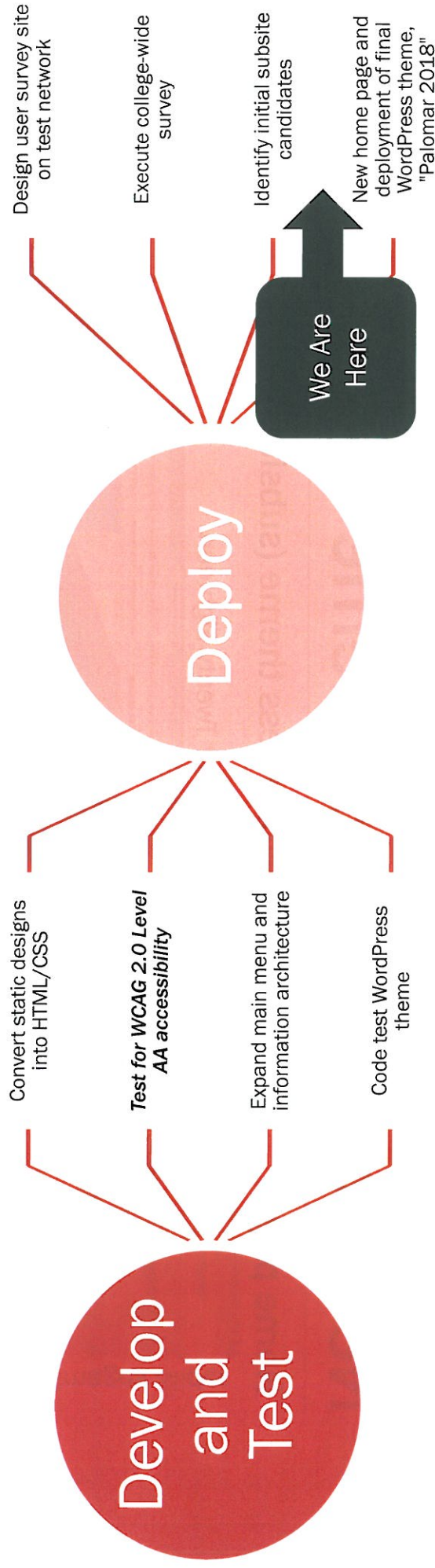
Static Page Comps

Style Tiles



Phases III and IV

Web team members: Helming, Norcross



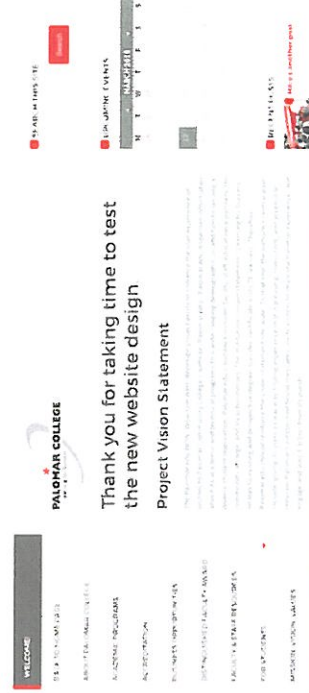
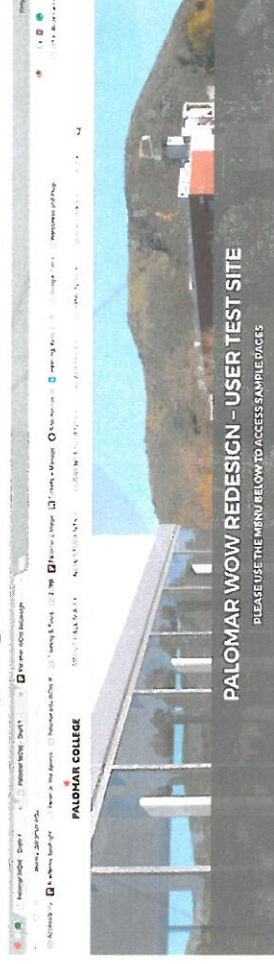
New Home Page & Theme

Home page:



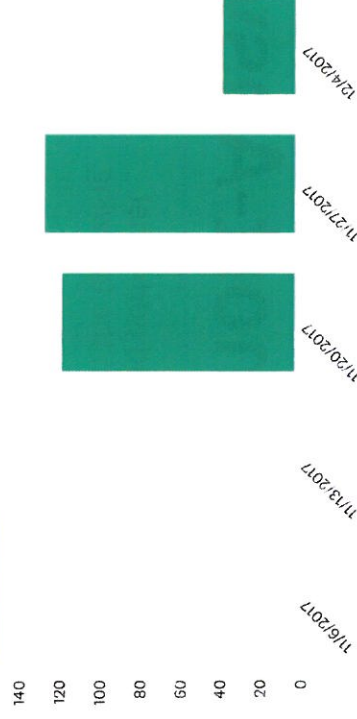
WordPress theme (subsites):

Palomar Twenty Eighteen



Survey & User Testing

- The survey questions were written to measure achievement of the project vision and goals
- Institutional Research and Planning provided guidance on the survey design
- The survey was open from 11/20 to 12/5/2017 and the link was sent to the entire college on 11/21, 11/27, 12/1 and 12/4
- 280 **responses** were collected for the period:



Conclusions:

- Demographic is adequately spread across student, faculty and staff
- Diverse ethnic groups are represented
- Assistive technology/ADA: 12 respondents used this to browse the site
 - Of the 8 who completed the survey, 6 reported being pleased with the user experience.
- The project goals were completely to moderately achieved, with ease-of-use and translation being the strongest and weakest points, respectively.

Scoring (1-5, worst-best):

- Ease-of-use and UI consistency: 4.11 to 4.34
- Overall familiarity to existing users: 3.54 to 4.16
- Engaging and pleasing: 4.15
- Reflects cultural diversity: 3.97
- Looks like Palomar: 4.21
- Accuracy of translation: 3.52

Survey: Short-Answer

- The final question solicited additional short-answer feedback on the following items:
 - Ease of use, accessibility
 - Look and feel
 - Overall user experience
 - Site navigation
 - Something else
- Here is a “Word Cloud” of the short-answer responses, with word size corresponding to frequency of that word.

Q15 Please provide additional feedback about:

New Update Change Better than what we Currently
Clean Hard Features Excellent Difficult Think
Organized Palomar Menu Overall
Better than the First Looks Little Nice White
Navigate Extra User Friendly Okay
Main Page College Scrolling Nice Test
A-Z Okay Intuitive Directory Palomar Items
Students Larger Navigate Webpage Scroll
Easier Bar Types Menu Excellent
Email System Success Scroll Criteria White Needs
Faculty stuff Great Job Banner Palomar
Ask a Comet Students Photo Think Live
Translate Box A-Z Easier Nice Improvement Suggest
Beautiful Nice Bright Makes Pleasing Note White
Excellent Fresh Light Scroll Grey Banner Nice
Simple Looks Video Pictures Adequate
Clean Far Palomar Improvement Colors Need Text
Buttons Consistent Older
Pretty
Easy Use Navigation Desktop Easier Super
Accessible Far Translation Tabs Look
Excellent Students

Homepage & Subsite Migration

Homepage:

- Preflight on test system
- Establish data integration with WordPress sites
- Collect/create final content
- Launch

Subsite Migration:

- Identify first set of sites for migration, with these criteria:
 - Linked from main navigation
 - High total page view count in site analysis tool
- Clone and preflight selected sites.
- Coordinate with content managers
- Migrate sites on-by-one, monitoring for issues.



The Palomar WOW team thanks you.



HUMAN RESOURCES

REV 10/18/17 no proposed changes

AP 7234 CLASSIFIED EMPLOYEE OVERTIME**References:**

Education Code Sections 88027, 88028, 88029, and 88030

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If the Governing Board establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

- classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established
- positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

An employee having an average workday of four hours or more during the workweek shall, for any work required to be performed on the sixth or seventh day following commencement of the workweek, be compensated at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his/ or her workweek, be compensated for at a rate equal to 1 1/2

Date Approved: 11/18/08; Revised:*(Replaces all previous versions of AP 7234.)*

38 times the regular rate of pay of the employee designated and authorized to perform the
39 work.

40 Persons serving in supervisory, administrative, or executive positions that are classified
41 as administrators shall be excluded from these procedures regarding overtime.

42 Also refer to the applicable collective bargaining agreement or employee handbook

43 Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 2/2/18

AP 7330 COMMUNICABLE DISEASE

References:

Education Code Sections 87408, 87408.6, and 88021

The intent of this procedure is to protect public health from diseases that could be transmitted via the scope/nature of the position and not to discriminate against individuals.

For **successful** applicants for academic positions who have not been previously employed in academic positions within the state:

- A medical certificate is required showing that the applicant is free from communicable disease, including but not limited to active tuberculosis, which would render the applicant unfit to instruct or associate with students. Such certificate shall be obtained from the applicant after an offer of employment is made but before the applicant commences employment
- The medical certificate shall be submitted by a physician/**physician assistant/nurse practitioner or surgeon** as authorized by code.
- The medical examination upon which the certification is based shall be conducted not more than six months before the submission of the certificate and shall be at the expense of the applicant
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his or her designee

For current employees:

- Subject to the provisions of applicable collective bargaining agreements and employee handbooks, the District may require an employee to undergo a medical examination at District expense to determine that the employee is free from communicable disease which would render the employee unfit to instruct or associate with students, including but not limited to active tuberculosis, that could be transmitted via activities reasonably within the scope of employment
- Human Resource Services shall provide notice to the employee of the District-paid examination. Such notice shall state the reason for the examination and the date by which the examination must be completed

Date Approved: SPC 4/5/11; Revised:

(Replaces former Palomar Procedure 104 and all previous versions of AP 7330.)

- 37
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- Following a District-paid medical examination, the District may require that the employee submit a medical certificate from a licensed physician/physician assistant/nurse practitioner or surgeon stating that the employee is free from communicable disease. Failure or refusal to submit such certification in a timely manner may cause the District to exclude the employee from service until such time as the employee provides the certification

44 If an employee is not certified as free from communicable disease, the District will refer
45 the applicant and report to a local public health official. The local public health official
46 shall advise the District when the applicant or employee can be certified free from
47 communicable disease.

48 This procedure is limited to examinations and certification for freedom from
49 communicable disease. For fitness for duty applicant and employee physical and/or
50 mental examinations, see BP 7335 titled Health Examinations.

51 Also, see BP/AP 5210 titled Communicable Disease (related to students), BP 7335
52 titled Health Examinations, and AP 7336 titled Certification of Freedom from
53 Tuberculosis

54 Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 2/2/18

AP 7336 CERTIFICATION OF FREEDOM FROM TUBERCULOSIS**Reference:**

Education Code Section 87408.6

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has, ~~submitted to an examination within the past 60 days to determine that he/she is free of active tuberculosis, by a physician and surgeon licensed under the California Business and Professions Code, within the last 60 days, submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination~~ to determine that he/she is free of active tuberculosis, by a physician ~~or and~~ surgeon licensed under the California Business and Professions Code. This examination shall consist of an X-ray of the lungs or an approved intra-dermal tuberculin test, which, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment and the expense shall be borne by the applicant.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician ~~/physician assistant/nurse practitioner or and~~ surgeon licensed under the Business and Professions Code.

Human Resource Services may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intra-dermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative, ~~or were not tested because of a lack of risk factors,~~ are required to undergo the foregoing ~~tuberculosis risk assessment and, if risk factors exist,~~ examination at least once every four years upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing ~~tuberculosis risk assessments and~~ examinations shall no longer be required and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow up care.

~~If risk factors were present at the tuberculosis risk assessment and an examination occurs, a~~After the examination, ~~each an~~ employee shall cause to be on file with the District a certificate from the examining physician ~~/physician assistant/nurse practitioner or and~~ surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that he/she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, he/she may be excluded from service until the Office of Human Resource Services is satisfied that he/she is not so afflicted.

A person who transfers his/ ~~or~~ her employment from another school or community college district shall be deemed to meet the requirements of this procedure if the person can produce a certificate that verifies that he/she ~~was examined~~ within the past four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis or if it is verified by the district previously employing him/ ~~or~~ her that it has a certificate on file that contains that showing.

A person who transfers his/ ~~or~~ her employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Health and Safety Code Section 121525 ~~of the Health and Safety Code~~ that shows that he/she within the past four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him/ ~~or~~ her that it has the certificate on file.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/23/17 negligible changes

AP 7345 CATASTROPHIC LEAVE PROGRAM

Reference:

Education Code Section 87045

The District has established a catastrophic leave program consistent with Education Code Section 87045 to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his/ or her family suffers from a catastrophic illness or injury.

See the applicable collective bargaining agreement or employee handbook for specific information related to Catastrophic Leave.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

AP 7700 WHISTLEBLOWER PROTECTION**References:**

Education Code Sections 87160-87164;
Labor Code Sections 1102.5 and 2698 (Private Attorney General Act of 2004);
Government Code Section 53296;
Affordable Care Act (29 U.S.C. Code Section 218C)

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, with reasonable cause, reported such activities and/or assist the District in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President, the report should be made to the President of the Governing Board. When the alleged unlawful activity involves the Governing Board or one of its members, the report should be made to the Superintendent/President who will confer with the President of the Governing Board and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should

be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/ or her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the Superintendent/President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he/ or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt, and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A District employee or applicant whose family member makes a protected disclosure is also protected from retaliation.

Any employee who believes he/ or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the Superintendent/President or the Superintendent/President's designee. If the allegations of retaliation or the underlying allegations of unlawful conduct involve the Superintendent/President, the supervisor shall report to the highest level administrator and/or Governing Board member who is not implicated in the reports of unlawful activity and retaliation.

79 All allegations of retaliation shall be investigated promptly and with discretion, and all
80 information obtained will be handled on a "need to know" basis. At the conclusion of an
81 investigation, as appropriate, remedial and/or disciplinary action will be taken where the
82 allegations are verified and/or otherwise substantiated.

Requirement to Post Whistleblower Hotline

83 Employees who have information regarding possible violations of state or federal
84 statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or
85 limited liability company to its shareholders, investors, or employees should contact the
86 **California** Community College Chancellor's Office or the Governing Board for the
87 District. Employees can contact the State Personnel Board with complaints of
88 retaliation resulting from whistleblower activities. The State Personnel Board hotline is
89 (916) 653-1403.
90

Other Remedies and Appropriate Agencies

91 In addition to the internal complaint process set forth above, any employee who has
92 information concerning allegedly unlawful conduct may contact the appropriate
93 government agency.
94

95 Office of Primary Responsibility: Human Resource Services

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D.				Date: 03/6/18			
Proposed Name of Requested Group: Instructional Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role: <ul style="list-style-type: none"> Develops, implements, evaluates and revises college plans and initiatives relevant to Instruction, both short- and long-term Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations Summarizes and recommends global priorities for Instruction as a result of PRP reviews, including budget allocations, equipment, technology, facilities, and other resources essential to support instruction and the success of students Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan Implements goals and objectives of the Annual Action Plan as assigned by SPC Makes recommendations on matters relevant to Instruction or the District at the request of SPC Convenes IPC subcommittee to (a) review and update the process [qualitative and quantitative elements and instruments] and timeline for full-time faculty position requests and (b) annually develop and recommend a prioritized list of full-time faculty positions, forwarded to SPC for information Products: <ul style="list-style-type: none"> Program Review and Planning summaries and funding recommendations Recommendations for global needs for Instruction, as determined from PRP analysis Progress reports on assigned Annual Action Plans Annual goals and accomplishments Full-time Faculty Position Priority Recommendations Other products as determined through College planning and operational matters 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:00 to 4:00 p.m. 2:30 to 4:00 p.m. (or more frequently as needed for special tasks)							
Chair: * Vice President for Instruction Members: <ul style="list-style-type: none"> *Five (5) instructional deans Associate Dean of Workforce Development & Extended Studies *Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate) One Apprenticeship Faculty representative appointed by the CTEE Division One Professional Development Coordinator One Instructional Services Office Manager *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate *One SLOAC Coordinator One Two Classified Unit Employees (One from Instruction and One from Student Services) appointed by CCE/AFT One Two Students appointed by ASG Director of Occupational and Non-Credit Programs Research Analyst One Confidential and Supervisory Team representative appointed by CAST One Administrator appointed by AA *One Faculty Member appointed by PFF 							

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

9/16/03 First Reading

10/07/03 Approved

03/06/06 Revisions Approved SPC

09/04/13 Revisions Approved by SPC

09/17/13 Revisions Approved by SPC

HUMAN RESOURCES

REV 2-2-18

BP 7150 EMPLOYEE EVALUATIONS**References:**

California Constitution Article I, Section 7(a);

Education Code Sections 70902 and 87663-87683;

Accreditation Standards ~~s III.A.1.b, III.A.3.a, and IV.B.1~~ III.A.5

All faculty and permanent staff members will periodically undergo a performance evaluation.

All evaluations shall be conducted in accordance with the District's policies and procedures on nondiscrimination. The Governing Board shall ensure that all employee evaluations are conducted under the direction of the employee's supervisor and in a manner that promotes fairness and accuracy. This process shall include, but not be limited to, advance notice to the evaluated employee both as to the time and process of the evaluation, and shall provide the evaluated employee an opportunity to review the content of the evaluation. The evaluated employee shall have an opportunity to be heard as to the content of the evaluation and shall have the right to have his/her comments attached for inclusion in the personnel file and/or provided to the Governing Board for any purpose.

The procedures for employee evaluations are delineated in the applicable collective bargaining agreement or employee handbook.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and BP/AP 2435 titled Evaluation of the Superintendent/President.

HUMAN RESOURCES
REV 10-18-17

AP 7150 EMPLOYEE EVALUATIONS

Reference:

Accreditation Standard III.A.5

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.

Details regarding employee evaluations are delineated in the applicable collective bargaining agreement or employee handbook.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and BP/AP 2435 titled Evaluation of the Superintendent/President.

Office of Primary Responsibility: Human Resource Services

Approved:

BP 7160 PROFESSIONAL DEVELOPMENT

Reference:

Accreditation Standard III.A.5 **14**

It is the intent of the District to support professional development opportunities for its employees. All eligible employees will be afforded opportunities and encouraged to participate in professional development/professional growth activities.

The details regarding professional development/professional growth are delineated in the applicable collective bargaining agreement or employee handbook.

Office of Primary Responsibility: Human Resource Services

Date Adopted: 12/09/2008; Revised:

(Replaces former Palomar Policy 167 and Procedure 167 and all previous versions of BP 7106.)

HUMAN RESOURCES

REV 2/2/18

AP 7160 PROFESSIONAL DEVELOPMENT**References:**

Education Code Sections 87150 et seq.;
Accreditation Standard III.A.14

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

The Superintendent/President shall annually submit to the California Community Colleges Chancellor's Office an affidavit that includes, but is not limited to, ~~contains all~~ of the following:

- A statement that the college has an advisory committee, composed of managers, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The college has completed a campus human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES
REV 10-18-17

AP 7150 EMPLOYEE EVALUATIONS

Reference:

Accreditation Standard III.A.5

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.

Details regarding employee evaluations are delineated in the applicable collective bargaining agreement or employee handbook.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and BP/AP 2435 titled Evaluation of the Superintendent/President.

Office of Primary Responsibility: Human Resource Services

Approved:

HUMAN RESOURCES

REV 10/18/17

AP 7212 TEMPORARY FACULTY

References:

Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

~~A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.~~

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by Board Policies and Administrative Procedures.

Also see AP 7120 titled Recruitment and Hiring

Office of Primary Responsibility: Human Resource Services

Date Approved: 11/18/08; Revised:

(Replaces all previous versions of AP 72120)

HUMAN RESOURCES

REV 3/2/18

AP 7216 EMPLOYEE GRIEVANCE/COMPLAINT PROCEDURES

References:

Education Code Section 87610.1;

Faculty Senate Website

Procedures for resolution of grievances or complaints involving contractual issues are contained in the applicable collective bargaining agreement or employee handbook.

Complaints regarding non-contractual issues which may involve faculty members, administrative staff, classified staff, and/or students may be addressed utilizing established agreements within the applicable collective bargaining agreement(s) or employee handbook(s) ~~the guidelines for the Faculty Senate's Academic Due Process Procedure.~~

Also see BP 7361 titled Academic Due Process.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/18/17 no proposed changes

AP 7231 SENIORITY**References:**

Education Code Sections 87743 et seq., 88017(b), 88117, and 88127

The Governing Board shall make assignments and reassignments in a manner that employees shall be retained to render any service which their seniority and qualifications entitle them to render. Refer to the appropriate collective bargaining agreement or employee handbook for details regarding seniority.

Office of Primary Responsibility: Human Resource Services

Date Approved: 10/21/08; Revised:

(Replaces all previous versions of AP 7231.)

HUMAN RESOURCES

REV 2/2/18

BP 7335 HEALTH EXAMINATIONS

References:

Government Code Section 12940;
42 U.S. Code Section 12112(d);
29 Code of Federal Regulations Part 1630;

The District may require pre-employment medical examinations of candidates for appropriate positions, after a conditional offer of employment has been extended and prior to assuming the duties of the position. Such pre-employment medical examinations shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate will be required to participate in such an examination solely on the basis of the candidate's age or disability.

The Superintendent/President shall establish administrative procedures related to medical examinations of candidates for appropriate positions.

The Governing Board authorizes the Superintendent/President or designee to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty and where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations will be at the District's expense and will be conducted by a physician chosen by the District, subject to provisions in applicable collective bargaining agreements or employee handbooks.

Also see BP/AP 7330 titled Communicable Disease and AP 7336 titled Freedom from Tuberculosis

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/18/17

AP 7337 FINGERPRINTING**References:**

Education Code Sections 87013 and 88024;

Penal Code Sections 11077.1 and 11102.2

All District employees shall be required to have fingerprints taken at the employee's expense at an approved Live Scan location prior to starting employment. For employees coming from out-of-state, the electronic fingerprints and applicable fees will be forwarded to the Department of Justice to ascertain if the applicant or employee has any record of previous arrests or convictions. The Department of Justice will forward any findings to the Human Resource Services Office. Human Resource Services will evaluate findings to ensure all criminal activity was reported and that no offense would disqualify the applicant from employment.

All District volunteers are also required to have fingerprints taken via Live Scan prior to volunteering their service. The costs of Live Scan fingerprinting for volunteers and student workers will be paid by the District. For all other applicants, the costs of fingerprinting are the sole responsibility of the applicant.

The Vice President for Human Resources will designate one or more employees to receive, store, disseminate, and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individual(s) designated.

The Chief Human Resources Officer shall ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

The District will maintain criminal history records on applicable District police department personnel in accordance with P.O.S.T. requirements.

Also see AP 7126 titled Background Investigations and AP 7127 titled Restrictions Governing the Employment of Applicants with Criminal Records.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/15/17

BP 7340 LEAVES

References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below:

Labor Code Sections 245 et seq.;

Article 6, PFF and CCE Contracts

The Superintendent/President shall establish procedures for employee leaves as authorized by law, by collective bargaining agreements, and by employee handbooks. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, confidentials, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- family medical leave and pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945); (See BP 7347 titled Family Medical Leave);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192). (See BP/AP 7343 titled Industrial Accidents and Illness);
- bereavement leave (Education Code Sections 87788 and 88194);

Date Adopted: 1/13/2009; Revised: 3/11/14, Revised:

(Replaces all previous versions of BP 7340.)

- military service (Education Code Section 87700);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036 and 87037);
- sabbatical leaves; and
- load bank leaves (Education Code Section 87790);

Vacation leave for members of the classified bargaining unit, confidential and supervisory team employees (CAST), and educational and classified administrators shall not accumulate beyond two times the annual leave accrual. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Governing Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

HUMAN RESOURCES

REV 2/2/18

AP 7340 LEAVES**References:**

Education Code Sections 87763 et seq. and 88190 et seq.;
Labor Code Sections 234 and 245 et seq.

The District recognizes several different forms of leave for employees as delineated in the collective bargaining agreements and employee handbooks. Employees are responsible for completing and filing submitting required appropriate leave documentation forms at the earliest possible date. Information relative to absences and leaves exclusive of medical information shall be made a matter of record included in the employee's personnel file.

Also see AP 7343 titled Industrial Accidents, AP 7344 titled Notifying District of Illness, and AP 7347 titled Family Medical Leave.

Office of Primary Responsibility: Human Resource Services

Date Approved: 11/18/08; Revised:

(Replaces former Palomar Policies 156, 156.1, 156.2, 156.22, 156.23, 156.3, 156.31, 156.32, 156.33, 156.35, 156.36, 156.37, 156.371, 170, 171, 172, 172.1, 172.2, 172.3, 172.4, 172.5, and 172.6, Palomar Procedures 156, 156.1, 156.2, 156.3, 156.31, 156.36, 156.37, 156.371, 172, and all previous versions of AP 7340.)

HUMAN RESOURCES

REV 2/2/18

BP 7345 CATASTROPHIC LEAVE PROGRAM

Reference:

Education Code Section 87045

The Governing Board authorizes implementation of a Catastrophic Leave Program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his/ ~~er~~ her family suffers from a catastrophic illness or injury.

~~The Superintendent/President shall establish administrative procedures to administer the program that comply with the catastrophic leave program requirements that are established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.~~

Also see AP 7345 titled Catastrophic Leave Program.

~~Office of Primary Responsibility: Human Resource Services~~

HUMAN RESOURCES

AP 7343 INDUSTRIAL ACCIDENTS AND ILLNESS LEAVE**References:**

Education Code Sections 87787 and 88192

The specific procedures for industrial accident leaves of absence are contained in the appropriate collective bargaining agreement and employee handbooks.

Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his/ or her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due to him/ or her for any month in which the absence occurs as, when added to his/ or her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his/ or her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Labor Code Section 4453 ~~of the Labor Code~~. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Labor Code Section 4453 ~~of the Labor Code~~ shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/ or her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781, and 87786, and, for the purposes of each of these sections, his/ or her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/ or her accumulated sick leave which, when added to his/ or her temporary disability indemnity, will result in a payment to the employee of not more than his/ or her full salary.

Date Approved: SPC 11/18/08; Revised:

(Replaces former Palomar Policy 156.34 and all previous versions of AP 7343.)

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his or her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

~~Any employee receiving benefits as a result of this section, during periods of injury or illness, shall remain within the State of California unless the Governing Board authorizes travel outside the state.~~

Classified Employees

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off, or other available leave provided by law or the action of the District, the employee shall endorse to the District wage loss

Date Approved: SPC 11/18/08; Revised:

(Replaces former Palomar Policy 156.34 and all previous versions of AP 7343.)

benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

~~Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state.~~

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

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BP 7600 COLLEGE POLICE DEPARTMENT

References:

Education Code Sections 72330 et seq.

Government Code Sections 3300 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~~

Date Adopted: 7/8/08 Revised:

(Replaces all previous versions of BP 7600.)

HUMAN RESOURCES

REV 11/2/17

AP 7600 PALOMAR COLLEGE POLICE DEPARTMENT**Reference:**

Education Code Section 72330

Palomar College Police Department

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the Palomar College Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 titled Palomar College Police Department).

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the Palomar College Chief of Police Department including but not limited to the conditions contained in Board Policy (see BP 7600 titled Palomar College Police Department).

Every member of the police department first employed by the District before July 1, 1999, must, in order to retain his/her employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation
- A determination that the employee is not a person prohibited from employment by a California community college district and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm

Every member of the Palomar College Police Department shall be supplied with, and authorized to wear, a badge bearing words "Palomar College Police." Every member of the Department shall be issued a Police Department identification card.

In addition, the minimum qualifications and other requirements for full-time positions in the Police Department include:

- Equivalent to completion of the 12th grade
- Satisfactory passage of a physical examination
- Satisfactory passage of FBI and California Department of Justice fingerprint check
- Psychological evaluation

Date Approved: 11/3/2015; Revised:*(Replaces all previous versions of AP 7600.)*

- Polygraph examination
- Passage of a background investigation
- Possession of a valid Class "C" California driver license
- Possession of, or ability to obtain, valid CPR/AED and First Aid Certification and/or EMT Certification

This procedure is subject to the provisions in the applicable collective bargaining agreement or employee handbooks.

Salaries and working conditions for Palomar College Police Department permanent and probationary full-time and part-time employees shall be established after appropriate negotiations with their exclusive representative.

The Chief Human Resources Officer, in cooperation with the Chief of Police, shall issue other regulations as may be necessary for the administration of the Palomar College Police Department, including but not limited to:

- Schedules and shifts
- Call back procedures
- Less lethal weapons safety and practical application
- Firearms safety and practical application
- Use of vehicles
- Pursuit policies
- Disciplinary procedures
- Lexipol police department policy and procedures
- Use of force
- Training

The Palomar College Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities and
- Mutual aid procedures

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HUMAN RESOURCES

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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);
Affordable Care Act (29 U.S.C. Code Section 218C)

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 appropriate bB Board pPolicy.

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.