



## Chapter 4—Academic Affairs

5/04/2007

### **AP 4500 – Academic Employee Handbook**

As directed by the Board, the Academic Employee Handbook reflects the current regulations for employees in instruction and non-teaching faculty services. The regulations and procedures contained within the handbook are intended to complement the management process where it does not conflict with the collective bargaining agreement. Such regulations and procedures will be reviewed and revised periodically to reflect changes in District policies and practices.

\*Revised 9/12/2006

\*Revised 9/28/2006

\*Revised 10/12/2006

# Academic Employee Handbook



Yuba College ~ Clear Lake Campus  
Woodland Community College

AP 4500

Latest Revision May 4, 2007

# TABLE OF CONTENTS

## SECTION 1 – ACADEMIC EMPLOYEE RESPONSIBILITIES AND ASSOCIATED PROCEDURES

1.1	Responsibilities of Academic Employees.....	1
1.2	Academic Calendar.....	5
1.3	Workload for Contracted Academic Employees – Rules and Regulations .....	6
1.4	Class Schedule Development.....	8
1.5	Work Assignment Hours.....	8
1.6	Office Hours.....	8
1.7	Academic Employee Absences.....	8
1.8	Substitute Academic Employee Policy.....	10
1.9	Opportunities for Personal Development and Job Advancement.....	10
1.10	Administrative Procedures and General Information .....	10
1.11	Guidelines for Supporting Authors.....	14
1.12	Academic Employee Mentor Program.....	15

## SECTION 2 – GRADE AND ATTENDANCE REPORTING AND MAINTENANCE OF CLASS ROLLS

2.1	Registration Information.....	17
2.2	Class Rolls & Rosters .....	20
2.3	Maintenance of Rolls .....	20
2.4	Reporting of Class Rolls .....	21
2.5	Grade Reporting.....	22
2.6	Attendance Reporting .....	25

## SECTION 3 – ACADEMIC PROCEDURES AND POLICIES

3.1	Disciplinary Action.....	27
3.2	Class Breaks.....	27
3.3	Unit of Academic Credit for a Student .....	27
3.4	Class Size Policy.....	27
3.5	Prerequisite Check .....	28
3.6	Credit by Examination; “Challenge of Course;” Petition for Examination.....	28
3.7	Art Model Policy.....	28
3.8	Military Service Credit .....	29
3.9	Matriculation Policies .....	30
3.10	Student Code of Conduct.....	31
3.11	Nursing, Psychiatric Technician, and Radiologic Technology Admission Process	31

## SECTION 4 – CURRICULUM AND PROGRAM REVIEW

4.1	Course Development and Approval.....	32
4.2	Classes Requested by Community Groups or Agencies.....	32
4.3	Community Education Program .....	33
4.4	Program Development and Approval (Curriculum) .....	33

4.5	Program Review.....	34
4.6	Schedule of Classes Preparation .....	35
<b>SECTION 5 – PERSONNEL</b>		
5.1	Hiring Procedures .....	36
5.2	Personal Development and Job Advancement.....	36
5.3	Filling of Adjunct Teaching Positions .....	36
5.4	Minimum Qualifications and Equivalency .....	37
5.5	Evaluation and Re-Employment of Academic Employees.....	38
5.6	Personnel Files .....	38
5.7	Complaint Procedure .....	41
5.8	Discrimination Complaint Procedure .....	45
5.9	Dealing with Compliments About Academic Employees .....	47
5.10	Professional Growth Program/Advancement on Salary Schedule.....	47
5.11	Classified Staff Assigned Teaching Duties.....	51
5.12	Exit Procedures .....	51
<b>SECTION 6 – USE OF DISTRICT FACILITIES &amp; PROPERTY; TRAVEL POLICY</b>		
6.1	Use and Scheduling of Buildings, Facilities, Equipment, Services.....	52
6.2	Use of Library Media Equipment, Facilities, and Personnel .....	53
6.3	Guidelines for Use of Theater.....	53
6.4	Travel Policies and Regulations.....	54
6.5	Field Trips, Activity Trips, Athletic Trips, Use of Buses.....	54
6.6	Procedures for Use of Physical Education/Athletic Facilities by Staff .....	55
<b>SECTION 7 – HEALTH AND SAFETY</b>		
7.1	Emergency Procedures Manual .....	57
7.2	Off-Campus Emergencies.....	60
7.3	Employee Accident Reports .....	60
7.4	Use of Flammable Materials.....	61
7.5	Use of All District Facilities and Equipment.....	61
7.6	Eye Safety .....	62
7.7	Policy and Procedures on Sexual Assault.....	63
7.8	Personal and Classroom Safety.....	66
<b>SECTION 8 – LIBRARY AND MEDIA CENTER MATERIALS POLICIES AND PROCEDURES</b>		
8.1	Library and Media Center Materials.....	67
8.2	Book and Media Materials Selection Policies and Procedures.....	67
8.3	Procedure for Handling Challenged Material .....	69
8.4	Purchasing Policies .....	70
8.5	Library Display Space Regulations .....	70

# SECTION 1

## ACADEMIC EMPLOYEE RESPONSIBILITIES AND ASSOCIATED PROCEDURES

### 1.1 RESPONSIBILITIES OF ACADEMIC EMPLOYEES

**1.1.1 - GENERAL.** Academic employees are professional people, and as such have obligations which cannot be completely expressed in any list of routine duties. Every staff member answers primarily to the imperative needs of students and should be sensitive to creative possibilities inherent in the development of new teaching materials and the exploration of new methods.

An academic employee reports to the appropriate Dean and/or Director for immediate direction in such matters, and thence to the appropriate Vice President or Dean. As required, the academic employee will also work with other members of the administrative and student services staff.

#### **1.1.2 - BASIC DUTIES:**

- (1) Teach courses and perform other professional duties as assigned.
- (2) Maintain immediate and direct or legally delegated supervision of students at all times while in charge of a class, laboratory, shop, field trip, or authorized out-of-class activity, in conformance with State law and District regulations. The instructor of record must be present at all times during class activities. Notify the appropriate Dean/Director in advance when another individual directs the lecture and/or lab activities for any given class.
- (3) Attend Division and other required meetings including opening day activities and commencement.
- (4) Work with department faculty, and through the appropriate Director/Dean, to keep an updated course outline, as approved by the Curriculum Committee, in the Office of the Vice Chancellor, Educational Planning and Services. The Office of the Vice Chancellor, Educational Planning and Services will maintain the course catalog master file. Prepare and keep current an appropriate syllabus for each course. Such syllabus must be available to students at the first class meeting of the semester and must adhere to the course outline. A copy of each syllabus will be placed on file in the department/division/campus files.
- (5) Advise on selection of an adequate textbook, from a reputable publisher and compliant with ADA 508 requirements, with approval from full-time departmental faculty, and continue this in use until changed in accordance with above consultation. It is the faculty

member's responsibility to keep appropriate Dean/Director apprised of textbook selection and changes.

- (6) Contribute to enrichment of the Library collection by recommending worthy new items, through the appropriate Dean or other channels provided and encourage students to make maximum use of Library resources.
- (7) Keep an accurate record of, and report promptly as required, pertaining to attendance, grades, supplies, equipment, and other items required by District or State; Turn in all required rosters (including but not limited to census, withdraw, grade) in a timely manner. Turn in final grade rosters by the day specified in the college calendar.
- (8) Keep regular office hours at the time announced in advance and posted in accordance with District policy and return to the Office of Vice President Academic and Student Services the required office hours form when requested.
- (9) Be available to colleagues and students during a 40-hour week, for all scheduled classes and activities, maintenance of office hours, and fulfillment of professional responsibilities in accordance with District policy. (*Revision 9-28-06*)
- (10) Hold all class meetings as scheduled, including the final exam week class meeting. Arrive in a timely manner to begin each class at the appropriately scheduled start time and ending at the scheduled end time. Notify the appropriate Dean/Director in advance whenever a class changes locations and/or times from those regularly scheduled and ensure that appropriate approval is received and documentation filed.
- (11) Serve on appropriate department, division, college, and district committees.
- (12) Help promote student activities.
- (13) Represent YCCD appropriately in local community, statewide, and/or national organizations.
- (14) Review annually and completely the Agreement Between YCCD and YCFA; the Academic Employee Handbook; and the College Catalog, to remain thoroughly familiar with District policies.

**1.1.3 - DISTRICT SPONSORED STUDENT ACTIVITIES.** All Activities and events sponsored by any group belonging to and recognized by Yuba Community College District will be properly supervised by the sponsoring member(s) of the academic employees, and appropriate supervisor specifically charged with such responsibility. Academic employee sponsors will allow student officers maximum freedom and responsibility in planning and operating all events. However, the academic employee sponsor will be responsible for proper guidance and supervision.

All activities will be cleared with academic employee sponsor and appropriate Dean to determine if there is possible conflict with the academic program or facilities before being scheduled. Every organization using District facilities will provide for the clean up of the facilities immediately after such use.

In case of injury to a student during any District event, the academic employee sponsor will see that medical aid is secured if necessary. A written accident report is required. Trips or excursions made by any student group will be subject to the same regulations as Field Trips.

The academic employee sponsor will enforce the regulation of the *Education Code* which prohibits the use of alcoholic beverages during any student event sponsored by the District, both on and off campus. Any student who violates this regulation will be reported to the appropriate college/campus official, i.e., the Yuba College Vice President or the Woodland Community College Dean of Student Services, or the Clear Lake Campus Dean.

**1.1.4 - ATTENDANCE OF ACADEMIC EMPLOYEES AT PROFESSIONAL MEETINGS AND ACTIVITIES.** Academic employees are encouraged to attend professional meetings that relate closely to their area of teaching with prior approval from their supervisor. Request for professional trips at the expense of the District shall be presented by the academic employee on the "Travel Request" Form with sufficient time allotted for signatures and approval. The appropriate Dean/Director may request an evaluation report from academic employees attending conferences or meetings. An alternate class activity will be provided for students for any class time that is missed due to professional travel.

**1.1.5 - TEXT ORDERING.** As soon as a working draft for a *Schedule of Classes* is available, a copy will be forwarded to the Bookstore. If a course is listed without an academic employee assigned, the Bookstore will work with the appropriate Dean/Director and full time faculty to order the same textbook. Changes to textbooks should be made well in advance of the applicable semester, utilizing the bookstore adoption form.

**1.1.6 - PERMISSIBLE USE AND REPRODUCTION OF COPYRIGHTED WORKS.**

All students, staff, and faculty in the Yuba Community College District are expected to comply with United States copyright law. Copyright provides legal protection for creative works or, more generally, for any expression of an idea when fixed in a tangible medium. It intends to balance fair and reasonable access to information with protecting the rights of the copyright holder. Copyrighted material includes such items as books, articles, films, videos, photographs, music recordings and scores, plays, visual art, and architectural drawings. With the advent of the Internet, email, Web information, graphics, databases, and software have been added to the copyright umbrella, thus extending copyright to digital works or those transformed into a digital format. Actions such as copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. In order to use a copyrighted work, one must either have the permission of the copyright holder or qualify for exemption under the provisions to fair use.

Refer to AP3750 Use of Copyrighted Material for the complete Administrative Procedure to be followed.

See also "Guidelines for Supporting Authors" in Section 1.11

**1.1.7 - A NOTIFICATION OF EMERGENCY ABSENCE.** Notifications may be requested by a student from the College in cases where a student may be absent for several days (accident, sickness, bereavement, etc.). Further, it is the responsibility of the student to contact

instructors upon returning to YCCD to make up missed course work. Students may call the Counseling Office to request the *Notification of Emergency Absence* form. Faculty are encouraged to work with students to make up any missed coursework.

**1.1.8 - EXCUSE OF STUDENTS FROM CLASS FOR TRIPS.** Students attending authorized activities representing the college at athletic events, competitions, or performances, will be granted an authorized absence by academic employees in all classes missed and permission to make up all work. For tests, quizzes, assignments, in-class activities, and information missed, a student will be given the opportunity to take or complete a similar test or assignment within a reasonable time period. The academic employee in charge of the trip must request participating students to personally notify each of their instructors in advance that they will be absent and to reach agreement on the makeup procedure with the instructor.

**1.1.9 - RELEASE OF INFORMATION** regarding current or former students: Normally all requests for information regarding students are referred to a Vice President, Dean, or Counselor. If an academic employee does release information, he/she shall be bound by:

- (1) All provisions of State and Federal Law (see statement in “Information Booklet - Schedule of Classes”), and
- (2) The general policy that no information shall be supplied except by student request, in writing.

These regulations also govern the release of information by Vice President, Deans, and Counselors. Clerical personnel shall release no information about a student.

**1.1.10 - ACADEMIC FREEDOM STATEMENT** - Academic employees must be free to teach and the students free to learn. Both must have access to the full range of ideas, materials, and options. It is the responsibility of academic employees to encourage students to study varying points of view and to respect the students’ right to form, hold, and express judgments, opinions, and beliefs, clearly identifying them as such.

The responsibility of protecting academic freedom rests with the Board of Trustees, administration, educational supervisors, and academic employees. Academic employees have a primary responsibility to develop the curriculum and select instructional materials and methods of presentation appropriate to meet the goals of that curriculum. Academic employees, educational supervisors, and administrators may recommend policies for Board consideration when there are criticisms of staff, methods, or materials. Academic employees, educational supervisors, and administrators must develop procedures to implement those Board-adopted policies related to academic freedom.

When academic employees are performing their assigned responsibilities, they shall be free to express personal opinions and pursue scholarly, literary, and/or artistic endeavors.

Note: Any reproduction of the above statement **MUST BE IN ITS ENTIRETY**. No portion may be used out of context.

## 1.2 ACADEMIC CALENDAR

**1.2.1 - THE ACADEMIC CALENDAR** must be in compliance with *State Law* and previously adopted administrative policies, while meeting the convenience of the largest possible number of students. To ensure conformance, it is planned under the policies and premises in Sections 1.2.1 to 1.2.7. (If published *Academic Calendar* is modified, instructors will be given as much advance notice as possible. District policy is to amend the *Calendar* as little as possible after publication.)

**1.2.2 - THE MINIMUM NUMBER OF DAYS OF INSTRUCTION** is 175, toward which Saturday and Sunday classes may not be counted and of which only twelve may be assigned as *Examination Calendar Days*. This is a requirement of *State Law*, stated as a minimum. Of that 175 days of instruction, 8 days will be designated as “Flex” days.

**1.2.3 – OPENING DAY OF INSTRUCTION** will normally be in the last week of August. Weeks of less than three days, especially at the beginning or end of the academic year are to be avoided if possible. Timing of opening day represents a compromise with desires of students and faculty who desire to end the academic year early in June or late in May.

**1.2.4 - COMMENCEMENT DAY**, will be according to the Board adopted academic calendar. This must vary to allow conformance to 175-day *minimum*.

**1.2.5 - A WINTER RECESS** (between-semester break) will be provided. Scheduling of a *Winter Recess* represents administrative policy adopted at faculty request, to allow faculty members to work on grading, recording, and filing of required reports, and preparing for opening of Spring Semester classes. The break was not requested, nor granted, as a holiday.

**1.2.6 - ALL HOLIDAYS** required by law will be observed. Community Colleges will be notified of the dates by the Chancellor’s Office. Required are: January 1; Third Monday in January (Martin Luther King Day); February 12 (or other designated date) (Lincoln Day); third Monday in February (Washington Day); last Monday in May (Memorial Day); July 4; first Monday in September (Labor Day); November 11 (Veterans Day); that Thursday in November proclaimed Thanksgiving Day by the President (usually the fourth Thursday); December 25; and any holiday declared by the President, Governor, or our own Governing Board (exclusive of the required 175 days). The Law also states, “When any of the holidays on which the schools would be closed fall on Sunday, the public schools shall close on the Monday following; if the holiday falls on Saturday, the Friday before must be a holiday.”

**1.2.7 - OPTIONAL HOLIDAYS**, or extensions of holidays, will be arranged to conform to the above policies and premises. When a required holiday falls on a Tuesday, Monday will also be observed as a holiday, if the calendar permits; if it falls on a Thursday, Friday will also be observed, if the calendar permits. Experience has shown that a single school day results in low attendance and is therefore to be avoided if possible.

## **1.3 WORKLOAD FOR CONTRACTED ACADEMIC EMPLOYEES - RULES & REGULATIONS**

**1.3.1 - THE BASIS FOR THE TOTAL WORK LOAD ASSIGNMENT** is a 40-hour week and fifteen *Lecture Hour Equivalent*s. These Rules and Regulations define and equate the various assignments of contracted academic employees.

### **1.3.2 - DEFINITIONS.**

**College Day** - from 6:00 a.m. to 11:00 p.m.

**Work Day** - from 6:00 a.m. to 11:00 p.m.

**College Week** - from 6:00 a.m. Monday to 11:00 p.m. Saturday.

**Work Week** - shall be forty hours, from Monday through Saturday, inclusive (by mutual agreement with the individual academic employee, a Sunday may be substituted for a Saturday).

**Academic Year** - the timeframe as defined by the academic calendar.

**Fiscal Year** - July 1st through June 30th, inclusive.

**Work Year** - from July 1 through June 30 annually.

**Contract Year** - is based upon 176 days for academic employees or contract days outlined in most current collective bargaining agreement employed in the second year and beyond, of which 175 shall be days of instruction, academic duties, or "flex." For all newly hired academic employees, there shall be two additional days of orientation scheduled immediately prior to their first semester.

**Summer Session** - accounting period commences on the first day following the completion of *Final Examinations* in June and concludes on the last day preceding the first day of regular classes for all students in the Fall Semester.

**Class Hour** - 50 minute period.

**1.3.3 - LOAD ASSIGNMENT.** All assigned courses which are non-voluntary and which generate FTES are included in determining academic employee load credit. However, load credit will be prorated for:

- (1) Classes where the academic employee does not have sole responsibility for the course (such as a team-teaching assignment); or
- (2) Classes, as appropriate, when any Instructional Assistant is assigned; or
- (3) Concurrent assignments which carry only the load assignment for one course.

Any individual academic employee may voluntarily exceed the work assignment formula with agreement of cognizant Dean(s) and Vice President or President. Teaching/duty assignments shall be made and approved by the appropriate Dean(s) using the criteria that follows.

**1.3.4 - LOAD ASSIGNMENT CRITERIA.** Normal *Teaching Unit Load* shall be an average of 15 lecture hour equivalents to be achieved over the term of the contract between the District and YCFA (see YCFA contract)

- (1) **Lecture Hour:** 50 minutes of unassisted lecture equals one lecture hour equivalent.
- (2) **Lab/Activity Hour:** 50 minutes of laboratory/activities where classified staff assistance is not provided, such as experimentation, observation, and/or practice of a given subject area. It is equivalent to .67 lecture hours.
- (3) **Assisted Lab Hour:** 50 minutes of primarily a laboratory/activity where the District provides classified staff assistance during the laboratory period; Physical Education activities are excluded. It is equivalent to .5 lecture hours.
- (4) **Other Assigned Time Excluding Office Hours:** .375 load factor per hour, which equates to 2.67 hours for one lecture hour.
- (5) **Non-Teaching:** 2.67 clock hours (160 minutes) of non-teaching duties are equivalent to one lecture hour.
- (6) **Preparations:** The scheduling Dean/Director shall attempt to limit the number of major and discrete preparations to three. Where necessary, evening and weekend courses may be assigned as part of regular teaching load as allowed in the YCFA contract.
- (7) **Assignments with Stipends** (coaching and performing arts) – see YCFA contract.

**1.3.5 - OVERLOAD/VOLUNTARY.** At the initiative of the academic employee within a division, when deemed necessary in order to offer a complete curriculum, an uncompensated overload may be permitted, providing:

- (1) Such uncompensated overload is at the initiative of and with the voluntary written agreement of the members involved and the appropriate scheduling Dean/Director.
- (2) Where such an uncompensated overload is agreed to and permitted, assignments will be arranged which may exceed the formula limitations. Class size will not be a factor for the uncompensated overload class(es).

**1.3.6 - SUMMER SESSION ACADEMIC EMPLOYEE LOAD.** Any academic employee may ask to teach during the Summer Session. Generally, the summer load will not exceed eight lecture hour equivalents as defined above. Any deviation must be approved by the appropriate Dean/Director.

## **1.4 CLASS SCHEDULE DEVELOPMENT**

Academic employees meet with the appropriate scheduling Dean/Director with the objective of reaching common agreement on the coming semester schedule. While recommendations from all personnel will be seriously considered, it is the scheduling Dean/Director's responsibility to make the basic decisions insuring the most favorable schedule possible for program and student needs. In the event of irreconcilable differences of opinion, a conference will be held with the academic employee, scheduling Dean/Director and the administrator to whom the Dean/Director reports. This administrator will render a decision. With few exceptions, classes are not scheduled during TTh "College Hours" (summer and intersession excluded). Minimum class size shall be fifteen (15) students.

## **1.5 WORK ASSIGNMENT HOURS**

**1.5.1 - Work assignments.** Teaching or other assignment schedule and a regular office hour schedule have primary call on academic employee's time. All academic employees are required to be on duty, in their classrooms, offices, or assigned stations, during their scheduled hours. While college is in session, full-time academic employees shall be on campus five (5) days a week. Members with assignments other than classroom teaching will have those assignments equated in accordance with non-teaching duties formula of 2.67 clock hours of non-teaching duties equivalent to one lecture hour which will be spent on campus or as assigned (*see YCFA Contract*).

**1.5.2 - On Campus.** "On Campus" shall mean at assigned or approved work stations. "Approved work stations" may include classrooms, offices, laboratories, libraries, at on- or off-campus locations, and other similar locations approved by the District.

**1.5.3 - Other Activities.** Conferences, field trips, and other college-related activities away from the academic employee's primary assignment location must have prior approval on the appropriate form from the Dean/Director.

## **1.6 OFFICE HOURS**

Assigned classes and office hours (actual office hours available in office, or on-line per YCFA contract, for consultation) of unit members shall be "posted" on the member's office door within one week of the beginning of each semester. Posted office hours of at least one hour per day are to be observed throughout each semester. In extenuating circumstances, such as extended day teaching schedules or when the welfare of the students is involved, the scheduling Dean/Director may approve office hours of fewer than five days as outlined in the YCFA contract.

## **1.7 ACADEMIC EMPLOYEE ABSENCES**

**1.7.1 - ABSENCES FROM WORK.** A unit member may be absent from work during required periods of service providing the applicable policies and procedures have been properly followed. Absence for any other reason shall constitute an "unauthorized absence." Unit

members shall not be entitled to salary compensation during periods of unauthorized absence from work during required periods of service.

**1.7.2 – REQUESTING ABSENCES FROM WORK.** Except in an emergency, such as accident or illness in immediate family or serious property damage, permission to be absent from the campus must be secured in advance from the Dean/Director; or in her or his absence, the administrator to whom the Dean/Director reports, and the students notified in advance; extended absences will require an approved Leave. In case of an emergency absence, it is imperative that a telephone call be made to the Dean/Director, prior to 7:45 a.m. if possible, so that notices to students may be placed on classroom and office doors.

**1.7.3 - ACCIDENTS AND ILLNESS DURING THE WORK DAY.** If an academic employee becomes ill or other emergency arises during the day, he or she should notify the Dean/Director if it becomes necessary to leave campus.

Upon return to duty, the member shall complete and file with the immediate supervisor a “Report of Absence” for all days, or portions of days, missed when the college was scheduled to be in session. The Supervisor will sign and forward to the Personnel Office.

If an academic employee’s specific assignment on a particular day does not exceed five hours, a “Report of Absence” form is to be filed showing the portion of the work day, or 0.20 for each hour or class-hour missed from campus (0.30 for 75-minute class), up to a maximum of 1.00 for any calendar day. Any specifically assigned hour--class, office, required meeting, etc.-- must be included as one of the hours missed. If an academic employee has specific assignments on a particular day which require her or his presence on campus longer than five hours, prorating is done according to this table:

<b>SPECIFIC ASSIGNMENT TIME SPAN</b>	<b>DECIMAL SHOWN FOR EACH CLASS OR CLOCK HOUR MISSED</b>	<b>DECIMAL SHOWN FOR EACH 75-MINUTE CLASS MISSED</b>
5 hours or less	.200	.300
6 hours	.167	.250
7 hours	.143	.215
8 hours	.125	.186

The same regulation applies to reporting other types of absence from campus.

**1.7.4 - IF THE ACADEMIC EMPLOYEE IS LATE TO CLASS,** in the absence of any other directions, the students are expected to wait until ten (10) minutes past the hour at which time they may assume that the class will not meet and they are free to leave. Academic Employees are expected to regularly follow the policy of being in the classroom at the time the class is scheduled to commence and not leaving until the class is scheduled to end.

## **1.8 SUBSTITUTE ACADEMIC EMPLOYEE POLICY**

It is the policy of the District to employ a substitute whenever it is apparent to the Dean/Director that an academic employee will be unable to meet her or his classes for more than three (3) days of classes, or at the discretion of the Dean/Director. When a prolonged absence is indicated, and a qualified substitute cannot be found immediately, fellow academic employees may be requested to substitute providing their own instructional assignments make it feasible. Such a substitute academic employee will be reimbursed at the appropriate EP or adjunct teaching rate. Reimbursement shall begin with the first day of substitute teaching. Arrangements for substitute teaching, and for obtaining reimbursement therefore, will be made by the Dean/Director after conferring with the Vice President or President.

## **1.9 OPPORTUNITIES FOR PERSONAL DEVELOPMENT AND JOB ADVANCEMENT**

The administration and Board of Trustees endeavor to create an atmosphere encouraging interest in professional growth on the part of all staff members - administrators, educational supervisors, academic employees, and classified employees. In addition, the District makes provisions for positive reinforcement for engaging in growth opportunities. These include the following:

- (1) A *Salary Schedule* constructed to encourage professional growth;
- (2) Advancement on *Salary Schedule* inducements;
- (3) Provision for Inservice Education for new staff members;
- (4) A Flex program and Staff Development program;
- (5) A Sabbatical Leave program

## **1.10 ADMINISTRATIVE PROCEDURES AND GENERAL INFORMATION**

**1.10.1 - ACADEMIC EMPLOYEE HOME ADDRESSES - TELEPHONE NUMBERS.** All staff members are required to have their official mailing address on file in the Personnel Office. This is expected to be an address where one can be reached relatively expeditiously. It is requested that staff members also furnish their home telephone numbers. If numbers are unlisted, such right of privacy will be respected. When notification of change is given in the Director of Personnel and Human Resources Development's Office, that office will assume responsibility for notification of the appropriate Dean/Director.

**1.10.2 - CAMPUS ACCESS KEYS.** Campus access keys for all full-time contract academic employees (excludes part-time and temporary) are approved by the appropriate Dean/Director and the Director of Personnel and Human Resources Development. The procedure is as follows:

- (1) Obtain the *Key Request Form* from the Dean/Director or Personnel Office;
- (2) Obtain the signature of the appropriate Dean/Director;
- (3) Obtain the signature of the Director of Personnel and Human Resources Development;
- (4) Take the completed form to the Maintenance Department or Campus Operations Specialist to issue the key(s).

One copy of the completed *Key Request Form* will be kept by the Personnel Office. Any further issue of keys will follow the same procedure. It will be the employee's responsibility to obtain verification when returning keys no longer needed. The *Key Request Form* will indicate the key(s) issued, Building, Room, or other (i.e., restricted/security areas). Employees may be charged a fee for any keys that are lost, stolen, or otherwise unaccounted for.

**1.10.3 - TELEPHONES; LONG DISTANCE CALLS.** Only official business long distance calls are to be charged to campus telephones. Academic employees will not be called out of class for telephone calls except in emergencies. Messages will be placed in mailboxes.

**1.10.4 - OFFICE SUPPLIES.** Academic employees will work through their appropriate Dean/Director to obtain supplies for their office and classrooms. All supplies are to be used for official college business only and will be ordered using procedures established by the Purchasing Department.

**1.10.5 - DUPLICATING SERVICES.** The purpose of Duplicating Services is to provide a convenient, more cost effective method for District staff to have their printing needs met. The Duplicating Office has high-volume copiers (color, black and white) and various equipment for finishing work. Copy units also are located in various buildings and departments for staff use and are operated with ID codes assigned to each division or department. Recommended use of these machines is for one to twenty-five copies per original. Larger jobs, or ones requiring special finishing work, should be forwarded to the Duplicating Office for processing.

**Processing Requests:** Electronic submissions are encouraged. Website address is [www.yccd.edu/printshop.index.htm](http://www.yccd.edu/printshop.index.htm). The website is located by accessing the District website, select faculty/staff then click on printshop. Fill out the electronic requisition and then attach the file. If a print request is to be produced off-campus they must to be created in a high-end digital layout program. (See the print shop supervisor for further details). All hard copy requests should be sent through the pickup/delivery service in the mailroom, allowing sufficient time for processing. The original must be copy ready. Arrangements can be made to reduce oversized originals.

**Processing Time:** Normal work (single runs or copies requiring no finishing work) - in by 8:30 a.m., out the next morning. Late arrivals will be ready by 3:00 p.m. the next day. Multiple runs requiring collating, stapling, and punching need an average of 2-3 working days. For extremely large or long runs requiring collating and stapling, allow more time.

**Paper Stock:** Bond paper, 8 1/2 X 11, 8 1/2 X 14, in white, canary, green, blue, pink, buff, and goldenrod. Special colors are also available. Only paper provided by the Duplicating Office

may be used unless prior arrangements have been made. Special ordered paper requires at least one-week delivery and is charged to the requesting party.

**Quality of Copies:** Quality of copies depends on quality of the original. Digital files produce the best. Second or third generation copies do not copy well. Save original copy for reruns. Important: Be sure to leave 1/2 inch margin on all sides of each page to be copied.

**Finishing Work:** Requests for collating, stapling, 3-hole punching, spiral binding, tape binding, folding, and padding may be made by checking the appropriate box on the work order.

**Delivery Service:** Finished work will be delivered to Yuba College by the pickup/delivery service. Woodland Community College and Clear Lake Campus finished work will be delivered to the respective mail boxes in the Yuba College mailroom.

**Pick-Up Service:** Work orders will be picked up from the Duplicating box in the mailroom. Pickup is scheduled for 1:20 p.m.

All District departments, academic employees, and staff may take advantage of this service for District purposes. The cost of duplicating has already been budgeted. See your Dean/Director for approval of all duplicating work. When filling out a *Duplicating Request Form (online or hard copy)*, list the appropriate *Budget Code* in the space provided. A copy of the order will be returned with the completed work and the original will be forwarded to the Business Office and charged against the *Budget Code* noted on the requisition. The *Duplicating Usage* is reflected on the monthly *Budget Report*.

**Resale Material:** Orders for printed material to be sold through the Bookstore, such as student workbooks, manuals, etc., are to be placed with the Division Secretaries. Material for resale for the Fall Semester should be submitted by October 15th; for Spring Semester by April 15th; and for Summer Session by March 15th.

**1.10.6 - MAILBOXES HAVE BEEN ASSIGNED** to each academic employee in the Mail Room of the Administration Building. Academic employees are to check their mailboxes (or have them checked) daily.

**1.10.7 - PARKING** Academic employees who park in any YCCD parking lot are required to purchase an up-to-date parking permit or daily permit (see [Parking Regulation](#))

**1.10.8 - PUBLICITY.** Academic employees will work with their Dean/Director and the Public Information Office to help publicize events, assignments, and accomplishments related to their assignment.

**1.10.9 - ADVERTISEMENTS.** Advertisements that are unrelated to curriculum or campus activities are not to be read or distributed on campus without permission of the President or his/her designee.

**1.10.10 - SOLICITING OF FUNDS.** All solicitation of funds from students or academic employees by off-campus organizations or person(s) will be prohibited except with the express approval of the President or his/her designee. If the President denies any application for such solicitation, the applicant will be entitled to appeal the decision to the Board of Trustees. The

President in consultation with the Chancellor and Board of Trustees may deny any such application if it is found that granting it would:

- (1) Be contrary to the welfare of the District or the welfare of its students, or
- (2) Be contrary to public health, safety, or welfare, or
- (3) Result in, or tend to result in, the commission of an unlawful act.

**1.10.11 - POSTING NAME CARDS, SIGNS, AND NOTICES.** Signs and notices posted in faculty offices or on faculty office doors may not include expression that is obscene, libelous or slanderous according to current legal standards. Any sign or notice which a student or student group wishes to post on campus must be approved by the Campus Life Office. Only approved signs may be posted on campus, and they must be posted on a bulletin board provided on campus for such purposes. Approval will be indicated by the initials of the cognizant Dean, Director, or Vice President, or by a Campus Life Office stamp on one corner of the sign or poster.

**1.10.12 - REPORTS REGARDING UNSATISFACTORY CLASSROOM CONDITIONS.** Malfunctions such as that of the lights, heating equipment, or venetian blinds, and broken or missing furniture or equipment should be referred in writing, using the official form, to the Dean/Director, who in turn will work with the Director of Maintenance and Operations. Urgent matters may be reported by telephone. Problems relating to instructional efficiency which do not fall within the province of the Director of Maintenance and Operations should be taken up directly with the cognizant manager.

**1.10.13 - COUNSELING SERVICES FOR STUDENTS.** The Yuba Community College District makes available organized educational, vocational, and personal-social counseling to all students, day and evening, through the Counseling staff under administration of the Dean. Upon registering, a student who participates in the Matriculation process is assigned to a Counselor who assists in planning an educational program (including registration and preparation of an official *Study List*) and in making a vocational choice. Students are also encouraged to request counseling for personal-social problems, non-clinical in nature, which might interfere with progress in their studies. Academic employees are urged to encourage students to make the best possible use of the Counseling staff services which are available to them. Part-time students are encouraged to also use counseling services.

**1.10.14 - FINANCIAL AID, INCLUDING STATE AND FEDERAL GRANTS.** An organized program is conducted for benefit of all students under the direction of the Financial Aid Office. Students requiring financial assistance should be directed to the Financial Aid Office.

**1.10.15 PAYROLL DEDUCTION.** An academic employee may voluntarily have payroll deductions taken from his/her monthly warrant. Contact Personnel Services for further information.

## **1.11 GUIDELINES FOR SUPPORTING AUTHORS**

The Yuba Community College District, while recognizing the faculty's primary responsibility to education, establishes the following guidelines in order to encourage faculty to produce and publish scholarly work. Scholarly work includes written material such as books, essays, articles, stories, music, poetry, computer programs, or original technical or engineering or architectural designs. These guidelines also apply to paintings, drawings, photographs, films, sculpture, or other graphic material for artistic, journalistic, or technical purposes. For purposes of these guidelines, "publish" shall mean making available to the public copies of these works, whether for a price or for free. "Faculty" includes all academic employees and academic administrators.

- (1) Faculty may copyright their original work, and may assign or sell copyrights freely. The District shall have no claim to any copyright on faculty scholarly or artistic work. The District does not require faculty authors to pay the District any share of royalties or other compensation received for their publications, unless producing such work is specifically part of that person's assignment.
- (2) Faculty are encouraged to prepare scholarly or artistic works for use in the classes that they teach and may require students to purchase or obtain copies of their published works, providing these materials are actually used for instruction.
- (3) Faculty may publish at District expense or using District facilities when the published work is educational material to be used for instruction in YCCD classes. However, significant cost to the District must be recovered by selling these materials to students at a price that will repay District expenses.
- (4) In accordance with the YCFA contract, faculty may apply for and may be granted sabbatical leave time for work on scholarly publications.
- (5) The District does not require faculty to publish original work as condition for continued employment or promotion or tenure.
- (6) Faculty authors and artists are required to produce their work in such a way as to not interfere with the discharge of their usual, assigned duties.
- (7) Faculty authors may not claim that opinions, ideas, or endorsements expressed in published works are the official position of the District or its officers or faculty unless specifically authorized by the Board of Trustees and the Academic Senate to do so.
- (8) Yuba Community College District encourages, but does not require, faculty authors and artists to acknowledge their association with the District. The District shall have the right to cite faculty scholarly work in its publications and advertising as evidence of the expertise and capability of the faculty.

- (9) Faculty are encouraged to display their scholarly or artistic works on District Campuses, provided that such display does not disrupt the normal operation of the College or Campus.

## **1.12 ACADEMIC EMPLOYEE MENTOR PROGRAM**

Pursuant to Section 66 of *AB1725* and Section 87 of *SB2298*, the Yuba Community College District Board of Trustees establishes the Yuba Community College District *Academic Employee Mentor Program* with the following guidelines:

- (1) The individual is enrolled as a graduate student at the *University of California*, the *California State University*, or any accredited institution of higher education and has completed at least one full-time semester, two full-time academic quarters, or the equivalent of her/his graduate program.
- (2) He/She has some experience as a teacher, counselor, or librarian and is assigned to render service that, as determined by the academic employees of the department, is consistent with the subject area of the student's graduate program.
- (3) That employment of the mentees within this Program is subject to the approval by the Vice President, Academic & Student Services or the appropriate Dean/Director and the academic employees of the department, and the Academic Senate (only in cases involving minimum qualification equivalencies).
- (4) The Vice President, Academic & Student Services or the appropriate Dean/Director in consultation with the full-time academic employees, shall designate a full-time tenured instructor, counselor, or librarian to serve as a mentor for any individual selected for this Program.
- (5) The mentor will be responsible for the following -
  - a. To meet regularly with the individual to discuss course objectives, class activities, and/or other assignment responsibilities;
  - b. To observe the class or other assignment responsibilities at least twice during the semester and then meet with the individual and the appropriate administrative supervisor to evaluate the mentee's performance; and
  - c. To be available to work with the individual as requested and needed to improve the mentee's performance.
- (6) The mentor will serve as the evaluator for the individual and will receive Flex credit for the activity.
- (7) A tenured academic employee may only mentor one graduate student per semester.
- (8) The number of mentees employed at any one time in this program may not exceed 5% of the full-time academic employees employed by the District.

- (9) The number of mentees employed within this program at any one campus or site may not exceed 3% of the full-time academic employees employed by the District.
- (10) A department may have a maximum of six units taught under this program during any one semester.
- (11) Selection of mentees under this program shall follow all guidelines for part-time academic employees employed by the District.
- (12) No individual may be employed within this program for more than two semesters.

## SECTION 2

# GRADE AND ATTENDANCE REPORTING AND MAINTENANCE OF CLASS ROLLS

### 2.1 REGISTRATION INFORMATION

**2.1.1 MAXIMUM REGISTERED UNITS.** The student must assume complete responsibility for determining the maximum number of units in which he or she is likely to succeed, up to a maximum of nineteen (19) units per semester or eight (8) units for a summer semester. The student may register for more units with counselor authorization or approval of the Dean of Student Development, Yuba College; the Campus Dean, Clear Lake Campus, or the Dean of Student Services, Woodland Community College.

**2.1.2 ADDING A CLASS.** Students may register for classes using one of the various registration methods: in person, by telephone, or using WebAdvisor. After the end of the first week of the Fall or Spring semester, however, the student must obtain written permission from the instructor to add a class. For Summer Session and 9-week classes, the student must obtain written permission after the second class meeting.

#### **2.1.3 WAIT LIST PROCEDURES:**

- (1) A “Wait List” is a list of students who have attempted to register for a particular section of a class and are waiting to be added because that class section was already full.
- (2) Classes are designated for a Wait List after faculty consults with the instructional dean and prior to the beginning of registration. The designated Wait List is then submitted to the Instructional Support Analyst.
- (3) Of those classes that are eligible for a Wait List, there will only be a Wait List created for individual class sections when a class section is CLOSED. A class section is CLOSED when the number of students registered for the class section reaches the maximum allowed.
- (4) Throughout the registration period before each semester begins, the Wait List is monitored by the Registration Office. As students drop out of a class section with a Wait List and openings occur, students are moved from the Wait List to the class section list. Because this transfer of names from the Wait List to the class section list is done manually, there is lag time in the filling of openings on a class list. Students who are transferred from a Wait List to a class list will be notified by mail of this action.

- (5) The Wait List process in the Registration Office STOPS on the Thursday before classes begin because First Temporary Class Rolls are printed on that date. If a class section has a Wait List, the names of students on the Wait List will be printed at the bottom of the First Temporary Class Roll in order by date that the student's name was added to the Wait List.
- (6) The Wait List is to be used beginning the first class section meeting of the semester and is valid until the list is exhausted or the instructor will no longer add students to a class section.
- (7) If students on the class section list do not attend the first class section meeting of the semester (a "No Show"), students who are on the Wait List may be added to the class section list in the following manner:
  - a. On the Temporary Class Roll, write "drop" next to the student's name who is a No Show and should be dropped from the class.
  - b. In the order that they appear on the Wait List, admit those students to the class section by signing an Add Form for the student.
  - c. If a student is on the Wait List but does not attend the first class meeting, that student has lost his/her Wait List status even if there are openings due to No Shows. Offer any opening to the next person on the Wait List.
  - d. Instruct the students admitted from the Wait List to submit the Add Form to the Registration Office immediately.
  - e. Send a photocopy of the Temporary Class Roll, with the students to be dropped identified, to the Registration Office. The Registration Office will drop those students from that class section.
  - f. If there are students remaining on the Wait List after transfers from the Wait List to spots made available by No Shows have been made, inform those students that they can either:
    - (i) Come back to class at the next meeting in case another opening occurs, or
    - (ii) Try to register for another section of the class, or
    - (iii) Go to the Counseling department for assistance in selecting another class.
- (8) Once the First Temporary Class Roll is printed, no students will be added to a Wait List by the Registration Office. From then on, any student wishing to add a particular class section will have to do so with the instructor. Therefore, if there are additional students wanting to add a class section on the first day (i.e. students in addition to those on the Wait List for the class), all students from the Wait List must be added FIRST. Then, if there are still openings, add additional students present at the first session of the class.

- (9) If a student was a No Show on the first meeting of a class and was dropped but then attends the second session of that class, inform the student he/she was dropped and suggest that the student:
  - a. Go to Registration Office and re-enroll in that class section if it is not closed, or
  - b. Go to the Counseling department for assistance in selecting another section of the class or another class entirely.

#### **2.1.4 REPEATED CLASSES.**

- (1) Repeating Classes with an Unsatisfactory Grade: A student may repeat once a college course in which he or she previously has a “D,” “F,” or “NC” grade. The student will be awarded the higher grade, and grade points, with units charged only once; the other entry will have appropriate grade code notation on the *Academic Record*. Unless otherwise specified in the Catalog, credit may be earned in a course only once. The College offers some courses as repeatable (see Section [4.5]).
- (2) Repeating Classes with a Satisfactory Grade: Authorized (approved on “Standard Student Petition”) repeats of courses in which a grade of “A,” “B,” “C,” or “CR” has been previously earned will not be computed in the grade point average. These courses will be coded on the academic transcript to indicate “authorized” status; this also codes the class so units and grade are not calculated in totals. Students are not allowed to register in repeated classes without prior authorization.
- (3) Limitation on Repeating Classes: There is a limitation on repeating classes (the “Four Semester Rule”). This rule applies to courses offered - (1) on a “may be repeated” basis or (2) on a 47-48-49-97-98-99 sequence basis; a student may not register in any course in a single discipline, whether the course is offered for credit or noncredit, beyond four times. A student may register in such a course for up to four times only when subject matter covered or skills mastered are clearly progressively more difficult each time.

**2.1.5 OVERLAPPING CLASS PERIODS.** State regulations allow an instructor to approve the absence of a student from a portion of assigned class time to attend another class (overlapping meeting times) with the following conditions:

- (1) There must be a justifiable rationale (other than scheduling convenience). Instructors must complete the “Course Conflict” form authorizing the time conflict.
- (2) The student **must** be scheduled to “make up” the hours of overlap during the week the conflict occurs. The instructor must schedule and arrange supervision of the make up hours. This schedule must be recorded by the instructor in case of an audit.

## 2.2 CLASS ROLLS & ROSTERS

**2.2.1 GENERAL.** Only officially enrolled students may attend classes. The Information Systems Office will issue two (2) Temporary Class Rolls, one (1) Census Roster, and one (1) Permanent Class Roll for full-semester classes. Classes scheduled for less than a semester may not receive these rolls depending on class length.

**2.2.2 TEMPORARY CLASS ROLLS.** Full-semester classes will receive two (2) Temporary Class Rolls. The First Temporary Class Roll will be distributed on the Friday before classes begin. The Second Temporary Class Roll will be distributed on the Monday of the second week of classes. (NOTE: instructors can access up-to-date rosters through WebAdvisor.) These class rolls provide a list of students officially enrolled in classes as of the date the rosters were printed.

**2.2.3 CENSUS ROSTERS.** A Census Roster will be distributed the beginning of the third week of the semester and is to be returned by the end of that week (See Section 3.4.1 below)

**2.2.4 PERMANENT CLASS ROLL.** A Permanent Class Roll will be distributed for each class section on the Monday of the fourth week of the semester for full-semester classes. The Permanent Class Roll will NOT contain the names of students who have already dropped the class as of the date the roster was printed. The Permanent Class Roll is for the use of the instructor throughout the semester to track information about the student (i.e., test grades, mid-term grades, attendance, etc.

## 2.3 MAINTENANCE OF ROLLS

**2.3.1 GENERAL.** Instructors are required to notify their students of their attendance regulations.

### **2.3.2 NOTIFICATION OF EMERGENCY ABSENCE BY STUDENT.**

*A Notification of Emergency Absence* may be requested by a student from the College in cases where a student may be absent for four or more days (accident, sickness, bereavement, etc.). Students may call the Counseling Office to request the *Notification of Emergency Absence* form. Further, it is the responsibility of the student to contact instructors upon returning to YCCD to make up missed course work.

**2.3.3 DROPS & WITHDRAWALS.** Students who have been removed from the official class roll by the Registration Office may be either “Drops” or “Withdrawals.”

- (1) Drops: A student may be dropped from a class by either:
  - (a) Not showing up for the first session of the class and the instructor indicates “Drop” on the Temporary Class Roll; or

- (b) Submitting a Drop Form to the Registration Office by the fourth week of the semester; or
  - (c) Not contacting the instructor or not participating in any online activity during the first week of classes of an online class.
  - (d) When a student is dropped prior to the fourth week of the semester, the dropped class will not be listed on the academic transcript.
- (2) Withdrawals: After the fourth week of a full-semester begins, a student must be withdrawn from a class rather than dropped. This may happen either by:
- (a) Instructor initiative due to student inactivity in the class; or
  - (b) A student's desire to withdraw from a class.
  - (c) In either case, a Drop Form must be submitted to the Registration Office by the thirteenth week of a full-semester class by the Instructor or the student and a grade of "W" will be noted on the student's academic record.
  - (d) Permanent Class Enrollment: After the thirteenth week of a full-semester class, students cannot withdraw and must be awarded a grade.
  - (e) Exceptions - YCCD Board Policy does allow a student to withdraw from a class in the case of extenuating circumstances after the thirteenth week of full-semester classes. Extenuating circumstances are defined in the Policy as "verified cases of accidents, illnesses, or other circumstances beyond the control of the student." Students who wish to be considered for this exception should consult directly with the instructor – who may submit a drop form with the Grade Roster at the conclusion of the course, OR the student may file a Student Petition with documentation to the College Standards Subcommittee (Registration Office.)

## 2.4 REPORTING OF CLASS ROLLS

**2.4.1 CENSUS ROSTERS:** The Census Roster certifies those students who are officially enrolled in each class section on the Census Date for state funding purposes and they are maintained by the Registration Office for audit purposes as required by the *State Attendance Accounting Manual*.

- (1) The "official" Census Date usually occurs on the Monday of the third week of the semester (unless Monday is a holiday, in which case the Census Date is Tuesday). However, because not every class section meets on a Monday (or a Tuesday), the "effective" Census Date (the date to record census data) will be either that Monday of the third week of school or the first day following that Monday that a class does meet. Classes that meet for less than a semester (short-term classes) will have different effective Census Dates which will be printed on the Census Roster.

- (2) “No Shows” (See Section 2.1.3(7) and 2.3.3(1)(a) ) and “Inactive” students (See Section 2.3.3(2)(a) ) must be dropped PRIOR to the effective Census Date.
- (3) On the Friday before the Census Date, instructors will be sent a Census Roster for each class section being taught. The instructor is to indicate any student who is a “No Show” or “Inactive” and return the Census Roster to the Registration Office by the end of the day of the effective Census Date for each class section.

**2.4.2 ENROLLMENT VERIFICATION ROSTER:**

- (1) The Enrollment Verification Roster is used to ensure the Grade Input Roster (See Section 2.5.3(1) ) is correct.
- (2) The Enrollment Verification Roster will be distributed during the eleventh week of the semester. This roster will list all students who are officially enrolled in each class section. Instructors may use this roster to withdraw students prior to the final withdrawal deadline. The instructor should clearly indicate the students who are to be withdrawn and submit the roster to the Registration Office by the withdrawal deadline (See Section 2.3.3(2) ).
- (3) If a student is attending class BUT his/her name does not appear on the roster, send the student with a note (your signature authorizing the student to add the class) to the Registration Office. These students are not officially registered and will not receive a grade unless they are registered.

**2.5 GRADE REPORTING**

**2.5.1 FINAL EXAMINATIONS.** A Final Examination or other appropriate learning activity is required in all courses at the close of each semester and is to be held as scheduled in the *Final Examination Schedule* as published in the Schedule of Classes for that semester. Individualized instruction courses may be exempted from holding a Final Examination by the appropriate Dean. Instructors are expected to give their finals in strict conformance to the *Final Examination Schedule*. Students may not be excused from final examinations or permitted to arrange for early examinations without submitting an individually written *Student Petition* for approval to the Academic Standards Committee. Petitions will be approved only in cases of proven necessity. Instructors are to abide by the decision of the Academic Standards Committee.

**2.5.2 ASSIGNABLE FINAL GRADES:**

- (1) The following table delineates the Final Grades and equivalent Grade Points that may be assigned as allowed by State Regulations (See Title 5, Section 55758).

<u>Grade</u>	<u>Grade Points</u>	<u>Definition</u>
A	4	Excellent

B	3	Good
C	2	Satisfactory
D	1	Passing, less than satisfactory
F	0	Failing
CR	Not used in G.P.A.	Credit (“C” or higher)
NC	Not used in G.P.A.	No Credit (“D” or “F”)
AU	Not used in G.P.A.	Audit
W	Not used in G.P.A.	Withdrawal
MW	Not used in G.P.A.	Military Withdrawal
I	Not used in G.P.A.	Incomplete
IP	Office use only	In Progress
RD	Office use only	Report Delayed

- (2) Instructors must award grades reflecting a student’s achievement and based on the course grading method. The grading method will be listed on the top portion of the various rosters and in the course outline. The grading methods are “regular” (A-F grading), and “Cr/NC” (credit/no credit) grading.
- (3) Instructors are responsible for issuing student grades using the “Change of Grade” Card.

### 2.5.3 SUBMISSION OF GRADES

- (1) Final grades are submitted to the Registration Office by instructors either on the **Grade Input Roster** or through the use of the WebAdvisor process. Either process must be filed immediately after the class ends **no later than 5:00 p.m. on the third working day after the official end of the term**. Instructors who fail to complete this obligation on time seriously jeopardize students who need transcripts for transfer, scholarship, graduation, prerequisite checking, etc. The instructor should proofread carefully to see that the correct grade is posted for each student. The instructor will use WebAdvisor, to enter and submit grades. Only official grading symbols as recognized by YCCD may be used.

- (2) The Grade Input Roster will reflect all students enrolled in the class as of the first day of the semester. Therefore, although students may be dropped and withdrawn throughout the semester until the Withdrawal Date (See Section 2.3.3(2)), they will still be listed on the Grade Input Roster and their grade will be pre-assigned with a “W.” However, if an instructor feels a student was improperly dropped or withdrawn and did all of the required coursework for the semester, the student may be assigned a letter grade. To assign a letter grade to a student with a pre-assigned “W,” the instructor must cross out the “W” and write beside it the letter of the grade that student rightfully earned.

#### **2.5.4 CREDIT / NO CREDIT GRADING:**

- (1) Election of taking a course on a credit/no credit grading basis: Each student will be allowed to select one course each semester outside of her or his major from those courses in which students are usually graded on traditional “A,” “B,” “C,” “D,” “F” basis. A Student must select the class for the No Credit grading option no later than end of 5th week of the semester or end of 30% of the term for short-term courses by filing an appropriate Credit/No Credit form at the Registration Office.
- (2) Assigning Credit (CR) / No Credit (NC) Grades: Instructors shall record the letter grade earned by student on the *Grade Input Roster(s)* or in WebAdvisor. The computer system will automatically convert grades of “A,” “B,” and “C” to a “CR” grade; and grades of “D” and “F” to an “NC” grade on the student’s *Academic Record*. “CR” grades will not affect student’s G.P.A., but student will earn units; if the grade is “NC” it will not decrease the G.P.A., but neither will the student earn any units (“Units earned on a CR/NC basis shall not be used to calculate grade point averages; however units attempted for which NC is recorded shall be considered in probation and dismissal procedures” CCR Title 5, Section 55752(c); see also CCR Title 5, Section 55754)
- (3) Designated Credit (CR) / No Credit (NC) Courses: Through the curriculum approval process, a course not primarily designed for transfer may be offered entirely on the Credit/No Credit basis in place of the letter-graded system. The grading system is required on the Course Outline. This information is also listed in the Catalog and Schedule of Classes and should be included on the instructor’s course syllabus.

**2.5.5 VARIABLE UNIT CLASSES.** If a student is being awarded units which differ from the number printed on the roster in a variable unit class, cross out the printed units and write in the correct unit value. If a student is being awarded a higher level of units than recorded on the roster, the Registration Office staff will check to see if the student has paid all fees before awarding the higher unit value.

#### **2.5.6 INCOMPLETES:**

- (1) If an incomplete (“I”) is to be given (after consultation with the student), fill out the “Incomplete Grade Contract” form and submit it with the Grade Input Roster.

- (2) If the student makes up the missing work within one semester, the instructor will complete a “Change of Grade Card” form and submit it to the Records Office.
- (3) If the student does NOT made up the work within one semester, the grade will revert to the “alternate grade” as assigned by the instructor on the Incomplete Grade Contract form.
- (4) Do not issue an incomplete if the student is to repeat the class. Title 5 Section 55758 regulations define the “I” grade as “Incomplete academic work for unforeseeable emergencies and justifiable reasons at the end of the term.” Therefore, an incomplete should NOT be issued for any of the following: an opportunity to raise the grade earned; a student not taking the final exam without notification to the instructor as to why; or, using the incomplete as a means to retake a portion of the course due to a non-passing grade.

## 2.6 ATTENDANCE REPORTING

### 2.6.1 REPORTING ATTENDANCE OF CLASSES:

- (1) For regularly scheduled (i.e. the class meets the same days each week for the entire semester) full semester credit classes, the attendance for each class for state apportionment purposes is derived from the enrollment on the Census Date and the number of weeks taught in the semester. For most other classes (with a few minor exceptions) an actual count of each student attending each class meeting must be made for state apportionment purposes. This actual count Yuba College calls “positive attendance” (officially it is called “actual student contact hours of attendance” [see Title 5, Section 58006]).
- (2) Positive attendance classes. For all positive attendance classes, the total HOURS that each student attended the class during the semester must be entered in the “POS ATT” column on the Grade Input Roster. Record only class meetings that were of ½ hour duration or longer. Attendance should be reported for the entire duration of the class for all students, including students who dropped or were withdrawn from the class. There are two types of classes when positive attendance must be used:
  - (a) Credit Positive Attendance: Classes that are taken for credit that meet fewer than five days total, credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on scheduled days, and open entry/open exit courses.
  - (b) Non-credit Positive Attendance: All non-credit courses, no matter whether regular full term semester or any other schedule.
  - (c) Note: If the district is audited, the instructor’s records will be used to document student attendance. These records must be kept for five-year (5) period. Instructors are therefore encouraged to submit the attendance records with the Grade Input Roster. Otherwise it will be the instructor’s responsibility to produce the attendance records during the five-year (5) period.

- (3) Other attendance reporting requirements:
- (a) The students must be under the immediate supervision of an employee during any scheduled and required activity. (See Title 5, Section 58050(a)(7) ).
  - (b) The employee of the District must hold valid and unrevoked credentials or be employed pursuant to minimum standards. (See Title 5, Section 58050(a)(8) ).
  - (c) The students enrolled in the class must be engaged in educational activities required of such students. (See Title 5, Section 58050(a)(6) ).
  - (d) In any credit class, the student must complete requirements of the class or earn units of credit and a grade; in a noncredit class, attendance is required.
  - (e) Attendance claimed for a student in a Physical Education Intercollegiate Athletics class is limited to 10 hours of instruction time per week and may not include “game time.” Travel time, as is spent on field trips or athletic trips, may not be counted as attendance.
  - (f) The required, scheduled class activity is for a weekly minimum class-hour of at least fifty minutes.
- (g) For independent study/work experience classes, FTES is earned based on units of enrollment as of the census date.

# SECTION 3

## ACADEMIC PROCEDURES AND POLICIES

### 3.1 DISCIPLINARY ACTION – (Please refer to the Student Code of Conduct)

### 3.2 CLASS BREAKS

Classes that last longer than ninety minutes should allow for at least one class break, while at the same time, maintaining the appropriate required contact hours for the course (*as a general rule, allow a 10 minute break for every clock hour*).

### 3.3 UNIT OF ACADEMIC CREDIT FOR A STUDENT

**3.3.1 THE UNIT OF STUDENT CREDIT.** Unit of Student Credit is the semester unit, or semester hour, which is sometimes referred to as the Carnegie Unit. Its use is in conformance with universal academic practice in American colleges and universities and with the appropriate provisions of Education Code and Title 5 One Semester Unit is:

- (1) One class hour (50-60 minutes) of lecture or recitation in lecture course, per week for 17- or 18-week semester, with at least two hours of outside study being expected in preparation for each hour of lecture or recitation.
- (2) Two class hours per week in activity-type courses such as art, music, and physical education with at least one additional hour of outside preparation being expected for each hour of class work.
- (3) Three class hours per week of laboratory work.

**3.3.2 BASIS FOR THE UNIT OF CREDIT.** The basis for the *Unit of Credit* is the equivalent of three class hours (150-180 minutes) of work on the part of the student per week for each semester unit earned. Since the average student load per semester is 15 units, the student is expected to devote an approximate minimum of 45 hours to college work counting the in-class and out-of-class time.

**3.3.3 INSTRUCTOR RESPONSIBILITY.** It is the responsibility of the individual instructor, under supervision of her or his appropriate Dean/ Director to organize her or his own course work so that it conforms to the above standards in relation to units of credit granted students for the course.

### 3.4 CLASS SIZE POLICY (*Title 5, California Administrative Code 51700*)

Minimum class size is generally 15 students. Exceptions to this rule will be discussed and approved by the appropriate Dean/Director and/or Vice President.

### **3.5 PREREQUISITE CHECK**

Students will not be allowed to enroll in any course with a prerequisite unless they have satisfactorily completed the required prerequisites. Instructors are expected to abide by the official prerequisites as developed by the Curriculum Committee and listed on the Course Outline. Students may petition a waiver of prerequisites by submitting the *Prerequisite Challenge Form*.

### **3.6 CREDIT BY EXAMINATION; “CHALLENGE OF COURSE”; PETITION FOR EXAMINATION**

**3.6.1 STUDENT PETITION FOR EXAMINATION.** *Student Petition for Examination* may be used by a currently, or formerly, enrolled student, who has completed at least 12 residency units at Yuba College with at least a 2.0 G.P.A. and who can present evidence acceptable to the appropriate dean/director of advanced preparation in subject matter of a YCCD course. If the challenge is at a Campus or Center, it must be of a course offered at that Campus or Center. If the Dean of Student Development determines, in a specific case, that a challenge is justifiable prior to completion of 12 units, the appropriate Dean/Director may grant the petition to challenge but, if the challenge is successful, credit will not be awarded until the student has EARNED 12 units, with at least a 2.0 G.P.A., at Yuba College. A course may be challenged only once, unless the Dean of Student Development or Yuba College Vice President Academic & Student Services or Woodland Community College Dean of Instruction & Learning Resources determines existence of extenuating circumstances. A course may not be challenged if a student has successfully completed for credit the equivalent, or more advanced, course in the same discipline. If a course is successfully challenged for credit, a “CR” grade will be awarded. The appropriate Dean shall determine a student’s eligibility; arrange for construction, administration, and correction of the examination; and report results to the Records Office by using indicated section of *Form 6, Student Petition for Examination (Challenge of Course)*.

**3.6.2 ADVANCED STANDING CREDIT.** *Advanced Standing Credit*, with a “CR” grade, is allowed upon evidence of successful completion of some national tests. Detailed academic information concerning acceptable tests will be found in the current Yuba College Catalog. Provisions of the Catalog are official and are to be considered binding unless officially changed by administrative action.

### **3.7 ART MODEL POLICY**

**3.7.1 - ART MODELS.** On certain occasions and under prescribed conditions it may be advantageous for the Art Department to provide advanced students with the opportunity to use a live, undraped, professional, and/or experienced model. The appropriate occasions will be determined by the Art staff in cooperation with the appropriate Dean. Conditions to be considered are:

**3.7.2 - APPROPRIATE CLASSES.** Only students in advanced on-campus classes will be provided the opportunity, if the majority of the class so desires, and with the instructor’s

approval. Students not wishing to participate will be provided an alternative means of fulfilling the specific course requirements with no penalty.

**3.7.3 - CLASSROOM.** Classroom will be locked and posted “Special Class in Session - Do Not Enter.” A private dressing area will be provided for the model. Only students appropriately enrolled, and designated District staff, shall be present during use of models. No cameras or other mechanical reproductive devices shall be used to interpret the model.

**3.7.4 - RESPONSIBILITIES OF THE MODEL.** (1) Only experienced and/or professional models shall be used; (2) models will dress in a private area and remain draped except while posing in presence of both students and instructor; (3) instructions to model will be given verbally by instructor; (4) models shall have appropriate rest periods according to professional standards; (5) no Yuba College student or regular employee shall be employed as a nude model.

**3.7.5 – RESPONSIBILITIES OF STUDENT.** (1) Shall be advanced students and have the approval of instructor to participate; (2) students shall understand that use of model is a privilege granted by the District and that any disrespect or inappropriate behavior will bar further participation in use of models; (3) students shall pay appropriate fee to defray the cost of hiring models for their use.

**3.7.6 - RESPONSIBILITIES OF THE ACADEMIC EMPLOYEE.** The academic employee shall consult with the appropriate Dean on appropriate classes in which nude models will be used and keep a log in writing which dates models are to be used; be present in room at all times, and assume responsibility for maintaining classroom decorum and respect for the rights of the model and students.

## **3.8 MILITARY SERVICE CREDIT**

**3.8.1 MILITARY SERVICE CREDIT.** The military service credit will be evaluated for a Yuba College student when the proper papers are presented to the Registration Office. Basically, the military veteran will be allowed four elective units of credit if he or she has spent at least four months in active service and is either still in the service or has a discharge other than dishonorable. Other elective units may be granted based on documentation.

**3.8.2 TRANSFER OF MILITARY SERVICE CREDIT.** A pre-transfer student should be informed that when he or she transfers, even though evaluated credit granted will show on the Yuba College transcript, he or she will *again* be required to petition for credit at the college or university to which he or she transfers. This is an advantage for most students who transfer to a state college or university for two reasons:

- (1) The evaluated units granted do not count toward the maximum units which the student may earn for transfer in a community college, and

- (2) When the state college or university reevaluates the service experiences, sometimes--often in the state college--the credit granted will be classified as “upper division” credit.

## **3.9 MATRICULATION POLICIES**

**3.9.1 – STUDENT MATRICULATION SERVICES.** Yuba College will provide the full range of services mandated in “Chapter 6. Matriculation Programs” of Division 6 of Part 6 of Title V for the purpose of furthering the equality of educational opportunity and success for all students. Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of realizing the student’s educational goal through the College’s established programs, policies, and requirements.

**3.9.2 - THE COLLEGE WILL PROVIDE MATRICULATION SERVICES** which shall include the following.

- (1) The processing of *Applications for Admission*.
- (2) Pre-orientation and orientation services that provides non-exempt students and potential students, on a timely basis, information about College procedures, course scheduling, instructional programs, course prerequisites and co-requisites, academic expectations, student services, *Student Code of Conduct*, financial assistance, College regulations, and student rights and responsibilities.
- (3) Providing multiple measure assessment of students for subsequent course selection.
- (4) Providing counseling and advising for all non-exempt students which includes.
  - (a) Reasonable efforts to ensure that these students participate in counseling to assist them in the process of selecting a specific educational goal.
  - (b) Reasonable efforts to ensure that students enrolled in pre-collegiate basic skills courses participate in counseling.
  - (c) Making available to all students counseling or advisement on general academic requirements and the selection of specific courses.
- (5) Providing a process for assisting students in selecting a specific educational goal within a reasonable time after admission and affording students the opportunity to develop a Student Educational Plan which will be reviewed as necessary to ensure that it continues to accurately reflect the needs and goals of the student.
- (6) Providing a follow-up system to ensure that the academic progress of matriculated students are regularly monitored to detect early signs of academic difficulty and to offer advice and referral to specialized services and/or classes.
- (7) Referral of students to support services which may be available,

- (8) A program of institutional research which will provide an ongoing evaluation of the effectiveness of the matriculation programs, services, and procedures;
- (9) A program providing faculty and staff with training appropriate to their needs on the provision of matriculation services;
- (10) Special accommodations for ethnic and language minority students and students with disabilities in the matriculation process, methods, and/or procedures

### **3.10 STUDENT CODE OF CONDUCT**

Disciplinary action taken in regard to any student by an instructor or administrator must be immediately reported to the appropriate Dean/Director. If a student dismissed from class petitions for leniency, the Dean of Student Development must review her or his petition and grant or refuse the request. It is the instructor's responsibility to determine when a student's attendance is becoming unsatisfactory. Instructors are expected to take disciplinary action in regard to poor attendance when the student has violated regulations clearly published to the class.

### **3.11 NURSING, PSYCHIATRIC TECHNICIAN, AND RADIOLOGIC TECHNOLOGY ADMISSION PROCESS**

Allied Health Programs in Nursing, Radiologic Technology, Psychiatric Technician, and Veterinary Technician have additional admission requirements based upon state board requirements, external accreditation agencies, department needs, and board approval. Consult the catalog for each department's required admission criteria.

# SECTION 4

## CURRICULUM AND PROGRAM REVIEW

### 4.1 COURSE DEVELOPMENT AND APPROVAL

Ideas to initiate a new course or alter an established course within an established Program, may generate from requirements of the Educational Master Plan or interest(s) of instructors, appropriate Dean/Directors, other administrators, students, Board Members, or citizens of the YCCD. Regardless of the origin, the idea will be referred to the cognizant teaching division. The most knowledgeable member, usually the appropriate Dean/Director or instructor who will teach the course, is assigned to prepare a *Course of Study Outline*, providing the appropriate Dean/Director agrees the course should go forward. Refer to AP 4020 (Program and Curriculum Development) and Curriculum Committee Handbook for appropriate procedure.

### 4.2 CLASSES REQUESTED BY COMMUNITY GROUPS OR AGENCIES

**4.2.1 - INITIATION OF CLASSES.** Before considering adding any class(es) requested by an outside group or agency, a decision needs to be made by the department receiving the request whether or not such class(es) fall within the mission of the District and the District's Educational Master Plan and the goals of the program/department offering the course. If the class(es) meet the aforementioned requirements, they should be reviewed as to the most appropriate way to offer them—as credit courses included in an academic program, as credit or not for credit courses offered under contract education, or as not for credit courses offered through the Community Education program. Such decision should be made in consultation between the Dean and the Vice President Academic and Student Services and/or President as appropriate. Factors to be considered in making the decision include the number of students projected to enroll, the desire of the organization to open the class to the public, how central the class is to the mission of the District and the goals of the department, and any costs over and above FTEF, such as room rent that would be incurred.

**4.2.2 - CLASS SIZE.** Class size will be determined by how the class is offered. If it is deemed appropriate to offer it as a credit class paid for by the District, the general rule guiding the continuance of scheduled classes is a minimum enrollment of 15 students. Exceptions may be made in consultation between the Dean and the Vice President Academic and Student Services or President as appropriate. Contract Education and Community Education class size and the cost of offering such classes will be established to ensure that all costs incurred to offer the class are covered.

**4.2.3 - LOCATION OF CLASSES WITHIN THE DISTRICT.** It is YCCD *practice* that off-campus classes be conducted, when feasible, at the site most convenient to the majority of the students. All sites must meet requirements for student accessibility.

**4.2.4 - INSTRUCTORS.** Instructors for community organization or outside group initiated credit classes offered off-campus are expected to meet the same standards which YCCD follows in the employment of instructors teaching at one of the District's colleges or centers. Not for credit courses are not governed by these standards and as such Contract Education or Community Education personnel will make an assessment as to the validity and the appropriateness of the instructor's credentials to teach a not for credit course.

**4.2.5 - SUPERVISION.** All credit courses will be generally supervised by the appropriate Dean/Director. Not for credit courses will be supervised by the Contract Education or Community Education manager.

### **4.3 COMMUNITY EDUCATION PROGRAM**

Community Education Programs exist to serve the needs of the community by offering not for credit courses that either do not fit within the YCCD curriculum, may not meet the standards for graded courses, or do not meet the requirements for California Chancellor's Office reimbursement. Refer to AP 4400 (Community Services) for the appropriate procedure.

### **4.4 PROGRAM DEVELOPMENT AND APPROVAL (Curriculum)**

**4.4.1 - PROGRAM DEVELOPMENT AND APPROVAL (CURRICULUM).** Any new program, regardless of origin, will be referred to the Curriculum Committee for its review before implementation. The preliminary planning for a program should be done before referral. Any proposed Program must conform to the Yuba College Educational Master Plan recommendations and District policies re: need; job market analyses; course unit evaluation, prerequisites, content, enrollment, relationship to other courses or programs in the field and in other institutions, and course numbering; instructor availability; financial feasibility; and state regulations;

If a thorough study of the above factors indicate approval, the Curriculum Committee may recommend the Program to the Chancellor and, if s/he approves, to the Board of Trustees. When a new program has been adopted by the Board, the procedures for preparation of course outlines and Checklists will be used. After all course outlines are approved by the Curriculum Committee, the new program package is submitted to the California Community College Chancellor's Office, following established guidelines, for approval.

**4.4.2 – CURRICULUM CALENDAR.** The following deadlines have been established for various curriculum functions:

- (1) Courses for the fall semester and for the summer session must be approved by January 1.
- (2) Courses for the spring semester must be approved by June 1.
- (3) Catalog changes must be approved by February 1.

- (4) To add or change a general education or graduation requirement for the Yuba College Associate Degree, a petition must be filed by the second meeting in September in the Office of Vice Chancellor Educational Planning and Services.
- (5) Hearings on general education or graduation requirements will occur during the second Curriculum Committee meeting in October.  
(Reference: *AP 4020*)

## **4.5 PROGRAM REVIEW**

Program review is one part of determining overall institutional effectiveness in the Yuba Community College District. Academic Program Reviews are periodic formal evaluations designed to bring about systematic improvements and enhancements in instructional programs. Program review also serves as the basis for all program recommendations, including curriculum and program direction, staffing, facilities, and equipment.

Because educational program development is an obligation of the Academic Senate, faculty from every department must play an active role in the program review process. In addition, a part of each faculty member's responsibility is to play a major role in the periodic departmental self-evaluation. It is also a collaborative process involving the Dean and other members of the college community with knowledge of the program.

Programs are to be reviewed every five years. The mission and goals of the Yuba Community College District, along with the Educational Master Plan, form the basis for the existence of any instructional program and for program review. Institutional accreditation with its emphasis on institutional effectiveness underscores the importance of designing and participating in a creditable program review process. In addition, program-specific accreditation agencies, state and federal guidelines, and professional licensure boards are important elements for certain programs.

An academic program is an organized sequence or grouping of courses or other educational activities leading to a defined objective(s) such as a certificate, degree, license, transfer to another institution, job, career goal, or acquisition of selected knowledge or skills. These instructional programs are identified and scheduled for review by the Vice Chancellor Educational Planning and Services in consultation with the Academic Senate.

Each program will be reviewed on a district-wide basis. Recommendations on curriculum will be made on a district-wide basis. However, individual site-based recommendations and analysis as well as District-wide recommendations may be developed for staffing, equipment, and facilities.

Refer to *AP 4020*, Academic Program Review Handbook, and Curriculum Committee Handbook.

Each Division of YCCD shall set up a system within the Division by which all "Course of Study Outlines" shall automatically be reviewed and brought up to date periodically--at least

once each four years. Conformance with this requirement, including appropriate Districtwide consultation, shall be the responsibility of appropriate Dean/Director.

## **4.6 SCHEDULE OF CLASSES PREPARATION**

**4.6.1** – Deans and Directors meet with Division personnel to prepare the coming semester offerings and assignments for both day and evening. It is the appropriate Dean/Director’s responsibility to make the basic decisions ensuring the most favorable schedule possible, from the viewpoint of student needs, and that is in compliance with YCCD policies and the YCFA Contract. In the event of differences of opinion, a conference will be held pursuant to Article 12 of the YCFA Contract.

**4.6.2-** Appropriate Dean/Directors prepare *Load Cards* conforming with the current YCFA contract.

**4.6.3** - Appropriate Dean/Directors enter the “Schedule of Classes” data directly into Colleague. The semester class schedule will be reviewed by the Office of Educational Planning and Services for completeness and accuracy.

Subsequent additions, modifications, and deletions to existing *Schedule of Classes* must be approved by the appropriate Dean/Director.

With few exceptions, classes are not to be scheduled during designated “College Hours” on Tuesdays and Thursdays.

**4.6.4** - Dean/Directors are responsible for proofreading the initial *Schedule of Classes*, as well as the final copy, and for submitting changes to the Instructional Support Analyst.

**4.6.5** - Dates for *Schedule of Classes* preparation deadlines change each year. The Office of Vice Chancellor Educational Planning and Services will publish yearly a calendar for completion dates of the various phases

# **SECTION 5**

## **PERSONNEL**

### **5.1 HIRING PROCEDURES**

See Hiring Manual jointly developed by Academic Senate and the District.

### **5.2 PERSONAL DEVELOPMENT AND JOB ADVANCEMENT**

**5.2.1** - The administration and Governing Board of the District endeavor to create an atmosphere encouraging interest and growth on the part of all employees. In addition to this general atmosphere, the District makes positive provisions for its reinforcement, such as:

- (1) A Salary Schedule constructed to encourage professional growth
- (2) Advancement on Salary Schedule inducements
- (3) Provision for inservice education of new staff members
- (4) An Academic Employee Evaluation Program which places the emphasis on growth in professional attitude and talents of the evaluatee
- (5) A Sabbatical Leave Program

### **5.3 FILLING OF ADJUNCT TEACHING POSITIONS**

**5.3.1 - GENERAL GUIDELINES.** Full-time academic employees shall participate in the selection and hiring of adjunct faculty as outlined in the YCFA contract. Adjunct faculty and academic employees shall not be hired for an assignment in excess of 60% FTE and such assignment is not intended to create or increase tenure rights of any individual.

The exigencies of the adjunct teaching program demand the ability to have commitments made by personal or telephone contact. If the cognizant administrator documents two unsuccessful efforts to reach the adjunct academic employee who might be given consideration, he or she need not consider the individual. The responsibility for maintaining an updated file, including telephone number, lies with the academic employee. When an individual is offered a position and does not, or is unable to, accept, the administrator need not further consider that individual.

**5.3.2 - ADMINISTRATIVE CONSIDERATION OF CANDIDATES.** Refer to YCFA and YCAFT contract for “return” rights and right of first refusal in creating academic employee workloads.

## 5.4 MINIMUM QUALIFICATIONS AND EQUIVALENCY

**5.4.1 – GENERAL.** Academic Employees may not start work until a valid teaching credential or proof of minimum qualifications as required by the District is on file with the District. All questions regarding required documentation should be referred to the District Personnel Office.

**5.4.2 - MINIMUM QUALIFICATIONS.** The minimum qualifications for instructional positions within the Yuba Community College District are those established by the *Board of Governors of the California Community Colleges* as amended by agreement of the Yuba Community College District Board of Trustees and Yuba Community College District Academic Senate. The District establishes the minimum qualifications for all academic employee positions.

For disciplines requiring a Master's Degree one of the following must be met:

- (1) Possession of a Master's degree from an accredited institution\* in the discipline of the academic employee's assignment (as determined by the Board of Trustees and the Academic Senate and expressed within the Yuba Community College District's *Minimum Qualifications List*); OR
- (2) Possession of a Master's degree from an accredited institution\* in a discipline reasonably related to the academic employee's assignment AND possession of a bachelor's degree from an accredited institution\* in the discipline of the academic employee's assignment (as determined by the Board of Trustees and the Academic Senate and expressed within the Yuba Community College District's *Minimum Qualifications List*); OR
- (3) The equivalent to either (1) or (2) above (as determined by the Equivalency Subcommittee of the Academic Senate).

*\*College and University degrees and credits submitted for employment (including equivalency process) or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by Council on Postsecondary Accreditation and United States Secretary of Education.*

For disciplines where the Master's degree is not generally expected or available, one of the following must be met:

- (1) Possession of a Bachelor's degree from an accredited institution\* in a discipline reasonably related to the academic employee's assignment, plus two years of professional experience, plus appropriate certification to practice or licensure, if available (as determined by the Board of Trustees and the Academic Senate and expressed in the Yuba Community College District's *Discipline List*); OR
- (2) Possession of an Associate's degree from an accredited institution\* in a discipline reasonably related to the academic employee's assignment, plus six years of professional

experience, plus appropriate certification to practice or licensure, if available (as determined by the Board of Trustees and the Academic Senate and expressed within the Yuba Community College District's *Minimum Qualifications List*); OR

- (3) The equivalent to either (1) or (2) above (as determined by the Equivalency Subcommittee of the Academic Senate).

*\*College and University degrees and credits submitted for employment (including the equivalency process) or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by the Council on Postsecondary Accreditation and the United States Secretary of Education.*

See also Yuba Community College District's *Minimum Qualifications List* for additional requirements.

## **5.5 EVALUATION and RE-EMPLOYMENT OF ACADEMIC EMPLOYEES**

Reference [Education Code](#) Section 87608 or 87609, [YCFA](#) and [YCAFT](#) Contract for evaluation process, committee composition, and deadlines.

## **5.6 PERSONNEL FILES**

**5.6.1 – GENERAL.** Personnel files will be kept in confidence and available for inspection, except as otherwise provided by law, only to the employee and appropriate designated management employees of the District when necessary in the administration of District's affairs or supervision of the employee. Documents shall be kept in the Personnel Office, as appropriate, with the exception that (1) some Payroll and Sick Leave records portions of the files are kept in the Business Office and (2) in cases of statistical and financial accounting data, including *Academic Employee Assignments*, notation in the District Computer System is the Continuing or Permanent Record of that part of the Personnel File.

**5.6.2 - MATERIALS IN PERSONNEL FILES.** Materials which may serve as basis for affecting employment status are to be made available for inspection to the employee. Such material is not to include legally exempt ratings, reports, or records which were obtained prior to employment or were prepared by identifiable examination committee members or were obtained in connection with a promotional examination.

**5.6.3 – RIGHT OF INSPECTION.** Every employee has the right to inspect such materials upon request provided that request is made when such person is not actually required to render specifically assigned services to the District and when Personnel Office is open.

**5.6.4 – WRITTEN COMPLAINTS AGAINST EMPLOYEE.** Any written complaints made by any person, directed towards an employee, and deemed serious enough to become a

matter of formal record, are to be promptly called to employee's attention. Employees are entitled to know the identity or source of all such complaints.

**5.6.5 – EMPLOYEE RIGHT OF REVIEW.** The employee has the right to review and comment on any derogatory material before it is placed in her or his personnel file and to have such comments attached to material in question. Material may be brought to notice of the employee, (1) by delivery and filing *Declaration of Service*, (2) by mailing and filing *Declaration of Service by Mail*, (3) by mailing via *Certified Mail*, (4) by mailing via *Registered Mail*.

**5.6.6 - LEGAL REFERENCES.** *Education Code 87031; Title 5, California Administrative Code 16023/59023; Government Code 6200/6256; Attorney General Opinion No. CV 75-53 - June 6, 1975.*

**5.6.7 – ACADEMIC EMPLOYEE PERSONNEL FILES.** The following materials are generally obtained for, and retained in, the Personnel Files.

- (1) Initial employment records, including the following:
  - (a) Application
  - (b) Transcripts of academic records and evaluation thereof
  - (c) Pre-employment confidential materials, including interview and other Selection Committee records, placement office papers, letters of recommendation, and other school records and reports
  - (d) Health verification documents
  - (e) Verification of teaching experience
  - (f) Verification of related work experience
  - (g) Credential documents
  - (h) Offer of employment and copy of contract, with salary placement
  - (i) Confirmation of employment (copy of Board minutes)
- (2) Service at Yuba Community College District records, include the following:
  - (a) Seniority date and number
  - (b) Assignments
  - (c) Evaluations

- (d) Professional growth reports
  - (e) Personal communications and directives
  - (f) Written complaints and commendations
  - (g) Employee response to written complaints
  - (h) Reassignments
  - (i) Copies of any employment contracts
  - (j) Updated credential data
- (3) Salary schedule classification, placement, information on deductions, retirement, insurance, and advancement information.
- (4) Leave data

**5.6.8 - ACCESS TO PERSONNEL FILE BY EMPLOYEE.** An employee may, by written request on the “Request to Inspect Personnel File” form, inspect her or his Personnel File. He or she may have item(s) added upon agreement of the Director of Personnel Services but, according to law, items may not be removed. The employee’s request for inspection shall be during a time when the Personnel Office is open and when the employee is not required to render specifically assigned service to the District. At the time of inspection, the employee shall sign the File Review form, and allow an employee responsible for the file to observe the inspection.

- (1) Prior to the self-examination of the employee’s file, all of the following legally confidential data shall be sealed (not legally available for employee’s review): Ratings, reports, or records which –
- (a) Were obtained prior to employment with the District,
  - (b) Were prepared by identifiable examination committee members,
  - (c) Were obtained in connection with a promotional examination.
- (2) An employee may authorize the release of information from her or his Personnel File to a third party by completing the “Authorization to Release Confidential Information” form, and delivering it to Personnel Office.
- (3) Upon request, any employee may receive copies of materials in her or his Personnel File within a reasonable time after payment of the cost of reproduction of materials.

**5.6.9 – DOCUMENT STAMP.** Stamp used on copies of documents furnished to an academic employee, when it is intended that said documents be placed in her or his Personnel File, reads as follows:

“This document will be placed in your personnel file, which is maintained at the personnel office. You have ten calendar days from receipt of this document to deliver to the Personnel Office any signed, written responses you wish, which will be attached to the document and placed in your personnel file.”

## **5.7 COMPLAINT PROCEDURE**

**5.7.1 - PURPOSE.** To provide aggrieved persons a fair and expeditious method for resolving disputes, claims, and complaints of unfair, inequitable, or illegal adverse action by Yuba Community College District, when either –

- (1) The complainant is not a member of a bargaining unit with which the District has an Agreement in effect, or
- (2) The topic of the complaint is not specified as within scope by one of the articles of the Agreement and so is not subject to the separate *Grievance Procedure* (see appropriate collective bargaining agreement).

**5.7.2 - DEFINITIONS.** All of the terms used herein are defined, used, and are to be construed in accordance with common definition and usage, except certain specialized terms which, when used herein, are defined as follows.

- (1) “Adverse action” is defined as any action by the District, except for those set forth as exceptions as noted below, which significantly affect the following:
  - (a) The status of or the conditions of employment of an employee
  - (b) The status of conditions of study of a student or students
  - (c) An action denying employment to an applicant
  - (d) An action denying admission to a student
  - (e) An action suspending or dismissing or which recommends suspension or dismissal of a student
  - (f) Any significant act of racial, religious, ethnic, or sex discrimination (see procedure for complaints of unlawful discrimination; Section 5.8.2)
- (2) “Complaint” is defined as a written statement on the “Complaint Form” supplied by the District claiming and describing a significant adverse action which is subject to this procedure;

- (3) “Frivolous” complaint is defined as a complaint which, on its face, does not appear to have any merit or which obviously does not set forth facts which could affect any significant interests of the filer of the complaint;
- (4) “Aggrieved person” or “Complainant” is defined as one who has been significantly affected by an adverse action which is subject to this procedure;
- (5) “Day”, for this purpose, is defined as a YCCD working day, between the hours of 8:00 a.m. and 5:00 p.m.;
- (6) “Representative” is defined as an advisor, agent, or attorney authorized to speak and act on behalf of a complainant.

**5.7.3 - EXCEPTIONS.** The following designated actions are not within jurisdiction or purview of this procedure, (1) Layoff, suspension, or dismissal or termination of employment of a permanent academic employee, educational supervisor, or classified employee; (2) Other matter for which a specific method of review is provided by law, by rules and regulations of Board of Trustees, or administrative regulations of the District.

**5.7.4 - INFORMAL LEVEL.** Before filing a formal written complaint, the complainant shall attempt to resolve it by an informal conference with the immediate supervisor or an appropriate cognizant manager.

**5.7.5 - PROCEDURES FOR DEALING WITH FORMAL COMPLAINTS REGARDING ACADEMIC EMPLOYEE.** When the District Administration receives a formal complaint about an academic employee, the following procedure will be observed.

- (1) Before the complainant is heard, he or she will be asked if he or she objects to having the academic employee present at the time the complaint is made. If he or she does not object, the academic employee will be invited to be present. If there is objection, the complainant will be allowed to make her or his statement to the administration in confidence.
- (2) When the administration has heard the complaint (and if it is appropriate to do so), an attempt will be made by the administration to have the complainant go to the academic employee for the purpose of working out the difficulty between the complainant and academic employee. If the academic employee is present, this same approach will be suggested.
- (3) If the academic employee is not present, and if the complainant refuses to go back to the academic employee to work out the problem, the complainant will then be asked if he or she objects to submitting a signed complaint under the *Complaint Procedure*. If a signed complaint is submitted, a copy of the complaint will be presented to the academic employee and discussed with her or him, and the *Complaint Procedure* followed. A copy of the complaint, a copy of the academic employee’s explanation, and a copy of the result

of following the *Complaint Procedure* will then be placed in the academic employee's file.

- (4) If the complainant refuses to submit a signed complaint, nothing will be recorded in the academic employee's file but the substance of the complaint will be discussed with the academic employee. If the complainant requests that her or his name not be used, her or his request will be honored.
- (5) The academic employee may, at her or his option, ask for presence of a third party at the airing of the complaint and/or any time her or his file is reviewed.
- (6) If complainant is a student, see "Code of Conduct for Students" for additional information.

**5.7.6 - COMPLAINT PROCEDURES; LEVEL ONE.** Within thirty days of the occurrence of an adverse action, an aggrieved person may prepare in writing, on the "Complaint Form" supplied by the District, a complaint and submit same to her/his immediate supervisor or an appropriate cognizant manager for informal adjustment or resolution. The filing of such a complaint shall be deemed an election of remedies by the complainant. Said supervisor or cognizant manager shall informally hear and render a decision on the matter in writing within thirty days of filing the complaint, and notify the complainant of the decision in writing.

**5.7.7 - MANAGEMENT GROUP PROCEDURES; LEVEL ONE.** Complainants who are members of the management team of the District file their level one complaints with the Director of Personnel Services. The filing of a written complaint, on the "Complaint Form," shall be preceded by an informal conference with the appropriate Dean or Director to attempt to resolve the complaint.

**5.7.8 - COMPLAINT; LEVEL TWO.** In the event the complainant receives no decision within said period, or is dissatisfied with the decision of Level One, he or she may, within thirty days from receipt of notice or within sixty days of filing of complaint, whichever comes first, appeal that decision, or failure to decide, to the President for a full review. Such an appeal shall be filed in the Office of the President in writing, and state the reasons for such dissatisfaction in detail. The President will render a decision based on submitted written documents without hearing.

**5.7.9 - APPEAL TO CHANCELLOR.** Upon receipt of such an appeal, the Chancellor shall, (1) Dismiss the appeal on the grounds that complaint is a frivolous complaint; or (2) within ten days of receipt shall render a decision based on the written appeal. The Chancellor may designate an objective, uninvolved administrator to act as Complaint Officer to render a decision.

**5.7.10 - COMPLAINT OFFICER; HEARING.** The designated Complaint Officer will conduct a full and fair review of all submitted documentation from the complainant and District. The Complaint Officer will render a written decision to the Chancellor within ten (10) days.

**5.7.11 - APPEALS; BOARD OF TRUSTEES.** If the complainant is dissatisfied with the recommendation or decision of the Chancellor or Complaint Officer or, the decision is not acted upon within thirty days after receipt of notice of its rendition, the complainant may appeal to the Board of Trustees within sixty days of date of receipt of notice of the decision or recommendation.

**5.7.12 - APPEAL TO BOARD OF TRUSTEES; PROCEDURES.** The appeal to the Board of Trustees shall be in writing and shall specify the grounds of appeal. It shall be filed with the Clerk of the Board of Trustees.

**5.7.13 - APPEAL TO BOARD OF TRUSTEES; HEARING.** Upon receipt of an appeal, the Clerk of the Board of Trustees shall place the matter upon the agenda of the Board for its next meeting. At said meeting the Board may decide to hear the matter at a subsequent date, but no later than sixty days thereafter, or may set the matter for a hearing before a Hearing Officer.

**5.7.14 - HEARING OFFICER.** If the Board determines the matter should be heard by a Hearing Officer, it shall then request that a Hearing Officer be appointed by the *Office of Administrative Procedures* of the *State of California* or *American Arbitration Association*, at the option of the Board. Thereupon, full jurisdiction to hear the matter shall be assumed by said office, which shall set the dates, times, and place of hearing, and conduct all proceedings in accordance with the *Administrative Procedure Act* of the *State of California* or the *American Arbitration Association*.

**5.7.15 - COSTS OF THE HEARING.** The District will bear the expense of the proceeding. In the event that a decision is rendered against the complainant, the expense of such hearing shall be borne by the complainant and the District equally. If required, the complainant shall promptly pay one-half of the costs of the Hearing Officer as reflected in the statement received from the *Office of Administrative Procedure* or *American Arbitration Association*, upon receipt of the statement. In the event such payment is not made by complainant within thirty days thereafter, said sum shall be deducted from the earnings of complainant, if an employee.

In the event the complainant is not an employee of the District, the Board may estimate the costs of the Hearing Officer in advance, at the time of the appointment of the Hearing Officer, and may require the complainant to deposit with the District one-half of said estimated costs within ten days of receipt of notice of this requirement. The failure to deposit the costs within said period of time shall be deemed to be a withdrawal of the complaint. The costs referred to hereinbefore are the costs of the Hearing Officer. Each party's costs of depositions, service of process, attorney's fees, witness fees, and similar expenses shall be borne by that party.

**5.7.16 - DECISION OF HEARING OFFICER.** The decision and findings of the Hearing Officer shall be in the form of recommendations to the Board of Trustees. The Board of Trustees retains ultimate and final decision power and authority. Upon receipt of the recommendations, findings, and decision of the Hearing Officer, the Clerk of the Board of Trustees shall set the matter on the agenda for the Board for consideration at its immediate or

next meeting date. The decision, finding, and recommendations of the Hearing Officer shall thereupon be considered but need not be followed by the Board. Upon receipt of said written recommendations, decision, and findings of the Hearing Officer, the Board may:

- (1) Deliberate and render its decision at that time,
- (2) Postpone the matter to a subsequent date, but no later than sixty days, for further deliberation and decision,
- (3) Set a date for a new hearing before the Board of Trustees, but at a date no later than sixty days thereafter.

**5.7.17 – EXPEDITIOUS PROCEDURE.** The District and the complainant may agree to a more expeditious procedure to resolve the claims, where delay in resolution caused by rigid adherence to this procedure would be manifestly inequitable to the complainant.

**5.7.18 - NOTICES.** All notices required by this procedure shall be in writing and sent by ordinary mail to the address of the person to be notified as it may appear on the records of the District.

**5.7.19 - REPRESENTATIVE.** At the Informal Level, complainant may be accompanied by a Representative without prior notice. At a Level One or Level Two hearing, complainant may be accompanied by a Representative, providing complainant gives formal notice at least three working days in advance that such is desired; in such case, the District authority also retains right to have a Representative at the hearing.

## **5.8 DISCRIMINATION COMPLAINT PROCEDURE**

**5.8.1 – GENERAL.** Any employee in the District may file a complaint with the District Equal Employment Opportunity (EEO) Officer if that employee believes that the District has taken action which does not satisfy the requirements of the *California Code of Regulations* Sections 5300-53052 and 59307. The District shall respond to any such complaints in a timely manner.

Each complaint or expression of concern will be investigated quickly and confidentially by the Director of Personnel Services to determine if prohibited discriminatory treatment has occurred. All investigations will be conducted in a manner designed to maintain confidentiality and the privacy of all parties concerned.

If, as a result of investigation, a determination is made that such prohibited discriminatory treatment has occurred, the Chancellor or Board of Trustees' President will take appropriate action.

If dissatisfied, a complainant may use the District's Discrimination Complaint Procedure as outlined below.

**5.8.2 – DISCRIMINATION COMPLAINT PROCEDURE - WHO MAY FILE:**

Any employee of the District who believes he or she has suffered unlawful discrimination based on race, color, religious creed, sex (including sexual harassment), age (over 40), handicap, ancestry, marital status or national origin as prohibited by Federal and/or State laws, may file a written complaint directly with the District using this Discrimination Complaint Procedure.

Any employee of the District, in his or her official capacity, who learns of an act or unlawful discrimination may file a written complaint according to this procedure.

**5.8.3 - DISTRICT RESPONSIBILITY.** Yuba College has adopted this complaint procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, physical, or mental disabilities, national origin, ancestry, medical condition and marital status. This procedure provides for the investigation of alleged unlawful discrimination, including sexual harassment, in its program or activities and seeks to resolve those complaints.

**5.8.4 - RESPONSIBLE DISTRICT OFFICER:** The District Officer responsible for ensuring compliance with the procedure shall be the Director of Personnel Services.

**5.8.5 - NOTICE OF PROCEDURE:** The District provides a notice for students of this procedure in the College catalog and in the class schedules. The District also provides notice of this procedure in Classified and Academic Employee Handbooks. In addition, the complaint procedure is posted on the bulletin board for personnel recruiting in the Administration Building.

**5.8.6 - COMPLAINT PROCESS.**

- (1) All complaints must be filed in writing within one year of the time the employee was aware or should have been aware of the alleged discriminatory act (*Government Code* Section 59238).
- (2) The complaint shall be filed with the EEO Officer on the Unlawful Discrimination Complaint Form which may be obtained from the Office of the Director of Personnel Services.
- (3) Within thirty days of receiving a written complaint on the prescribed form, the EEO Officer will commence an investigation of the complaint and notify the complainant that he or she is doing so.
- (4) When the EEO Officer receives a formal written complaint of unlawful discrimination that is not on the Unlawful Discrimination Complaint Form, the EEO Officer shall notify the complainant immediately that the complaint is defective and how the complaint is defective.
- (5) Upon completion of the investigation and within sixty days of having received it, the EEO Officer will attempt to resolve any valid complaint and will propose such action as

he or she deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.

- (6) The Director of Personnel Services shall notify the complainant of his or her proposed resolution. If the complainant is not satisfied with the proposed resolution, he or she may submit objections to the Chancellor within fifteen days. Upon receipt of the complaint, the Chancellor shall notify the Community College System Chancellor on the form provided by the Chancellor's Office. Within thirty days, the Chancellor will notify the complainant of his or her proposed resolution. The Chancellor will also inform the complainant that he or she may seek review by the Community College System Chancellor.
- (7) Upon sending notice of the proposed resolution to the complainant, and within ninety days of beginning the investigation of the complaint, the Chancellor or his/her designee will forward the following to the Community College System Chancellor's Office:
  - (a) the original complaint,
  - (b) A report of the nature and extent of the investigation conducted by the District,
  - (c) A report of any action taken to resolve the complaint,
  - (d) Evidence that the District has notified the complainant of the proposed resolution and the ability to object to the proposed resolution by sending objections to the Community College System Chancellor, and
  - (e) Any other information that the Community College System Chancellor may require.

Reference: 5 Cal. Code Admin. Reg. Sections 59328-59362

## **5.9 DEALING WITH COMPLIMENTS ABOUT ACADEMIC EMPLOYEES**

**5.9.1** - When the District administration receives a formal compliment for an academic employee, a note concerning the compliment will be placed in her or his file and the academic employee will be notified of this action.

## **5.10 PROFESSIONAL GROWTH PROGRAM/ADVANCEMENT ON SALARY SCHEDULE**

**5.10.1 - PHILOSOPHY.** The policy of the District is to encourage all professional staff members to improve their effectiveness in their position. To this end, encouragement is offered academic employees to progress from one salary class to a higher salary class by continuing their education.

**5.10.2 – ADMINISTRATIVE RESPONSIBILITY.** The Director of Personnel Services with responsibility for the total Staff Development Program is administrator of the *program*. For advisory assistance, the Professional Growth Committee is established.

**5.10.3 - COMMITTEE FUNCTION.** The Professional Growth Committee is charged with the responsibility of advising the Director of Personnel Services, when called upon or when a staff member requests reconsideration of one of that officer's rulings, regarding which courses and/or activities will meet the intent of the philosophy and criteria listed in this section. When called upon, this committee will also recommend how many units of credit on the salary schedule will be allowed for activities for which no units are assigned by an eligible collegiate institution.

**5.10.4- APPLICATION PROCEDURES:**

- (1) Every staff member must apply for credit for advancement using the "Notice of Intent" form which is available in the Personnel Office. Ex post facto approval may be granted if the Director of Personnel Services, with the assistance of the Committee if necessary, determines an emergency existed and it was not feasible for the staff member to obtain prior approval.
- (2) It is the responsibility of the staff member to provide the Director of Personnel Services with a description of the course or activity with an explanation of how it will improve her or his effectiveness in her or his position. Requests for work experience credit should be well documented; e.g., length of employment, type of employment, job classification(s), hours of on-the-job training, variety of tasks performed.
- (3) Each application for credit on the salary schedule shall include the comments of the appropriate Dean.
- (4) Examples of activities for which salary schedule credit can be given, if justification and documentation is supplied, are those which meet the following criteria. The course/activity is:
  - (a) Pertinent to staff member's current, or projected, Yuba Community College District assignment ("projected" by joint agreement of staff member and administration);
  - (b) Generally, an upper division or graduate level course and is one which staff member has not previously completed for credit, nor parallels one that has been completed for credit;
  - (c) Offered by a fully accredited institution of higher education (Western Association of Schools & Colleges or equivalent regional accrediting agency) and is taught by a staff member of that institution (not "Brokered");

- (d) Taken to increase knowledge and competency in the teaching subject, method, or technique, or knowledge and understanding in the area of equal opportunity for women, minority, or handicapped;
- (e) Related to credential licensure or certification renewal or obtaining an upgraded or more comprehensive credential, license, or certificate;
- (f) Such that, if offered off-campus, demands the amount/level/standard of work of the student that will parallel that which would be demanded in an on-campus course of the same type, and the course is offered by a California institution of higher education;
- (g) An industrial-service course, provided by a supplied-sponsored clinic or a factory-sponsored clinic for occupational/vocational academic employees, that can be determined by the Director of Personnel Services as an activity that will roughly meet the same standards as would occur in a college credit course/activity;
- (h) Work experience for an occupational/vocational academic employee that can be determined by Director of Personnel Services as resulting in roughly the same standards of accomplishment as would occur in a college-credit course/activity;
- (i) One in which the total expense of earning the credit, including expense of a substitute if required, is borne by the staff member requesting the credit (except in the case of a sabbatical leave);
- (j) A course/activity in the Student Services functions, one that will meet the above criteria, but is mainly in Student Personnel Services areas, such as Women's Studies, Handicapped, Sign Language, etc.

**5.10.5 - VALIDATION.** Unit credit on the salary schedule will be allowed only if a "C" or better grade is obtained in a graded course. In courses with a two-grade system, credit will be given for the higher of the two categories only. Evidence of completion of such courses must be presented to the Director of Personnel Services. In activities not covered by grades, written documentation indicating successful completion of the activity shall be given to the committee. To accomplish validation, the staff member files the "Notice of Completion" form with substantiating documentation.

**5.10.6 - PERSONNEL FILE.** Every academic employee must keep her or his Personnel File up to date.

**5.10.7 - BASIS FOR ASSIGNING UNITS OF CREDIT FOR NON-UNIT ACTIVITIES.** As a general guideline to the committee, it is intended that unit credit be awarded for Yuba Community College District Salary Schedule purposes when the following occurs:

- (1) The staff member requesting credit does not also request financial reimbursement, of any kind, for attendance at the activity for which he or she is requesting credit;
- (2) Attendance involves at least two separate days and a minimum total of 15 hours. There may be an interval of time between two or more days of meetings provided the interrupted meetings represent a unified series on a single general topic;
- (3) The academic employee's Dean and the Dean's administrative supervisor agree that subject matter of the meeting/activity is immediately pertinent to the staff member's teaching or service assignment. It is the responsibility of the Deans to ensure that the meeting/activity is analogous to formally organized collegiate instructional classes, as distinct from organizational or professional "meetings."
- (4) The time spent in organized instructional meetings/activity is a minimum of 15 hours for which one unit of credit shall be awarded. No smaller unit of time/credit shall be acceptable, but additional incremental units shall be acceptable in no smaller increments than ½ unit per 7½ hours.
- (5) After careful evaluation of any non-unit course or activity, the Director of Personnel Services and/or the Committee will attempt to evaluate the course on the same basis as if it were taken at an accredited institution. In no case will more credit be allowed than a similar number of hours would generate at an accredited institution.
- (6) Work experience will be evaluated on its relevancy to the teaching program, the nature of the work performed, and previous credit granted for similar work experience of the academic employee. An attempt will be made to reach an agreement with the individual concerned as to the number of units to be allowed.

**5.10.8 - EVALUATION OF ALTERNATIVE PROFESSIONAL IMPROVEMENT ACTIVITIES.** Under this provision, an academic employee may be awarded "points" or "units" for participation in a Group Educational Activity; indirectly, the Group Leader is also being rewarded for her/his individual activity.

- (1) For "Approved" Activities "Of Educational Significance," "points" or "units" will be awarded. As administrator responsible for Inservice and Staff Development programs, Director of Personnel Services determines, upon application, which activity may be "Approved" as "of Educational Significance." In the event of a difference of opinion, he/she will seek advice from Staff Development Committee.
- (2) "Unit", for this purpose, must involve at least 16 hours of group participation plus whatever outside preparation is necessary. A "Point" is at least 1 hour of group participation plus whatever outside preparation is necessary; 16 "Points" equals 1 "Unit."

## **5.11 CLASSIFIED STAFF ASSIGNED TEACHING DUTIES**

**5.11.1 - POLICY.** The District may allow, on a voluntary basis, a classified staff member to work in an academic employee position, with the approval of the appropriate Dean, classified employee's direct supervisor, and the Director of Personnel Services.

### **5.11.2 - PROCEDURES.**

- (1) Before a classified employee is hired for a part-time teaching assignment, the cognizant Dean of the Division (or Campus) of the teaching assignment will coordinate with the employee's classified managing supervisor to ensure the classified hours can accommodate the teaching assignment. If the managing supervisor concurs, the Vice President Academic and Student Service, and/or President, Director of Personnel Services, or Vice Chancellor Administrative Services will have the final approval authority for the altered schedule.
- (2) In all cases, when a classified employee teaches a class, there must be clear, written distinction between the duties of the classified employee and those of the certificated position. While this distinction must be clear in all cases, it is particularly significant when a classified instructional assistant teaches a course in the same discipline.

### **5.11.3 – HIRING**

In Hiring a classified employee to fill an adjunct teaching position, the guidelines in Section 5.3 "Filling Adjunct Teaching Positions" must be followed.

## **5.12 EXIT PROCEDURES**

All academic employees who are terminating their employment with the District must pick up a *Checkout Form* and have all applicable items, including turning in all keys, completed before they receive their final check. A copy of the *Checkout Form* is available in the Personnel Office.

## SECTION 6

### USE OF DISTRICT FACILITIES & PROPERTY; TRAVEL POLICY

#### 6.1 USE AND SCHEDULING OF BUILDINGS, FACILITIES, EQUIPMENT, SERVICES

**6.1.1 - LOAN OF DISTRICT EQUIPMENT.** According to an opinion by the Attorney General of the *State of California*, there is no legal provision which permits the loan of school equipment. It will, therefore, be policy of the District not to loan any school equipment. It will follow that any such unauthorized loan will be a personal liability upon the individuals involved.

**6.1.2 - USE OF CAMPUS FACILITIES.** The Activities Coordinator in the Business Office will schedule all facilities and activities (except Library Media) in the interest of maximum coordination, minimum conflicts, and simplicity of procedure.

##### **6.1.3 - PRIORITY FOR USE OF DISTRICT FACILITIES:**

- (1) Academic program
- (2) Student activities and other campus-related programs
- (3) Community groups and organizations
- (4) Commercial and other privately sponsored activities

##### **6.1.4 - PROCEDURES FOR SCHEDULING ARE AS FOLLOWS:**

- (1) A Master Activities Calendar for scheduling and coordination of all District and non-District activities using District facilities will be maintained by the Business Office
- (2) Activities and/or facilities are scheduled only when application is made on the "Scheduling Request Form."

**6.1.5 - USE OF ROOMS AND FACILITIES BY STUDENTS.** (including science laboratories and shops). Students may be given permission to use District facilities only under direct supervision of a staff member.

## **6.2 USE OF LIBRARY MEDIA EQUIPMENT, FACILITIES, AND PERSONNEL**

**6.2.1 - LIBRARY AUDIO VISUAL EQUIPMENT.** The Library/Media Clerk is responsible for checkout of all audiovisual playback equipment (including public address system) and specific arrangements must be made with her or him for its use. The Media Services Supervisor (The Telecommunication/Multimedia Specialist at Woodland Community College) is responsible for checkout of television and audio-equipment. Unauthorized loans of equipment and/or materials will be a personal liability upon the individual involved. Administrative discretion will be used in assigning rooms containing equipment which is potentially dangerous or exceptionally subject to damage and will not be assigned for general use except in cases of emergency need.

**6.2.2 - USE OF PRODUCTION FACILITIES.** The following conditions will be observed by District staff who wish to use the media production facilities in the Library-Learning Center:

- (1) TV Studio, TV Studio Control Room, and film chair room will be operated only when scheduled and media staff is present and under staff's control;
- (2) Audiovisual production room and audio recording facility will be available, under general supervision and instruction, to District staff engaged in the production of instructional materials on a scheduled basis.

## **6.3 GUIDELINES FOR USE OF THEATRE**

**6.3.1 GUIDELINES.** In addition to the general rules for use of all Yuba Community College District facilities, the following guidelines have been adopted with particular reference to use of the Theatre:

- (1) Due to the comprehensive instructional program using the Theatre, no activity will be scheduled for civic groups which would require use of the stage for more than one week.
- (2) For the same reason, activities which would require use of the orchestra pit will be scheduled only when the Theatre is not required for class use during the period of time the pit would have to remain open.
- (3) Smoking is prohibited in the Theatre.
- (4) Food or beverages may not be served or consumed in the seating area of the Theatre under any conditions, nor in other areas without written permission from the Director of the College Theatre.

- (5) At no time during rehearsals, performance, or other uses of the building will the possession or consumption of alcoholic beverages be permitted in the building; it is illegal and will be prosecuted under the law.
- (6) All tools, properties, scenery, and supplies, exclusive of lighting and sound equipment, are furnished and installed by the sponsoring group.
- (7) Immediately after authorized activity, the stage and backstage area must be cleared of all items brought in by the user group, and any nails or screws driven into the floor of the stage must be completely removed. Should loss of, or damage to, District property or equipment occur, costs in excess of those covered by "Performance Bond" will be assessed to sponsoring organization.
- (8) The District will not assume responsibility for the loss of items belonging to the user group.
- (9) Applicants are advised to tour the Theatre, at the time of application, with a District representative to become familiar with facilities and equipment which will be available for their use.
- (10) A District employee can be furnished, at cost, when required to operate stage lighting and sound equipment. No other persons shall operate this equipment except under supervision of the Theatre Technical Assistant. When her or his services are required, the salary of this employee shall be payable with the rental fee. The actual use time will be charged, plus an additional charge of actual cost of additional assistants, if required.
- (11) Custodial service, if required, will be at one and one-half times the actual rate multiplied by the hours.

**6.3.2 - USE OF PIANOS.** Use of all pianos must be cleared through the Director of Public Events. Pianos available for public use (the Steinway and Baldwin Grands are available for legitimate concert performance only).

## **6.4 TRAVEL POLICIES AND REGULATIONS**

Refer to [AP 7400](#) for travel procedures.

## **6.5 FIELD TRIPS, ACTIVITY TRIPS, ATHLETIC TRIPS, USE OF BUSES**

Refer to [AP 4300](#) – Field Trips and Excursions.

## **6.6 PROCEDURES FOR USE OF PHYSICAL EDUCATION/ATHLETIC FACILITIES BY STAFF**

The following procedures are to be followed by all employees who wish to retain the privilege of using the Yuba College Physical Education and Athletic facilities.

### **6.6.1 - WEIGHT ROOM**

- (1) Obtain the permission of the instructor in session before working out during class time.
- (2) Always use a spotter when using free weights.
- (3) Strip the bar and replace all plates after lifts.
- (4) Keep the room locked during and after use if a class is not in session.

### **6.6.2 - PHYSICAL ASSESSMENT LAB.**

- (1) Do not use when a class is in session.
- (2) Keep the room locked during and after use.
- (3) It is recommended that you have a partner during all workouts.

### **6.6.3 - GYMNASIUM FLOOR.**

- (1) When using the gymnasium floor, wear proper shoes (no black sole, knobby, or jogging shoes).
- (2) Do not use the gymnasium floor when a class is in session.
- (3) Make sure the building is locked if classes are not in session.

### **6.6.4 - TRACK FACILITY.**

- (1) Do not use spike shoes.
- (2) Joggers are to use lanes 3 through 9 only.
- (3) Do not use during athletic team practice times.

### **6.6.5 – STAFF USAGE OF PHYSICAL EDUCATION/ATHLETIC DEPARTMENT FACILITIES** *(Added 5-4-07)*

- (1) Keys only issued to Full-time HPER Faculty, Staff, and Head Coaches.
- (2) A PE Athletic staff member must be in the building while using the facilities.

**Time Constraints:**

- (1) Monday-Thursday – 8:00 a.m.-7:00 p.m.
- (2) Friday – 8:00-5:00 p.m.
- (3) No weekends or holidays
- (4) Must have instructor's permission to attend a class
- (5) Must sign a waiver of liability form

# SECTION 7

## HEALTH AND SAFETY

### 7.1 EMERGENCY PROCEDURES MANUAL

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupts or shuts down operations; or causes physical or environmental damage. Emergencies may be natural or manmade. The guidelines outlined below should be followed in case of specific emergencies or severe illness.

#### 7.1.1 - ACCIDENT OR SEVERE ILLNESS INCIDENCE AND REPORTING

- (1) Use American Red Cross Standard First-Aid Procedures for any injury or sudden illness. Alert Campus Police for assistance.

Campus Police	(530) 741-6771 (Y)
	(530) 681-8782 (W)
	911 (L)

Hours: Monday through Friday - 8:00 a.m. to 5:00 p.m.	
After 5:00 p.m. and weekends	(530) 870-1158 (Y)
	(530) 681-8782 (W)
	911 (L)

Ambulance	911
Fire Department and Heart/Respiratory Problems	911
Rideout Emergency Center	(530) 749-4511

- (2) Reporting Forms can be obtained from the following sources:

(a) Student and Non-employees accident forms: Contact the Vice President Academic and Student Services at (530) 741-6916 (Y); Dean of Student Services at (530) 661-4202 (W); Campus Dean at (707) 995-7904 (L)

(b) Automobile Accident Reports on Campus: Contact Campus Police

(c) District Vehicle Accident Reports: Contact Campus Police

#### 7.1.2 - ASSAULT OR BATTERY; ABUSE

- (1) Campus Police (530) 741-6771 (Y)  
Hours: Monday through Friday - 8:00 a.m. to 5:00 p.m. (530) 681-8782 (W)  
911 (L)

After 5:00 p.m. and weekends (530) 870-1158 (Y)

- (2) Ambulance 911
- (3) Campus Police will file a report of the incident with President of the campus the following day.

### **7.1.3 - BOMB THREAT; EMERGENCY OPERATIONS PROCEDURES**

Bomb Threat - If YCCDPD orders an evacuation, take personal belongs when you leave. Leave doors and windows open; do not turn light switches on or off. Check work area for unfamiliar items if time permits. Do not touch suspicious items; report them to campus authorities. If you receive a bomb threat, dial:

Yuba College Police Department - (530) 741-6771 or 870-1158 after 4:30 p.m. Woodland campus YCCDPD - (530) 681-8782  
Clear Lake Campus – 911

### **7.1.4 HAZARDOUS MATERIALS**

Move away from the site of the hazard to a safe location.  
Call Yuba College campus (530) 741-6771 or 870-1158 after 4:30 p.m.  
Woodland Campus (530) 681-8782  
Clear Lake Campus – Campus Operations– (707) 994-7907

### **7.1.5 - EARTHQUAKE**

When an earthquake occurs: DUCK, COVER and HOLD where you are! If you cannot get under a sturdy object, crouch down next to a wall and protect your head and neck with your arms. Avoid windows, bookcases and heavy objects that could fall. Stay under cover until the shaking stops, and then evacuate the building. Watch out for flying glass and falling plaster, light fixtures, bricks and other debris. Once outside, move to an open area, away from trees, buildings, electrical poles, and wires.

### **7.1.6 – FIRE**

Fire Safety - Take fire alarms seriously and evacuate quickly and calmly! Touch closed doors, and do not try to open them if they are hot. Do not use elevators -- take the stairs. Move away from fire and smoke. Close doors and windows if time permits. Pull an alarm as you leave the building, if one has not already been pulled.

Call Yuba College - (530) 741-6771 or 870-1158 after 4:30 p.m.  
Woodland Community College - (530) 681-8782 from any campus phone at a safe location  
Clear Lake campus- Campus Operations (707) 994-7907

### 7.1.7 FLOOD

- (1) Weather, levee break, creek, and drainage conditions would be the primary causes of serious flooding. To assist employees in dealing with a flooding condition on campus caused by a natural disaster or man-made which would endanger life, or cause damage to property, the following is advised:
  - (a) Ascertain the extent of actual or possible flooding
  - (b) Evacuate students and staff as needed
  - (c) Provide shelter facilities if needed
  - (d) Establish damming and/or drainage control to minimize property damage
  - (e) A complete assessment of damage and recovery
- (2) Emergency Operations:
  - (a) The College President will be notified as soon as possible and the Emergency Operations Center will be activated if the extent of flooding warrants it. The following tasks will be completed:
    - (i) Any evacuation of the campus will not be attempted until a safe travel route is identified and the evacuation is approved by the Incident Commander
    - (ii) Follow procedures for On or Off Campus Evacuations
    - (iii) If needed, shelter facilities will be staffed and opened for reception of flood victims
- (3) Flooding:
  - (a) Avoid areas that are subject to sudden flooding. Do not try to cross a flowing stream where water is above your knees. Even water as low as six inches deep may cause you to be swept away by strong currents.
  - (b) Do not try to drive over a flooded road. This may cause you to be both stranded and trapped. If your car stalls, abandon it IMMEDIATELY and seek higher ground. Many deaths have resulted from attempts to move stalled vehicles.
  - (c) Do not sightsee in flooded areas. Do not try to enter areas blocked off by local authorities.

- (d) Use the telephone ONLY for emergency needs or to report dangerous conditions.
- (e) Tune to local radio or television stations for emergency information and instructions from local authorities.

**7.1.8 - POWER FAILURE.** Emergency flashlights are located in the Police Department and Maintenance. If power outage continues for a long period of time, the appropriate President of the College will make the decision to cancel swing or graveyard shifts.

Campus Police	(530) 741-6771 (Y)
Hours: Monday through Friday - 8:00 a.m. to 5:00 p.m.	(530) 681-87821 (W)
	(707) 995-7900 (L)
After 5:00 p.m. and weekends	(530) 870-1158 (Y)
	(530) 681-8782 (W)
	(707) 995-7900 (L)
Maintenance	(530) 741-6775
Hours: Monday through Friday - 8:00 a.m. to 5:00 p.m.	

**7.1.9 – MAJOR EMERGENCIES.** In all major emergencies use stairs only; do not use elevators. Be aware of the needs of people with disabilities and learn how to offer assistance. If you are disabled, make a plan in advance that includes how you will direct any volunteer rescue attempt on your behalf. Know where you can shelter safely in buildings where you spend a lot of time.

Call Yuba College Campus – YCCD Police Department (530) 741-6771 or 870-1158 after 4:30 p.m.  
 Woodland Community College – YCCD Police Department (530) 681-8782  
 Clear Lake Campus – Campus Operations (707) 994-7907

## **7.2 - OFF-CAMPUS EMERGENCIES**

Should a student be seriously ill or injured while attending any college-sponsored function, even though it may be off-campus, the instructor must assume the responsibility of getting the student to a doctor, her or his family physician if that is possible; or if out of area, use discretion in locating an emergency service.

## **7.3 - EMPLOYEE ACCIDENT REPORTS** *(including academic employees)*

All accidents to District employees, including academic employees, while in a duty status will be reported immediately to the Business Office (530) 741-6722.

**7.3.1 - ACCIDENT REPORTS** (Vehicles). In case of an accident involving a District-owned vehicle, or a privately-owned vehicle when being used on District business with previous authorization, the following procedures will be used:

- (1) Secure the names and addresses of other parties concerned and license number of any other vehicle(s) involved;
- (2) Secure names and addresses of at least two witnesses, if possible;
- (3) Give other party your name and address;
- (4) State that car is owned by Yuba Community College District, if such is the case, and give address; admit no liability or fault;
- (5) Immediately notify Director of Maintenance and Operations, giving full details of damages and any injuries;
- (6) If there is injury to any person, or serious property damage, report the accident immediately to the *California Highway Patrol* and, if within a city, to the city Police Department.

## **7.4 - USE OF FLAMMABLE MATERIALS**

In accordance with State Law, no flammable materials will be used as decorations, costumes, stage sets, or for other purposes in any building or other place on campus, or off-campus college-sponsored events. Academic employees will see that all such items are constructed of flameproof materials.

## **7.5 - USE OF ALL DISTRICT FACILITIES AND EQUIPMENT**

*(Instructor Liability)*

No student, or other person not on District staff, is authorized to use any of the District facilities or equipment except under the “direct” supervision of the staff member officially delegated to be in charge of that facility or equipment. The staff member in charge of facilities or equipment is responsible to see that reasonable safety precautions are followed at all times for both in-class and out-of-class use.

Staff members in charge of facilities or equipment may allow use by other staff members providing they determine such use to be reasonable, and the user will observe safety precautions; incorrect use will be a personal liability upon the user. Staff members desiring to use facilities and/or equipment which falls under the cognizance of another staff member must obtain prior permission for each incident of use.

Staff members may not allow use of facilities or equipment by students, or other non-staff members, unsupervised by a staff member authorized to be in charge of the facilities or equipment; any such unauthorized usage will be a personal liability upon the staff member involved.

## **7.6 - EYE SAFETY**

**7.6.1 - DUTIES REGARDING EYE PROTECTIVE DEVICES** (*Education Code Section 32030*). It shall be the duty of the governing board of every school district, and community college district, and of every county superintendent of schools, and of every person, firm, or organization maintaining any private school, in this state, to equip schools with eye protective devices as defined in Section 32032, for use by all students, teachers, and visitors when participating in courses which are included in Section 32031. It shall be the duty of the superintendents, principals, teachers or instructors charged with the supervision of any class in which any such course is conducted, to require such eye protective devices to be worn by students, teachers, or instructors and visitors under the circumstances prescribed in Section 32031.

**7.6.2 - COURSES IN WHICH DEVICES TO BE USED; SUBSTANCES AND ACTIVITIES DANGEROUS TO EYES** (*Education Code Section 32031*). The eye protective devices shall be worn in courses including, but not limited to, vocational or industrial arts shops or laboratories, and chemistry, physics or combined chemistry-physics laboratories, whenever the individual is engaged in, or observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

Hazardous substances likely to cause physical injury to the eyes include materials which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition or other means as defined in the *California Hazardous Substances Labeling Act*.

Activity or the use of hazardous substances likely to cause injury to the eyes includes, but not necessarily limited to, the following:

- (1) Working with hot molten metal;
- (2) Milling, sawing, turning, shaping, cutting, grinding, and stamping of any solid materials;
- (3) Heat treating, tempering, or kiln firing of any metal or other materials;
- (4) Gas or electric arc welding;
- (5) Repairing or servicing of any vehicles, or other machinery or equipment;
- (6) Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means.

**7.6.3 - STANDARDS FOR DEVICES** (*Education Code Section 32032*). For purposes of this article the eye protective devices utilized shall be industrial quality eye protective devices

which meet the standards of the *American National Standards Institute* for “Practice for Occupational and Educational Eye and Face Protection” (Z87.1-1968), and subsequent standards adopted by the *American National Standards Institute* for “Practice for Occupational and Educational Eye and Face Protection.”

**7.6.4 - SALE OF DEVICES AT COST TO PUPILS AND TEACHERS** (Education Code Section 32033). Eye protective devices may be sold to pupils and teachers or instructors at a price which shall not exceed the actual cost of the eye protective devices to the school or governing board.

**7.6.5 - PRESCRIPTION LENSES** (Education Code Section 32034). The term eye protective devices as used in Sections 32030 to 32033, inclusive, shall not include prescription lenses as defined in Chapter 5.4 (commencing with Section 2540), Division 2, *Business and Professions Code*. Prescription lenses which meet the standards set forth in Section 32032 may be used by persons doing the work described in Item 6 of Section 32031 in a classroom under supervision of appropriate personnel.

## **7.7 POLICY AND PROCEDURES ON SEXUAL ASSAULT**

**7.7.1 - POLICY ON SEXUAL ASSAULT.** The Yuba Community College District recognizes that sexual assaults are among the most psychologically devastating of violent crimes. They deprive victims of their basic human right to the safety and sanctity of their person.

The District will establish education designed to limit the incidence of such crimes and case management procedures that ensure confidentiality and respect for victims. Where there is probable cause to believe that this crime has been committed, strong disciplinary measures will be imposed against those members of the Campus community who participate directly or indirectly in a sexual assault that occurs on District property or at District-sponsored or supervised activities. These will include referral for prosecution under California criminal statutes, suspension, and dismissal. Where probable cause exists, discipline relating to allegations of sexual assault shall be sought notwithstanding any decision by the criminal justice system to pursue criminal charges.

### **7.7.2 - PROCEDURES TO IMPLEMENT BOARD POLICY ON SEXUAL ASSAULT.**

- (1) Definitions:
  - (a) Sexual assault refers to, but is not limited to, crimes such as rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
  - (b) California law defines rape as "sexual intercourse" accomplished against the victim's will by the use of force or fear. In California, any form of sexual conduct carried out against a person's will is a crime, whether the victim is male or female. Sections 261 through 264 of the *California Penal Code* define the crime of rape

and the legal sanctions. Sections 286 through 289 define the sanctions against sodomy, oral copulation, and rape with a foreign object.

- (c) Victim refers to any student, employee, and/or visitor who experiences sexual assault committed by another person which occurs on District property or while participating in District-sponsored or supervised activities. Visitor means a person who has a legitimate and lawful purpose for being on District property or participating in a District activity.
- (2) Notification: The District will provide training and information to District staff in order to assist victims of sexual assault so that they will feel safe and be treated with respect and concern when they report a sexual assault. The victim has the right to be accompanied by a person of her/his choice at all disciplinary proceedings related to allegations of sexual assault. To the extent permitted by law, reports of sexual assault shall remain confidential.
- (a) Any victim of sexual assault is advised to notify the Campus Police Department as soon as possible. The Yuba College Police telephone number is (530) 741-6771; Clear Lake Campus (707) 995-7907 (Campus Operations); and Woodland Community College (530) 681-8782 (Campus Police Cell).
  - (b) The following District departments and/or personnel will be notified of the crime by District Police with the victim's consent –
    - (1) The President if the victim is a student or a visitor.
    - (2) The Director of Personnel Services and the President if the victim is an employee.
  - (c) Any employee of the District who learns of such an assault shall, with the consent of the victim, notify the District Police Department.
  - (d) If the victim does not wish to report the assault to a District representative, the victim should be encouraged to contact the Casa de Esperanza 24-hour Crisis line (674-5400). Other non-District resources for assistance are published in the College's brochure "Taking Control Against Sexual Assault."
- (3) Legal Reporting:
- (a) In compliance with the *Campus Crime Awareness and Security Act of 1990*, the District makes available to students and employees on an annual basis statistics concerning specific types of crime, including sexual assault. For Yuba College these statistics may be obtained from the Campus Police Department Office or the Office of the President. For Woodland Community College these statistics may be obtained from the Office of the President. For Clear Lake campus, these statistics may be obtained from the Office of the Campus Dean.

- (b) In cases of violent crimes with potential threat to other students and employees, the District will provide timely notice to the Campus community in a manner that will aid in the prevention of similar occurrences.
- (4) District Services:
- (a) Emergency intervention, including assessment, transportation for medical treatment, and referral to appropriate community agencies, shall be provided by the Campus Police Department for any victim of sexual assault.
  - (b) Campus Police shall provide safety assistance to victims of sexual assault as determined necessary by the Campus Police.
  - (c) Explanation of options and alternatives available to the victim including, but not limited to, filing a police report, filing a civil suit, availability of mediation, housing alternatives, withdrawal without penalty, disciplinary options available through the *Student Code of Conduct* and academic assistance alternatives, shall be provided by –
    - (i) The Vice President of Academic & Student Services (Yuba College), the Dean of Student Services (Woodland Community College), or the Campus Dean (Clear Lake Campus) if the victim is a student.
    - (ii) The Director of Personnel Services if the victim is an employee.
    - (iii) The Chief of Campus Police if the victim is a visitor.
- (5) Case Management:
- (a) To the extent permitted by law, and upon written request by the victim, the victim shall be informed of the status and disposition of any student or employee District disciplinary proceedings in connection with a sexual assault by –
    - (i) The Vice President of Academic & Student Services (Yuba College), the Dean of Student Services (Woodland Community College), or the Campus Dean (Clear Lake Campus) if the victim is a student.
    - (ii) The Director of Personnel Services if the victim is an employee.
    - (iii) The Chief of Campus Police if the victim is a visitor.
  - (b) To the extent permitted by law, the Campus Police shall keep the victim informed of the status of any investigation and shall serve as liaison to the District Attorney's Office or other law enforcement agencies.

- (c) Academic counseling services will, upon request, assist student victims in dealing with the emotional and physical difficulties that may arise in response to the sexual assault and its impact.
  - (d) Academic counseling services shall be available to assist a student victim deal with academic difficulties that may arise as a result of the sexual assault.
- (6) Confidentiality and Requests for Information:
- (a) The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law.
  - (b) Requests for information from the press and others concerned will be handled by the Vice President, Academic and Student Services at Yuba College, the Dean of Student Services at Woodland Community College, and the Campus Dean at Clear Lake Campus, and the District Chief of Police in accordance with the *Family Education Rights and Privacy Act*, applicable *California Education and Administrative Code* sections, and District Policy.
- (7) Dissemination of Procedures: These procedures shall be published in employee and student handbooks, distributed upon request in pamphlet form, and given to any victim of sexual assault as described above.

## **7.8 PERSONAL AND CLASSROOM SAFETY**

**7.8.1** An employee who notices any unsafe condition(s) shall remedy and/or report the condition immediately to the immediate supervisor; Chief Business Officer of the District; or the Director of Maintenance, Operations and Transportation.

**7.8.2** If an employee experiences a threatening situation causing the employee to fear for his/her personal safety and/or the safety of the students, the employee shall report the situation to the College Police Department and direct supervisor. In the event of the absence of a College Police Officer, the employee shall report the situation and circumstances to the direct supervisor.

## **SECTION 8** *(Added 10-12-06)*

# **LIBRARY AND MEDIA CENTER MATERIALS POLICIES AND PROCEDURES**

## **8.1 LIBRARY AND MEDIA CENTER MATERIALS**

The curriculum offered by the District shall be the primary consideration in determining the Library/Media Center holdings, and supplemented by appropriate general fiction and non-fiction holdings for patron self-improvement and leisure reading. In achieving this, the Library/Media Center affirms and follows the C.A.L.A. *Library Bill of Rights*.(Sec. AP 4040) and the A.A.S.L. *School Library Bill of Rights* (Sec. AP 4040).

The Library/Media Certificated Staff is responsible for selection of all Library and Media Center materials to be added to or removed from the collection of the Learning Resources Center. These selections will be made within the basic framework and philosophy of the District and community that it serves; (see: “Book Selection Policies and Procedures” Section 8.2).

## **8.2 BOOK AND MEDIA MATERIALS SELECTION POLICIES AND PROCEDURES**

**8.2.1 - OBJECTIVES OF SELECTION.** The community college library collection should consist of the following types of material:

- (1) A central core of material consisting of the “best that has been thought” by persons of all ages and times, cultures and countries. This material should not be subject to discard;
- (2) Books and media materials intended to supplement the curriculum. This material should be subject to periodic examination with the idea it can be discarded when obsolete and replaced with newer material;
- (3) Other books and media material suitable for the achievement of objectives of the District, such as items for self-improvement and appropriate items for leisure reading, listening and viewing.

### **8.2.2 - RESPONSIBILITY FOR SELECTION.**

The Library/Media Certificated Staff, taking into consideration the requests and recommendations of the Curriculum Committee and other academic employees, is responsible for the selection of all Library and Media Center materials (i.e., books, pamphlets, filmstrips, phono-records, audio & video tapes and CDs, films, on-line databases, and other materials and

resources) to be added to or removed from the collection. These selections will be made within the basic framework and philosophy of the District and community that it serves; “Book Selection Policies and Procedures” outlined in this section. Academic employees are encouraged to request particular titles of Library and Media materials, based on reviews by competent authorities. In addition, students and other staff may recommend items for evaluation and selection if the material is deemed appropriate by the Library Certificated Staff. Therefore, all employees are expected to be familiar with the “Book Selection Policies and Procedures.”

### **8.2.3 - GUIDELINES OF SELECTION - Non-Fiction Book Collection.**

Books to be considered for selection are ones that are recognized as classics; various types of readers, and those that widen boundaries of student’s thinking, that enrich student’s life and help her or him fulfill recreational and emotional needs. The following criteria are used to determine which particular books to acquire:

- (1) Overall purpose of book;
- (2) Reputation and significance of author;
- (3) Timeliness or permanence of book;
- (4) Importance of subject matter to collection;
- (5) Authoritativeness;
- (6) Reputation and standards of publisher;
- (7) Readability;
- (8) Quality of writing;
- (9) Appearance in book selection aids;
- (10) Special instructional uses--material that may not meet any of above criteria may be purchased to satisfy instructional need.

### **8.2.4 - GUIDELINES OF SELECTION - Fiction Book Collection.**

- (1) The sound treatment of significant social and personal problems or of racial and religious questions through novels of many-reader appeal may contribute much to bettering human relations;
- (2) There is no arbitrary single standard of literary quality. An attempt is made to satisfy varying reading ability, social background, and taste. Selection does not mean choosing only the best but also the most pleasing, competent, and successful books in all important categories of writing;

- (3) Although no single standard of literary quality can be set, it may be said the Library policy is to acquire fiction which is well written and based on authentic human experience and to exclude weak, incompetent, or cheap, sentimental writing, as well as intentionally sensational, morbid, or erotic.

#### **8.25 - GUIDELINES OF SELECTION – Periodicals**

- (1) Periodicals are important to the Library's collection to ensure timely material with current thinking in various fields is available to the students and faculty and to supplement the book collection;
- (2) Individual titles are chosen for accuracy and objectivity, accessibility of content through indexes, ease of consultation, demand, need in reference work, and presentation of point of view or subject needed in collection.

#### **8.2.6 - GUIDELINES OF SELECTION - Pamphlets.**

Selection of pamphlets follows the general practices outlined under selection of books.

#### **8.2.7 - GUIDELINES OF SELECTION - Newspapers.**

The aim in selecting local, regional, and national newspapers is to provide adequate representation of current news and information without distortion of facts or misleading information.

#### **8.2.8 - GUIDELINES OF SELECTION - Media Materials.**

Selection of media materials follows the general practices outlined under selection of non-fiction books and fiction books, whichever is appropriate.

### **8.3 PROCEDURE FOR HANDLING CHALLENGED MATERIAL.**

Since opinions may differ in a democracy, the following procedures will be observed in recognizing these differences in a reasonable manner. Citizens of the District may register their criticism with the District administration, by using *Complaint Procedure*. All criticism must be presented in writing. The statement must include specific information as to author, title, publisher, reason for objection, and page number of each item to which objection is being made. The statement must be signed and identification given which will allow proper and reasonable reply. The Board may, through the administration, appoint a committee of District staff to evaluate materials being questioned and make a recommendation to the administration.

## **8.4 PURCHASING POLICIES**

The Library Certificated Staff is responsible for the acquisition of all selected Library & Media materials. All books, periodicals, reference materials, media materials purchases, etc., made through the Library, even though they may be for divisional or laboratory uses, are to remain in the Library collection.

## **8.5 LIBRARY DISPLAY SPACE REGULATIONS**

The gallery or other designated space in the college/campus Library is available for displays by groups in the same priority order as all District facilities as outlined in Section 6.1.3 of the Academic Employees Handbook. Therefore, the space reservation priority of this procedure is given in the following order--1) Academic Programs 2) Student Activities and other campus-related programs 3) Community Groups and Organizations 4) Commercial and other privately sponsored activities. Academic Programs (Priority #1) will have a priority booking period from March 1 through March 15 of each year for the following school year. Booking will be open to other groups after March 15 on a first-come first-served basis. The display period will be for a minimum of two school weeks, from Monday, 5:00 PM through Friday 12 noon of the second week of the display. Some displays may be booked for a longer period of time if approved by the supervising Dean. Once a display is booked, meeting the scheduled time becomes the responsibility of the requesting organization. Because of the demand for use of gallery and other designated Library space, last-minute cancellations may jeopardize an organization's chances for subsequent reservations. All displays must meet the criteria for "Posting Materials on Campus" (see AP5550). The Yuba Community College District is not responsible for loss, theft or damage of items on display.

Refer to AP 4040 – Library and other Instructional Support Services