

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.00 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.00 Applicability of Chapter IV Policies

**Revision Date:** 11/10; Reviewed 02/19

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The policies in this Chapter are applicable to all classified employees except when noted in the policy. In addition, classified staff who are members of the collective bargaining unit represented by the California School Employees Association (CSEA), Chapter 33 are covered by the provisions of the current CSEA contract. Classified staff who are members of the collective bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829 are covered by the provisions of the current AFSCME contract.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.15 (BP 7330)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.15 Employment Requirements  
**Revision Date:** 11/10; 2/19  
**Policy References:** Education Code Sections 87408.6, 88021

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Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted at a location designated by the County Office of Education District within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the federal or state governments, or any other regulatory agency.

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.20 Supervision of Classified Employees

**Revision Date:** 11/10; Reviewed 2/19

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1. The general administrative coordination of the Classified Service at the District Office and the general Districtwide administrative coordination of the Classified Service is the responsibility of the Vice Chancellor-Human Resources and Employee Relations.
  2. The general administrative coordination of the Classified Service at each College is the responsibility of the College Presidents.
  3. The Office of Human Resources is responsible for maintaining generic job descriptions for all classifications in the Classified Service.

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.22 Classified Staff Development  
**Revision Date:** Program 11/10; Reviewed 2/19  
**Policy Reference:** Accreditation Standard III.A.5

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1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide the classified staff with a staff development program which will encourage professional growth that maintains and extends the high performance standards of all employees.
  2. A copy of the Classified Staff Development Program Plan will be maintained by the District Office of Human Resources.

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.25 Employees Not Members of the Classified Service

**Revision Date:** 11/10; Reviewed 2/19

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1. The Board shall establish salary schedules and procedures for employment of student assistants, classified substitutes, short-term, non-continuing and other temporary employees of the District. Pursuant to Education Code regulations, temporary employees in these categories are non-represented, at-will employees, and are not a part of the classified service.
  2. Approval of the appropriate District and/or College administrator is required prior to employment of temporary personnel. Board approval of all short term, non-continuing assignments and assignment extensions are required prior to the employment of any temporary personnel to perform those services. Employment policies governing temporary employees shall reflect equal opportunity law and provisions of the California Education Code and District policy.
  3. Employees in these categories must complete and file the following:
    - a. Proof of identity and authorization for employment in the United States, pursuant to the Immigration Reform Control Act)
    - b. Social Security card (original card is required for duplication by authorized District personnel)
    - c. Loyalty Oath
    - d. Required District payroll forms:
      - 1) W-4 (income tax withholding)
      - 2) Temporary Classified Employment Authorization Form (classified short-term and substitutes only)
      - 3) New Hire Information form
      - 4) Timesheet for payment of hours worked, using the assigned salary rate, pursuant to established District payroll timelines.
    - e. Child/Dependent Adult Abuse Reporting form
    - f. Proof of freedom from tuberculosis (required for student assistants/short-term and substitutes who are employed in District child care and health services)
    - g. Confidentiality Contract and Verification of College-Only Employment (student assistants only)
    - h. Emergency Contact Information form
  4. The District may also employ classified retirees as temporary, at-will employees, pursuant to established procedures for determining work assignments, appropriate pay rates and time limitations in conjunction with retirement system regulations.
  5. The appropriate administrator will be accountable for determining and monitoring the employment limitations, specific type of work assigned, length of the temporary service, pay rates, quality of employee performance and retention of temporary employees, pursuant to Education Code, regulatory, and District policies and procedures.

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.30 Pay Period for Classified Employees

**Revision Date:** 11/10; Reviewed 2/19

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1. For regularly employed classified employees, a pay period is the calendar month, with warrants issued on the last working day of the month.
  2. The pay period for employees on an hourly pay scale, and the overtime pay period, ends on a scheduled day each calendar month as established by the District Payroll Office with warrants issued and payable on the fifteenth day of the month.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.00**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.00 Applicability of Chapter V Policies

**Revision Date:** 11/10; Reviewed 2/19

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The policies in this Chapter are applicable to employees who are not represented by an exclusive representative organization under the Educational Employment Relations Act. These employees are included in one of four groups, all of which are defined in Section 5.01.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.01 (BP 7240, 7250, and 7260)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.01 Definition of Non-Represented Employees  
**Revision Date:** 11/10; Reviewed 2/19  
**Policy References:** Government Code Sections 3540.1(c), 3540.1(g), 3540.1(m); Education Code Section 72411

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1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of Human Resources shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may be either an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors and classified exempt supervisors are District employees who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic and Classified Exempt Supervisory Salary Schedule. The academic and classified exempt supervisory positions are listed in the Office of Human Resources.
4. Non-exempt classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining agents.
5. Confidential employees are District employees who are designated by the Board of Trustees as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.02**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 5.02 Non-Represented Employees: Work Year and Workday  
**Revision Date:** 2/11; Reviewed 2/19

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1. The work year for management and academic supervisory employees shall be the total number of calendar days in the year from July 1 through the following June 30, less 27 days of vacation and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
2. The normal workday for managers and academic supervisory employees shall consist of seven and one-half hours. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and the Education Code. The duties, flexibility of hours, salary, benefit structure and authority of these positions are of such a nature that they are set apart from the positions which are subject to the overtime provisions of State and Federal law.
3. The work year for classified professional/supervisory employees and confidential employees shall normally be the total number of calendar days in the year from July 1 through the following June 30, less vacation as specified in sections 5.54 and 5.64 of this Chapter, and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
4. The workday for classified professional /supervisory employees and confidential employees shall normally consist of seven-and-one-half hours.

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.04**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** - 5.04 Non-Represented Employees: Staff Development Programs  
**Revision Date:** 11/10; Reviewed 2/19  
**Policy Reference:** Accreditation Standard III.A.5

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1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide non-represented employees with staff development opportunities to encourage professional growth that maintains and extends the high performance standards of all employees.
2. Managers and academic supervisors are eligible to participate in the Management Development Program established by the Board of Trustees. A copy of the Management Development Program Plan shall be maintained by the Office of Human Resources.
3. Members of the classified professional/supervisory and confidential groups are eligible to participate in the Classified Staff Development Program established by the Board of Trustees. A copy of the Classified Staff Development Program Plan shall be maintained by the Office of Human Resources.

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.06 Non-Represented Employees: Conflict Resolution

**Revision Date:** 2/11; Reviewed 2/19

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1. A complaint by a non-represented employee that s/he has been adversely affected by a misinterpretation, violation or misapplication of policies of the Board of Trustees or administrative procedures shall be addressed in a manner to obtain a solution at the lowest possible management level.
2. Any complaint first should be discussed informally with the employee's immediate supervisor in an effort to resolve the problem. If the problem is unresolved, the complainant may request a review by the College President or, in the case of a District Office employee, by the Executive ViceChancellor. If the immediate supervisor is the College President or the Chancellor, the Chancellor may designate another administrator to hear the conflict at this stage.
3. If the problem is still unresolved, a non-represented employee may then request a formal administrative review of the complaint by the Chancellor by filing a written request. Therequest should include both a description of the specific grounds for the complaint and specific actions requested which will remedy the complaint. The decision of the Chancellor shall be final.
4. The District shall not take reprisal affecting the employment status of any non-represented employee because of the employee's participation in the conflict resolution process.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.07 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.07 Non-Represented Employees: Health Benefits and Leaves of Absence  
**Revision Date:** 3/11; Reviewed 2/19  
**Policy References:** Education Code Sections 7000 et seq., 87035, 87036, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 88193, 88207, 88210; Government Code Section 12945

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1. All non-represented employees who are permanent regular full-time or regular part-time employees and who are employed at least 18.75 hours per week are eligible for health and welfare benefits.
2. The District will provide each eligible employee and eligible dependents with benefits described below:
  - a. Medical insurance: The District will provide each eligible employee and eligible dependents with one of the PERS Medical plans that are available for the employee's selection. The Plans are fully described in the Employee Benefits Brochure available on the District website downloads.
  - b. Dental insurance: The District will provide each eligible employee and eligible dependents with dental benefits provided through Delta Dental Insurance. The available plans are described in the Employee Benefits Brochure described in paragraph 2.
  - c. Life Insurance: The District will provide each eligible employee with a term life insurance policy as described in the Employee Benefits Brochure.
  - d. Disability Insurance: The District will provide each eligible employee with disability insurance to cover disability after an employee's sick leave is exhausted as described in the Employee Benefits Brochure.
  - e. Vision Insurance: The District will provide each eligible employee and eligible dependents with vision benefits through the Vision Service Plan (VSP) as described in the Employee Benefits Brochure.
3. The cost for providing the medical benefits shall be shared by the District and the employee, based upon the monthly medical cap that has been established and subject to the meet and confer process. The costs for benefits listed in paragraphs 2(b) through 2(e) above shall be borne by the District.
4. The District shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include but are not limited to:
  - a. Illness leave for all classes of permanent employees;
  - b. Vacation leave;
  - c. Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated;

5.07 Non-Represented Employees: Health Benefits and Leaves of Absence (continued)

- d. Leave of absence to serve as an elected member of the legislature;
  - e. Use of illness leave for personal necessity;
  - f. Work-related illness/injury leave;
  - g. Jury service or appearance as a witness in court;
  - h. Military service;
  - i. Family and medical leave.
5. Vacation leave for non-represented employees shall not accumulate beyond two times the annual accrual. Employees shall be permitted to take vacation leave in a timely manner to avoid accumulation of excessive vacation.
6. In addition to the above-described leaves of absence, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.