

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.27 (BP 3570 and 6800)**

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

Subject: BP 2.27 Policy on Smoking
Revision Date: 7/10; 5/14; ~~XX~~
Policy References: Government Code Sections 7596, 7597, 7598; Labor Code Section 6404.5; Title 8 Section 5148

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes pipes and/or cigars is hazardous to health. There is also evidence that vapor from e-cigarettes may be harmful. Therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, the District will ~~limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.~~ a “Smoke-Free”.

1. “Smoking” means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.
2. This policy shall apply to all owned or leased District facilities and all owned or leased District vehicles.
3. Smoking is prohibited ~~at in~~-all ~~indoor~~-locations within the District, including indoors and outdoors.
- ~~4. Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent. The College President, in conjunction with the College Council, has the discretion to set campus smoking regulations as long as smoking is prohibited within a distance of at least 20 feet from any District or College doorway, entrance to an interior area or fresh air intake vent.~~
- ~~5.4.~~ District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.
- ~~6.5.~~ To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
- ~~7.6.~~ It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.
- ~~8.7.~~ It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy

BP 2.27 Policy on Smoking (continued)

should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the ~~head of Vice-Chancellor of~~ Human Resources ~~and Employee Relations~~ in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

8. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations or which are imposed by one of the Colleges.
9. The District's employee housing program is not subject to this policy; however, the San Mateo College Educational Housing Corporation may adopt similar policies as it sees fit.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.35**

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

Subject: BP 2.35 Use of District Communications Systems

Revision Date: 5/13

Policy References: CA Civil Code, Division 3, Part 4, Title 1.81.5 California Consumer Privacy Act of 2018 [1798.100 - 1798.199]

1. The District has ~~three-four~~ modes of internal communication ~~internal communications systems~~ which provide the opportunity for electronic and other communications between the District as employer, employees and students. These systems consist of a) the internal mail system (traditional paper-based communications); b) the electronic mail (email) system; ~~and~~ c) the phone mail system; ~~and d) the text messaging systems~~. These systems exist to facilitate the work of the District.
2. When conducting the District's business, all employees have the right to use any or all of the District's communications systems, subject to resource limitations **and approvals based on role and responsibility**. When a mass distribution of information to employees or students is required, the email system shall normally be used.
3. The email addresses **and phone numbers** of students may be used by appropriate College and District personnel (as determined by the College Vice President of Student Services or designee) to communicate with students about important information related to their attendance-enrollment at the College unless the student has specifically requested that their personal email address **or phone number** not be used. Students who do not want their personal email addresses **or phone numbers** used can opt out by contacting the Records Officer at the College (See District Rules and Regulations Policy 7.28). Student may not opt out of receiving information related to their enrollment at their district provided email address.
4. Material distributed to employees and students must comply with District Rules and Regulations Section 2.30, Policy on Political Activity, and all other Federal, State or local regulations regarding public employees and political campaigns.
5. The exclusive representatives of employees may have access to email and individual mailboxes of the internal mail system to communicate with employees regarding Union business, and recognized student organizations may have access to the internal mail system to communicate with staff regarding approved student activities, subject to the following regulations:
 - a. In compliance with Federal Private Express Statutes, neither District personnel nor District resources may be used to deliver the material via the internal mail system to employees; i.e., a representative of the exclusive representative or of the student organization must deliver the material directly to the employee mailboxes at each District site.
 - b. Materials distributed by recognized student organizations must comply with College time, place and manner regulations.
6. Any other use of District communications systems by organizations or individuals within the District must be approved by the College President at the College level or the Executive Vice Chancellor for the District.

BP 2.35 Use of District Communications Systems (continued)

7. Outside organizations will not be allowed to access District communications systems to distribute informational or commercial materials. Materials from outside organizations that are properly addressed and stamped and delivered to the District site by the U.S. Postal Service will be delivered to employees. The District will not provide employee or student names, mailing addresses or email addresses to an outside organization for this purpose.

If material from an outside organization is delivered to a District mail location without the proper postage and cancellation, the organization will be contacted and asked to retrieve the material, or the material will be destroyed.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.40**

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

Subject: 4.40 Continuation of Employment

Revision Date: 11/10; ~~XX~~

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1. Probationary employees, as defined in agreements with employee organizations, may be dismissed at the discretion of the Chancellor.
 2. Upon successful completion of the probationary period, an employee shall be given permanent status in the Classified Service.
 3. Permanent employees may be subject to disciplinary action for cause as prescribed in Section 4.45 or laid off for lack of work or lack of funds.
 4. Whenever a classified employee is laid off, the order of layoff within a class shall be determined by length of service as prescribed in the Education Code and by any appropriate bargaining unit agreement, as applicable. Affected employees shall be given at least 30 days' notice and informed of their displacement and reemployment rights by the Office of Human Resources.
 5. Persons laid off because of lack of work or lack of funds are eligible for priority consideration in reemployment as prescribed by law and pursuant to any applicable bargaining unit agreement.
 6. When, as a result of the expiration of a specially funded program (see Education Code Section 88017), classified positions must be eliminated, the employees to be laid off shall be given written notice on or before April 29 (for a layoff effective at the end of a school year) and informed of their displacement and reemployment rights by the Office of Human Resources. If a layoff is at any time other than the end of the college year, employees will receive 45 days' notice.
 7. If an event, which is neither foreseeable nor preventable by the Board, causes a layoff for lack of work or lack of funds, or in the event of an actual and existing financial inability to pay salaries, the 30-day layoff of employees notice shall not be required.

**CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.05 (BP 2015)**

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

Subject: BP 1.05 Student Trustee
Review Date: 5/13; ~~XX~~
Policy Reference: Education Code Section 72023.5

PREAMBLE: In order to ensure that students have the opportunity to participate effectively in District governance and to express their opinions about important governance initiatives and issues, the Board welcomes the inclusion of a Student Trustee on the Board of Trustees. The Board encourages each College to promote their very best candidates for this office each year, by encouraging students who are deeply committed to their College and the interests of students to apply for the position. The Board believes that with a competitive election process on each campus each year, the very best candidates will emerge and that will ensure that student interests are effectively represented. The Board expects that each College will have opportunities for students from their College to serve as Student Trustee.

1. A Student Trustee shall serve a one-year term as a nonvoting member of the Board beginning June 1 each year. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to ~~may~~ participate in discussion of issues and receive all materials presented to members of the Board (except for closed session materials). The rights of the Student Trustee shall be limited to those mandated in the Education Code except that the Student Trustee shall have the right to make or second motions and will have the right to exercise an advisory vote. The responsibilities of the Student Trustee shall be those mandated by the Education Code and those approved by the Board including:
 - a. The Student Trustee shall be responsible and accountable to the students of the District and their elected officers.
 - i. The Student Trustee shall study the documents that are presented to the Board of Trustees at regular meetings and study sessions and represent student interests on these matters before the Board.
 - ii. The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees. In addition, the Student Trustee shall attend Student Council meetings at the Colleges when deemed appropriate.
 - iii. Through the District Student Council, the Student Trustee shall keep the Student Council at each College informed about issues brought before the Board of Trustees and shall seek student input on these issues.
2. To be eligible to serve as a Student Trustee, a person must meet all statutory requirements, including:
 - a. Be currently enrolled in one of the Colleges of the San Mateo County Community College District.

BP 1.05 Student Trustee (continued)

- b. Maintain enrollment in at least six semester units during the election period and throughout the Student Trustee's term of office, and meet and maintain the minimum standards of scholarship as described in ~~Board Policy Section 6.16, of Rules and Regulations.~~
 - c. Not concurrently hold any recognized Associated Student government position in the three Colleges of the San Mateo County Community College District while holding the office of Student Trustee. Students who wish to run for Student Trustee may not be a candidate for President or Vice President of any Associated Students organization.
 - d. Run for the office of Student Trustee at only one campus.
 - e. A student is not required to give up employment with the District in order to be seated as the Student Trustee.
3. Election of Student Trustee nominees by students from each of the three Colleges shall take place by ~~March 30~~April 30 of each year. The manner, place, and time of the election shall be determined by the Associated Students at each College. The Associated Students shall make every effort to schedule elections on different days at the Colleges.
 4. A panel of seven students (two student body officers from each College, selected by the Student Government, and the outgoing Student Trustee) shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee. None of the members of the panel may be a candidate for the position of Student Trustee. If there is no outgoing Student Trustee to serve on the panel, the District Student Council shall select an alternate member to serve on the panel. Four votes shall be required for election, and the process must be completed by ~~May~~April 15.
 - a. If there is a 3-3-1 tie vote, the candidate with the least amount of votes will be dropped, and the panel will re-vote. Before a vote is taken, the candidates may be re-interviewed.
 - b. If there is a 3-2-2 tie vote, the panel will vote only on the candidates who have two votes, to break the tie, and the candidate with the least amount of votes will be eliminated. The panel will vote on the remaining two candidates. Before a vote is taken, the candidates may be re-interviewed.
 - c. If the panel is unable to elect one of the nominees to be seated on the Board by ~~April~~May 15 of each year, the Chancellor shall select, by lot, the student to be seated on the Board.
 5. The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by the District Student Council and shall be considered passed by simple majority.
 6. If a vacancy should occur during the Student Trustee's one-year term, the panel described in 1.05(4) shall convene to elect one of the remaining nominees to be seated as Student Trustee. Any College which does not have a previously elected nominee may hold a special election to select a nominee. Such nominee(s) shall be considered by the panel together with the nominee(s) from the other College(s). If the panel is unable to select from among the nominees, the Chancellor shall select, by lot, one of the nominees to fill the vacancy.
 7. A student may serve as Student Trustee for only two terms, whether served consecutively or with a break in service.
 8. The District shall provide monthly compensation to the Student Trustee for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code. In addition, the Board of Trustees may award the Student Trustee a service award as follows:

BP 1.05 Student Trustee (continued)

- a. One payment annually, payable May 31 at the end of his/her term of office. In order to receive the payment, the Student Trustee must have been in office and fulfilled his/her duties as outlined in this section for the entire 12-month period.
 - b. Each annual payment will be equal to the total of 12 monthly compensations.
 - c. The Board of Trustees reserves all discretion for any partial allocation in case of extraordinary circumstances beyond the Student Trustee's control causing early termination of term of office.
9. Transportation allowance for travel necessary to attend Board meetings and to attend to other official District business as authorized by the Board shall be provided for the Student Trustee at the same rate as that established for other Trustees. The student trustee may, upon prior approval by the President of the Board, attend conferences and be reimbursed for expenses associated with the approved conferences. The Student Trustee shall also receive the same health and welfare benefits as are provided to Board members.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.30**

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

Subject: 3.30 Pay Period for Faculty

Revision Date: 12/10; Reviewed XX

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1. Each employee will receive one monthly payroll warrant covering all payments due in the time period, distributed and payable on the last working day of the month. A pay period shall be the calendar month for regular faculty. All temporary faculty work will cover one month, but the pay period may vary based upon the classification of the work performed.
 2. Depending upon the faculty member's first date of employment, the pay year for faculty is August 1 to May 31 or September 1 to June 30.
 3. Payments are made in ten (10) annual payments.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.35 (BP 7385)**

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

Subject: 3.35 Payroll Deductions
Revision Date: 12/10; ~~XX~~
Policy References: Education Code Sections 87040, 87833, 87834, 88167

1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Fund

- a. All members of the faculty, unless excluded from membership under provisions of the Education Code, shall be required to participate in the California State Teachers' Retirement System (STRS).
- b. Deductions shall be made at rates determined by the Retirement System and for the actual months of active employment.

3. Medicare

All members of the faculty hired after April 1, 1986 shall be required to contribute to Medicare at the current rate established by Federal law.

4. Other

- a. When requested by the employee in a revocable written authorization, payroll deductions shall be made for:

- 1) Participation in a deferred compensation program offered by companies which are approved by the District.
- 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
- 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
- 4) Purchase of shares in any regularly chartered credit union.

~~5) Contributions to Board-approved charitable, fund-raising organizations.~~

~~6) Dues or agency fees required by to the collective bargaining unit represented by the American Federation of Teachers (AFT), Local 1493.~~

~~5)7) and d) Dues in any local or statewide professional organization shall be deducted from the employee's paycheck.~~

- b. Based upon documents from the IRS, the State Franchise Tax Board, court orders and other legal action, the District is also required to make deductions from employee wages.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.35 (BP 7385)**

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

Subject: 4.35 Payroll Deductions
Revision Date: 12/10: ~~XX~~
Policy References: Education Code Sections 87040, 87833, 87834, 88167

1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Funds

- a. All classified employees, unless excluded from membership under provisions of the Government Code, shall be required to participate in the Public Employees' Retirement System (PERS).
- b. Deductions from employee paychecks shall be made at rates determined by the retirement system and for the actual months of active employment.

3. Other

- a. When requested by a classified employee in a revocable written authorization, payroll deductions shall be made for:
 - 1) Participation in a deferred compensation program offered by companies which have complied with the District's procedures for approval.
 - 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
 - 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
 - 4) Purchase of shares in any regularly chartered credit union.
 - 5) Contributions to Board-approved charitable, fund-raising organizations.
 - 6) Dues ~~or agency fees required by~~ the collective bargaining units represented by the California School Employees Association (CSEA), Chapter 33, ~~or and~~ the American Federation of State, County and Municipal Employees (AFSCME), Local 829.
 - 7) ~~and~~ Dues in any local or ~~S~~statewide professional organization previously approved by the District shall be deducted from the employee's paycheck.
- b. Based upon documents from IRS, the State Franchise Tax Board, court orders, and other legal action, the District is required to make deductions from employee wages.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.45 (BP 4300)**

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

Subject: 6.45 Field Trips and Excursions
Revision Date: 5/10; ~~XX~~
Policy Reference: Title 5 Section 55220

1. A required field trip is a college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.
2. A non-required field trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip and shall sign a statement waiving such claims.
3. Instructors supervising field trips must be familiar with procedures dealing with transportation (~~Rules and Regulations~~ Board Policy 8.45).
4. The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
5. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.
6. Students, faculty and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.
7. No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.
8. All student trips must be approved in advance and in writing by the appropriate Dean and Vice President. The approval shall indicate whether the activity is required or voluntary.
9. The above activities are not to be confused with Study/Travel Tours (~~Rules and Regulations~~ Board Policy 8.47) or Student Activities (~~Rules and Regulations~~ Board Policy 7.60).