

# Coast Community College District

## Board Policy Manual

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Updated 9-14-12

#### 1. THE DISTRICT

New #	Old #	
BP 1200	010-1-3	Mission Statement
BP 1201		Non-Discrimination Statement

#### 2. BOARD OF TRUSTEES

New #	Old #	
BP 2010	010-2-2	Board Membership
BP 2015	010-2-14	Student Trustee, Board of Trustees
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BP 2227	010-2-27	Board of Trustees' Legislative Affairs Committee
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BP 2715	010-2-1	Code of Ethics for Members of the Board of Trustees
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## 2. BOARD OF TRUSTEES continued

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BP 2745	010-2-9	Board Self Evaluation
BP 2746	010-2-19	General Counsel
BP 2747	010-2-12	Presentation of Resolutions for Recognition Purposes
BP 2748		Purchase of Goods and Services
BP 5420	010-2-24	Associated Students' Finance
BP 6900	010-2-23	College Bookstores

## 3. EDUCATIONAL PROGRAMS AND STUDENT RELATIONSHIPS

New #	Old #	
BP 3500	030-3-3	Student Safety
BP 3517	030-8-6	Student Victims of Sexual Assault
BP 3721	030-3-4.3	Accessibility Standards for Electronic and Info. Technology - Section 508
BP 3901	030-9-1	Student Role in Governance
BP 3902	030-10-1	Student Code of Conduct and Disciplinary Procedures
BP 3903	030-10-2	Speech and Advocacy
BP 4020	030-3-1	Curriculum Development and Approval
BP 4025	030-3--1.1	Philosophy and Criteria for Associate Degree and General Education
BP 4030	030-3-1.5	Academic Freedom
BP 4040	030-3-4	Library Services
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BP 4060	030-3-2	Delineation of Functions Agreements
BP 4100	030-4-2.1	Graduation Requirements for Degrees and Certifications
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BP 4300	030-3-8	Field Trips and Excursions
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BP 5030	030-1-3	Student Fees and Charges Policy
BP 5033	030-1-4	Refund Policy
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### 3. EDUCATIONAL PROGRAMS AND STUDENT RELATIONSHIPS continued

New #	Old #	
BP 5039	030-2-1	Cumulative Records
BP 5040	030-2-2	Family Rights and Privacy Act of 1974
BP 5050	030-1-8.1	Policy on Matriculation Exemption Criteria
BP 5051	030-1-8	Model District Policy on Matriculation
BP 5052	030-1-7	Enrollment, Attendance, and Disenrollment
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BP 5110	030-7-1	Counseling and Guidance
BP 5120	030-3-4.1	Transfer Centers
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BP 5202	030-8-3	Student Medical Insurance
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BP 5210	030-8-5	Communicable Disease Policy for Students
BP 5400	030-6-3	Student Body Association - Orange Coast College
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BP 5701	030-10-13	Athletic Eligibility
BP 5702	030-10-14	Athletics - Rules for Eligibility
BP 5703	030-10-6	Athletic Event Admission Fees
BP 6901	030-10-10	College Bookstore - College Bookstore Fund - GWC
BP 6902	030-10-11	College Bookstore - College Bookstore Fund - CCC

### 4. BUSINESS OPERATIONS

New #	Old #	
BP 2712	040-11-1	Conflict of Interest Code
BP 2748		Purchase of Goods
BP 3040	040-11-2	Identity Theft Prevention Policy
BP 3200		Accreditation
BP 3250		Institutional Planning
BP 3301	040-7-2	Inspection and Copying of Public Records
BP 3310	040-7-1	Retention and Destruction of Records
BP 3311	040-7-1.1	Destruction of Old Employment Applications
BP 3521	040-13-2	College Police Department and Peace Officer - GWC
BP 3522	040-13-6.1	Responsibility for Investigation of Violent Crimes

#### 4. BUSINESS OPERATIONS continued

New #	Old #	
BP 3523	040-13-7	District Use of Force
BP 3600	040-16-1	Auxiliary Organizations
BP 3722	040-2-14	Policy on Software Use
BP 4010	040-8-1	Academic Calendar
BP 4611	040-14-1	Illness and Injury Prevention Program
BP 4612	040-15-2	Replacing or Repairing Employee's Property
BP 5131	040-10-2	Federal Perkins (PERKINS) Loan Program Check Writing Process - Outside of General Fund
BP 6100	040-1-1.1	Delegation of Authority
BP 6150	040-9-1	Designation of Authorized Signatures
BP 6200	040-1-2.1	Budget Preparation
BP 6201	040-1-2	Budget Transfer Board Approval Policy
BP 6300	040-1-1.2	Fiscal Management
BP 6311	040-1-3	Co-Curricular Accounts
BP 6312	040-3-2	Petty Cash Funds for Small Emergency Purchases
BP 6313	040-3-3	Revolving Cash Fund
BP 6314	040-3-5	Alternative Revolving Cash Funds at the Colleges
BP 6315	040-8-2	Signature of Commercial Warrants Issued Under District's Fiscal Accountability Plan
BP 6316	040-3-6	Replacement Warrants Drawn by County Auditor
BP 6317	040-3-7	Replacement Warrants Drawn by District
BP 6320	040-1-1	Investment Policy
BP 6330	040-3-1	Purchasing
BP 6331	040-3-1.1	Purchasing by the Dept. of General Services of the State of California
BP 6332	040-3-1.2	Standard Agreements for Services
BP 6333	040-3-1.3	Institutional Memberships
BP 6340	040-1-2.2	Contracts
BP 6400	040-12-1.1	Audits
BP 6401	040-12-2	Internal Audit Department Manual of Policies
BP 6402	040-12-2.1	Internal Audit Services Charter
BP 6403	040-12-3	Cashiering and Cash Handling Responsibilities and Guidelines
BP 6520	040-13-6.2	Security for District Property
BP 6521	040-13-6	District/College Security Policy
BP 6541	040-4-1	Insurance Brokerage
BP 6542	040-4-2	Limited Authority to Settle Liability Claims
BP 6600	040-1-1.3	Capital Construction
BP 6621	040-2-11	Naming District Facilities and Properties
BP 6701	040-2-1	Use of Facilities
BP 6702	040-2-1.1	Usage Fees for Facilities and/or Equipment
BP 6703	040-2-1.2	Restricted Use of District Services, Facilities, or Equipment by District Employees
BP 6704	040-2-4	Lending of Equipment
BP 6750	040-13-1	Parking and Traffic
BP 6751	040-13-3	Parking and Traffic Rules and Regulations - CCC

#### **4. BUSINESS OPERATIONS continued**

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BP 6752	040-13-5	Parking and Traffic Rules and Regulations Golden West College and Orange Coast College
BP 6960	040-2-5	Energy and Resources Conservation
BP 6961	040-2-5.1	Integrated Waste Management Policy
BP 6962	040-2-6	Authorization to Acquire Federal Surplus Property
BP 6963	040-2-8	Removal of Architectural Barriers to the Handicapped
BP 6964	040-2-3	Disposition of District Property
BP 6965	040-2-12	Sale or Lease of Real Property
BP 6966	040-2-13	Land Utilization/Joint Use Development
BP 6970	040-5-1	Transportation Regulations
BP 6971	040-5-2	Mileage Reimbursement
BP 6972	040-5-3	Attendance at Meetings, Conferences and Conventions
BP 6973	040-5-3.1	Participation in Events Which Include a Charitable Contribution or Political Donation
BP 6974	040-5-4	Participation in Overnight Athletic Events

#### **5. PERSONNEL POLICIES and HUMAN RESOURCES**

New #	Old #	
BP 3050		Code of Professional Ethics for All Employees of the CCCD
BP 3420	050-1-2	Equal Employment Opportunity Policy (EEO)
BP 3421	050-1-2.1	Equal Employment Opportunity (EEO) Plan Policy Statement
BP 3510	050-1-6.1	Workplace Violence Plan
BP 3541	050-1-18	Policy on Sexual Assault
BP 3550	050-1-19	Drug and Alcohol Free Workplace Policy
BP 3720	050-1-6.2	Computer and Electronic Resource Systems Acceptable Use Policy
BP 7110	050-1-1.8	Delegation
BP 7111	050-1-1.3	Authorization for the Chancellor to Employ Certificated Temporary Staff
BP 7112	050-1-1.4	Authorization for the Chancellor to Employ Classified Staff
BP 7113	050-1-1.5	Authorization for the Chancellor to Accept Written Resignation from Certificated and Classified Personnel and Date of Resignation
BP 7121	050-1-1	Employee Recruitment & Selection Policy
BP 7122	050-1-1.1	Wages, Hours of Employment and Other Terms and Conditions of Employment
BP 7127	050-1-1.2	State Summary of Criminal History Information for Employment or Certification Purposes
BP 7131	050-1-3	Employee Remuneration
BP 7141	050-2-1	Employee Rights
BP 7142	050-2-2	Qualification as "Employee Organization"
BP 7143	050-2-3	Recognition of Employee Organizations
BP 7144	050-2-4	Spokesperson for "Recognized" Employee Organizations
BP 7146	050-2-5	Spokesperson for the Board of Trustees
BP 7147	050-2-6	Public Notice of Collective Bargaining Proposals
BP 7148	050-2-7	Coast Community College District Management Association
BP 7149	050-2-8	Association of Confidential Employees Coast Community College District
BP 7310	050-1-1.9	Nepotism

## 5. PERSONNEL POLICIES and HUMAN RESOURCES

New #	Old #	
BP 7330	050-1-20	Communicable Disease
BP 7345	050-1-22	Catastrophic Leave-Sharing Policy for Managers
BP 7360	050-1-1.6	Discipline and Dismissals - Academic Employees
BP 7365	050-1-1.7	Discipline and Dismissals - Classified Employees
BP 7385	050-1-4	Salary Deductions
BP 7700	050-1-23	Fraud Prevention in Financial Statements & Whistleblower Protection
BP 7800	050-1-4.1	Payroll Deductions
BP 7801	050-1-5	Employee Recognition
BP 7802	050-1-5.1	Emeritus Status
BP 7803	050-1-6	Sexual Harassment Policy Statement
BP 7804	050-1-7	Board Privilege
BP 7805	050-1-8	Conference Attendance
BP 7806	050-1-9	Use of District Mailboxes
BP 7809	050-1-10	Provision of Parking Space
BP 7810	050-1-11	Deferred Taxation on Contributions to California State Teachers' Retirement System (STRS)
BP 7811	050-1-12	Deferred Taxation on Contributions to California Public Employees' Retirement System (PERS)
BP 7812	050-1-13	Employee Deferred Compensation Plan - Orange County Teachers' Federal Credit Union
BP 7813	050-1-14	Gender Equity Policy Statement
BP 7814	050-1-15	District Smoking Policy
BP 7815	050-1-16	Rights of Administrators Involving Faculty Tenure: Policies and Procedures
BP 7816	050-1-17	Faculty Hiring Policies and Procedures
BP 7817	050-1-21	Accommodations for Employees with Disabilities
BP 7818	050-3-1	Unused Sick Leave
BP 7819	050-3-2	Doctor's Verification
BP 7820	050-3-3	Maternity Absence
BP 7821	050-3-4	District Holidays
BP 7822	050-4-1	General Provisions
BP 7823	050-4-2	Salary Continuation Insurance
BP 7824	050-4-3	Dental Care Insurance
BP 7825	050-4-4	Tax Sheltered Annuity
BP 7826	050-4-5	Optical Care Insurance
BP 7827	050-4-6	Retiree Health Benefits
BP 7909	050-1-17.1	Search and Selection of the CCCD Executive Management Employees

### 5a. CERTIFICATED EMPLOYEES PERSONNEL POLICIES

New #	Old #	
BP 7341	060-2-7	Sabbatical Leave of Absence
BP 7346	060-2-5	Military Leaves
BP 7828	060-1-1	Agreement between Coast Federation of Educators/American Federation of Teachers, Local 1911, and Coast Community College District (Faculty Unit)
BP 7829	060-1-2	Agreement between Coast California Teachers Association/National

### 5a. CERTIFICATED EMPLOYEES PERSONNEL POLICIES

New #	Old #	
		Education Association and Coast Community College District
BP 7830	060-1-3	Employment Notices
BP 7831	060-1-4	Clinical Contract Pre-Placement Physicals Health Science Programs (GWC) Allied Health Programs (OCC)
BP 7832	060-1-5	Evaluation and Improvement of Instruction
BP 7833	060-1-6	Tenure
BP 7834	060-1-7	Relations Between District and Certificated Employees
BP 7835	060-1-8	Academic Due Process
BP 7836	060-1-9	Retirement
BP 7837	060-1-10	Faculty Role in Governance
BP 7838	060-1-11	Faculty Hiring Policy
BP 7839	060-1-12	Faculty Qualifications
BP 7840	060-2-1	Sick Leave
BP 7841	060-2-2	Extended Sick Leave
BP 7842	060-2-3	Absences for Personal Reasons
BP 7843	060-2-4	Unpaid Leaves
BP 7844	060-2-6	Advancement on Salary Schedule While on Leave
BP 7845	060-2-8	Vacation Period for Employees Changing from 10 to 12-Month Schedule
BP 7846	060-2-9	Industrial Accident and Illness Leaves of Absence
BP 7847	060-3-1	Property Rights

### 5b. CLASSIFIED EMPLOYEES PERSONNEL POLICIES

New #	Old #	
BP 7848	070-1-1	Agreement between Coast Community College District and Coast Federation of Classified Employees Local 4794
BP 7849	070-1-1.1	Job Classifications - Classified
BP 7850	070-1-2	Agreement between Coast Community College District and International Association of Theatrical and Stage Employees, Local 659
BP 7851	070-1-2.1	Job Classifications - International Association of Theatrical and Stage Employees Personnel
BP 7852	070-1-3	Hearing Requests by Classified Staff
BP 7853	070-1-4	Classified Employees Professional Development Program
BP 7854	070-1-4.1	Coast Community College District Classified Employees Professional Development Program Guidelines
BP 7855	070-1-5	Retirement
BP 7856	070-1-6	Classified Staff Hiring Policy
BP 7857	070-2-1	Industrial Accident or Illness Leaves

### 5c. CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES

New #	Old #	
BP 7240	080-1-2	Confidential Employees
BP 7858	080-1-1	Definition of Confidential Employee
BP 7859	080-1-2.1	Confidential Staff Hiring Policy

### **5c. CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES continued**

New #	Old #	
BP 7860	080-1-3	Overtime Compensation
BP 7861	080-1-4	Longevity
BP 7862	080-1-5.1	Coast Community College District Confidential Employees Professional Development Program
BP 7863	080-1-6	Reclassification
BP 7864	080-1-7	Pre-retirement Reduced Schedule for Confidential Staff
BP 7865	080-1-8	Retirement
BP 7866	080-2-1	Sick Leave
BP 7867	080-2-1.1	Illness While on Vacation
BP 7868	080-2-2	Extended Sick Leave
BP 7869	080-2-3	Absence Due to Death in Immediate Family
BP 7870	080-2-4	Absence Due to Personal Necessity
BP 7871	080-2-5	Absence Because of Quarantine, Subpoena as Witness, Jury Duty
BP 7872	080-2-6	Floating Holiday, Confidential Employees
BP 7873	080-2-7	Holidays and Vacation, Confidential
BP 7874	080-2-8	Military Leaves
BP 7875	080-3-1	General Provisions
BP 7876	080-3-2	Insurance
BP 7877	080-3-3	Life Insurance
BP 7878	080-3-4	District's Medicare Supplement Plan

### **5d. SUPERVISORY/MANAGEMENT AND MANAGEMENT PERSONNEL POLICIES**

New #	Old #	
BP 7879	090-1-1	Exempt Classification
BP 7880	090-1-2	Due Process
BP 7881	090-1-3	Tenure
BP 7882	090-1-4	Management Salary Schedule
BP 7883	090-1-5	Advancement on Salary Schedule, Management
BP 7884	090-1-6	Management Longevity
BP 7885	090-1-7	Pre-retirement Reduced Schedule for Management Staff
BP 7886	090-1-8	Management Professional and Staff Development Program
BP 7887	090-1-9	Regular Evaluation of Classified and Certificated Managers
BP 7888	090-1-10	Management Hiring Policy
BP 7889	090-2-1	Sick Leave
BP 7890	090-2-1.1	Illness While on Vacation
BP 7891	090-2-2	Extended Sick Leave
BP 7892	090-2-3	Leaves of Absence
BP 7893	090-2-4	Military Leaves
BP 7894	090-2-5	Industrial Accident and Illness Leaves of Absence
BP 7895	090-2-6	Absence Due to Death in Immediate Family
BP 7896	090-2-7	Absence Due to Personal Necessity
BP 7897	090-2-8	Absence Because of Quarantine, Subpoena as Witness, Jury Duty
BP 7898	090-2-9	Professional Development Leave for Administrators and Management
BP 7899	090-2-9.1	Professional Improvement Administrative Leave Program



**5d. SUPERVISORY/MANAGEMENT AND MANAGEMENT PERSONNEL POLICIES**

	New #	Old #	
BP	7900	090-2-10	Holidays and Vacation, Management
BP	7901	090-2-11	Lump Sum Vacation Payment
BP	7902	090-3-1	General Provisions
BP	7903	090-3-2	Insurance
BP	7904	090-3-3	Life Insurance, Management
BP	7905	090-3-4	District's Medicare Supplement Plan

**5e. HOURLY, NON-CLASSIFIED, NON-CERTIFICATED AND STUDENT EMPLOYEES PERSONNEL POLICIES**

	New #	Old #	
BP	7906	100-1-1	Hourly, Non-Classified, Non-Certificated Employees Salary Schedule

**5f. NON-SCHEDULED ASSIGNMENTS**

	New #	Old #	
BP	7907	110-1	Hourly Rates for Student Health Service Physicians and Clinical Psychologists
BP	7908	110-2	Administration of Justice "D" Rate