

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

SECTION IV

CLASSIFIED PERSONNEL POLICIES

Approved by the Board of Trustees'

February 18, 1969

SECTION IV

CLASSIFIED PERSONNEL

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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.1 - HIRING PRACTICES

*4010.101 Nondiscrimination Policy

See Section I, District Policy Manual, Governing Board Policy 1910.

*Revised: 6/19/73;

San Jose/Evergreen Community
College District

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.1 - HIRING PRACTICES

*4010.102

Hiring of Relatives

The District shall hire individuals for District employment upon the basis of merit. However, the District shall not knowingly hire relatives or individuals of the same household who have authority immediately to supervise each other. In the event employees, one of whom is a supervisor, within a unit marry or decide to live in the same household, the District shall effect a lateral transfer for one of the employees, if a transfer is possible.

Relatives, as used in this statement, means the mother, father, grandmother, grandfather, grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, niece, nephew, uncle, aunt of the employee, or any relative living in the immediate household of the employee.

*Revised: 3/21/78

San Jose/Evergreen Community College
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IV. CLASSIFIED PERSONNEL POLICIES
SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

4010.201 Appointment

Appointment of all candidates to regular positions shall be made by the Governing Board.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

4010.202 Notice of Employment

Each new regular employee shall receive a notice of employment stating the position classification to which he/she is to be assigned, the location of his/her job, the range and step of compensation, and the first day of employment.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

4010.203 Processing Requirements

Each employee filling a regular classified position shall complete the following requirements:

*4010.2031 Evidence of Freedom From Active Tuberculosis

Prior to October 31 in the even-numbered years, each employee shall have a chest x-ray or intradermal tuberculin test with results filed at the Personnel Office. If the employee shows a positive reaction to the skin test, he/she shall be required to have a chest x-ray. Proof of freedom from active tuberculosis shall be submitted to the District no less than once each four years of continued employment; for cafeteria workers no less than once each year; no exceptions shall be allowed.

*Revised: 7/1/71;

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SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

*4010.2032 New Employees

Prior to employment all new employees, other than student help, must present evidence that a negative chest x-ray or intradermal tuberculin test has been taken within the past year.

The report showing freedom from active tuberculosis shall be on file in the District Personnel Office prior to issuing the first warrant as pay for the new employee's services.

Revised: 7/1/71;

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SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

*4010.2033 Fingerprinting

All employees, other than student help, shall be fingerprinted at the District Campus Police Office prior to reporting for work. The cost shall be paid by the District. The employee shall return the verification of having been fingerprinted to the District Personnel Office. (Education Code 88024)

*Revised: 7/1/71;

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

4010.2034 Loyalty Oath

All classified employees shall sign a loyalty oath.
(Government Code, Title 1, Division 4, Chapter 8)

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES
SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

*4010.2035 Federal Withholding Tax Form (W-4)

Each employee shall file a W-4 form with the
Personnel Office.

*Revised: 7/1/71;

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

*4010.2036 Pre-employment Medical Examination

A person seeking classified employment with the District may be asked to have a medical examination at any time such examination appears necessary for the health of others, or as medical proof of his/her physical or mental ability to perform the job.

The cost of the medical examination will be borne by the District.

*Revised: 7/1/71;

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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4010 - EMPLOYMENT PROCEDURES

4010.2 - APPOINTMENT PROCEDURE

*4010.2037

Medical Examinations for Regular Employee

The District may require an employee to submit to a medical examination at any time that it appears necessary to safeguard the health of the employee or others. Whenever a regular employee is required to submit to a medical examination, whether by law or at administrative direction, the examination shall be performed by a physician designated by the District and the cost shall be borne by the District. (Education Code 88021)

*Revised: 7/1/71;

San Jose/Evergreen Community College
District

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.101 Classified Service

The classified service shall consist of personnel employed on a continuing basis in authorized positions not requiring certification. All employees so assigned are referred to as classified employees.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.102 Class or Classes of Positions

Positions are grouped under a common title because they are similar in duties, responsibilities, working conditions and requirements. Common standards of selection, assignment, and salary are applied to positions within the same class.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.103 Classification Plan

The official document adopted by the Governing Board which allocates all positions to a class. The classification plan designates the nature of the work, the level of difficulty, and the degree of responsibility.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.104 Job Specifications

A description of the tasks responsibilities, and requirements for a position class.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

*4020.105 Regular Position

A position authorized by the Governing Board,
either full-time or part-time, which has been
established on a continuing basis.

*Revised: 7/1/71;

San Jose/Evergreen Community College
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.106 Regular Employee

A person assigned to fill a regular position on either a full-time or part-time basis.

Revised: 7/1/71

San Jose/Evergreen Community
College District

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.107 Full-time Employee

A regular employee appointed on a continuing basis to an authorized position which requires service of eight (8) hours a day or forty (40) hours a week for either the fiscal year or a ten-month period.

Revised: 7/1/71

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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.108 Part-time Employee

A regular employee appointed on a continuing basis to an authorized position which requires service of less than eight (8) hours a day or less than forty (40) hours a week for either a fiscal year or a ten-month period. Benefits for part-time employees are on a prorated basis as compared to regular full-time employees.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.109 Permanent Employee

A regular employee who has been accorded permanent employment status because he has performed satisfactorily for a period one year. (For ten-month employees, one year shall be deemed to mean the number of required days of service for the position held by the employee which fall between the date of employment and the same day one year hence.)

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.110 Probationary Employee

A regular employee who has served the District for less than one year following the date of employment.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.1 - DEFINITIONS

4020.111 Special Employee

A person who is employed to perform a service for the District for less than 75% of the year. A special employee is not a part of the classified service and receives no benefits such as paid holidays, vacation, etc. An employee may be assigned to short-term service as:

A student employed part-time on the student help or work-study programs.

A substitute employee assigned to perform the duties of a regular employee who is absent from work.

A temporary employee selected to fill a budgeted position until a qualified person can be appointed or a person assigned to specific service for a period of less than 75% of the school year.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

4020.201 Assignment of Positions to the
 Classification Plan

Positions shall be assigned by the Governing Board to a salary range.

Job specifications shall be approved for each authorized position.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

4020.202 Types of Employees

Each employee shall be placed in one of the following groups:

*4020.2021 Regular

Regular employees of the classified service:

Probationary
Permanent

4020.2022 Special

Special employees:

Student
Substitute
Temporary

*Revised:

San Jose/Evergreen Community
College District

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

4020.203 Duties of Classified Employees

Duties may include, but are not limited to, those outlined in the job specifications for the position to which the employee is assigned.

An employee may have a copy of the job specification for the position he holds by request.

An employee shall be required to do related duties as assigned by his supervisor(s).

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

4020.204 Job Assignment

Assignment to specific jobs within a position classification shall be made at the discretion of the administrative officer in charge. Permanent status shall not apply to specific job assignment.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

*4020.205 New Classifications

The Governing Board, upon the recommendation of the Chancellor/Superintendent, may create new classifications as needed and may abolish or combine existing classifications as the needs of the District change.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

*4020.206 Pay for Temporary and Substitute Employees

Temporary and substitute employees will be paid at the hourly rate for the appropriate range on the Part-Time Hourly Salary Schedule.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4020 - CLASSIFICATION AND COMPENSATION

4020.2 - CLASSIFICATION AND COMPENSATION POLICY

4020.207 Exclusion from Holiday Compensation

Special employees, Police Reserves and recreation positions who work on holidays shall receive the hourly rate assigned to the position.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE COVERAGE

4030.1 - PAYROLL PROCEDURES

*4030.101 Hourly Classified and Special Employees

Student employees, temporary and substitute employees shall be paid on the 10th of the following month. Hourly classified and special employees shall be paid for the time reported from the 1st of the month through the 26th of the month.

*Revised: 7/1/71;

San Jose/Evergreen Community College
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE COVERAGE

4030.1 - PAYROLL PROCEDURES

4030.102 Reporting Time

Time report sheets shall be provided for each hourly employee so that he may accurately record his time for the appropriate reporting period. Pay records shall be prepared from the time reports submitted by the employee and approved by his supervisor.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE COVERAGE

4030.2 - BENEFITS

4030.201 P.E.R.S. (Retirement System)

Membership in the Public Employees' Retirement System is required of all regular employees and of temporary and substitute employees who serve the District halftime or more (at least 87 hours) for one calendar month. Contribution rates are established by the Public Employees' Retirement System. The actual contribution which an employee makes to his own retirement fund is a percentage of his monthly salary, as determined by the employee's sex and age at the time of employment. The District is required to make monthly deductions from the warrants of all eligible members.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE COVERAGE

4030.2 - BENEFITS

4030.202 Social Security

(Old-age Survivors and Disability Insurance.) All regular employees (hired after 1959) are required to be members of the Federal Social Security System.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE COVERAGE

4030.2 - BENEFITS

*4030.203

Continuation of Insurance

If the active employment of a regular twelvemonth employee is terminated or he/she is granted a leave of absence without pay, his/her insurance shall be continued until the end of the last month of the employee's active service with the District.

For ten-month employees or less who indicate their intent to return, the District shall pay the premium for the employee's insurance coverage for the months the employee is not working (August and September). Should the employee fail to return to his/her position at the beginning of the school year, it shall be necessary for him/her to reimburse the District for the two months' premium.

Revised: 7/1/71

San Jose/Evergreen Community College
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE
COVERAGE

4030.3 - PAYROLL DEDUCTIONS

4030.301 Withholding Tax

The monthly amount deducted from the employee's warrant is based upon a Federal schedule. An employee may request that an additional amount be deducted by signing a revised W-4 form.

Revised: 7/1/71

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4030 - PAYROLL PROCEDURES, BENEFITS AND INSURANCE
COVERAGE

4030.3 - PAYROLL DEDUCTIONS

4030.302 Other Deductions

An employee may authorize deductions from his warrant for United Fund, employee association or union dues, tax sheltered annuities, dependent coverage on District insurance plans, and credit unions.

Revised: 7/1/71

San Jose/Evergreen
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4040 - TERMINATION OF EMPLOYMENT

4040.1 - EMPLOYEE-INITIATED ACTION TO TERMINATE EMPLOYMENT

4040.101 Procedure for Termination of Employment

A regular employee who is planning to leave District service shall notify his administrative officer as much in advance of the effective date of retirement or resignation as possible.

IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4040 - TERMINATION OF EMPLOYMENT

4040.1 - EMPLOYEE-INITIATED ACTION TO TERMINATE EMPLOYMENT

*4040.102 Resignation

A regular employee may resign from District service by filing with his administrative officer a letter of resignation stating the effective date. The letter of resignation shall be forwarded immediately to the Chancellor/Superintendent. The date specified in the notice of resignation shall be the effective date, provided that date is no later than June 30 of the college year in which the resignation is received. If no date for the termination of employment is contained in the employee's notice of resignation, employment shall be terminated at the end of fourteen (14) calendar days or by June 30, whichever date comes first.

**The Governing Board hereby authorizes the Chancellor/Superintendent or the Acting Superintendent to officially accept the resignation of any District employee. The resignation shall be effective at the time of receipt by the Chancellor/Superintendent or Acting Superintendent.

Once the notice is delivered, it shall be irrevocable by the resigning employee except upon written consent of the Chancellor/Superintendent.

*Revised: 7/1/71;
**Added: 7/2/85

San Jose/Evergreen Community
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IV. CLASSIFIED PERSONNEL POLICIES

SECTION 4040 - TERMINATION OF EMPLOYMENT

4040.1 - EMPLOYEE-INITIATED ACTION TO TERMINATE EMPLOYMENT

*4040.103 Resignation in Good Standing

An employee may resign in good standing by filing his notice of resignation at least fourteen (14) days prior to the effective date or by not designating a date for termination of employment. An employee who gives less than fourteen (14) days' notice of termination of employment shall not be entitled to future employment by the District unless the Chancellor/Superintendent has consented to such employment in writing.

*Revised: 7/1/71;

San Jose/Evergreen Community
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