



Welcome!

New Academic Administrator

Welcome to Cerritos College! The following documents are required to process new employees and to be approved by the Board of Trustees. Print and complete all forms and return to Rebecca Pang in Human Resources by appointment only (562) 860-2451 ext. 2281.
Thank you.

Please bring the following documents with you to the Office of Human Resources:

- Current Photo ID (First and Last name must match name on Social Security card)
- Social Security card (original)
- Work Authorization (if applicable)
- Official college transcripts with degree confer date
- Proof of test for PPD-Tubersol/Mantoux (TB) or cleared chest X-ray within the last 3 ½ years

Forms to print, complete, and return:

- LiveScan memo and form –Cerritos College Campus Police fingerprints fee is \$32
- I-9 Employment Eligibility
- Oath of Allegiance
- W-4 – Click on the link and complete the Employee's Withholding Allowance Certificate
- Emergency Contact
- Injury & Illness Prevention Program (IIPP) Acknowledgement form
- Workers' Compensation Pre-Designation of Personal Physician
- Direct Deposit option– Provide a voided check with the completed form
- Mailing Warrants Authorization option
- Warrant Recipient Designation
- Cal STRS (Retirement) Permissive Membership
- Address & Phone Number Disclosure
- Retirement Questionnaire
- Staff Diversity Questionnaire
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- Verification of Receipt

Keep the following forms for your reference:

- | | |
|---|--|
| ▪ Academic Calendar | ▪ Personal Safety on Campus |
| ▪ Work Calendar | ▪ Employee Feedback |
| ▪ Campus E-mail Instructions | ▪ Rideshare Information Packet |
| ▪ CCFF Letter | ▪ Parking Permit Instructions |
| ▪ AFT Membership | ▪ TB Memo & Referral |
| ▪ Nondiscrimination | ▪ AP 3050 Code of Ethics Policy |
| ▪ BP 7050 Conflict of Interest Policy | ▪ Salary Schedule |
| ▪ IIPP Packet | ▪ New Hire Pamphlet |
| ▪ Procedure for New Web | ▪ Employee Assistance Brochure |
| ▪ AP 3720 Computer & Network Use Policy | ▪ STRS Handbook Link & Beneficiary Form |
| ▪ AP 3518 Child Abuse Reporting Policy | ▪ Links to CSEA and CCFF Bargaining Agreements |

CERRITOS COLLEGE

MEMORANDUM

MEMO TO: New Academic Employees

FROM: Dr. Adriana Flores-Church, Director of Human Resources/
Risk Management

SUBJECT: LIVE SCAN FINGERPRINT PROCESSING

As a condition of employment, it is required that new academic employees be fingerprinted for processing a background investigation through the State Department of Justice (Bureau of Criminal Identification).

In order to comply with this policy it is required that you do the following:

1. Complete the attached Request for Live Scan Services.
2. Take the completed form to the Cerritos College Campus Police Department to obtain Live Scan fingerprinting services.

If you have any questions, please contact the college Human Resources office at (562) 860-2451, Ext. 2284.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1548
 ORI (Code assigned by DOJ)
 Academic Employee
 Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Employment
 Authorized Applicant Type

Contributing Agency Information:

Cerritos College Human Resources Department
 Agency Authorized to Receive Criminal Record Information
 11110 Alondra Blvd
 Street Address or P.O. Box
 Norwalk CA 90650
 City State ZIP Code

13749
 Mail Code (five-digit code assigned by DOJ)
 Adriana Flores-Church
 Contact Name (mandatory for all school submissions)
 (562) 860-2451
 Contact Telephone Number

Applicant Information:

Last Name
 Other Name (AKA or Alias) Last
 Sex Male Female
 Date of Birth
 Height Weight Eye Color Hair Color
 Place of Birth (State or Country) Social Security Number
 Home Address Street Address or P.O. Box

First Name Middle Initial Suffix
 First Suffix
 Driver's License Number
 Billing Number 143197
 (Agency Billing Number)
 Misc. Number
 (Other Identification Number)
 City State ZIP Code

Your Number: Academic = \$32.00
 OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
 (Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name
 Street Address or P.O. Box
 City State ZIP Code

Mail Code (five digit code assigned by DOJ)
 Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator
 Transmitting Agency LSID

Date
 ATI Number Amount Collected/Billed

External Links to Complete

Employment Eligibility Verification Form I-9

[Please Click Here to Retrieve Form I-9](#)

Form W-4

[Please Click Here to Retrieve Form W-4](#)

Thank you



Office of Human Resources

• (562) 860-2451 ext. 2284 • www.cerritos.edu/hr •

**OATH OF ALLEGIANCE FOR PERSONS EMPLOYED BY
PUBLIC AGENCIES IN THE STATE OF CALIFORNIA
(Government Code Section 3102)**

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United State and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Employee

Title of Position

Taken, subscribed and sworn to before me this _____ day of _____, 20_____

Signature of Administrator

Title

This oath must be signed by a Cerritos Community College District administrator involved in the hiring and payroll process of management, faculty, classified, and student assistance employees of the District



EMPLOYEE ADDRESS/TELEPHONE/EMERGENCY CONTACT INFORMATION

EMPLOYEE ADDRESS/TELEPHONE INFORMATION

Last Name First Name MI

Home/Mailing Address

Home Phone Number Cell Phone Number

EMPLOYEE TYPE (CHECK ONE):

- Full-Time Faculty Management Confidential
Part-Time Faculty Classified

Signature of Employee Date

EMERGENCY CONTACT INFORMATION

Please provide the name(s) of a person(s) (and other information requested below) the District should contact in case of an emergency (serious injury, sudden illness, etc.).

Last Name First Name MI Relationship

Home Address City State Zip

Home Phone Number Work Phone/Cell Phone Number Place of Employment

Last Name First Name MI Relationship

Home Address City State Zip

Home Phone Number Work Phone/Cell Phone Number Place of Employment



Injury Illness Prevention Program Acknowledgement Form

The Cerritos Community College District Board of Trustees, the District, and its management pledge to support the Injury Illness Prevention Program (IIPP) and to ensure that it remains a viable method of protecting all employees and all other site occupants, as well as to meet its obligations of maintaining a safe and healthful work place.

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP. It is the District's responsibility to communicate the IIPP to all its employees and it is the employee's responsibility to read and comply with the provisions of the IIPP and health and safety regulations.

By signing this form, I acknowledge receipt of Cerritos College's Injury Illness Prevention Program. I understand that any questions about the IIPP or any safety related concerns should be directed to the Risk Manager, Site Manager, or representative in the Safety Committee.

Employee's Full Name (print)

Date

Employee's Signature

UPON COMPLETION OF THIS FORM, FORWARD TO
HUMAN RESOURCES/RISK MANAGEMENT

Adriana Flores-Church, Ed.D.
Risk Management
(562) 860-2451 Ext 2283

Cerritos College

Workers' Compensation: Pre-Designation of Personal Physician

If you have health insurance and you are injured on the job you have the right to be treated immediately by your personal physician (M.D., D.O), or medical group, if you notify your employer, in writing, prior to the injury. Per Labor Code 4600 to qualify as the your predesignated, personal physician, the physician must agree, in writing, to treat you for a work related injury, must have previously directed your medical care and must retain your medical history and records. Your predesignated physician must be a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist or pediatrician. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors or medicine or osteopathy, which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

This is an optional form that can be used to notify your employer of your personal physician. You may choose to use another form, as long as you notify your employer, in **writing, prior** to being injured on the job and provide **written verification** that your personal physician meets the above requirements and agrees to be predesignated. Otherwise, you will be treated by one of your employers' designated workers' compensation medical providers.

EMPLOYEE NAME: _____

I acknowledge receipt of this form and elect **not** to predesignate my personal physician at this time. I understand that I will receive medical treatment from my employers' medical provider. I understand that, at any time in the future, I can change my mind and provide written notification of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature: _____ Date: _____

If I am injured on the job, **I wish** to be treated by my personal physician*:

Name of Physician or Medical Group _____ Phone Number _____

Address _____

*This physician is my personal primary care physician who has previously directed my medical care and retains my medical history and records.

Employee Signature: _____ Date: _____

A Personal Physician must be willing to be predesignated and treat you for a workers' compensation injury. The remainder of this form is to be completed by your physician and returned to your Employer.

PERSONAL PHYSICIAN ACKNOWLEDGEMENT

Per Labor Code 4600 to qualify you must meet the criteria outlined above. You are not required to sign this form, however, if you or your designated employee, does not sign, other **written** documentation of the physicians' agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

PERSONAL PHYSICIAN OR MEDICAL GROUP NAME: _____

I agree to treat the above named employee in the event of an industrial accident or injury. I meet the criteria outlined above. I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

I do not agree to treat the above employee in the event of an industrial accident or injury.

I do not qualify as the employees' personal physician. I am not an M.D. or D.O. or do not meet the criteria outlined above.

(Physician or Designated Employee of the Physician or Medical Group)

Date

Please return completed form to:

Cerritos College ♦ 11110 Alondra Blvd., Norwalk, CA 90650 ♦ (562) 860-2451

Cerritos College Employee's Direct Deposit

Information and Instructions

1. Direct deposit is a voluntary program which will transfer your net pay directly to your checking or savings account. Instead of a pay warrant, you will receive an advice of the amount deposited attached to your pay stub. The entire net check amount must be deposited, and the deposit can only be direct to one checking or savings account per employee.
2. Things to consider:
 - Your bank, S&L, or credit union must be a member of a National Automated Clearinghouse Association, which most institutions are.
 - A garnishment order will temporarily suspend direct deposit status.
 - If you have more than one assignment with the District on regular payroll cycles, all pay will go direct deposit.
 - Retroactive checks and adjustments checks which are paid on a supplemental schedule, will not be direct deposited. When regular pay is reissued on a supplemental schedule, you will receive an actual payroll warrant.
3. How to sign up:
 - Complete Employee's Direct Deposit Authorization form. Attach a voided check for verifying routing numbers and/or account numbers.
 - Return the completed form to the Payroll Office
 - Payroll will enter the information in the county's payroll system for a test run. An advice (direct deposit) will issue for \$0.00 which will be forwarded to the employee.
 - Employee should verify the account number for accuracy. If there is a discrepancy, please contact the Payroll Office immediately.
 - The first check to be direct deposited will be on or after the start-up date indicated on the pre-notification.
4. Submit a new authorization form to Payroll when:
 - you change the name on the account
 - you close the account or move the account from one branch to another
 - you are absent for more than a semester or year
5. Additional provisions (Please read carefully):
 - Employees will be responsible for any fees, charges or costs assessed by Los Angeles County Office of Education and/or my bank institution due to my failure to cancel or modify my Direct Deposit Authorization. Such fees, charges or costs will be deducted from my payroll warrant.

- Employees understand and agree that a replacement payroll warrant will not be issued to said employee, or on behalf of said employee, if a Direct Deposit Authorization is invalidated by a transfer of banking account(s) or banking institution until/unless Los Angeles County Office of Education has confirmed the receipt of the returned funds/payroll warrant. Please note the return of incorrect Direct Deposit funds could delay issuance of a replacement payroll warrant for approximately 10 to 15 working days.

Direct deposit is not automatically canceled when you close the account to which your pay is being deposited. You must cancel direct deposit with the Payroll Office before you close the account at the financial institution.

Cancelling your direct deposit can be accomplished via email to the Payroll Office.

dhart@cerritos.edu

(Deanna Hart, Payroll Manager)

jthein@cerritos.edu

(John Thein, Payroll Technician)

bjyoung@cerritos.edu

(Barbara Young, Payroll Technician)

kduarte@cerritos.edu

(Karla Duarte, Payroll Technician)

Payroll Unit Direct Deposit Authorization

PLEASE CHECK <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	
PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL	SOCIAL SECURITY NUMBER
NAME OF SCHOOL DISTRICT (IF EMPLOYED WITHIN THE OFFICE, PUT YOUR ROOM NUMBER HERE)	WORK TELEPHONE NUMBER ()
NAME OF BANK/CREDIT UNION/SAVINGS & LOAN <input type="checkbox"/> Checking <input type="checkbox"/> Savings	BRANCH TELEPHONE NUMBER ()
ACCOUNT NUMBER	ADDRESS OF BANK/CREDIT UNION/SAVINGS & LOAN (NUMBER, STREET, CITY AND ZIP CODE)

I hereby authorize the district and the Los Angeles County Office of Education (LACOE) and/or its agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to my account.

I understand:

- Direct deposit status is not activated until 10 days following a \$0 test transaction for new or change authorization.
- Direct deposit will also be suspended if a a certificated employee's credential expires.
- I must submit a new *Employee's Direct Deposit Authorization*, Form No. 501-508, if I change my account (name, institution, branch, type account, etc.).
- Direct deposit status may be suspended or rescinded by the district or LACOE and payment made by county warrant, if necesary, to meet payroll deadlines or under extreme conditions.
- Direct deposit status will be temporarily suspended if wages are garnished.

I agree to hold harmless and indemnify the district and Los Angeles County Office of Education and its officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of LACOE and its officers, employees, and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new *Employee's Direct Deposit Authorization*.

ATTACH BELOW A VOIDED CHECK SHOWING THE INSTITUTION ROUTING NUMBER AND ACCOUNT NUMBER.	SIGNATURE OF EMPLOYEE X	DATE SIGNED
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ATTACH VOIDED CHECK HERE

FOR COUNTY OFFICE USE ONLY

Refer to the Direct Deposit Reference Guide

EMPLOYEE'S DEPOSIT ACCOUNT NO.														
														■
FINANCIAL INSTITUTION ROUTING NO.														
■														■

INPUT BY (PRINT NAME) GR 9/2007



WARRANT RECIPIENT DESIGNATION

In accordance with the provisions of Section 53245 of the California Government Code, in the event of my death, I hereby designate the following persons (designees) to receive any and all warrants payable to me.

Designee #1

Name Relationship:

Address: City: State: Zip:

OR, in the event of the death of Designee #1,

Designee #2

Name Relationship:

Address: City: State: Zip:

This designation form cancels and replaces any designation form previously signed for this purpose and shall remain in effect until cancelled in writing by me.

It is understood and agreed that the Cerritos Community College District is not obligated to deliver said warrants to the designee unless the designated person claims such warrants from the District and provides sufficient proof of identity. A person so designated may negotiate the warrant(s) as if the payee.

Employee Name (print):

Employee Signature: Date:

- Management Faculty Classified Short-Term Hourly

School District/Agency: Cerritos Community College District

Submit this completed form to the Office of Human Resources

PeopleSoft:

CERRITOS COMMUNITY COLLEGE DISTRICT
RETIREMENT STATUS QUESTIONNAIRE FOR ACADEMIC PERSONNEL

Name: _____

Gender: Male Female Maiden Name: _____

Social Security Number: _____ Date of Birth: _____

Address: _____

Telephone: _____

EMPLOYMENT STATUS

FULL-TIME PART-TIME SUBSTITUTE OTHER _____

CREDENTIAL HELD (TYPE) _____ EXPIRATION DATE _____

What year did you first teach in California Public Schools? _____

Where? _____

In what county did you last teach? _____

In what District did you last teach? _____

When? _____

RETIREMENT STATUS

1. Are you a member of the State Teachers' Retirement System? _____
 Have you withdrawn your retirement funds? _____. If yes, give date of withdrawal. _____.
 Have you redeposited these funds? _____
 Are you contributing into the State Teachers' Retirement System in any other District? _____. If yes, where? _____
 Full-Time _____ or Part-Time _____. What was the effective date of your membership into the System? _____.

2. Are you a member of the California Public Employees' Retirement System? _____ Have you withdrawn your retirement funds? _____. If yes, give date of withdrawal. _____. Have you redeposited these funds? _____
 Are you contributing into the California Public Employees' Retirement System in any other state or governmental agency? _____. If yes, where? _____
 Full-Time _____ or Part-time _____. What was the effective date of your membership into the System? _____.

3. Are you employed in any other District during this school year? _____. If so, list:

County	District	Regular	% of Full-Time	Sub	Hourly

PLEASE PROVIDE A SUMMARY OF ALL PRIOR ACADEMIC (CERTIFICATED) EMPLOYMENT IN THE APPROPRIATE SPACE BELOW, GIVING BEGINNING MONTH AND COUNTIES IN CALIFORNIA:

School Year	Month	County		School Year	Month	County		School Year	Month	County
86-87				96-97				06-07		
87-88				97-98				07-08		
88-89				98-99				08-09		
89-90				99-00				09-10		
90-91				00-01				10-11		
91-92				01-02				11-12		
92-93				02-03				12-13		
93-94				03-04				13-14		
94-95				04-05				14-15		
95-96				05-06				15-16		

In accordance with the provisions of the California State Education Code:

1. If you are a member of the State Teachers' Retirement System, each District in which you are employed must deduct an amount equivalent to eight percent (8%) of your salary earned.
2. If you are not a member, you will become a member by rendering 100 full days of service in a District as a substitute employee within a school year.
3. If you are a part-time hourly employee (not substituting), you become a member by serving 60 hours or more in a pay period in a District. If employed on a part-time daily basis you become a member by serving 10 or more days in a pay period in a District.
4. Employees will also qualify for membership if they serve 600 or more hours on a substitute hourly basis.
5. Employees filling a vacancy created by the death or resignation of an employee become members of STRS as of the first day of such service and deductions must be taken.
6. Part-time employees, who serve less than 60 hours or 10 days per pay period and substitutes, may elect **IRREVOCABLY** to become members of the System.
7. **Acceptance of employment in a position requiring membership in the system is your consent to have deductions from salary taken for the system.**
8. It is the employee's responsibility to notify the District of any changes in his/her employment or retirement system status through other employing Districts to insure that appropriate deductions from salary warrants for retirement system plans and also District payments for such plans on behalf of the employee are made. Failure to do so on the part of the employee may result in retroactive salary deductions to correct such errors.

Signature

Date

Permissive Membership

ES 0350 (Rev. 6/11)



California State Teachers' Retirement System
 P.O. Box 15275, MS 17
 Sacramento, CA 95851-0275
 800-228-5453
 CalSTRS.com

PERMISSIVE ELECTION AND ACKNOWLEDGEMENT OF RECEIPT OF CALSTRS DEFINED BENEFIT PLAN MEMBERSHIP INFORMATION

An employee who performs creditable service (Education Code Section 22119.5), and who is excluded from mandatory membership pursuant to Section 22601.5, 22602, or 22604, may elect membership in the California State Teachers' Retirement System (CalSTRS) Defined Benefit Program at any time while employed to perform creditable service. If you elect membership below, then your election becomes irrevocable until you terminate employment. This form containing your election must be on file with CalSTRS before your employer submits contributions into the program.

EMPLOYEE CERTIFICATION			
NAME (LAST, FIRST, INITIAL)		CLIENT ID OR SOCIAL SECURITY NUMBER	
MAILING ADDRESS		POSITION TITLE	
CITY	STATE	ZIP CODE	HOME TELEPHONE
E-MAIL ADDRESS			
<p>With my signature below, I certify that I have received information from my employer on my eligibility to elect membership in CalSTRS Defined Benefit Program and that I am making the following election. I fully understand this election is irrevocable and applies to all future creditable service until I terminate employment.</p> <p>I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine of up to \$5,000 (Education Code Section 22010).</p>			
I elect membership <input type="checkbox"/>		I decline membership at this time <input type="checkbox"/>	
SIGNATURE		DATE	

TO BE COMPLETED BY EMPLOYER						
<p>With my signature below, I certify that the above-named employee has been provided with the membership criteria for the CalSTRS Defined Benefit Program, and if applicable, was informed within 30 days of hire that they may elect membership in the Program at any time while employed. (Education Code section 22455.5).</p>						
OFFICIAL'S SIGNATURE				TITLE		
COUNTY (or Other Employing Agency) Los Angeles				DISTRICT Cerritos Community College		
EMPLOYEE #	SEX		BIRTHDAY (MO/DAY/YEAR)	MEMBERSHIP DATE (MO/DAY/YEAR)	ASSIGNMENT	
	MALE	FEMALE			FT	PT
						SUB



Staff Diversity Information Questionnaire

This form is to be completed by all employees of the District. This information is required by the District for research, evaluation, and federal/state reporting purposes. **Please print and check the appropriate boxes to provide the following information:**

Name: _____ Gender: Male Female
(Last, First, MI)

Date of Birth: _____
Month/Day/Year

Ethnic Group (with which you most closely identify):

Asian or Pacific Islander

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Hawaiian |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Guamanian |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Cambodian |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Pacific Islander Other |
| <input type="checkbox"/> Asian Other | |

Hispanic/Latino

- | |
|---|
| <input type="checkbox"/> Mexican, Mexican-American, Chicano |
| <input type="checkbox"/> Central American |
| <input type="checkbox"/> South American |
| <input type="checkbox"/> Other Hispanic |

American Indian/Alaskan Native

African American/Black

Caucasian/White

Disabilities - Substantially limited to one or more major life activities and having a record of a vision, mobility, hearing, speech, learning or mental impairment or being regarded as having such impairment.

None Yes, please identify _____

Vietnam Era Veteran (August 4, 1964 - May 5, 1975): No Yes

List any relative(s) employed by the District:

Name	Position	Division/Department	Relationship

Signature of Employee

Date

Cerritos Community College District

Verification of Receipt of New Employee Information (Management Employees)

I hereby certify that I have received the following items from the Human Resources office as part of my new employment processing:

- | | |
|--|--|
| <input type="checkbox"/> Academic & Fiscal Calendars | <input type="checkbox"/> Identification Card (Staff) |
| <input type="checkbox"/> Board Policies – Available on President’s webpage | <input type="checkbox"/> Management Salary Schedule |
| <input type="checkbox"/> Campus Map | <input type="checkbox"/> Non-Discrimination Policy & Procedures Brochure |
| <input type="checkbox"/> Campus E-mail Instructions | <input type="checkbox"/> Computer & Network use Administrative Policy |
| <input type="checkbox"/> CCFE Collective Bargaining Agreement | <input type="checkbox"/> Personal Safety on Campus Brochure |
| <input type="checkbox"/> CSEA – District Collective Bargaining Agreement and Administrative Regulations | <input type="checkbox"/> Personal Physician Designation Form (Work Related Injury) & New Hire Pamphlet |
| <input type="checkbox"/> Classified Employees’ Handbook | <input type="checkbox"/> Public Employees’ Retirement System Member Handbook |
| <input type="checkbox"/> Confidential Employees’ Handbook (Supplement to Classified Employees’ Handbook) | <input type="checkbox"/> Request for Transfer of Sick Leave |
| <input type="checkbox"/> Conflict of Interest Notice | <input type="checkbox"/> Rideshare Bulletin |
| <input type="checkbox"/> Direct Deposit Information (Pay Warrant) | <input type="checkbox"/> Staff Parking Permit Instructions (Verbal) |
| <input type="checkbox"/> Employee Assistance Program Brochure | <input type="checkbox"/> State Teachers’ Retirement System Handbook/Beneficiary Designation Form |
| <input type="checkbox"/> Faculty Handbook Verbal Instructions (Faculty Handbook available online only) | <input type="checkbox"/> Student Health & Wellness Center Brochure |
| <input type="checkbox"/> Employee Feedback Form | <input type="checkbox"/> Tuberculin Test Memorandum |
| <input type="checkbox"/> AP 3050 Institutional Code of Ethics | <input type="checkbox"/> Injury Illness Prevention Program |
| <input type="checkbox"/> AP 3518 Child Abuse & Neglect Reporting | |

Employee Name (Print)

Signature of Employee

Date

Signature of Human Resources Office

Date

CAMPUS E-MAIL INSTRUCTIONS

(Classified & Confidential Employees)

1. Contact division/department secretary or your immediate manager to make sure request has been made for you to have access to the computer system.
2. Get your user ID and temporary password from either the division/department secretary or your immediate manager.
3. Call the innovation center at extension #2797 to set up a training appointment.

The innovation center will train you on how to gain access into the computer system and your email account.





Cerritos College • Academic Calendar 2017-2018

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2017						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
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Legend	
	Semester Start Days
	Semester End Days
	Holidays

SUMMER SESSION – 2017

May 22 – August 11

May 29	Memorial Day
July 4	Independence Day

FALL SEMESTER – 2017

August 14 – December 15

August 14 – October 13	First 9-Week Session
September 4	Labor Day
September 5 – December 15	15-Week Intrasession
October 16 – December 15	Second 9-Week Session
November 10	Veteran’s Day
November 23 – 26	Thanksgiving
December 9 – 15	Final Exams

SPRING SEMESTER – 2018

January 8 – May 18

January 2 – 5	Flex Week
January 8 – March 9	First 9-Week Session
January 15	Martin Luther King, Jr.’s Birthday
January 29 – May 18	15-Week Intrasession
February 16	Lincoln’s Birthday
February 19	Washington’s Birthday
March 12 – March 18	Spring Recess
March 19– May 18	Second 9-Week Session
May 12 – 18	Final Exams

SUMMER SESSION – 2018

May 21 – August 10

May 28	Memorial Day
July 4	Independence Day

Dates are subject to renegotiation if the District adopts a compressed calendar.

Cerritos College

2017-2018 Work Calendar

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Mandated and Board Approved Holidays

Jul 4	Independence Day
Sep 4	Labor Day
Nov 10	Veteran's Day
Nov 23	Thanksgiving Day
Nov 24	Board Approved Holiday (Friday after Thanksgiving)
Dec 22	Board Approved Holiday
Dec 25	Christmas Day
Dec 26	Board Approved Holiday
Dec 27	Board Approved Holiday
Dec 28	Board Approved Holiday
Dec 29	Board Approved Holiday
Jan 1	New Year's Day
Jan 15	Dr. Martin Luther King, Jr. Day
Feb 16	Abraham Lincoln Day
Feb 19	George Washington Day
Mar 16	Board Approved Holiday (Friday of Spring Break)
May 28	Memorial Day

Adopted by the Board of Trustees
May 3, 2017



Cerritos Community College District
Nondiscrimination and Sexual Harassment

*All members of the campus community, including you, have the right to work and study
in an environment free of discrimination and sexual harassment.*

What is sexual harassment?

Board Policy 3430 contains the District's zero tolerance policy against all forms of harassment, including sexual harassment. Sexual harassment is a form of unlawful discrimination. District Board Policies, state and federal laws prohibit all forms of unlawful discrimination.

Board Policy 3410 and Administrative Procedure 3410 describes the District's commitment to nondiscrimination and Administrative Procedure 3435 explains how reports and complaints of discrimination are filed and investigated. You may contact the Office of Human Resource Services with questions and to make reports at (562) 860-2451, extension 2284.

The District's Board Policies and Administrative Procedures may be found on the District's website at <http://cms.cerritos.edu/board/policies/>. Excerpts of District Board Policy 3410: Nondiscrimination, and Board Policy 3430: Prohibition of Harassment are included below.

You should know that you have a duty to report discrimination or sexual harassment if:

- You have become aware of acts of discrimination or sexual harassment.
- You have witnessed acts of discrimination or sexual harassment.
- Any member of the campus community has reported acts of discrimination or sexual harassment to you.

If you need to ask questions, get information, or make a report, you may contact:

Mr. Harry Joel

Interim Vice President of Human Resources
Office of Human Resource Services
(562) 860-2451, extension 2280
hjoel@cerritos.edu

Ms. Frances Gusman

Interim Dean of Student Services
Student Activities Office
(562) 860-2451, extension 2476
fgusman@cerritos.edu

Dr. Stephen Johnson

Vice President, Student Services/
Assistant Superintendent
Student Services Office
(562) 860-2451, extension 2236
sjohnson@cerritos.edu

Dr. Lucinda Aborn

Dean, Disabled Student Programs and
Services (DSP&S)
DSP&S Office
(562) 860-2451, extension 2334
laborn@cerritos.edu

Individuals with concerns about discrimination or sexual harassment may also contact any manager for immediate assistance. For disability concerns, please contact Dr. Mary Anne Gularte or Dr. Lucinda Aborn. If you are interested in Sexual Harassment Training, you may contact the Office of Human Resource Services at (562) 860-2451, extension 2284. Information concerning discrimination and complaints of discrimination can also be obtained from:

U.S. Equal Employment
Opportunity Commission
www.eeoc.gov

California Department of Fair
Employment and Housing
www.dfeh.ca.gov

U.S. Department of Education ([for discrimination in student or educational matters](http://www.ed.gov/offices/OCR)) Office for Civil Rights
www.ed.gov/offices/OCR

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Cerritos College provides an EAP to help its employees and their immediate families with problems related to stress; marital, working and relationship difficulties; financial and legal problems; alcohol and drug use or addiction. Information concerning the District-paid EAP Plan may be obtained through the Office of Human Resource Services, (562) 860-2451, extension 2284.

It is hard to be alone when you or someone you care for is having problems. Our employees are our most valuable asset and the District encourages its employees to seek assistance when facing problems.

BOARD POLICY EXCERPTS

Board Policy 3410: Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President/Superintendent shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Board Policy 3430: Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

Human Resources

1 BP 7050 EMPLOYEE CONFLICT OF INTEREST

2 References:

3 Government Code, Sections 1126, 82029, 87100, 87302;
4 CCR, Title 2, Section 18705

5 The following policy pertains to all employees of the Cerritos Community College
6 District.

7 A. CONFLICTS OF INTEREST ARE PROHIBITED

8 No employee or consultant/contractor of the Cerritos Community College District
9 shall make, participate in making, or in any way attempt to influence a decision of
10 the Cerritos Community College District in which he or she knows or has reason
11 to know will have a financial effect, distinguishable from its effect on the public
12 generally, on the employee or his or her "immediate family." Immediate family
13 shall mean spouse and dependent children of an employee of the District
14 (Government Code, Section 82029), which includes:

- 15 1. Any business entity in which the employee, consultant/contractor or
16 his/her immediate family has an investment;
- 17 2. Any business entity in which the officer, employee, consultant/contractor
18 or his/her immediate family is a director, officer, partner, trustee,
19 employee, or holds any position of management; or,
- 20 3. Any real property in which the officer, employee, consultant/contractor or
21 his/her immediate family has a direct or indirect interest.

22 B. USE OF CONTRACTORS

23 In accordance with Government Code, Section 1126, no designated employee
24 filing an Annual Statement shall accept money or gifts from any current
25 contractor providing facilities, grounds, or construction services to the District.
26 Designated employees are required to disclose on the Annual Statement any
27 money or gifts in any amount from any current contractor providing facilities,
28 grounds, or construction services to the District. For purposes of this section, a
29 'current contractor' refers to any business entity or individual including
30 contractors, suppliers, architects, attorneys, engineers, and insurers, providing
31 services related to the construction of facilities or grounds for the District during
32 the year covered by the Annual Statement.

33 C. PENALTIES

34 Any employee who shall make, participate in making, or in any way attempt to
35 use his or her relationship with the Cerritos Community College District to

36 influence a decision of the Cerritos Community College District in which he or
37 she knows or has reason to know he or she has a prohibited financial interest
38 shall be subject to discipline, including up to dismissal.

39 D. ACADEMIC DECISIONS

40 In the area of academic decisions, the Fair Political Practices Commission has
41 established certain specific exemptions from conflict of interest provisions which
42 are applicable to the Cerritos Community College District. Academic decisions
43 with respect to textbook utilization and other educational materials are also
44 subject to the District's written guidelines for textbooks which appear in the
45 Faculty Handbook. The regulations for academic decisions adopted by the
46 California Fair Political Practices Commission, at Title 2 Code of the California
47 Code of Regulations (CCR), Section 18705, provide as follows:

48 Section 18705. Academic Decisions.

49 "(a) Except as provided in subsection (b), neither disclosure of financial
50 interests nor disqualification is required under Government Code, Sections
51 87100, 87302, or any Conflict of Interest Code, in connection with:

52 "(1) Teaching decisions, including the selection by a teacher of books or
53 other educational materials for use within his or her own school or
54 institution, and other decisions incidental to teaching;

55 "(2) Decisions made by a person who has teaching or research
56 responsibilities at an institution of higher education to pursue personally a
57 course of academic study or research, to apply for funds to finance such a
58 project, to allocate financial and material resources for such academic
59 study or research, and all decisions relating to the manner or methodology
60 with which such study or research will be conducted. Provided, however,
61 that the provisions of this subsection (2) shall not apply with respect to
62 institution- or campus- wide administrative responsibilities respecting the
63 approval or review of any phase of academic research or study conducted
64 at the institution or campus.

65 "(b) Disclosure shall be required under Government Code, Section 87302
66 or any Conflict of Interest Code in connection with a decision made by a
67 person or persons at an institution of higher education with principal
68 responsibility for a research project to undertake such research, if it is to
69 be funded or supported, in whole or in part, by a contract or grant (or other
70 funds earmarked by the donor for a specific research project or for a
71 specific researcher) from a nongovernmental entity, but disqualification
72 may not be required under Government Code, Sections 87100, 87302, or
73 any Conflict of Interest Code in connection with any such decision if the
74 decision is substantively reviewed by an independent committee
75 established within the institution."

76 E. DISTRIBUTION OF THIS POLICY

77 Copies of this policy shall be distributed by the Human Resources Office to all
78 current and future employees.

79 See also BP/AP 2710 titled Conflict of Interest and BP 2712 titled Conflict of Interest
80 Code.

81 Office of Primary Responsibility: Human Resources

Date Adopted: December 10, 2008

(Replaces former Cerritos CCD Policy 5000.1)





Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451

**INJURY & ILLNESS
PREVENTION PROGRAM**

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INJURY AND ILLNESS PREVENTION POLICY

The District will develop and implement an Injury and Illness Prevention Program to meet its obligations of maintaining a safe and healthful work place. The Cerritos Community College District Board of Trustees, the District, and its management pledge to support this program and to ensure that it remains a viable method of protecting all employees and all other site occupants, as well as meet our compliance requirements.

DEFINITIONS

DISTRICT

The legal educational agency consists of Cerritos College.

WORKPLACE

References the area of operations to which an employee is assigned (i.e., Cerritos College or District Services).

RESPONSIBILITIES

The Injury and Illness Prevention Program (IIPP) Coordinator for the Cerritos Community College District is the President/Superintendent. The President/Superintendent has designated the Risk Manager as the IIPP District Coordinator and the Division Deans as the IIPP Site Coordinators with site specific responsibility for the IIPP. The President/Superintendent is responsible for ensuring that District policies and practices are implemented, employees are provided a safe and healthful workplace, and that operations are in compliance with the Injury and Illness Prevention Program and applicable federal, state, and local regulations and standards.

IIPP DISTRICT COORDINATOR

The Risk Manager is responsible for the IIPP and implementation of program requirements for the District.

IIPP SITE COORDINATORS

The Division Deans are responsible for the IIPP and implementation of program requirements for their divisions.

SITE MANAGER

The Administrators, Department Directors, and Managers are designated as site managers and are responsible for ensuring that their direct reports and employees implement and follow the IIPP and associated programs and practices required to meet all applicable regulatory requirements. The site managers will be responsible for maintaining a safe and healthful workplace, conducting safety inspections, and ensuring compliance with all Cal/OSHA and other applicable federal, state, and local safety and health standards and regulations.

EMPLOYEES

Employees must comply with the provisions of the IIPP and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

CONTRACTORS

Contractors must have their own IIPP and their program must complement the District's IIPP. Contractors must meet all regulatory requirements and actively participate in site health and safety activities as required in contracts and purchase orders.

OTHERS UNDER THE PURVIEW OF THE IIPP

All others under the purview of this IIPP (e.g., associated student officers, student aides and hourly employees) must comply with the provisions of the program and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

VISITORS AND GUESTS

Visitors and guests must comply with site health and safety requirements and participate in IIPP activities as required.

PLAN REVIEW

The IIPP District Coordinator will be responsible for ensuring the IIPP is accessible via the www.cerritos.edu website and it is reviewed at least once during the first year after implementation and then at least annually, thereafter.

The review will be to ensure that the written plan is appropriate for the District at the time of the review and for any anticipated future changes. The IIPP Site Coordinators will be required to provide written notice to the IIPP District Coordinator. The IIPP District Coordinator will then provide written notice to the President/Superintendent that the review was conducted and communicate changes, suggested modifications, and improvements, if any.

OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES – COMPLIANCE

The President/Superintendent, through the IIPP District Coordinator and IIPP Site Coordinators, will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combination of systems will include any one or combination of the following:

1. Training and retraining programs: training and retraining needs have been identified and published in the annual schedule of safety and health training.
2. The IIPP procedure and updates pertaining to safety will be published annually.
3. Administrators and classified leadership will monitor ongoing performance and participation as required in the IIPP through the performance appraisal process as identified in the administrative procedures and collective bargaining agreements.

Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student, or visitor shall be subject to disciplinary action in accordance with the existing District policies, administrative procedures, and collective bargaining agreements. Disciplinary action shall be taken for violations of management directives, rules, regulations, work practices, or policies. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion.

4. Safety and health procedures and practices will be published and communicated to employees.

COMMUNICATION

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of ensuring the success of the District's Injury and Illness Prevention Program. Therefore, through the IIPP District Coordinator and the IIPP Site Coordinators, the District will implement a system or combination of systems intended to accomplish the following:

1. Provide a means for the District to communicate to employees, in a readily understandable form, matters relating to occupational safety and health; and
2. Encourage employees to inform the District Facilities Department of workplace safety hazards

The communication portion of this IIPP will consist of any one or combination of the following:

1. **TRAINING AND RETRAINING PROGRAMS.** Safety training and retraining classes provide a forum for the discussion of specific and general safety, health, and compliance best practices.
2. **MEETINGS.** Site managers will conduct safety meetings or staff meetings, which may include the discussion of safety issues or specific safety topics. These meetings are intended to discuss one or more safety items and encourage open discussions between employees and management.
3. **SAFETY COMMITTEE.** The Safety Committee is considered an important part of the overall system of communication. The recommended committee make-up may include representatives from the following:
 - Administration
 - Maintenance/Operations
 - Students
 - Academic Staff
 - Classified Staff
 - Safety and Security/Campus Police
 - Faculty
 - Expert Consultants

The Safety Committee will ensure that the following requirements are met:

- a. The committee meets regularly, but not less than quarterly.
- b. Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available to all affected employees through the use of postings, newsletters, or other appropriate written

materials. Records of the meetings will be kept on file and be accessible via the www.cerritos.edu website for at least 5 years.

- c. Reports of safety inspections, investigations of occupational accidents, and causes of any incident resulting in injury, illness, or exposure to hazardous substances are reviewed. Where necessary or appropriate, the committee will submit suggestions to management for the prevention of future incidents.
4. **ANONYMOUS NOTIFICATIONS.** Notifications can be made in open forums or training sessions, as well as through inter-departmental mail sent to management, supervisors, union representatives, or Human Resources. Site Managers will submit all anonymous notifications to the Safety committee.
5. **MISCELLANEOUS.** When appropriate, the District may use written communications such as inter-District memos, electronic media, envelope stuffers, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees matters relating to workplace safety and health.

EVALUATION, INVESTIGATION and CORRECTION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify, evaluate, and correct workplace hazards. The main system for identifying and evaluating workplace hazards will be ongoing evaluations, inspections, and meetings. The purpose of these inspections and meetings will be to identify and correct unsafe conditions and work practices.

Workplace inspections will be scheduled and can be conducted on an as needed basis using the following criteria:

- An initial inspection when the program is first established;
 - An inspection of affected areas whenever a new substance, process, procedure, or piece of equipment that potentially presents a new occupational safety and/or health hazard is introduced to the workplace;
 - An inspection of affected areas whenever the management is made aware of a new or previously unrecognized hazard; and
 - When occupational illnesses and injuries occur, the IIPP Site Coordinator or designee will conduct the investigation.
1. **ONGOING INSPECTIONS.** The annual workplace inspection is an important part of the overall inspection program. Site Managers are responsible for ensuring safety inspections are conducted per schedule. These inspections will be conducted with the following considerations:

- a. The IIPP Site Coordinator in conjunction with the Site Manager will designate management personnel conducting the inspections.
 - b. Inspections may be accomplished using check-off forms or other means of documentation.
 - c. Copies of the completed check-off forms or other documents will be distributed as follows:
 - IIPP Site Coordinator
 - Site Manager
 - Safety Committee
2. **ANNUAL INSPECTIONS.** The District will use outside safety consultants to supplement the in-house inspection program. Inspections by outside safety consultants will be conducted annually. The party conducting the professional inspections must have professional qualifications and safety expertise, e.g., Certified Safety Professional (CSP), a professional member of the American Society of Safety Engineers (ASSE), or a registered Professional Engineer (PE) in safety with demonstrated experience at educational institutions and must carry liability insurance. Copies of consultant's inspection reports will be maintained at least 5 years at the District's Business Office.
3. **SAFETY ACTIVITIES.** Job Safety Analysis (JSA), employee safety training, or issue specific assessments (e.g., department ergonomic studies) may be used in lieu of or to supplement the scheduled workplace inspections.
4. **ACCIDENT INVESTIGATIONS.** The injured employee's immediate manager will conduct the accident investigations to identify and correct unsafe conditions and practices. These investigations will be conducted for all work-related injuries and illnesses resulting in employees being unable to work.
5. **CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS.** Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following criteria:
- a. When observed or discovered.
 - b. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees, except those properly trained or qualified to correct the existing condition, will be evacuated from the area impacted.
 - c. Following an accident investigation or hazard assessment (e.g., JSA) when unsafe acts or conditions are identified.

- d. When evidence of repeated unhealthful situation is documented and reported in specific areas.

All such actions taken to correct hazards and corresponding dates of completion shall be documented on the appropriate forms. The responsible Administrators, Deans, Directors, and Managers shall be notified of unsafe conditions and corrective action recommended.

EMPLOYEE TRAINING

The IIPP District Coordinator and the IIPP Site Coordinators units will implement and maintain an Occupational Safety and Health Training Program for their respective employees. The training program is intended to train and instruct employees in general safety and health work practices, and to provide instruction with regard to hazards specific or unique to each employee's job.

The IIPP Site Coordinators shall ensure that all Site Managers are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employee training may include the following elements:

1. All employees will receive training and instruction when the Injury and Illness Prevention Program is first established and when modifications and revisions are completed. All employees will receive information on the IIPP at the time of hire.
2. All affected or potentially affected employees will receive appropriate safety training prior to assignments, when potentially exposed to new hazards, when assigned new work tasks, or when a new chemical/material, equipment, or process is introduced into the workplace.
3. Employees will receive refresher training when new or previously unrecognized hazards are identified, when the District feels it is appropriate, or as mandated by regulatory requirements.
4. Employees attending or receiving training mandated by this Program will sign attendance sheets and actively participate in training.
5. Specific employee training will be determined/identified by the IIPP District Coordinator, IIPP Site Coordinators, and the Site Managers in consultation with safety consultants. This training will be designed to address department and task specific compliance and accident prevention needs.
6. IIPP District Coordinator and District Workers' Compensation Coordinators will receive appropriate training to ensure compliance with OSHA regulations.

RECORDKEEPING DUTIES

Records of hazard assessments, safety and hazard inspections, safety meetings, accident investigations, and safety and health training for each employee will be maintained for at least 5 years.

The hazard assessments, health and safety inspections, and accident investigation records will identify the person conducting the inspection/activity, any unsafe conditions or practices identified, and the corrective action(s) taken to eliminate or control the hazard.

Health and safety training records shall include the name of the employees trained, date and type of training provided, and the provider of the training.

APPENDIX I

IDENTIFICATION OF PROGRAM MANAGERS

IIPP Coordinator	President/Superintendent
IIPP District Coordinator	Human Resources/Risk Management
IIPP Site Coordinators	Instructional Dean, Business Ed/Humanities/Social Sciences
	Instructional Dean, Fine Arts/Communications
	Instructional Dean, Health Occupations
	Instructional Dean, Liberal Arts
	Instructional Dean, Physical Education/Athletics
	Instructional Dean, Science, Engineering & Mathematics
	Instructional Dean, Technology
	Dean of Academic Affairs
	Dean of Academic Success & Institutional Effectiveness
	Dean of Admissions, Records & Services
	Dean of Counseling
	Dean of DSPPS
	Dean of Student Support Services
	Dean of the Library, Special Programs & Services
Site Managers	Exec Director of Foundation & Community Advancement
	Director of Adult Education/Diversity Programs
	Director of Advance Transportation Technology Project
	Director of Career and Assessment Services
	Director of Child Development
	Director of Community Advancement
	Director of Community Education
	Director of Employment, Diversity & Legal Services
	Director of Fiscal Services
	Director of Foster & Kindship Care Educational Program
	Director of Information Technology
	Director of International Student Services
	Director of Pathway Programs
	Director of Physical Plant
	Director of Public & Government Relations
	Director of Purchasing
	Director of Student Activities
	Director of CalWORKS Services
	Director or Research and Planning
	Accounting Manager
	Associate Dean of Student Health, Wellness & Veterans Services

	Budget Manager
	Chief of Campus Police
	EOPS Assistant Director
	Facilities Manager
	Manager of Information Technology
	Operations Manager
	Payroll Manager
	PeopleSoft Database Administrator
	Web Administrator

Procedure for a New Cerritos College Web

To request a Cerritos College web:

- 1) Along with your dean or manager, request a new computer account from IT by submitting the new computer account form found on the IT web, www.cerritos.edu/it.
- 2) Request a new web from Samuel Chavez in Public Affairs at x2966 or schavez@cerritos.edu or contact Ty Bowman at tbowman@cerritos.edu and tell us your username or Cerritos email address.
- 3) Set up a one-hour training appointment with Samuel Chavez to get started.
- 4) Refer to the Web Handbook, www.cerritos.edu/webhandbook, to learn our standards, understand your responsibilities as a web author and gain technical knowledge of how to use the Cerritos Web Content Management System web authoring tool.

The web administration team is part of the Public Affairs department. We are responsible for all aspects of the college's public information web. Internally, we provide tools and training to Cerritos College employees to allow you to update web page content easily. We are available to assist you with your web site during the week via telephone, email and in person. Appointments are scheduled in the Innovation Center (LRC201) to meet and discuss any questions or concerns you may have so please don't hesitate to contact us.

As a public institution, Cerritos College has mandates from the federal government and state of California to follow Web accessibility guidelines also known as Section 508, www.section508.gov. Every employee has the responsibility to make sure that all pages and content associated with the Cerritos College Web is accessible to persons with disabilities. The Cerritos College Board, President and administrators have a long standing commitment to Web Accessibility which is seen as vital to student success. Web content posted by any employee of the District that is used for college business is the liability of Cerritos College no matter where the content resides. Web Administration is committed to helping you create web pages that meet Web Accessibility guidelines and all Cerritos College web standards.

Our goal is to assist you in helping students at Cerritos College succeed in their academic pursuits by providing tools and training that enable you to provide information to all students via the web. We would like to thank you for your time and look forward to meeting and working with you.

General Institution

1 **AP 3720 COMPUTER AND NETWORK USE**

2 **References:**

- 3 Education Code, Section 72400;
- 4 Government Code, Section 3543.1(b);
- 5 Penal Code, Section 502;
- 6 17 U.S.C., Sections 101 et seq.;
- 7 Cal. Constitution Article 1, Section 1;
- 8 Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

9 **PREAMBLE**

10 These standards and administrative procedures defining and governing acceptable and
11 unacceptable use will apply to anyone who uses any computer system, network system,
12 Internet connectivity or intranet site or other data processing resources provided by the
13 District. It is considered a violation of District policy to use the District's network and/or
14 Internet access in such a way that it interferes with or is incompatible with the user's
15 performance, duties, or responsibilities.

16 As a condition for receiving and exercising computing privileges, a user of District
17 computing systems must read, understand, and comply with the standards and
18 procedures outlined herein and to any further guidelines provided by the administrators
19 of each area and/or system.

20 Unacceptable use is prohibited and can become grounds for loss of computing
21 privileges, disciplinary action up to and including termination or expulsion and/or legal
22 actions under local, state and federal laws.

23 The District is committed to providing access to computing resources to all members of
24 its current student body, faculty, staff and members of the Board of Trustees and other
25 authorized community members. While the fullest possible open access to District
26 computing facilities and systems is consistent with the educational and service missions
27 of the District, such access to this valuable and vulnerable District resource is a
28 **privilege**. The District is responsible for securing its network and computing systems to
29 a reasonable degree against failure, loss of data, and unauthorized access, while
30 making them accessible to the largest possible group of authorized and legitimate users
31 and uses within the financial and educational constraints of the District.

32 **PRIVILEGES**

33 An individual user must respect the rights of other users, respect the integrity of the
34 systems he/she is using, and observe all relevant laws and regulations.

35 Users do not own either District computers or accounts, but rather are granted the use
36 of such computers and accounts. The District owns the computers and accounts and
37 grants individuals the privilege of using them.

38 District employees may apply for user IDs to utilize email and restricted Internet
39 services. Connectivity to the Internet from off-campus locations is not provided for by
40 the District.

41 **RESPONSIBILITIES**

42 Each user is held accountable for his/her actions while using District resources. By
43 using his/her District provided resources, each user acknowledges and agrees to abide
44 by and conform to the following:

- 45 • Computers and networks are provided to support District related research,
46 instruction, learning, communication, distribution of scholarly information, and
47 administrative activities.
- 48 • A user shall not attempt to modify any system or network or attempt to crash or
49 “hack” into District systems. A user shall not tamper with any software protections or
50 restrictions placed on computer applications or files to protect shared assets, assets
51 managed by others, or software or data not part of a learning or research program in
52 approved curriculum. Unless properly authorized, a user shall not attempt to access
53 restricted portions of any operating system or security software. Improperly
54 accessing or attempting to access confidential information concerning students or
55 employees is prohibited. A user shall not attempt to remove existing software or add
56 his/her personal software to District computers and systems unless authorized by
57 the Director of Information Technology or his/her designee.
- 58 • Prior to the purchase and installation of new software or hardware, the authorizing
59 Dean/area manager should contact the Information Technology Department to verify
60 licensing restrictions and compatibility of new software with the computer(s) and the
61 network.
- 62 • An authorizing Dean/area manager must also contact the Information Technology
63 Department to verify software accessibility for students with disabilities prior to the
64 purchase and installation of any new software or hardware for educational programs.
- 65 • A user shall use only his/her designated computer account. An account is non-
66 transferable: a user shall not use another individual’s ID, password or account. A
67 user should respect the privacy and personal rights of others and not access or copy
68 another user’s email, data or files without permission. A user is responsible for
69 his/her own computer account(s) and shall not allow others to use his/her
70 account(s). A user should take precautions, such as locking the computer on which
71 he/she is working when he/she is not able to physically control access, so that
72 others may not access his/her computer resources. A user should select a secure
73 password, one that cannot be found within the dictionary, or easily guessed. The
74 use of upper/lower case letters in conjunction with numbers in selecting a password
75 is highly recommended.

- 76 • A user is responsible for using software and electronic materials in accordance with
77 copyright and licensing restrictions and applicable District policies. Both District
78 policies and the law expressly prohibit the copying of software in violation of their
79 copyrights.

80 **INDIVIDUAL USER RIGHTS**

81 An authorized user is entitled to due process rights as described in Board Policies,
82 Administrative Procedures and collective bargaining agreements.

83 The District will respect the exercise of academic freedom as described in Board Policy
84 and an individual user's right to free speech provided that the exercise of such right
85 does not violate any existing District Board Policy, Administrative Procedure, local, state
86 or federal laws. Individual rights to free speech do not overrule or preclude the express
87 prohibition of harassment of individuals on or off campus.

88 The District and its authorized users shall respect individual ownership rights to
89 intellectual property, subject to existing District Board Policies, Administrative
90 Procedures and collective bargaining agreements.

91 Virtually no online activities or services guarantee absolute privacy. It is impossible for
92 the District to protect the privacy of email messages and other electronic files or
93 documents. A user should be aware that electronic mail, documents and files are not
94 entirely private and are more analogous to an open postcard than to a letter inside a
95 sealed envelope traveling through the U.S. mail. A user should exercise appropriate
96 care and caution.

97 The District cannot protect an individual against the receipt of material that may be
98 offensive to him/her. A user of District electronic computing is warned that he/she may
99 receive material that is offensive. Likewise, an individual who uses email or those who
100 place personal information on the Internet should know that the District cannot protect
101 an individual from an invasion of privacy. The District will make every reasonable
102 attempt to honor the privacy of an individual using the District's computing resources
103 for District business within the guidelines of the Electronic Communications Privacy Act
104 (ECPA), which makes it illegal to intercept electronic communications on a public or
105 private network without proper authorization, and state and federal students records
106 laws including the Family Educational Rights and Privacy Act (FERPA), and the Health
107 Insurance Portability and Accountability Act (HIPAA).

108 The District reserves the right, for an extraordinary reason (e.g., basic system security,
109 the safety of the campus or of an individual member of the campus community, the
110 interception of suspected illegal or inappropriate activity), to access and monitor all files,
111 and Internet and email use.

112 **APPROPRIATE USES OF DISTRICT COMPUTER RESOURCES**

113 The District's computing facilities and network systems are provided to support the
114 instructional, cultural, research, professional and administrative activities of the District.
115 An employee may use District computers and the network for union activities in
116 accordance with applicable collective bargaining agreements and policies and
117 procedures governing the use of District equipment. A user is required to behave in a
118 responsible, ethical and legal manner and to follow this procedure and existing Board
119 Policies, Administrative Procedures and local, state and federal laws.

120 Individual divisions or areas within the District may define additional conditions of use
121 for information resources under their control. These statements must be consistent with
122 this overall procedure but may provide additional detail, guidelines and/or restrictions.

123 **PROHIBITED USES OF COLLEGE COMPUTER RESOURCES**

124 Copyright/License Infringement/Mass Mailings

125 A user may not participate in any activities knowingly and/or carelessly that have the
126 potential to interfere with or disrupt network users, services, or equipment. The
127 distribution or "forwarding" of spam or unsolicited advertising is strictly prohibited. The
128 District equipment may not be used to violate copyright laws or license agreements. No
129 one may inspect, change, copy or distribute proprietary data, programs, files, disks or
130 software without the proper authority. The prohibited transmission of copyrighted
131 material is forbidden without the express written authorization of the copyright holder.

132 Computer software protected by copyright must not be copied into, away from, or with
133 the use of campus computing facilities, except as permitted by law or by the terms of
134 the copyright. This means that such computer software may only be copied in order to
135 make back-up copies. The number of copies and distribution of copies may not be
136 done in such a way that the number of simultaneous users in a department exceeds the
137 number of original copies purchased by that department unless concurrent licensing
138 applies.

139 Defamation/Libel/Slander

140 Creating or transmitting any false statement that causes injury to an individual's
141 reputation is strictly prohibited. Any user creating or transmitting defamatory statements
142 shall have sole liability for any damages resulting from such defamatory statement. Any
143 user may also be subject to the District disciplinary procedures for such action.
144 The user agrees never to attempt to transmit, or cause to be transmitted, any message
145 in which the origination is deliberately misleading.

146 Commercial and Political Use

147 Commercial use of the District computing systems for personal gain is prohibited. Use
148 for commercial and illegal purposes is unacceptable (e.g. inappropriate mass mailing or
149 “spamming”). This is in direct violation of the Cenic policy under which the District
150 obtains its access to the Internet. (See section 10 of the procedure.)

151 Personal use may be restricted if the resources consumed interfere with equitable
152 access by other users and the utilization of the system for school business purposes.

153 Direct marketing of personal products and services of any kind is prohibited.
154 Transmitting any unsolicited advertising, promotional materials or other forms of
155 soliciting is prohibited without authorization from District administration.

156 Links to external sites that market required or recommended instructional materials are
157 allowed only if such links appear in the context of other required and recommended
158 instructional materials, more than one source for such materials is listed, and the
159 materials are available at the campus bookstore and shelved with instructional items.

160 References on individual web pages to external sites that market non-instructional
161 products and services such as consulting services, etc. are allowed only in the context
162 of a résumé listing.

163 Links to external sites using direct marketing language such as “consulting services” is
164 not permitted.

165 The District is a non-profit, tax-exempt organization and, as such, is subject to specific
166 local, state and federal laws regarding sources of income, political activities, use of
167 property and similar matters. District information resources must not be used for
168 partisan political activities that urge the support or defeat of any ballot measure or
169 candidate, or where such use would otherwise be prohibited by local, state, or federal
170 laws, Board Policy or Administrative Procedures.

171 Use of District Computing System and Resources

172 Creating, accessing, transmitting, uploading, downloading, printing, or storing sexually
173 explicit, obscene, pornographic, indecent, or lewd material or messages is prohibited,
174 except to the extent that such actions are in furtherance of research or a project that is
175 reasonably and legitimately related to an employee’s position or a student’s coursework.

176 Processing, transmitting, downloading, or publishing any material in violation of any
177 local, state or federal law is prohibited, including but not limited to the following:

- 178 1. Creating, accessing, transmitting, uploading, downloading, printing, or
179 storing sexually explicit, obscene, pornographic, indecent, or lewd material or

- 180 messages, except to the extent that such actions are in furtherance of research
181 or a project that is reasonably and legitimately related to an employee's position
182 or student's coursework.
- 183 2. Creating, accessing, or transmitting material or messages that could be
184 considered discriminatory, offensive, threatening, harassing, intimidating, vulgar,
185 profane, or violent.
 - 186 3. Creating, accessing, or transmitting material or messages that could be
187 considered defamatory.
 - 188 4. Violating any state or federal statute or District policy or regulation.
 - 189 5. Creating, forwarding, or exchanging spam, chain letters, mass postings,
190 solicitations, or advertising.
 - 191 6. Using District computers, networks, or Internet access for partisan political
192 activities that urge the support or defeat of any ballot measure or candidate, or
193 where such use would otherwise be prohibited by local, state or federal laws,
194 Board Policy or Administrative Procedures.
 - 195 7. Unauthorized use, duplication, or transmission of copyrighted material or other
196 intellectual property (including software license agreements).
 - 197 8. Accessing or communicating another individual's password, personal
198 identification number, or other information or files without permission.
 - 199 9. Using District computers, networks, or Internet access for illegal or unethical
200 activities or unauthorized purposes.
 - 201 10. Using District computers, networks, or Internet access for private or personal
202 financial gain, or in connection with non-District consulting, business, or
203 employment.
 - 204 11. Gaining, attempting to gain, or instructing others as to how to gain unauthorized
205 access to District computers, networks, or Internet access.
 - 206 12. Obscuring or instructing others as to how to obscure the true identity of a user.
 - 207 13. Attempting to modify, reconfigure, add, or remove computer equipment, software,
208 hardware, or peripherals without proper authorization.
 - 209 14. Downloading software onto District computers, hardware, or equipment, or
210 through the District network or Internet connectivity without proper authorization.
 - 211 15. Vandalizing, damaging, disabling, or destroying District property or the property
212 of another individual or organization.
 - 213 16. Knowingly engaging in any activity harmful to the District's computers, networks,
214 or Internet access, or to the security or integrity of such systems.
 - 215 17. Creating, installing, or propagating a computer virus, worm, or other
216 surreptitiously destructive program on any District computer, network, or via
217 District Internet access, regardless of whether any demonstrable harm results.
 - 218 18. Circumventing or subverting any District computer, network, or Internet security
219 measures or logon procedures.
 - 220 19. Violating any software license or copyright, including copying, redistributing,
221 storing, or transmitting copyrighted software without the written authorization of
222 the software owner.
 - 223 20. Sending any fraudulent electronic communication.
 - 224 21. Willfully interfering with another's authorized computer, network, or
225 Internet usage.

- 226 22. Connecting any computer, hardware, or equipment to the District's network,
227 Internet connection, or peripherals without authorization and/or without
228 confirmation that the computer/hardware/equipment meets the technical and
229 security standards set by the District.
- 230 23. Unauthorized distribution of District data and/or proprietary information.
- 231 24. Performing any activity that could cause the loss or corruption of, or prevent
232 rightful access to District data or information, or which will interfere with the
233 normal operation of computer, networks, Internet connectivity, or other
234 resources.
- 235 25. Creating, accessing, or participating in online gambling.
- 236 26. Non-work related or coursework-related uses such as playing games or
237 participating in dating services.
- 238 27. Uses in the furtherance of academic dishonesty.
- 239 28. Forging, fraudulently altering or falsifying, or otherwise misusing District records
240 or documents.

241 Viruses and "Hacking"

242 A user may not upload, transmit, intentionally download, or participate in any manner in
243 the creation, promulgation, publication or use of computer viruses on District resources
244 not designated for such research purposes. A user may not knowingly or carelessly
245 introduce or distribute (i.e. by "forwarding") any invasive or destructive programs (such
246 as viruses, worms, Trojan Horses) in the District computing system.

247 Engaging in any form of "hacking" (i.e. gaining illegal access) while using the District
248 computing or network systems is prohibited. "Hacking" includes, but is not limited to,
249 gaining access to restricted computer systems/sites and/or viewing, copying,
250 downloading or altering the computer programs, data files, and other materials
251 contained therein.

252 Improper Use of Private Passwords and Security Devices

253 A user shall use only his/her designated computer account(s) or an appropriate
254 authorized "generic" account to which he/she is entitled to access. A user is
255 responsible for his/her computer account(s) and shall not allow others to use his/her
256 computer account(s). Individual password security is the responsibility of each user. A
257 user may not use any passwords, recognition codes, security access information, or
258 physical locking devices such as locks on any part of the computing system without the
259 District's prior written consent. A user must inform the Director of Information
260 Technology in writing all electronic security devices the user wishes to use prior to using
261 them and provide electronic keys, passwords, access codes and/or other security
262 information or materials to permit the District to obtain access to the user's secured
263 areas. The District reserves the right to remove any such device at any time at the
264 District's discretion.

265 Users should always maintain their own backups of their protected data as the removal
266 of any private protection systems, of which the District was not aware, could result in
267 unrecoverable data loss. It is a violation for users to protect any assets to which the
268 District has an interest with such systems if the keys are not placed in a proper,
269 authorized escrow with the Director of Information Technology.

270 System Alterations

271 Modifying or altering the computing system (except in approved research or for
272 instructional purposes) in any way is prohibited. This includes but is not limited to
273 altering or attempting to alter system software or hardware configurations on either
274 network systems or local computing devices; installing unauthorized software programs
275 on District local computing devices or network systems and/or using such programs;
276 and/or attempting to circumvent local or network system security measures.
277 Modification and alteration of the computing system does not include ordinary
278 operations involving the saving and deleting user generated files that are created in
279 furtherance of District business or educational purposes.

280 Nondiscrimination/Discriminatory Harassment

281 A user has the right to be free from any conduct connected with the use of the District's
282 computer and network resources which discriminates against any person on the basis
283 of the categories contained in BP 3410 titled Nondiscrimination. Using the District
284 computer and network resources to transmit any message, create any kind of
285 communication, or store information which violates District policies or procedures
286 regarding discrimination or harassment is prohibited.

287 **Unauthorized Use/Failure to Follow Procedures**

288 Use of the computer and network systems is a privilege extended to students and
289 employees and not a right. An employee user will provide acknowledgement of receipt
290 of the terms and conditions in Administrative Procedure 3720 to the District before the
291 District will provide use privileges. The written acknowledgement will be retained in the
292 employee's personnel file. A student user will be provided notice of the terms and
293 conditions of this Administrative Procedure through the class schedules, the District
294 website and applicable instructional materials.

295 If substantial amendments, modifications and/or a revocation of the terms and
296 conditions of this Administrative Procedure are made, an employee user will be required
297 to provide a written acknowledgement of receipt of notice of these changes to the
298 Human Resources Office within a reasonable period of time, not to exceed 60 days.
299 Failure to comply with this requirement may result in restriction from computer privileges
300 until the District has received the written acknowledgement. A student user will be

301 notified through the class schedule, the District website and applicable instructional
302 materials.

303 Each employee or student user is responsible for his/her authorized use of the
304 computers and network as described in this Administrative Procedure. Unauthorized
305 use of the computer and/or network system includes:

- 306 • Failure to follow the procedures set forth in this procedure and/or
- 307 • Engaging in the activities described in Section 6, Prohibited Uses of District
308 Computer Resources, of this procedure and/or
- 309 • Use of the computer and/or network system in a manner which violates local,
310 state, or federal laws, Board Policy, Administrative Procedures or reasonable
311 rules and regulations of the District or a department and/or
- 312 • Use of the computing and/or network system in a manner which damages or
313 harms any person and/or the property of the District.

314 An employee user who engages in unauthorized or prohibited use of the computer
315 and/or network system may lose computer privileges and/or may be subject to
316 disciplinary action up to and including termination from employment. A student user
317 who engages in unauthorized or prohibited use of the computer and/or network system
318 may lose computer privileges and/or may be subject to disciplinary action up to and
319 including suspension or expulsion.

320 If allegations of unauthorized or prohibited use are made against a user and the District
321 pursues disciplinary action, disciplinary procedures in this action will follow the
322 applicable Education Code sections and Board Policies.

323 If a user engages in unauthorized or prohibited use which constitutes a violation of local,
324 state, or federal laws, such violation will be reported to the appropriate law enforcement
325 agency for prosecution as deemed appropriate by the law enforcement or regulatory
326 agency.

327 **Additional Guidelines**

328 The District retains the right to revoke, amend, or change the provisions of this
329 Administrative Procedure for Computer and Network Use. However, any such changes
330 to these procedures will first be reviewed by the Information Technology Standards
331 Committee and the college community shall be informed of such changes through
332 email.

333 Any defects discovered in computing and network system accounting or system security
334 must be reported promptly to the Director of Information Technology so that steps can
335 be taken to investigate and solve the problem.

336 **Disclosure**

337 A user should be aware that he/she does not have an expectation of privacy in the use
338 of District computing and network resources. The District reserves the right to monitor

339 all use of District computer and network system to assure compliance with these
340 procedures. The District will only exercise this right for legitimate District purposes,
341 including but not limited to ensuring compliance with this procedure and the integrity
342 and security of the computing system.

343 A user is advised that there is the possibility of unintended disclosure of
344 communications. A user is advised that it is possible to retrieve information entered on
345 or transmitted via computer and communication systems, even if a user deletes such
346 information.

347 The California Public Records Act (Government Code, Sections 6250 et seq.) includes
348 computer transmissions in the definition of "public records" and communications made
349 on the District network or computing system which is not defined by law as exempt must
350 be disclosed if requested by a member of the public.

351 Computer transmissions and electronically stored information may be discoverable in
352 litigation.

353 **"Cenic" Policy**

354 Cenic is the District's Internet Service Provider (ISP). District faculty, staff and students
355 are users of the services provided by Cenic and, therefore, must agree to abide by all
356 policies established by Cenic for the use of its network. The latest revision of the Cenic
357 policy is available for viewing at www.cenic.org which may be accessed by using the
358 "Network" tab and selecting "Policies." This Cenic policy is available as a reference for
359 faculty, staff and students to review.

360 Offices of Primary Responsibility: Vice President, Business Services
361 Human Resources

Date Approved: November 26, 2007

*(Replaces former Cerritos College Policy 3032
(4400))*



PERSONAL SAFETY ON CAMPUS

*Cerritos College
Annual Security Report - 2016*



THE ANNUAL SECURITY REPORT

The Campus Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.cerritos.edu/securityreport. Copies of this report may also be obtained at the Campus Police Station located on the south side of campus at 11090 New Falcon Way, Cerritos CA or by calling (562) 924-3618. Notification of the availability of this report is provided to students and potential students in the Class Schedule each semester. Students are also notified via email of the availability of this report by October 1st of each year. Faculty and staff receive similar notification via interoffice mail by October 1st of each year.

ABOUT THE CERRITOS COLLEGE POLICE DEPARTMENT

The Board of Trustees has established the Cerritos College Police Department (CCPD), which has primary responsibility for patrolling district property. The Police Department's jurisdiction includes other grounds or properties owned, operated, controlled, or administered on behalf of the Cerritos Community College District as outlined in the Education Code, Section 72330. CCPD is committed to the safety and security of all students, staff, and faculty, as well as others visiting Cerritos College. CCPD is responsible for patrolling district grounds, facilities, and parking lots to protect persons and property and enforce applicable laws and ordinances.

CCPD police officers have complete police authority to apprehend and arrest anyone involved in illegal acts, pursuant to California Penal Code Section 830.32 and Education Code Section 72330. Having met all state standards for selection and training, the officers have authority equal to a municipal police officer or county deputy sheriff.

CCPD personnel work closely with local, state, and federal police agencies and have direct radio communication with the Los Angeles County Sheriff's Department as well as other local, state, federal, and military agencies which participate in the Los Angeles Regional Tactical Communication System (LARTCS). CCPD is also part of the State of California 911 Emergency System.

In addition to police officers, CCPD employs police cadets who patrol the campus on foot, cart and by bicycle. While not police officers, cadets each have radio contact with CCPD and can summon assistance when necessary.

Cerritos College has a formal "Memorandum of Understanding" (MOU) with the Los Angeles County Sheriff's Department for its assistance with incidents that require resources not available on-site. This agreement also clarifies operational responsibilities for investigations of Part 1 violent crimes and delineates the specific geographical boundaries of each agency's operational responsibility. This written agreement is public record and is made available for inspection by members of the public upon request to the Chief of the Cerritos College Police Department. Resources from other local, state and federal agencies are also available for incidents requiring special personnel or equipment.

REPORTING CRIMINAL ACTIVITY

Members of the district, guests and the general public are strongly encouraged to immediately report all crimes and public safety related incidents to the Campus Police Department (AP §3515). Crimes should be reported, regardless of the victim's desire for prosecution, to ensure inclusion in the annual crime statistics and to aid in providing timely safety warnings to the community, when appropriate.

The Cerritos College Police Department is staffed 24 hours a day, 7 days a week. A person may report any criminal activity, suspected criminal activity, or any other emergency by calling the police department. The police department can be reached by calling (562) 860-2451, ext. 2325 for routine inquiries, or in case of emergency, by dialing 911 from any campus extension or pay phone on campus. There are also Emergency Phones located throughout the campus which directly dial the police department. Emergency calls can also be made via cell phone by dialing (562) 402-3674. Reports may be made in person at the police department, which is located on the south side of campus at the 11090 New Falcon Way, Cerritos CA 90703.

All CCPD incident reports will be investigated and those with sufficient information to warrant

criminal filing will be submitted to the District Attorney's office for consideration. Reports involving students in violations of the law or the Student Standards of Conduct are forwarded to the Office of Student Conduct and Grievance for review and potential action.

MISSING PERSON REPORT

The Cerritos College Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until the facts reveal otherwise. The Cerritos College Police Department gives missing person cases priority over property related cases and will not require any time frame to pass before beginning a missing person investigation. (Penal Code 14205)

DAILY CRIME LOG

The Cerritos College Police Department maintains a daily crime log which is a record of all crimes reported to the police department which have occurred either on campus property, non-campus building/property or public property immediately adjacent to campus. The log reflects the time and date the crime was reported to the police department, the location and nature of the reported incident, along with a case disposition. The police department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence. The police department's crime log is open for public inspection in the front lobby at anytime.

OFF-CAMPUS CRIMINAL ACTIVITY

Cerritos College does not have off-campus student organizations. Crimes which occur at off-campus district approved events, such as athletic competitions, should be reported to the law enforcement agency with jurisdiction over the area the crime takes place.

CONFIDENTIAL REPORTING

If you are the victim of a crime but do not want to pursue action within the criminal justice or college system, you may still want to consider making a confidential report. With your permission, the Vice-President of Human Resources or a designee of can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents on campus, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

On-campus counselors and mental health professionals are encouraged to inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

Cerritos College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offence. If the alleged victim is deceased as a result of the crime or offence, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The request will be made through the Office of Student Conduct and Grievance.

TIMELY SAFETY WARNINGS

The District publishes "timely safety warnings" to the campus community any time a situation arises, either on or off campus that, in the judgment of the President/Superintendent or designee, represents an ongoing or continuing threat to students and employees. These warnings are disseminated by the Campus Police Department in a timely manner, without delay, so as to aid in the prevention of similar crimes. (See Administrative Procedure 3515.)

Warnings will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper "Talon Marks".

In the event of circumstances that could pose an immediate threat to the community and individuals, the Campus Police Department may also alert the community via text messaging utilizing Nixle, as well as posting a notice on the electronic bulletin board accessible at www.cerritoscollege.us. Copies of the notice are also posted throughout campus.

Anyone with information warranting a timely safety warning should report the circumstances to the Campus Police Department, by phone at (562) 924-3618 or in person at the Campus Police Station located on the south side of campus at 11090 New Falcon Way, Cerritos CA 90703.

CRIME PREVENTION AND AWARENESS

Cerritos College enjoys a crime rate much lower than that of the surrounding area, but, in today's society, no community can be totally risk-free. The Campus Police Department recognizes that safety on campus is everyone's concern. Campus Police partners with students, staff and faculty in creating an atmosphere that is safe and encourages learning. Working together with student government, staff and faculty groups and various clubs on campus, the police department strives to provide education while identifying specific concerns of the campus community.

EDUCATION

Periodically throughout the year, CCPD officers, in cooperation with other campus departments and student clubs, present crime prevention awareness sessions on sexual assault, theft, vandalism, and personal safety.

CCPD has participated in numerous Campus Safety Forums which provided an overview of campus safety resources and emergency protocols for students and staff, installed several Blue Emergency Phones in high traffic areas of campus and began a comprehensive safety initiative to install security cameras in multiple buildings across campus. The district hired a Director of Diversity, Compliance, and Title IX Coordinator who will continue to improve our reporting process for incidences of Sexual Assault, Sexual Harassment, Stalking, and Dating and Domestic Violence. The CCPD, in concert with the Student Health and Wellness Clinic, established the Falcon Safe training initiative, holding a dozen presentations for students regarding affirmative consent, bystander intervention, and Sexual Violence Prevention. They also created a partnership with the Women's Studies Program to offer events, panels, and workshops with a focus on violence prevention, including but not limited to Rape Aggressive Defensive (RAD) training, a nationwide self-defense class for women. CCPD also coordinated a series of campus wide events to celebrate the national Campus Safety Awareness month.

In the last year, CCPD has provided almost a dozen training sessions on Emergency Preparedness and Disaster Response to the campus community. CCPD assisted in conducting a campus wide evacuation drill. Efforts to educate the community will continue, along with expanded, multi-agency drills.

The Campus Police Department has made focused efforts to educate and inform the campus community about its number one crime problem, which is the theft of unattended property. By using various media outlets on campus, the police department has increased awareness and solicited the help of campus members in protecting personal property.

Our theme remains that all awareness and crime prevention programs are to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness fliers, security alerts, and articles in the campus and student newspapers.

PREVENTION

In addition to routine vehicle patrol, campus police officers and police cadets participate in bicycle patrols and foot patrols, allowing better accessibility by students as well as more effective patrol of inner portions of the campus.

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. CCPD personnel facilitate programs for students, faculty and new employees providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

At least once a year, the police department and members of the student government team up for a "safety walk" of the campus. These safety walks supplement ongoing efforts to evaluate areas such as lighting, landscaping, building access, and emergency phones to best increase security.

The department provides an escort service 24 hours a day, 7 days a week. In addition, personnel are available to assist with dead car batteries or keys locked in cars.

SAFETY TIPS

- Stay alert and be aware of your surroundings. Know what is typical and what is not.
- Report all crimes and suspicious activity to Campus Police immediately.
- Avoid walking alone after dark. Make arrangements to travel with friends along a well-lit route, or request

an escort from Campus Police.

- Most crimes on campus are thefts of unattended property. Do not leave purses, backpacks, books, etc. unattended, even for a minute.
- Know the location of Emergency Phones and Pay Phones in the areas you frequent.
- Never leave valuables visible from outside your vehicle. Lock all property including books, purses and backpacks in your trunk or take them with you.
- Lock your office door if working after hours
- Let others know where you are going, especially if you might be there alone.
- If you are uncomfortable, go to where there are other people.
- Headphones can eliminate your ability to be aware of your surroundings.
- Move confidently at a steady pace and make eye contact with people.

- Keep keys in hand when walking to a vehicle.
- Keep windows and doors locked.
- Check the interior of a vehicle before getting in.
- Go to the nearest open business or police station if you are being followed.

SAFETY POLICIES

The Cerritos College Board of Trustees has adopted numerous policies addressing safety issues on campus. Some of these include:

SECURITY OF AND ACCESS TO FACILITIES

During business hours, the District will be open to students, employees, contractors, and community members. During non-business hours, access to all District facilities is by key, if issued, or by admittance via the Campus Police Department. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities. Cerritos College does not have student housing.

Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. The Vice Presidents of Student Services and Business Services, and managers from the Campus Police Department, Facilities Department, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, the Director of Physical Plant and Construction Services, and the Chief of Campus Police, co-chair the District Committee on Safety which consists of representatives from the various constituencies on campus and meets on a monthly basis to discuss issues of pressing concern. (AP §3501)

WEAPONS

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all District grounds, except as authorized by law.

ALCOHOL AND ILLEGAL DRUG POSSESSION, USE AND SALE

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Campus Police Department. The campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and/or imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use in connection with a course of instruction, sponsored dinner or meal demonstration given as part of a culinary arts program, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the President/Superintendent;
- The alcoholic beverage is possessed, consumed or sold during a special event, which is sponsored by the Cerritos College Foundation and authorized by the President/Superintendent, where the principal attendees are members of the general public or invited guests and not students.

DRUG AND ALCOHOL FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The District is committed to providing its employees and students with an alcohol and drug-free campus and workplace environment. It emphasizes prevention and intervention through education.

PREVENTION AND INTERVENTION PROGRAMS

The District provides education and maintains programs and services designed to aid students, employees and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families:

ALCOHOL AND DRUG PROHIBITIONS

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program

The Campus Police Department vigorously enforces Federal and State underage drinking laws as well as Federal and State drug laws.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the District is publicized each year as part of the District's Clery Act compliance efforts and that information is available at www.cerritoscollege.us.

All members of the campus community are notified on an annual basis that they are required to notify the Campus Police Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The Campus Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Police has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employee occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the

notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to Campus Police), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District website), public address system, District website and emergency messages that scroll across display screens in campus buildings. The District will post updates during a critical incident on the District website at www.cerritos.edu. Individuals can call the District's recorded information telephone line at (562) 860-2451 for updates. Cerritos College students, staff, faculty and others can sign up for emergency text message alerts at www.cerritoscollege.us or text keyword "CCALERTS" to 888777 from their mobile phones.

The District's Director of Public & Governmental Relations will be responsible for the dissemination of emergency information to the larger community through media alerts.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the Campus Police Department at least once per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

Evacuation drills are monitored by the Campus Police Department and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

Campus Police and District administration coordinate announced and unannounced evacuation drills at least once per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, Campus Police will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

In the event of an emergency, natural disaster or the occurrence of a hazardous condition the District will activate its plan and procedures to protect and govern employees, students, visitors, and children in childcare programs on campus and/or in district-owned or operated facilities. The District shall maintain an emergency management team to aid in the creation, maintenance, updating, and implementation of its emergency plan and procedures.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, or at a District-sponsored activity on non-District property is a violation of District policies and regulations and is subject to all applicable

punishment, including criminal procedures and employee or student discipline procedures. (Also see BP 5500 titled Standards of Conduct and AP 5520 titled Student Discipline Procedures.)

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person’s acts by California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

The District has established a Crisis Assessment, Intervention and Response (CAIR) team on campus. CAIR consists of representatives from Counseling, Student Health and Wellness Services, the Office of Student Conduct and Grievance, Disabled Students Programs and Services, the Title IX Coordinator and Campus Police. CAIR, with the assistance of outside experts in sex offense education, educates the campus community about sexual assaults, domestic violence, dating violence and stalking through on-campus training programs. Literature on these matters, risk reduction and District response is available through Student Health and Wellness Services and Campus Police.

If you are a victim of a sexual assault on campus, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Campus Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Campus Police. Filing a police report with a CCPD officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of a sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault is reported to Campus Police, Campus Police may, with the victim’s consent, notify other personnel as necessary to provide care and services to the victim. These personnel include the President/Superintendent; Vice President of Student Services, Dean of Student Services/Coordinator of Student Conduct and Grievance, Director of Diversity, Benefits and Compliance; and/or the Associate Dean of Student Health and Wellness Services.

A student who alleges being a victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Office of the Title IX Coordinator, or only

the latter. A representative from the Police Department or the Office of the Title IX Coordinator will guide the complainant through the available options and support the victim in his or her decision. Various counseling options are available from the College through Student Health and Wellness Services and/or the Employee Assistance Program. Counseling and support services outside the District system are available by contacting the National Sexual Assault Hotline at (800) 656-HOPE (1-800-656-4673).

District disciplinary proceedings are detailed in the Cerritos College General Catalog. Both the victim and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the victim and accused will be informed of the outcome of any hearing. A student found guilty of violation of the District sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the District for the first offense. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

BYSTANDER INTERVENTION

Bystander intervention, in the context of this report, includes safe and positive options that may be carried out by faculty, staff and students to prevent harm or intervene when there is a risk of sexual harassment, sexual assault, dating violence, domestic violence or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm.
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.
- Risk reduction: options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

SEX OFFENDER REGISTRATION

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students or if they work as employees, contractors, or volunteers.

Sex offenders who may be required to register should do so at the Cerritos College Police Department, located on the south side of campus at 11090 New Falcon Way, Cerritos CA 90703.

Information regarding registered sex offenders in the State of California can be obtained through the Megan's Law website, located at www.meganslaw.ca.gov. This information is also available, to the public, at some local police departments and sheriff's offices.

The Cerritos College Police Department does not provide public access to the Department of Justice Megan's Law program. There are several agencies in the local community where a member of the public can access this information.

Public access to viewing the Megan's Web program is generally by appointment, and it is recommended that you call the agency before going to find out what hours the information is accessible.

CRIME STATISTICS

The following information is provided as part of Cerritos College's continuing commitment to safety and security on campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act. Crime statistics from more than 600 U.S. colleges, universities and career schools can be found at the website <http://ope.ed.gov/security>.

Campus crime, arrest and referral statistics include those reported to the Campus Police Department, local law enforcement agencies and District Staff with significant responsibility for the student and campus activities.

Criminal Offenses - On Campus		2013	2014	2015
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible			
	Rape	0	0	1
	Fondling	0	1	0
d.	Sex offenses - Non-forcible			
	Incest	0	0	0
	Statutory Rape	0	0	0
e.	Robbery	0	1	1
f.	Aggravated assault	0	0	0
g.	Burglary	6	3	5
h.	Motor vehicle theft	15	13	8
i.	Arson	0	0	0
j.	Domestic Violence	0	1	5
k.	Dating Violence	0	0	0
l.	Stalking	1	3	0
Criminal Offenses - Public Property		2013	2014	2015
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses - Non-forcible			
	Incest	0	0	0
	Statutory Rape	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	1
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
j.	Domestic Violence	0	0	0
k.	Dating Violence	0	0	0
l.	Stalking	0	0	0
Arrests - On Campus		2013	2014	2015
a.	Illegal weapons possession	1	0	0
b.	Drug law violations	2	4	2
c.	Liquor law violations	1	4	0

Disciplinary Actions/Judicial Referrals - On Campus		2013	2014	2015
a.	Illegal weapons possession	0	0	1
b.	Drug law violations	0	0	4
c.	Liquor law violations	0	3	0
Arrests - Public Property		2013	2014	2015
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	1	1
c.	Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referrals - Public Property		2013	2014	2015
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

HATE CRIMES

Any crime will be reported in which the victim is intentionally selected because of his or her actual or perceived race, religion, sexual orientation, gender identity, disability, ethnicity, or national origin.

Hate Crimes - On Campus (2013)		Category of Bias for Crimes Reported in 2013						
		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National origin
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses - Forcible	0	0	0	0	0	0	0
d.	Sex offenses - Non-forcible	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor vehicle theft	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes - On Campus (2014)		Category of Bias for Crimes Reported in 2014						
		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National origin
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses - Forcible	0	0	0	0	0	0	0
d.	Sex offenses - Non-forcible	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor vehicle theft	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Category of Bias for Crimes Reported in 2015

Hate Crimes - On Campus (2015)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National origin
a.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses - Forcible	0	0	0	0	0	0	0
d.	Sex offenses - Non-forcible	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor vehicle theft	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Category of Bias for Crimes Reported in 2013

Hate Crimes - Public Property (2013)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National origin
a.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses - Forcible	0	0	0	0	0	0	0
d.	Sex offenses - Non-forcible	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor vehicle theft	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Category of Bias for Crimes Reported in 2014

Hate Crimes - Public Property (2014)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National origin
a.	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses - Forcible	0	0	0	0	0	0	0
d.	Sex offenses - Non-forcible	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor vehicle theft	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Category of Bias for Crimes Reported in 2015

Hate Crimes - Public Property (2015)		Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National origin
a.	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
b.	Negligent manslaughter	0	0	0	0	0	0	0
c.	Sex offenses - Forcible	0	0	0	0	0	0	0
d.	Sex offenses - Non-forcible	0	0	0	0	0	0	0
e.	Robbery	0	0	0	0	0	0	0
f.	Aggravated assault	0	0	0	0	0	0	0
g.	Burglary	0	0	0	0	0	0	0
h.	Motor vehicle theft	0	0	0	0	0	0	0
i.	Arson	0	0	0	0	0	0	0
j.	Simple Assault	0	0	0	0	0	0	0
k.	Larceny-theft	0	0	0	0	0	0	0
l.	Intimidation	0	0	0	0	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0	0	0	0	0



Employee Feedback

Classification:	
<input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Confidential <input type="checkbox"/> Management	
Academic Year Hired:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

The Human Resources Department strives for high quality service at all times. We ask that you complete this survey to help assess our services. Your input is valuable as you have become part of the Cerritos family and your honest assessment of our services in the Human Resources Department will help us better serve our employees.

This survey is confidential (no name required) and it will not affect you in anyway during your employment with the District. We encourage your comments on all aspects of any service.

RECRUITMENT AND SELECTION					
Statement	Strongly Agree	Agree	Disagree	Strongly Disagree	No Comment
Staff was courteous and helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff provided complete and accurate information to you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A timely response was provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructions and documents provided by the HR Department were clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My overall experience was positive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
HUMAN RESOURCES PROCESSING					
Statement	Strongly Agree	Agree	Disagree	Strongly Disagree	No Comment
Staff was courteous and helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CONTINUE ON BACK...

Staff provided complete and accurate information to you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A timely response was provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructions and documents provided by the HR Department were clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My overall experience was positive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

BENEFITS

Statement	Strongly Agree	Agree	Disagree	Strongly Disagree	No Comment
Staff was courteous and helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff provided complete and accurate information to you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A timely response was provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructions and documents provided by the HR Department were clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My overall experience was positive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Thank you for taking the time to complete this assessment.

Please return this form by inter-office or U.S. mail to:

Dr. Adriana Flores-Church
 Director, Human Resources/Risk Management
 Cerritos College
 11110 Alondra Blvd.
 Norwalk, CA 90650

(Please mark CONFIDENTIAL on the envelope)



Cerritos College Rideshare Bulletin



My name is Michelle Wheatley and I am the Employee Transportation Coordinator for Cerritos College. If you would like information on carpooling please feel free to contact my office at extension #2326 or via email at mwheatley@cerritos.edu .

To assist your commute, I have provided several links below for your information on carpooling, traffic information, daily air quality, etc.



Metro's Commute Services go to their web site at:
www.metro.net/riding_metro/commute_services/share.htm

For real time traffic information:
www.commutesmart.info/trafficupdates/index.html

For local air quality and conditions:
<http://airnow.gov/index.cfm?action=airnow.showlocal&CityID=130>



Caltrans Live Traffic Camera and Traffic Information:
<http://video.dot.ca.gov/>

Caltrans Traveler Services:
<http://www.dot.ca.gov/roadsandtraffic.html>



California Highway Patrol Traffic Incident Information Page:
<http://cad.chp.ca.gov/>

Links to other Local Transit Agencies and Bus Line #'s



Line #1 http://www.ci.cerritos.ca.us/where/COW_new.html

Norwalk Transit

Line # 2 & 3 <http://www.ci.norwalk.ca.us/transportation.asp>



Line # 172 & 173 <http://www.lbtransit.com/>



Line #128 http://www.metro.net/riding_metro/default.htm



<http://www.octa.net/>

Buckle Up! Remember to wear your seatbelt while driving.



www.aqmd.gov

CARPOOLING

For Major Impact.



- Save Thousands of \$\$\$
 - Fuel Expense
 - Vehicle Wear
 - Parking and Tolls
- Reduce Pollution
- Reduce Greenhouse Gases
- Reduce Dependency on Foreign Oil
- Meet New People
- Reduce Stress From Driving
- Reduce Traffic

It's EASY and FREE with eRideShare.com!
Leading ridesharing website, according to Yahoo and Google.



CERRITOS COLLEGE POLICE DEPARTMENT

Memorandum

TO: New or Re-Active Rideshare Participant
FROM: Michelle Wheatley, Parking Coordinator/Campus Police Department
DATE: January 20, 2016
RE: Rideshare Sign-up Application

Welcome to Cerritos College! My name is Michelle Wheatley and I am the Employee Transportation Coordinator for Cerritos College. The Employee Commute Rideshare Program is offered to all employees of Cerritos College with the benefit of earning up to six (6) hours of vacation time per quarter or up to \$45.00 cash per quarter. Only full-time employees have the option of receiving either vacation hours or pay, all part-time employees are offered only the cash benefit.

Attached is the alternative transportation program application. Please fill out the first two pages and return to my office at the Campus Police Department. Once your application is received and processed, you will receive a "Certified Carpooler" parking permit that will be used in conjunction with your staff parking permit to park in the designated Carpool Parking spaces which are located throughout the campus. If you have any carpool partner(s), they also need to request an application and return it to my office.

Please make your own copies of the Monthly Alternative Transportation Verification Form that is attached, as it will be the only one accepted in the ride share program; this form needs to be turned in at the end of each month, but no later than the 3rd working day after the end of the month you are reporting. Late forms will not be accepted. Please make sure that you read the instructions for completing the form and that the form is completely filled out and signed by you and your immediate supervisor.

Thank you for joining the effort to clean up our air. If you have any questions, please feel free to contact me, Michelle Wheatley, at extension #2326 or at mwheatley@cerritos.edu.

CERRITOS COLLEGE –EMPLOYEE RIDESHARING AGREEMENT

The below listed employee/employees hereby agree to the following provisions of the Cerritos College Ridesharing Agreement:

1. Each member will purchase a parking permit.
2. Each member will display their individual staff parking permit so they are clearly visible.
3. Each member bringing a student to any school campus, a child to a child daycare center, or a babysitter must request a carpool pass to display with their parking permit from the ETC.

Cerritos College agrees to assist the below listed employees by providing the following:

1. A carpool pass giving access to parking stalls that are provided in various lots on campus intended for the use of rideshare participants only.
2. A guaranteed ride home for any member of the rideshare group who needs to leave due to illness of family emergency.

Print Name	Employee # & SS #	Parking Permit #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned agrees to abide by the terms of this agreement and to notify the college Employee Transportation Coordinator if there any changes or additions to this rideshare group. Each member of the rideshare group must sign and date below. Each member of the rideshare group must submit a separate enrollment form and ridesharing agreement.

Signature	Date
_____	_____
_____	_____
_____	_____
_____	_____

CERRITOS COLLEGE
ALTERNATIVE TRANSPORTATION VERIFICATION FORM

NAME: _____

SS# _____

Print Last, First

WORK LOCATION: _____

EMP # _____

HOURLY/FACULTY _____

CLASSIFIED _____

MANAGEMENT _____

VERIFICATION FOR: _____

Month

Year

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

TOTAL DAYS:

INSTRUCTIONS FOR COMPLETION OF THIS FORM:

1. Mark an activity code in the above calendar for each day you participated, leave any days driven alone **blank**.
2. **Obtain immediate manager's signature for verification.**
3. Sign and date the form.
4. Submit this form to the Employee Transportation Coordinator-Michelle Wheatley at Campus Police **no later than 3 working days after the end of each month.**
5. Form must be filled out **completely** to receive credit.
6. Form **must** be signed by manager before submitting to get credit. Any forms sent without manager's signature **will not** be given credit for that month.

Activity Codes:

(W) Walking (R) Ridesharing (T) Bus/Mass Transit (O) 9/80-4/10 (B) Bicycling
 (M) Motorcycle (C) Child Care (D) Pick up/Drop Off (H) Hybrid/CNG (E) Electric Vehicle

ALTERNATIVE TRANSPORTATION INCENTIVES **MUST BE CIRCLED** TO BE CREDITED QUARTERLY:

VACATION

CASH

I certify attendance as shown:

Signature of Immediate Manager

Extension

Date

I certify that I have participated in the Alternative Transportation Program as indicated above and in accordance with the provisions of the enrollment agreement signed by me. Any falsification will immediately terminate my enrollment in the program.

Signature of Participant

Extension

Date

=====

OFFICE USE ONLY

Eligible Days: _____

Vacation: _____

Cash: _____

ATP-4/09

Cerritos College

Human Resources

MEMO TO: **New Employees**

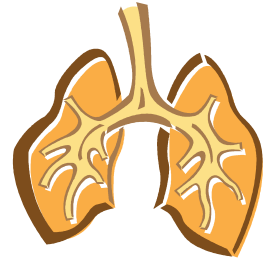
FROM: **Human Resources Office**

SUBJECT: **TUBERCULOSIS EXAMINATION REQUIREMENT**

In order for you to receive clearance for employment at Cerritos College, the District policy requires that you obtain and submit to the Human Resources Office, the results of a tuberculosis screening examination, which verifies that you are free of active tuberculosis.

To fulfill this requirement, you may use your personal physician or a public health facility. For your convenience, on the reverse side of this memorandum there is a listing of public health facilities where tuberculin tests can be obtained.

TUBERCULOSIS REFERRAL



1. Hawaiian Garden Health Center

22310 Wardham Ave.
Hawaiian Gardens, CA. 90716
(562) 420-2433

WALK-IN ONLY

Monday – Wednesday, & Friday (1pm – 3pm)

Thursday (8am – 11am)

TB skin test cost: \$25.00

Chest X-Ray: NOT AVAILABLE

2. Long Beach Health Department

2525 Grand Ave., Room # 104
Long Beach, CA. 90815
(562) 570-7912

BY APPOINTMENT ONLY

Monday – Wednesday, & Friday only (8am – 11am, 1pm – 4pm)

TB skin test cost: \$32.00

Chest X-Ray: \$58.00 (Monday, Wednesday, & every other Friday)

3. Cerritos College Student Health Center

Summer;

Monday & Tuesday only - 8:00 am - 2:00 pm

Spring & Fall;

Monday & Tuesday 8:00 am - 2:00 pm

Wednesday 8:00 am - 10:00 am

Thursday – (NO TB TESTING)

Friday 9:00 am - 11:00 am

TB skin test cost: \$15.00

Chest X-Ray: NOT AVAILABLE

(562) 860-2451 Ext. 2321

Web Resources:

www.cdc.gov/tb/

www.dhhs.gov

www.healthfinder.gov

www.labtestsonline.org

www.lapublichealth.org/tb/faq/skinqa.htm

www.nih.gov

Cerritos Community College District
Management Employees Salary Schedule*
Effective Date: 7/1/2017**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
45	13,212	13,648	14,098	14,563	15,044	15,541	16,054	16,585
44	12,790	13,212	13,648	14,098	14,563	15,044	15,541	16,054
43	12,382	12,790	13,212	13,648	14,098	14,563	15,044	15,541
42	11,986	12,382	12,790	13,212	13,648	14,098	14,563	15,044
41	11,603	11,986	12,382	12,790	13,212	13,648	14,098	14,563
40	11,232	11,603	11,986	12,382	12,790	13,212	13,648	14,098
39	10,871	11,232	11,603	11,986	12,382	12,790	13,212	13,648
38	10,520	10,871	11,232	11,603	11,986	12,382	12,790	13,212
37	10,180	10,520	10,871	11,232	11,603	11,986	12,382	12,790
36	9,852	10,180	10,520	10,871	11,232	11,603	11,986	12,382
35	9,536	9,852	10,180	10,520	10,871	11,232	11,603	11,986
34	9,227	9,536	9,852	10,180	10,520	10,871	11,232	11,603
33	8,932	9,227	9,536	9,852	10,180	10,520	10,871	11,232
32	8,643	8,932	9,227	9,536	9,852	10,180	10,520	10,871
31	8,364	8,643	8,932	9,227	9,536	9,852	10,180	10,520
30	8,095	8,364	8,643	8,932	9,227	9,536	9,852	10,180
29	7,834	8,095	8,364	8,643	8,932	9,227	9,536	9,852
28	7,581	7,834	8,095	8,364	8,643	8,932	9,227	9,536
27	7,338	7,581	7,834	8,095	8,364	8,643	8,932	9,227
26	7,101	7,338	7,581	7,834	8,095	8,364	8,643	8,932
25	6,874	7,101	7,338	7,581	7,834	8,095	8,364	8,643
24	6,650	6,874	7,101	7,338	7,581	7,834	8,095	8,364
23	6,436	6,650	6,874	7,101	7,338	7,581	7,834	8,095
22	6,231	6,436	6,650	6,874	7,101	7,338	7,581	7,834

*Advancement from one step to the next on the appropriate salary schedule shall be dependent upon the recommendation of the manager's immediate supervisor and subject to approval by the President/Superintendent. (AP 7250)

**Approved by the Board of Trustees: April 5, 2017

General Institution

1 **AP 3050 INSTITUTIONAL CODE OF ETHICS**

2 **Reference:**

3 Accreditation Standard III.A.1.d

4 **Definition of Ethics**

5 Ethical behavior is often defined as “right” or “good” behavior as measured against
6 commonly accepted rules of conduct for a society or for a profession. The ethical
7 person is often described in absolute terms as one who is fair, honest, straightforward,
8 trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or
9 honest, one loses credibility and is perceived to be unethical. The ethical person must
10 be conspicuously consistent in the exercise of integrity to sustain the credibility that is
11 an expectation of office.

12 **Importance of Ethics**

13 The credibility of the District’s employees depends upon whether they are perceived as
14 honest men and women. If integrity contributes to credibility, then ethical behavior is a
15 singular prerequisite to successful performance.

16 Statements of ethical standards do not necessarily ensure ethical behavior. Yet public
17 statements of intent surely create an expectation that employees will indeed act with
18 integrity in the public interest.

19 **Expectations for Ethical Behavior**

20 Employees of the District shall be committed to the principles of honesty and equity.
21 They shall not seek to abridge for any purpose the freedoms of other employees or
22 students. At the same time, they shall not willingly permit the interests of any members
23 of the college community to override the best interests of the public served by the
24 District.

25 Employees shall exercise judgments that are dispassionate, fair, consistent, and
26 equitable. They shall exhibit openness and reliability in what they say and do as
27 educational leaders. They shall confront issues and people without prejudice. They
28 shall demonstrate a commitment to excellence in education and uncompromising
29 commitment to the principles of ethical behavior.

30 Similarly, students are expected to abide by ethical behavior and decision-making in
31 their treatment of District employees, other students, and members of the public.

32 **Employee Responsibilities**

33 As practitioners of ethical behavior, District personnel have a responsibility:

- 34 • to provide and protect student access to the educational resources of the District;
- 35 • to protect human dignity and individual freedom, and assure that students are
- 36 respected as individuals, as learners, and as independent decision-makers;
- 37 • to protect students from disparagement, ridicule, or capricious judgment;
- 38 • to keep foremost in mind at all times that the District exists to serve students;
- 39 • to foster a climate of trust and mutual support;
- 40 • to foster openness by encouraging and maintaining two-way communication;
- 41 • to encourage, support, and abide by the written Board Policies and
- 42 Administrative Procedures of the District; and
- 43 • to challenge unethical behavior in a timely manner.

44 Office of Primary Responsibility: Office of the President/Superintendent

Date Approved: November 26, 2007

new hire pamphlet

If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job related injury or illness is covered. Types of injuries include, but may not be limited to, strains, sprains, cuts, cumulative or repetitive traumas, fractures, illnesses and aggravations. Some injuries from voluntary, off duty, recreational, social or athletic activity may not be covered. Check with your supervisor or Keenan HealthCare if you have any questions.

All work related injuries must be reported to your supervisor immediately. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee's case. Any such employee may be entitled to compensation, reinstatement and reimbursement for lost wages and benefits.

Workers' compensation benefits include

Medical Care – All medical treatment, without a deductible or dollar limit. For dates of injury on or after 1/1/04 there is a limit of 24 chiropractic, 24 physical therapy and 24 occupational therapy visits. However this limit does not apply for post surgical treatment. Costs are paid directly by Keenan HealthCare, through your employers workers' compensation program, so you should never see a bill.

If emergency treatment is required go to the nearest emergency room or contact 911.

Keenan HealthCare will arrange medical treatment, often by a specialist for the particular injury. Preferred Provider Networks may be utilized for physicians as well as medical care centers.

If your employer offers group health insurance you are eligible to treatment with your personal physician should you become injured on the job. If you are eligible, **before you are injured**, you must notify your employer **in writing** and provide your employer **written** documentation from your personal physician that they agree to be predesignated. Your personal physician must be your regular primary care physician who previously directed your medical treatment, who retains your medical history and records. You may only predesignate your primary care physician if they are a family practitioner, general practitioner, board certified or board eligible internist,

obstetrician-gynecologist, pediatrician or a multi-specialty medical group, whose practice is predominantly for non-occupational injuries and illnesses.

Your employer may be using a Medical Provider Network (MPN), which is a selected group of health care providers to provide treatment to workers injured on the job. If you have predesignated a personal physician prior to your work injury, then you may receive treatment from your predesignated doctor. If you have not predesignated and your employer is using and MPN, you are free to choose an appropriate provider from the MPN list after the first medical visit directed by your employer or Keenan & Associates. For more information, see the MPN contact information on reverse side.

If your employer **does not** participate in a Medical Provider Network (MPN) you may be able to change your treating physician to your personal chiropractor or acupuncturist. Generally your employer, or Keenan, has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your employer, or Keenan, initiates treatment you may, upon request, have your treatment transferred to your personal chiropractor or acupuncturist. To be eligible you must notify your employer **in writing prior to being injured**.

Your employer will provide you with a form to use an optional method to predesignate your personal physician.

Contact Keenan HealthCare if you plan to change physicians at any time.

Payment for Lost Wages - If you're temporarily disabled by a job injury or illness, you'll receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to a maximum set by state law. Payments aren't made for the first three days unless you are hospitalized in an inpatient basis or unable to work more than 14 days.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving dependents.

You may be entitled to a **Supplemental Job Displacement Voucher**, which entitles you to a voucher for educational training.

How to obtain additional information

Contact your employer representative or Keenan HealthCare if you have questions about workers' compensation benefits. You may also contact and Information and Assistance Officer at the State Division of Workers' Compensation. You can consult

an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at 415-538-2120.

Department of Workers' Compensation Information and Assistance Offices

You can get free information from a state Division of Workers' Compensation Information & Assistance Officer. The phone numbers are listed below. Hear recorded information by calling toll-free 800-736-7401 or visit www.dwc.ca.gov.

Anaheim	714-414-1801
Bakersfield	661-395-2514
Eureka	707-441-5723
Fresno	559-445-5355
Goleta	805-968-4158
Long Beach	562-590-5001
Los Angeles	213-576-7389
Marina Del Rey	310-482-3858
Oakland	510-622-2861
Oxnard	805-485-3528
Pomona	909-623-8568
Redding	530-225-2047
Riverside	909-782-4347
Sacramento	916-263-2741
Salinas	831-443-3058
San Bernardino	909-383-4522
San Diego	619-767-2170
San Francisco	415-703-5020
San Jose	408-277-1292
San Luis Obispo	805-596-4159

Santa Ana	714-558-4597
Santa Monica	310-452-1188
Santa Rosa	707-576-2452
Stockton	209-948-7980
Van Nuys	818-901-5367

Keenan HealthCare adjusting locations

Torrance (MPN Contact)
800-654-8102

General Institution

1 AP 3518 CHILD ABUSE AND NEGLECT REPORTING

2 References:

3 Penal Code, Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a,
4 and 11164-11174.3 (“Child Abuse and Neglect Reporting Act”);
5 Welfare and Institutions Code, Sections 300, 305, 318, and 601;
6 Family Code, Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

7 The District recognizes the responsibility of its staff to report to the appropriate agency
8 when there is a reasonable suspicion that an abuse or neglect of a child (under the age
9 of 18 years) may have occurred.

10 “Reasonable suspicion” occurs when “it is objectively reasonable for a person to
11 entertain such a suspicion, based upon facts that could cause a reasonable person in a
12 like position, drawing, when appropriate, on his or her training and experience, to
13 suspect child abuse or neglect.” (Penal Code, Section 11166(a)(1))

14 Definition of Child Abuse or Neglect

15 “Child abuse” is defined as physical abuse, sexual abuse, and/or serious emotional
16 maltreatment, as well as sexual assault, sexual exploitation, and/or the willful cruelty or
17 unjustifiable punishment of a child; incidents of unlawful corporal punishment or injury
18 against a child; or abuse in out-of-home care. (Penal Code, Section 11165)

19 “Neglect” means the negligent treatment or maltreatment of a child by a person
20 responsible for the child’s welfare under circumstances indicating harm or threatened
21 harm to the child’s health or welfare. It includes the negligent failure of a person having
22 the care or custody of a child to provide adequate food, clothing, shelter, medical care,
23 or supervision such that the child’s health is endangered. (Penal Code, Section
24 11165.2)

25 Mandated Reporters

26 Mandated reporters include faculty members, educational administrators, and classified
27 staff. Volunteers are not mandated reporters but are encouraged to report suspected
28 abuse or neglect of a child. (Penal Code, Section 11165 (b))

29 Reports of Child Abuse or Neglect

30 If a mandated reporter suspects child abuse or neglect, he or she must first make a
31 verbal report to the Department of Children & Family Services Child Protection Hotline
32 at 1-800-540-4000.

33 Mandated reporters must report immediately any reasonable suspicion of child abuse to
34 a local child protective agency such as the Hotline and follow up with a written report
35 within 36 hours. (Penal Code, Section 11166(a))

36 After a verbal report of abuse or neglect is made, the Hotline will provide mandated
37 reporters with a 19-digit referral number which will be needed to complete the
38 mandatory written report. This report of child abuse and/or neglect must be made on
39 Form SS 8572; copies of this form are available in the Human Resources Office,
40 through the Child Development Center and on the web at
41 <https://mandreptla.org/onlineRep.htm>.

42 Once the written report of child abuse or neglect is completed, it should be mailed to the
43 following address:

44 Child Protection Hotline
45 3075 Wilshire Boulevard, Fifth Floor
46 Los Angeles, CA 90010

47 **Immunity and Failure to Report when Required**

48 No mandated reporter who reports a known or suspected instance of child abuse shall
49 be civilly or criminally liable for any report required or authorized by the Penal Code.

50 Any person other than a child care custodian reporting a known or suspected instance
51 of child abuse shall not incur any liability as a result of making any report of child abuse,
52 unless it can be proven that a false report was made and the person knew that the
53 report was false (Penal Code, Section 11172(a)).

54 Any person not mandated by law to report suspected child abuse has immunity unless
55 the report is proven to be false and the person reporting knows it is false, or the report is
56 made with reckless disregard of the truth or falsity of the incident (Penal Code, Section
57 11172(a)).

58 Reporting is an individual responsibility. An employee making a report cannot be
59 required to disclose his or her identity to the employer. (Penal Code, Section
60 11166(h)(2)) However, a person who fails to make a required report is guilty of a
61 misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal
62 Code, Section 11166.5(b)).

63 **Obligation and Compliance Information Provided to Mandated Reporters**

64 The District shall provide each mandated reporter with a statement informing him or her
65 of the fact that he or she is a mandated reporter and of his or her reporting obligations
66 and confidentiality rights under Penal Code, Section 11166.5(a) and of his or her
67 confidentiality rights under subdivision Penal Code, Sections 11166.5(a) and
68 11167(d)(1).

69 The District shall provide a copy of Penal Code, Sections 11165.7 (Mandated Reporter),
70 11166 (Report: Duty, Time & Method), and 11167 (Report: Confidentiality of persons
71 reporting) to each mandated reporter, along with the statement. Prior to commencing

72 his or her employment and as a prerequisite to that employment, the employee shall
73 sign and return the statement to the District. The signed statements shall be retained
74 by the District (Penal Code, Section 11166.5).

75 The District shall distribute this procedure to all mandated reporters.

76 Offices of Primary Responsibility: Vice President, Student Services
77 Human Resources

Date Approved: November 26, 2007

Date Revised: June 18, 2008

Cerritos Community College District
Request for Transfer of Sick Leave

1. STATEMENT OF TRANSFERRING EMPLOYEE:

This is to certify that I, _____
(Name) (Social Security #)

was employed by _____ District.

Address: _____

I was employed in a _____ certificated _____ non-certificated capacity:

From: _____ To: _____

Signature of Employee: *Date*

2. REQUEST BY EMPLOYING DISTRICT

The above named person has been employed by this District. This is to request that the amount of unused sick leave due the above named employee be transferred to this District. (Ed Code §87782, 87783, 87785, and 88202)

*Human Resources Office
Cerritos Community College District
11110 Alondra Blvd Norwalk, CA 90650
(562) 860-2451, Extension 2284
Fax Number: (562) 467-5003*

Dr. Adriana Flores-Church *Date*
Director of Human Resources/Risk Management

3. RESPONSE BY FORMER DISTRICT

This is to certify that the above named person was employed by this District from _____ to _____ and that the following information is true and correct.

Total Earned Sick Leave _____ days **OR** _____ hours

Minus Used Sick Leave _____ days **OR** _____ hours

Total Sick Leave Being Transferred _____ days **OR** _____ hours

Signature *Date*

Print Name *Title*

(Upon completion, please return this form to the requesting District's address or via FAX as shown in item #2 above)

STUDENT HEALTH FEES

- Students at Cerritos College pay a mandatory student health fee each semester, which offsets the cost of some of our services. There is a nominal fee for some services, such as pharmacy, laboratory tests, exams, and immunizations. These fees must be paid in full prior to receiving services.
- Student Health and Wellness Center staff should explain all extra fees to your satisfaction. A complete schedule of fees is posted in the Student Health and Wellness Center.

STUDENT ACCIDENT INSURANCE

Student accident insurance is provided by Cerritos College to registered students in the event of an accident or injury during college sponsored and supervised activities. It may help to cover medical bills incurred by injured students and athletes. There are benefit limitations and some exclusions in the policy, so it is important to work with the Student Health and wellness Center staff to insure optimum coverage. Students' children who attend the officially designated childcare facility on campus are covered by student accident insurance.

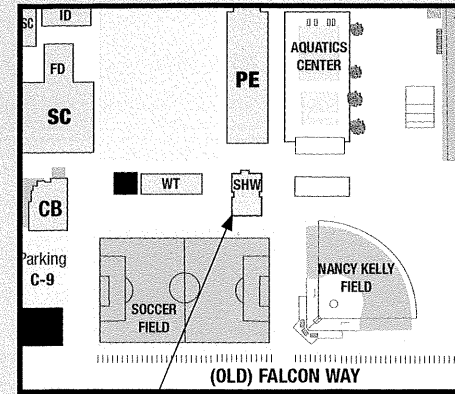
APPLYING FOR INSURANCE BENEFITS

- Immediately report accident to instructor, coach, trainer or campus police.
- File an accident report with Student Health Services within 72 hours.
- Contact Student Health and Wellness Center for information about the appropriate forms to file.



MISSION STATEMENT

“Our mission is to strengthen student learning and student success by providing quality health care services to a multicultural population through the promotion of health education, prevention and wellness.”



Student Health and Wellness Clinic is located between the Weight Room and the Nancy Kelly Field

RESOURCES/IMPORTANT NUMBERS

Student Health and Wellness Clinic
 Office 562-860-2451 ext. 2321
 Fax 562-467-5076

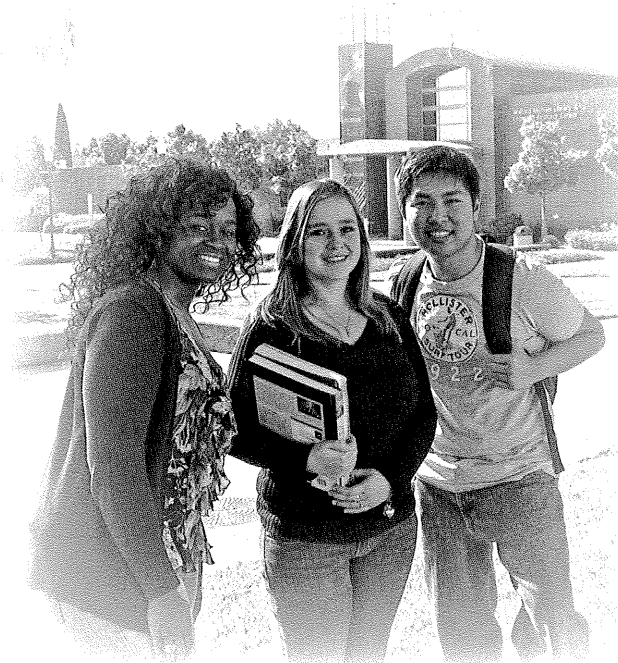
Campus Police
 562-860-2451 ext. 3076 or
 9-1-1 Emergencies only
 562-924-3618 ext. 2325 Business

RESPONSE TO SERVICES

If you are satisfied or unsatisfied with any aspect of Student Health and Wellness Clinic, we want to know. You may provide your comments or recommendations at our reception desk.



**Cerritos College
 Student Health and
 Wellness Clinic**



**Student Health and
 Wellness Clinic**
 11110 Alondra Blvd.
 Norwalk, CA 90650
 www.cerritos.edu/shs

www.cerritos.edu/shs
 562-860-2451 ext. 2321

GENERAL INFORMATION

ELIGIBILITY

All students currently enrolled and attending classes at Cerritos College are eligible for student health services upon proof of enrollment. First Aid and referrals are available to all faculty, staff and students at no cost.

SERVICES

Student Health and Wellness Clinic (SHWC) is staffed by a group of health care professionals who are dedicated to your wellness. Physicians, nurse practitioners, registered nurses and medical assistants provide basic outpatient services for the diagnosis and treatment of acute and subacute illness and injuries. For medical and surgical problems that are beyond the scope of Student Health and Wellness Clinic, students will be provided with referrals to local community health facilities.

WALK-INS

Students can be seen on a walk-in basis for many of our services. Patients will be seen on a first come first serve basis. Please inquire within.

APPOINTMENTS

Appointments may be made in person at Student Health and Wellness Clinic or by phone. A limited number of appointments are available. If you cannot keep your appointment, please call to cancel as soon as possible. If you are more than 15 minutes late for your appointment, you will be rescheduled. There is a no show fee.

HOURS

Fall/Spring Sessions

Monday - Thursday 8 a.m. - 4 p.m.
Friday 8 a.m. - 12 Noon

Summer Hours will vary

Friday Closed

Please note: IF LABS ARE NEEDED, TIMES FOR SERVICE ARE:
Mon-Thurs last patient at 2 p.m. &
Friday last patient at 10 a.m.



HEALTH SERVICES



PRIMARY CARE

Students with acute minor illnesses or injuries that require medical attention may be seen at the Student Health and Wellness Center without an appointment.

PREVENTIVE HEALTH

- Student Health and Wellness Clinic recognizes that preventable medical problems account for a majority of illnesses throughout the United States.
- Healthy choices can be promoted and reinforced.
- We offer routine physical exams, immunizations, medical consultations and a variety of screening tests to identify preventable diseases and conditions.

WOMEN'S HEALTH

We are Family Pact approved. We offer free pap smears, contraception and STI testing for students who qualify. Qualifications are minimal.

- Annual gynecological exams (Appointment strongly suggested).
- Family planning
- Pregnancy testing and screening
- Treatment of sexually transmitted diseases
- Other gynecological problems
- Provides care for male related problems.
- Provides exams, consultations and referrals for specific conditions.
- Our focus is to educate men concerning such issues as sexually transmitted diseases, contraception, and testicular and prostate cancer.

CHIROPRACTOR

A Board-licensed chiropractor is available to provide examinations, consultations, and treatments, by appointment only, free of charge. This service is for current enrolled students only.

This service is provided by the Southern California University of Health Sciences. An intern may see you on follow-up visits.

MENTAL HEALTH

We provide on-site counseling and referrals to outside agencies for those students who are in need of assistance with mental health issues, that require a more in depth treatment. Counselors are available at SHWC by appointment only. **(No medications are prescribed).**

TB TESTING HOURS

Monday 8 a.m.-2 p.m.
Tuesday 8 a.m.-2 p.m.
Wednesday 8 a.m.-10 a.m.
Thursday No TB Testing
Friday 8 a.m.-10 a.m.

Please note: TB Times and dates availability may vary on holiday week/days.

LABORATORY SERVICES

- Our laboratory is equipped to perform basic laboratory work **ORDERED BY OUR NURSE PRACTITIONERS ONLY.**
- Complex laboratory services are sent out to a nationally accredited reference lab for a nominal fee. **(Ordered by our Nurse Practitioners Only)**

RADIOLOGY SERVICES

Student Health and Wellness Center does not currently offer radiology services, but we have established relationships with local community agencies to provide radiological exams at reduced fees.

HEALTH EDUCATION

Health Education promotes health and wellness through education and outreach programs on various topics.

Presentations for clubs, organizations, and classes are available upon request. Contact Student Health and Wellness Services.

CONFIDENTIALITY

- Information will not be released to anyone without your written consent, including parents, spouse, friends and/or college personnel, except in those few circumstances where the law requires disclosure of confidential information.
- Some cases of communicable diseases must be reported to the Department of Public Health. HIPPA regulations are followed.

OPTOMETRY

We offer referrals with local community agencies to provide exams at reduced fees.

NUTRITION SERVICES

We provide on-site Dietitian Consultations for weight management, nutrition therapy for Diabetes, High Cholesterol, High Blood Pressure, counseling for vegetarian diets, disordered eating, sports nutrition/and other nutrition needs. We also provide nutrition education classes to promote healthy eating and lifestyle. All services are free for students and are available by appointment.



Confidentiality

All phone calls to the EAP and all counseling sessions provided by the EAP are strictly confidential. The only exceptions to your confidentiality are situations where your safety or the safety of others is at risk.



Cost

There is no cost to employees or household members who use the EAP counseling services. If you are referred for additional counseling sessions after the EAP, the resulting fees or copayments would be your responsibility. You will be advised if your company medical benefits provide coverage for those services. Every effort will be made to find the best resource at the lowest cost to you.

(800) 531-0200



How to Contact Your EAP

Counselors are available 24 hours
a day 7 days a week at:

1-800-443-5766

1-800-531-0200

Visit us on the web at
www.charlesnechtem.com

Employee Assistance Program



**HelpNet a division of
Charles Nechtem Associates, Inc.**

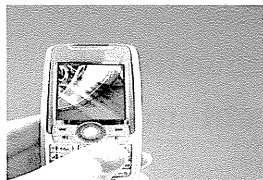
For Mind, Body and Spirit

What is an EAP?

The Employee Assistance Program (EAP) is a confidential counseling and referral service for you and your household members. Your EAP is a prepaid benefit contracted with Charles Nechtem Associates, an independent provider of employee assistance services. Charles Nechtem Associates has over 28 years of experience providing counseling services to over five million employees and household members.

Your EAP Can Provide Help Fast with Easy Telephone Access 24/7

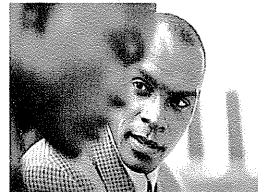
Getting help from your Employee Assistance Program is easy, convenient, and confidential. Licensed psychologists and social workers are available to speak with you 24 hours a day, 7 days a week. Crisis counseling is always available, assuring that you will get the help you need when you need it.



Face to- Face-Counseling

Your EAP has an office convenient to your home or where you work.

We maintain a comprehensive nationwide network of licensed psychologists and social workers, as well as alcohol and drug counselors, marriage counselors, family counselors, eldercare and childcare providers.



What Your EAP Can Help With

The EAP can help you solve a wide variety of personal concerns so you can be at your best at work and at home. Examples of concerns we can provide assistance for include:

- Family/parenting problems
- Grief/bereavement
- Marital/relationship issues
- Stress/anxiety
- Depression issues
- Alcohol/drug/other addictions
- Eldercare/childcare issues
- Financial/credit counseling
- Legal referrals

How Counseling Helps

EAP counseling will help you:

Clarify your problem or concern.

Before the EAP counselor talks with you about possible solutions, they will assist you in clarifying the reason(s) you are seeking help. Your counselor knows that the first step in successfully solving a problem is knowing exactly what that problem is.

Identify options. The EAP counselor will assist you in exploring alternative solutions for your problem(s). The counselor will offer suggestions to you based on what has worked well with other individuals facing similar problems.

Develop a plan. The EAP counselor will assist you in making a specific and concrete plan to solve the problem(s).

The plan may involve short-term EAP counseling or, if your problem(s) is serious, a referral to an appropriate community treatment provider experienced in working with individuals facing similar problems will be provided.



[Link to STRS Handbook](#)

MEMBER HANDBOOK

Your Guide to CalSTRS Benefits



2014

CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?



Links to Employee Bargaining Agreements

[CSEA Bargaining Agreement](#)

[CCFF Bargaining Agreement](#)

Recipient Designation Form—Information

One-Time Death Benefit/Cash Balance Lump-Sum Payment

To be valid, this form must be received and accepted by CalSTRS before your death.

The *Recipient Designation* form replaces the *One-Time Death Benefit Recipient* form and the *Cash Balance Beneficiary Designation* form. If you have one of these forms currently on file with CalSTRS, you do not need to submit a new *Recipient Designation* form unless you wish to make a change to your recipient designation.

- ✳ Complete and submit this form online using your myCalSTRS account for faster processing. Step-by-step guidance means you complete the form correctly.

DEFINED BENEFIT PROGRAM MEMBERS

Use this form to designate recipients to receive the one-time benefit that may be payable in the event of your death. If you are an active member at the time of your death, and if you did not elect an option beneficiary to receive a continuing benefit after your death, or you have no spouse, registered domestic partner or children eligible to receive a family or survivor benefit allowance after your death, any accumulated contributions in your account will be paid to your designated recipients.

If your death occurs before retirement, your recipients may be eligible to receive the balance in your Defined Benefit Supplement account as an ongoing annuity or a lump-sum payment. If your death occurs after retirement, your recipients may be eligible for the ongoing annuity you elected at retirement.

This form will not protect your survivor with a lifetime benefit. To provide your survivors with a lifetime benefit, submit the *Preretirement Election of an Option* form when you are eligible to retire.

CASH BALANCE BENEFIT PROGRAM PARTICIPANTS

Use this form to designate recipients to receive the lump-sum payment in the event of your death.

If you are receiving an annuity at the time of your death, the benefit payable is determined based on the annuity you elected.

If your recipient's (other than an entity) share of your account balance is at least \$3,500, he or she may elect to receive an annuity in place of a lump-sum payment.

IMPORTANT FACTS

- This form remains in effect until either you submit another valid *Recipient Designation* form, or your membership in CalSTRS is terminated by a refund of your accumulated contributions. *It is important to keep this form current.*
- If your designated primary recipients predecease you, any benefit due will be paid to your secondary recipients, unless you submit a valid *Recipient Designation* form designating new recipients. If we are unable to locate your designated recipients, the death benefit will be distributed to the best of our ability according to the laws in existence at the time of your death.
- If you do not have a valid *Recipient Designation* form on file with CalSTRS before your death or if all your designated recipients predecease you, any benefit due will be paid to your estate.
- You may change your recipient designations at any time—before or after retirement. There is no fee or financial penalty for changing your designation.

Recipient Designation Form—Instructions

One-Time Death Benefit/Cash Balance Lump-Sum Payment

Print clearly in dark ink or type all information requested. Initial all corrections on the form.

Check the appropriate box to identify your CalSTRS membership status. If you are not sure of your CalSTRS membership, see your most recent *Retirement Progress Report*, available on *myCalSTRS*.

If you are both a Defined Benefit Program member and Cash Balance Benefit Program participant and you are designating different recipients for each, you must complete two separate *Recipient Designation* forms.

SECTION 1: MEMBER/PARTICIPANT INFORMATION

Enter your full name, Client ID or Social Security number, complete mailing address, birth date, telephone number and email address.

SECTIONS 2 AND 3: PRIMARY AND SECONDARY RECIPIENTS OR TRUST

You may name a living person, an estate, a trust, a corporation, a charitable organization, a parochial institution or a public entity as your recipient.

- **Persons**—To designate a person or persons, check the box and provide full name, address, telephone number, Social Security number, birth date and relationship.
- **Organization**—To designate an organization, check the box and enter the name and address of the organization and the organization's tax identification number. Include organization contact information whenever possible.
- **Trust**—To designate a trust, check the box and enter the full name of the trust, the trustee's name and address, and the date the trust was created. CalSTRS will contact the trustee and pay benefits to the trust. You do not need to provide the trust document at this time.
- **Estate**—To designate your estate, check the box and enter "My Estate" for the recipient's name. Upon your death, if your estate is not subject to probate, CalSTRS will pay benefits pursuant to California Probate Code section 13101.

Check the box on page 3 if additional recipients are listed on an attachment. Identify each as *primary* or *secondary*.

You may designate a percentage for each recipient. If you use percentages, the total must equal 100 percent for the primary recipient section and 100 percent for the secondary recipient section.

SECTION 4: REQUIRED SIGNATURES

Check all boxes that apply, then sign and date your form. If you are married or registered as a domestic partner, your spouse or partner must also sign and date your form acknowledging your recipients and provide his or her Social Security number and date of birth.

If your spouse or registered domestic partner does not sign your form, you must complete the *Justification for Non-Signature of Spouse or Registered Domestic Partner*.

Failure to have the required signatures will result in the rejection of your *Recipient Designation* form.

If you divorced or terminated a registered domestic partnership and a portion of your CalSTRS benefits was awarded to a former spouse or partner, check the box that indicates this. You may need to refer to your settlement agreement. In addition, if your court documents have not been reviewed by CalSTRS, you may be asked to provide them.

QUESTIONS

Email your questions using your *myCalSTRS* account or at CalSTRS.com/contactus, or call 800-228-5453.

SUBMITTING YOUR FORM

myCalSTRS

Complete and submit your form online using *myCalSTRS*. It's easy, fast and secure.

Hand Delivery

Hand deliver your form to a local CalSTRS benefits counseling office (visit CalSTRS.com/localoffices).

Mailing Address

CalSTRS
P.O. Box 15275, MS 43
Sacramento, CA 95851-0275

Overnight Delivery

If you are using a special mailing service such as UPS or FedEx, send your form to:

CalSTRS
Member Services
100 Waterfront Place
West Sacramento, CA 95605

Fax Delivery

916-414-5783 or 916-414-5784

Recipient Designation Form

One-Time Death Benefit/Cash Balance Lump-Sum Payment

MS 0002 rev 01/15

CALSTRS[®]
 California State Teachers' Retirement System
 P.O. Box 15275, MS 43
 Sacramento, CA 95851-0275
 800-228-5453
 CalSTRS.com

This form is for designating recipients to receive the death benefits payable in the event of your death under the CalSTRS Defined Benefit Program and the Cash Balance Benefit Program. Print clearly in dark ink or type all information requested and initial any corrections. If you are not sure of your CalSTRS membership, see your most recent *Retirement Progress Report*, available on myCalSTRS.

Check one of the following:

- I am a member of the Defined Benefit Program. My recipient designation is for the one-time death benefit payable upon my death.
- I am a participant of the Cash Balance Benefit Program. My recipient designation is for the lump-sum payment to be distributed upon my death.
- I am a member/participant of both the Defined Benefit and Cash Balance programs. My recipient designation is for the death benefits payable under both programs. (Refer to instructions if recipients are different between programs.)

I hereby revoke any previous designations and designate the following primary recipients—or their survivors—to receive equal amounts, unless otherwise specified as recipients for any benefits payable under the Teachers' Retirement Law at the time of my death. If I survive the primary recipients, I designate the secondary recipients—or their survivors—to share equally unless otherwise specified as recipients for any benefits under law at the time of my death. If I survive all of my named recipients, then any benefit payable at the time of my death will be paid to my estate. I understand this form does not designate a recipient to receive a continuing monthly retirement benefit.

Complete and submit your form online using myCalSTRS for faster processing. Step-by-step guidance ensures you complete your application correctly.

Section 1: Member/Participant Information

NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

MAILING ADDRESS

DATE OF BIRTH (MM/DD/YYYY)

()

CITY

STATE

ZIP CODE

HOME TELEPHONE

EMAIL ADDRESS

Section 2: Primary Recipients

Use this area to designate one or more *primary* recipients to receive a death benefit.

Use additional sheets if needed. 

FULL NAME OF PERSON, TRUST OR ORGANIZATION

()

MAILING ADDRESS

TELEPHONE

CITY

STATE

ZIP CODE

Person – Relationship: _____
 Male Female

SOCIAL SECURITY NUMBER/TAXPAYER ID NUMBER/EMPLOYER ID NUMBER

Organization – Contact Name: _____

DATE OF BIRTH/TRUST DATE (MM/DD/YYYY)

Trust

Estate

PERCENTAGE
 (MUST TOTAL 100% FOR ALL PRIMARY RECIPIENTS)



MS0002

Section 2: Primary Recipients continued

FULL NAME OF PERSON, TRUST OR ORGANIZATION			()
MAILING ADDRESS		TELEPHONE	
CITY	STATE	ZIP CODE	
<input type="checkbox"/> Person – Relationship: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female			SOCIAL SECURITY NUMBER/TIN/EIN
<input type="checkbox"/> Organization – Contact Name: _____			DATE OF BIRTH/TRUST DATE (MM/DD/YYYY)
<input type="checkbox"/> Trust			
<input type="checkbox"/> Estate			PERCENTAGE (MUST TOTAL 100% FOR ALL PRIMARY RECIPIENTS)

FULL NAME OF PERSON, TRUST OR ORGANIZATION			()
MAILING ADDRESS		TELEPHONE	
CITY	STATE	ZIP CODE	
<input type="checkbox"/> Person – Relationship: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female			SOCIAL SECURITY NUMBER/TIN/EIN
<input type="checkbox"/> Organization – Contact Name: _____			DATE OF BIRTH/TRUST DATE (MM/DD/YYYY)
<input type="checkbox"/> Trust			
<input type="checkbox"/> Estate			PERCENTAGE (MUST TOTAL 100% FOR ALL PRIMARY RECIPIENTS)

Section 3: Secondary Recipients

Use this area to designate one or more *secondary* recipients to receive a death benefit should all of your primary recipients predecease you. Use additional sheets if needed.

FULL NAME OF PERSON, TRUST OR ORGANIZATION			()
MAILING ADDRESS		TELEPHONE	
CITY	STATE	ZIP CODE	
<input type="checkbox"/> Person – Relationship: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female			SOCIAL SECURITY NUMBER/TIN/EIN
<input type="checkbox"/> Organization – Contact Name: _____			DATE OF BIRTH/TRUST DATE (MM/DD/YYYY)
<input type="checkbox"/> Trust			
<input type="checkbox"/> Estate			PERCENTAGE (MUST TOTAL 100% FOR ALL SECONDARY RECIPIENTS)

Section 3: Secondary Recipients continued

FULL NAME OF PERSON, TRUST OR ORGANIZATION _____

MAILING ADDRESS _____

()

TELEPHONE _____

CITY _____

STATE _____

ZIP CODE _____

Person – Relationship: _____

Male

Female

SOCIAL SECURITY NUMBER/TIN/EIN

Organization – Contact Name: _____

DATE OF BIRTH/TRUST DATE (MM/DD/YYYY)

Trust

Estate

PERCENTAGE

(MUST TOTAL 100% FOR ALL SECONDARY RECIPIENTS)

Check this box if additional recipients are listed on an attachment. Identify each as *primary* or *secondary* and the percentages. Percentages must total 100% for all recipients.

Section 4: Required Signatures

Check all that apply.

- I am married or registered as a domestic partner and both our signatures are below.
- I am married or registered as a domestic partner and my spouse or partner did not sign below. I have completed and signed the *Justification for Non-Signature of Spouse or Registered Domestic Partner* section on the next page.
- I have never been married or in a registered domestic partnership, or I am widowed or my partner has died.
- I have been divorced or terminated a registered domestic partnership and my former spouse or partner was awarded a portion of my CalSTRS benefits.
- I have been divorced or have terminated a registered domestic partnership and my former spouse or partner was *not* awarded a portion of my CalSTRS benefits.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine of up to \$5,000 (Education Code section 22010).



MEMBER'S SIGNATURE _____

SIGNATURE DATE (MM/DD/YYYY)



SPOUSE'S OR REGISTERED DOMESTIC PARTNER'S SIGNATURE _____

SIGNATURE DATE (MM/DD/YYYY)

SPOUSE'S OR PARTNER'S PRINTED NAME (LAST, FIRST, INITIAL)

SPOUSE'S OR PARTNER'S SOCIAL SECURITY NUMBER

SPOUSE'S OR PARTNER'S DATE OF BIRTH (MM/DD/YYYY)

Justification for Non-Signature of Spouse or Registered Domestic Partner

As required by Education Code sections 22453 and 26703, any request related to the selection of benefits by a member in which spousal or registered domestic partner interest may be present requires the signature of the spouse or registered domestic partner unless one of the following conditions exist. If you are married or registered as a domestic partner and your spouse or partner does not sign this form, you must check the appropriate box indicating the reason your spouse or partner did not sign.

- I do not know and have taken all reasonable steps to determine the whereabouts of my spouse or registered domestic partner.
- My spouse or registered domestic partner is incapable of executing the acknowledgment because of an incapacitating mental or physical condition.
- My current spouse or registered domestic partner has no identifiable community property interest in the benefits.
- My spouse or registered domestic partner and I have executed a settlement agreement that makes the community property law inapplicable to the marriage or registered domestic partnership.
- My spouse or registered domestic partner has refused to sign the acknowledgment. Court action will be or has been initiated to enforce or waive the signature requirement for my spouse or partner. (CalSTRS must have a certified copy of the court order before any designation can be made. Submit a certified copy of the court order when you receive it.) Education Code sections 22454 and 26704

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine of up to \$5,000 (Education Code section 22010).



MEMBER'S SIGNATURE

SIGNATURE DATE (MM/DD/YYYY)

If this form is not completely filled out, it will not be accepted and will be returned to you. Your current recipient status will not be updated. Review your form carefully before submitting:

- Did you designate at least one primary recipient and provide all the requested information?
- If you designated a trust, did you provide the name and date the trust was created? Do not provide your trust document at this time.
- If you designated percentages, do they equal 100 percent for your primary recipients and 100 percent for your secondary recipients?
- Did you sign and date the form?
- If you are married or in a registered domestic partnership, did your spouse or partner sign and date the form?
- If you cannot obtain your spouse or partner's signature, did you complete, sign and date the *Justification for Non-Signature of Spouse or Registered Domestic Partner*?