

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 22, 2019

PRESENT: Dr. Jose Fierro
Rick Miranda
Dr. Dilcie Perez
Felipe Lopez
Dr. Adriana Flores-Church
Sandy Marks
Tim Juntilla (Dr. April Griffin)
Stephanie Rosenblatt
Armando Soto
Liz Page
Kathy Hogue
Kim Applebury
Danylle Williams-Manser
Julie Mun

ABSENT: Dr. April Griffin
Kathy Azzam

GUEST(s): Dr. David Betancourt
Dr. Valyncia Raphael

I. MEETING CALLED TO ORDER

Mr. Miranda called the meeting to order at 1:05 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Information regarding all employment opportunities is posted on the Human Resources webpage.

Name	Position	Start Date
Marysol Gonzalez	Program Assistant	April 8

IV. APPROVAL OF MINUTES – April 8, 2019

It was moved by Mr. Lopez and seconded by Mr. Soto to approve the April 8 minutes. The vote for approval was unanimous. Dr. Fierro was not present for the vote.

V. BOARD AGENDA – May 1, 2019

The committee reviewed the draft May 1 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

No reports.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Faculty Professional Development

EMP Goal C: Promoting Leadership and Staff Development

Dr. Betancourt distributed the attached April 9 meeting agenda outcomes. He stated that one of the biggest initiatives this year is accessibility training. On April 5, there was a great event with more than 20 faculty, classified, and managers in attendance, and positive feedback was received. The summer institute is scheduled for May 28-30 to strategize for future work. The committee is also continuing to update the New Faculty Orientation Program (NFOP) and creating a checklist for easy reference. Dr. Betancourt also stated that he is stepping down as the CTX Coordinator, and that the committee will be continuing discussion about the process to appoint a replacement.

Technology-Based Learning

EMP Goal E: Upgrading Educational Infrastructure

This item was postponed to the next meeting.

VIII. STATUS OF SHARED GOVERNANCE

Equal Employment Opportunity Fund Multiple Method Allocation Model Certification

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Raphael stated that the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2018-2019 is required to be submitted to the California Community Colleges Chancellor's Office by the District in order to receive monies from the Equal Employment Opportunity Fund (EEO Fund). The DEEOAC, Dr. Flores-Church, Dr. Fierro, and Board of Trustees must certify that the District met the requirements. The form will be presented to the board for approval at its May 1 meeting.

Dr. Raphael stated that the Chancellor's Office Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified 9 best-practice areas for "success in promoting" EEO. These 9 areas serve as the multiple methods for allocating the EEO fund:

1. District's EEO Advisory Committee and EEO Plan
2. Board policies and adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications
5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committee
7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs.

The committee discussed plans to improve in Method 3 and implement Method 5, and offered suggestions to clarify some of the language in Methods 8 and 9.

It was moved by Mr. Miranda and seconded by Ms. Rosenblatt to forward the updated form to the board for approval at its May 1 meeting. The vote for approval was unanimous.

Enrollment Update

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda thanked all for their help in raising awareness of enrollment-related news, and stated that faculty have been stepping up and assisting with developing new partnerships. Improved onboarding and retention plans are also in progress. Updated numbers will be available soon when the P2 report is released. He also stated that he attended a CIO conference last week, and that the Chancellor’s Office believes that the state as a whole has not hit its lowest enrollment point yet, and expects that we will hit the bottom of the next recession within the next two years.

Shared Governance Evaluation Form

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that the Shared Governance Evaluation form is disseminated annually to committee chairs, who are asked to complete the qualitative questions to reflect on the committee’s goals and accomplishments, and develop goals for the upcoming academic year. This is part of an ongoing, annual process for self-evaluation and continuous improvement. He asked the committee members to review the form and the Coordinating Committee’s purposes, and be prepared for discussion at the May 6 meeting.

Board Policy Review – Chapter 7

EMP Goal F: Enhancing Organizational Effectiveness

The committee continued to review and discuss Chapter 7 board policies and procedures.

The committee discussed and reached consensus to update the following documents, as attached.

- AP 7160 Professional Development
- AP 7210 Academic Employees
- BP 7233 Work out of Classification
- AP 7233 Work out of Classification
- AP 7234 Overtime
- AP 7344 Employee Absence and Tardy Reporting
- BP 7346 Military Leave
- BP 7600 Campus Police
- AP 7600 Campus Police

The committee also reviewed the following policy and procedure, which will require additional follow up.

- BP 7330 Communicable Disease
- AP 7330 Communicable Disease

Board Policy 7210 – Academic Employees was pulled from the review schedule and is pending review by PERB and the board.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Williams-Manser stated that on April 12, Project HOPE participated in the ABCUSD Gonsalves Elementary School Science Night, where there were more than 250 attendees.

Mr. Miranda stated that there are many end of the year events coming up, and asked the committee to please attend as many as possible to show support for our students. He stated that the initial review of the Student Equity Plan and AB 1809 is scheduled for Friday, May 10 from 8:30 – 11:00 a.m. in LC-155.

Ms. Hogue stated that Perkins applications are due May 15, but the deadline will likely be extended. Allocations have not yet been released. She also stated that the Strong Workforce Year 4 allocation will probably remain the same.

Mr. Soto stated that on April 11 and 12, more than 50 people attended full-day meetings to analyze the new student transition process of Cerritos College – from initial contact and application through assessment, orientation, advising, and registration. He stated that the information was very revealing and thanked Dr. Perez.

Mr. Lopez reminded the committee that the college is updating its Facilities Master Plan. As part of this process, two campus forums took place on April 3 and April 4. The forum on April 4 was videotaped and is [now available for viewing](#). The plan is being finalized and the draft is making its way through committees, and will be presented to the board for approval at its May 15 meeting.

X. PRESIDENT'S REPORT

Dr. Fierro stated that Cerritos College is receiving state and national level recognition for our work. There is always room to grow and work to be done, but we cannot forget all of our progress and accomplishments. He reminded everybody to be mindful, stay focused, and be aware that our work is making an impact, but to also be aware of the students we are losing. We should all feel proud that we are making a positive difference.

XI. ADJOURNMENT

Meeting adjourned at 3:01 p.m.



FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA OUTCOMES

April 9, 2019; 1:00pm – CTX (LC-201)

Call to Order – 1:00 PM

1. Accessibility training as part of the OEI initiative : UPDATE
[EMP: C1.8 C3.1, C4.1, C8.1]

a. Focus during Spring 2019: early adopters

i. April 5 with CCCC

1. 20+ Attendees; Faculty, Classified & Admin.
2. During lunch, a guest speaker spoke about his experiences here at Cerritos College.
3. Overall, great feedback on the entire training.

ii. Summer Institute – May 28-30, 8 members

1. Facilitators – Veronica Herrera & Michelle Lewellen
2. Schedule/Timeline: Day 1 - Universal Design, Day 2 – Hands-on training, Day – 3 Action Plan for Cerritos College.

iii. Online Resources – Michelle Lewellen is covering the online component.

b. Adding classified/managers component

i. Working with 508 UA Taskforce – Dr. Raphael is working with 508 UA Taskforce to help get Admin. involved.

ii. Liaison with Valyncia Raphael

1. The liaison for Admin. and Classified.
2. Committed to working towards longevity
3. Creating an Ally/Taskforce to continue the training every year.

c. Comments

- i. We are having issues with 508 compliance. Vendors state that they are 508 compliant, but after the product is purchased we discover that the product is not accessible to all students. We need to find solutions to address this campus wide.
- ii. College wide we need to indicate no cost books. How are we going to do this? Is this going to override compliance?

2. New Faculty Orientation Program (NFOP)

[EMP: C4.1, C4.3, C8.1]

a. Review Checklist Template - The committee review the checklist and made recommendations.

b. Discuss possible campus events for Checklist

- i. Contact each department to request for upcoming campus events.

_____ Baskette, Shawna Manager
__X__ Betancourt, David CTX
__X__ Brady, Mary Ellen BE
__X__ Calisher, Jennifer SEM
__X__ Christensen, Valeria HPEA
_____ Duff, Kimberly HUM/SS
_____ Gonzalez, Joana LA
__X__ Garcia, Richard EOPS
__X__ Herrera, Veronica Counseling
__X__ Holmes, Judi DSPS
__X__ Jasso, Aaron HUM/SS
_____ Lewellen, Michelle HUM/SS
__X__ Mennella, Hillary Manager
_____ Mishler, Katie Classified
__X__ Hemmerling, Kari HPEA
__X__ Reiter, Brandt FA
__X__ Robles, Martha AED
__X__ Scott, Kaitlin Library
_____ Shore, Marlena HO
__X__ Valencia, Monique Classified
_____ Vega, Frank Technology



- ii. Possible events:
 - 1. Welcome Back Event
 - 2. Senior Preview Day
 - c. Next Steps
 - i. Contact each department
 - ii. Create a list of campus events
 - iii. Redesign checklist
3. FPDC Chair position available
[EMP: C8.1]
- a. David Betancourt is stepping down as CTX Coordinator.
 - b. The committee would like to consider appointing a member who has already been sitting on this committee for 2019-20 academic year.
 - c. The committee would like to revisit this conversation at the next meeting.
4. Upcoming events: All on Flex Reporter
[EMP: C3.1, C4.1, C6.1, C8.1]
- a. President's Spring Speaker Series, Falcon Fit: Friday, April 26, 9:30am-11:30am
 - b. NFOP Final Meeting: Thursday, May 2, 11:00am-12:30pm
 - c. International and Latino Students: Academic Challenges and Solutions. Student Panel: Friday, May 3, 9:00am-12:00pm
 - d. CTX Summer Institute (3 strands: Accessibility, CRTL, C.O.R.E Program for Teachers): May 28-30
 - e. Proctorio (Vendor's Table): April 23
5. Items from the floor - None
6. Next Meeting: Tuesday, May 14, 1:00PM

Adjournment – 1:45 PM

Human Resources

1 **AP 7160 PROFESSIONAL DEVELOPMENT**

2 **Reference:**

3 ACCJC Accreditation Standard III.A.14 (*formerly III.A.5*)

4 The District plans for and provides all personnel with appropriate opportunities for continued
5 professional development, consistent with the District’s mission. The District will evaluate
6 these programs and use the results of the evaluation as the basis for improvement.

7 Cerritos College encourages employees to participate in professional development activities
8 which enhance performance in current or potential assignments. Such participation will be
9 supported through the established budget in alignment with the District’s goals and/or within
10 the terms of negotiated collective bargaining agreements.

11 Professional Development may include, but is not limited to:

- 12 • improvement in teaching;
- 13 • activities that support student success or job skill enhancement;
- 14 • maintenance of current academic and technical knowledge and skills;
- 15 • retraining to meet changing instructional, support or operational needs;
- 16 • development of innovations in instructional and administrative techniques and
17 program effectiveness;
- 18 • computer and technological proficiency programs;
- 19 • interpersonal communication (i.e. customer service, leadership, mentorship)
- 20 • courses and training implementing equal opportunity, equity, diversity, inclusion, and
21 professional advancement; and
- 22 • other activities determined by the Board of Governors of the California Community
23 Colleges to be related to educational and professional development.

24 ***Management Employees***

25 Management employees are encouraged to engage in a systematic program of professional
26 development. The President/Superintendent, upon recommendation of the appropriate
27 Vice President and supervising manager (if any), is authorized to approve the use of
28 available funds to support professional development of management employees. The
29 procedures for application and use of professional development funds will be maintained in
30 the Management Employees’ Handbook.

31 ***Faculty Employees***

32 Faculty members are encouraged to maintain currency with information, concepts, laws and
33 ideas in their disciplines and with best practices in teaching and learning. Also see BP/AP
34 4005 titled Duties and Responsibilities of Faculty Members, ~~BP 7340 titled Leaves~~, and AP

35 7341-titled Sabbaticals and provisions of the faculty collective bargaining agreement.
36

37 ***Classified Employees***

38 Classified Employees are encouraged to engage in a professional development
39 opportunities growth program. The District has negotiated a Professional Growth Program
40 that is contained in the classified collective bargaining agreement and the program will be
41 administered according to the terms and conditions set forth in the collective bargaining
42 agreement.

43 ***Confidential Employees***

44 Confidential Employees are encouraged to engage in a systematic program of professional
45 development. It is the responsibility of the employee to apply for professional growth and
46 meet all guidelines and procedures for the program. The procedures for use, application,
47 and approval process of professional development funds will be maintained in the
48 Confidential Employees' Handbook.

49 ***All Other Employees***

50 All other employees are encouraged to pursue professional development opportunities
51 under prior approval from their immediate supervisor.

52 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: September 23, 2013

(Replaces former Cerritos CCD Policy 8009)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **AP 7210 ACADEMIC EMPLOYEES**

2 **References:**

3 Education Code, Sections 87400 et seq., 87600 et seq., and 87482.8;
4 Title 5, Section 51025

5 **Faculty Senate:** A faculty senate, organized under the provisions of the Administrative
6 Code (California Code of Regulations, Title 5, Section 53200 et seq.), may represent the
7 faculty by participating with the administration and the Board of Trustees in the formation
8 of District policies on academic and professional matters as long as the exercise of such
9 function does not conflict with lawful collective bargaining agreements.

10 **Full-Time Faculty Assignment:** All employment is predicated on a 40-hour week for all
11 full-time academic employees. A full-time teaching load is 30 teaching units per academic
12 year. Full-time academic employees' work hour assignments shall be made in
13 accordance with established administrative guidelines and procedures. All full-time
14 faculty employees regardless of tenure status, title or District assignment, shall perform
15 specific duties under the direction of the designated management employee (see AP
16 4005 Duties and Responsibilities of Faculty Members and collective bargaining
17 agreement).

18 **Full-Time Faculty Assignment in Adult Education:** A full-time teaching assignment
19 in Adult Education classes for the District is 30 teaching hours per week. Temporary part-
20 time Adult Education instructors' assignments shall not exceed ~~60~~ 67 percent of the 30
21 hours per week pursuant to Education Code Section 87482.5. The duties and
22 responsibilities of full-time Adult Education faculty are the same as the duties and
23 responsibilities of all other full-time academic employees.

24 **Academic Rank:** Qualifications and procedures to obtain rank shall be recommended
25 by the Faculty Senate, approved by the Vice President of Academic Affairs, and published
26 in the Faculty Handbook collective bargaining agreement.

27 **Reduced Workload Prior to Retirement:** A reduced workload from full-time to part-time
28 (not less than half-time) with prorated pay and maintenance of full retirement benefits,
29 may be granted by the Board of Trustees to those academic employees who qualify.

30 **Qualification for Application:** To qualify for the application for reduced load, the
31 employee must meet all the following criteria:

- 32 1. The employee shall have reached age 55 prior to the year when the reduction in
33 workload occurs.

- 34 2. The employee shall have been employed full-time in an academic position for at
35 least ten years of which the immediate preceding five years were full-time
36 employment with the Cerritos Community College District.
- 37 3. During the period immediately preceding a request for a reduction in workload, the
38 employee shall have been employed full-time in an academic position for a total of
39 at least five years without a break in service. Sabbatical leaves and other approved
40 leaves of absence shall not constitute a break in service. Time spent on a
41 sabbatical or other approved leave of absence shall not be used in computing the
42 five-year full-time service requirement.
- 43 4. The employee cannot participate in the plan for more than five years.
- 44 5. The employee is not an educational administrator.

45 **Terms of Agreement:** The terms of agreement for reduced workload between the
46 District and the employee include the following:

- 47 1. The option of part-time employment shall be exercised at the request of the
48 employee and can be revoked only with the mutual consent of the employer and
49 the employee.
- 50 2. The employee shall be paid a salary which is the pro-rata share of the salary he/she
51 would be earning had he/she not elected to exercise the option of part-time
52 employment, but shall retain all other rights and benefits for which he/she makes
53 the payments that would be required if he/she remained in full-time employment.
54 All hours of required service to the District under this agreement shall be prorated
55 accordingly.
- 56 3. An employee requesting the reduced workload prior to retirement will be assigned
57 a minimum of 50% load. An employee requesting the reduced workload of 50%
58 prior to retirement may have the reduced assignment scheduled in either one
59 semester or in the two semesters upon mutual agreement of the employee and
60 the District. If reduced workload exceeds a 50% assignment, the load will be
61 divided over two semesters. Each case will be individually considered in
62 relationship to how the reduced assignment will affect the employee's assignment
63 and meet District needs.
- 64 4. The employee and the District shall agree to contribute to the Teachers' Retirement
65 Fund the amount that would be contributed if the member were employed on a
66 fulltime basis. The employee shall make arrangements with the Payroll
67 Department for payroll deductions or a lump sum payment in the amount
68 necessary to pay the employee's 100% retirement contributions.
- 69 5. The period of agreement may be from one to five years.
- 70 6. The length of the original agreement for reduced load or the percentage of
71 assigned load may be changed within the limits of the Education Code only by
72 mutual agreement of the District and the employee.
- 73 7. If an employee works less than 100% assignment, the amount of accumulated sick
74 leave varies in direct proportion to the percent of full-time employment.
- 75 8. An employee on less than full-time employment, who must use sick leave, will
76 reduce earned leave on the same basis as employment.
- 77 9. The employee must retire on or before the termination of the agreement.

78 10. An employee on a reduced workload agreement shall not be employed in any
79 overload or substitute hourly assignments during the regular school year.

80 **Approval of Application:** Eligible academic employees who wish to apply for a reduced
81 workload should do so prior to February 1 of the school year preceding the first year in
82 which the reduced workload will become effective.

83 The application must be approved by the employee's immediate manager, the
84 appropriate Vice President, and the President/Superintendent before it can be
85 recommended to the Board of Trustees for approval.

86 The decision to approve or deny a request for a reduced workload of an employee will
87 depend on the effect it will have on the educational program. Consideration should be
88 given to whether adequate replacement can be found and the number of people within
89 an instructional area who may be on leave.

90 Also see BP 4005 titled Duties and Responsibilities of Faculty Members and BP 2510 titled
91 Participation in Local Decision Making.

92 Offices of Primary Responsibility: Vice President, Academic Affairs
Vice President, Human Resources

Date Approved: December 10, 2008

(Replaces former Cerritos CCD Policies 7209, 7210, 7212, 7215 and 7222)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **BP 7233 WORK OUT OF CLASSIFICATION**

2 **Reference:**

3 Education Code, Section 88010

4 Government Code, Section 20480

5 It is the intent of the Board of Trustees that no classified, confidential, or management
6 employee will work out of classification for an indefinite period of time and that out-of-
7 classification work assignments will be temporary as prescribed in the Education
8 Code and Government Code.

9 The Board of Trustees authorizes the President/Superintendent to establish and maintain
10 procedures for classified, confidential, and management employees who work out of
11 classification. The procedures for classified employees who work out of classification are
12 established and maintained in the collective bargaining agreement. The procedures for
13 confidential employees who work out of classification are maintained in the Confidential
14 Employees' Handbook. The procedures for management employees who work out of
15 classification are established and maintained in the Management Employees' Handbook.

16 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

(Replaces former Cerritos CCD Policies 7311 and 7109)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 AP 7233 WORK OUT OF CLASSIFICATION

2 Reference:

3 Education Code, Section 88010
4 Government Code, Section 20480

5 An out-of-class assignment shall not exceed a total of 960 hours in each fiscal year. For
6 purposes of this section, "out-of-class assignment" means an appointment of an
7 employee to a higher classification by the Board of Trustees in a vacant position for a
8 limited duration. A "vacant position" refers to a position that is vacant during recruitment
9 for a permanent appointment. Vacant position does not refer to a position that is
10 temporarily available due to another employee's leave of absence.

11 Classified Employees

12 Temporary out-of-classification work assignments lasting longer than forty-five (45)
13 calendar days must be approved in advance by the Board of Trustees.

14 The procedures for out-of-classification work will be established through the collective
15 bargaining process and maintained in the collective bargaining agreement.
16 All new classified employees shall have the option to will receive a hard or electronic copy
17 of the collective bargaining agreement. A copy of the collective bargaining agreement will
18 be maintained on the District's website.

19 Confidential Employees

20 Temporary out-of-classification work assignments lasting longer than forty-five (45)
21 calendar days must be approved in advance by the Board of Trustees.

22 A confidential employee required to work in a higher classification with prior approval of
23 the employee's immediate manager will qualify for out-of-classification pay if the
24 employee works out of classification for five (5) workdays or more within a 15 calendar-
25 day period. The employee will have his/her salary adjusted upward for the entire period
26 he/she is required to work out of classification and in such amounts as will reasonably
27 reflect the duties required to be performed outside his/her normal assigned duties. Salary
28 adjustments will be made so that the employee is placed on the lowest step of the higher
29 classification resulting in at least a five percent (5%) increase in pay (but not lower than
30 Step 2 unless the employee is currently on Step 1).

31 These procedures will be maintained in the Confidential Employees' Handbook and
32 all new confidential employees shall have the option to will receive a hard or electronic
33 copy of the Handbook. A copy of the Confidential Employees' Handbook will be
34 maintained on the District's website.

35 **Management Employees**

36 Management employees may be eligible to receive compensation for work that is out of
37 classification. The management employee and/or his/her immediate supervisor may
38 make a request to the President/Superintendent for such compensation which will be
39 considered on a case-by-case basis. The President/Superintendent will make all
40 recommendations for additional compensation to the Board of Trustees.

41 All management assignments for additional compensation must be approved in advance
42 by the Board of Trustees and must be for a defined purpose and defined period of time.
43 This procedure will be maintained in the Management Employees' Handbook and all new
44 management employees shall have the option to will receive a hard or electronic copy of
45 the Handbook. A copy of the Management Employees' Handbook will be maintained on the
46 District's website.

47 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

(Replaces former Cerritos CCD Policies 7311 and 7109)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **AP 7234 OVERTIME**

2 **References:**

- 3 Education Code, Sections 88027, 88028, 88029, and 88030
- 4 Fair Labor Standards Act, 29 CFR, Part 541, Sections 541.102 and 541.301

5 Overtime service is voluntary for employees, except in cases of emergency as determined
6 by the District.

7 **Classified Employees**

8 Overtime compensation provisions for classified employees will be established and
9 maintained in the collective bargaining agreement. Provision for compensatory time off
10 in lieu of payment for overtime will be established and maintained in the collective
11 bargaining agreement.

12 **Confidential Employees**

13 Overtime

14 For confidential employees assigned to work an eight (8) hours per day/forty (40) hours
15 per week schedule, overtime is defined to include any time authorized by the immediate
16 manager to be worked in excess of eight (8) hours in any one and in excess of forty (40)
17 hours in any calendar week. For employees assigned to work a nine (9) hours per
18 day/eighty (80) hours per two-week work schedule, overtime is defined to include any
19 time authorized by the immediate manager to be worked in excess of the required
20 workday(s). For employees assigned to a ten (10) hours per day/four (4) days per
21 calendar week, overtime is defined to include any time authorized by the immediate
22 manager to be worked in excess of ten (10) hours in any one work day and in excess of
23 forty (40) in any calendar week. Confidential employees will be compensated at the rate
24 of one and one-half times his/her regular rate for overtime hours worked or granted
25 compensatory time off.

26 Compensatory Time (Comp Time)

27 Confidential employees authorized by the immediate manager to take compensatory
28 (comp) time off in lieu of paid compensation for authorized overtime must take the comp
29 time off within twelve (12) months of having earned the comp time. Comp time off will be
30 taken at a time mutually agreed to by the employee and the immediate manager. Comp
31 time will be credited at the rate of one and one-half hours off for each overtime hour
32 worked. If a confidential employee is not able to take the earned comp time off because
33 of District needs, the confidential employee will then be compensated for the comp time
34 earned.

35 For the purpose of computing the number of hours worked, time during which an
36 employee is excused from work because of holidays, sick leave, vacation, compensatory
37 time off, or other paid leave of absence shall be considered as time worked by the
38 employee.

39 **Educational Administrators and Classified Managers**

40 Persons serving in administrative or executive positions shall be excluded from these
41 procedures regarding overtime.

42 **Faculty**

43 Persons serving in faculty positions shall be excluded from these procedures regarding
44 overtime.

45 ~~Temporary Hourly~~ **Other Employees**

46 All overtime service for ~~temporary hourly~~ **other** employees must be pre-authorized by an
47 employee's **the immediate** manager.

48 Overtime for ~~temporary hourly~~ **other** employees is defined to include any time authorized
49 by the immediate manager to be worked in excess of eight (8) hours in any one day and
50 in excess of forty (40) hours in any calendar week.

51 ~~Temporary hourly~~ **Other** employees shall be compensated at the rate of one and one-half
52 times regular pay rate for overtime hours worked. ~~Temporary hourly employees~~ **and** will
53 not be eligible to accrue compensatory time off.

54 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

(Replaces former Cerritos CCD Policies 7106 and 7306)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **AP 7344 EMPLOYEE ABSENCE AND TARDY REPORTING**

2 **Reference:**

3 Education Code, Section 88191

4 Employees are required to provide notification to the appropriate supervising manager(s)
5 when they are absent or tardy for any length of time. Each division and department may
6 develop written rules for reporting absences and tardiness which are consistent with the
7 terms of the collective bargaining agreement or Handbook. All employees will receive
8 notice of the rules of the division or department upon receipt of a copy of those rules.

9 If the illness or injury requires extended absence, notification or absence must be made
10 daily until an official medical verification has been provided to the College [Office of Human](#)
11 [Resources](#) detailing the necessity for continued absence and the expected date of return
12 to work.

13 Absences or Tardiness

- 14 • Absences and tardiness shall be recorded on employees' time sheets and/or on
15 College absence report forms as appropriate.
- 16 • Absences and tardiness may be charged to accumulated sick leave credit
17 consistent with the Education Code if the absence is due to illness or injury.
18 Employees who have negative balance of sick and vacation (if any) leave may be
19 eligible to receive compensation under applicable state laws.
- 20 • The District through the appropriate supervising manager(s) may authorize leave
21 for other reasons, i.e. jury duty, personal necessity.
- 22 • Absences and/or tardiness which are not authorized by the appropriate supervising
23 manager(s) shall be deducted from employees' salaries.
- 24 • Employees participating in the Catastrophic Leave Program (see BP/AP 7345 titled
25 Catastrophic Leave Program) may be eligible for additional compensated leave of
26 absence.
- 27 • Excessive absence or tardiness is grounds for disciplinary action.

28 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **BP 7346 MILITARY LEAVE**

2 **References:**

- 3 Military and Veteran's Code, Sections 389 et seq.;
- 4 Education Code, Sections 87018, 87700, 87832, and 88116;
- 5 38 U.S. Code, Sections 4301 et seq.

6 The District will grant a temporary military leave of absence to employees who are

7 members of the reserve corps or force of the Armed Forces, the National Guard, or the

8 Naval Militia who are ordered to active duty in accordance with state and federal law and

9 the collective bargaining agreements.

10 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

(Replaces former Cerritos College Policy 7015)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **BP 7600 CAMPUS POLICE**

2 **References:**

- 3 Education Code, Sections 72330 et seq.;
- 4 Government Code, Sections 3300 et seq.

5 The Board of Trustees has established a Campus Police Department under the
6 supervision of one Chief of Campus Police, who shall report directly to the Vice
7 President of ~~Student~~ **Business** Services. The department shall have jurisdiction to
8 enforce the law on or near the campus as provided by law and/or mutual aid
9 agreements covering contiguous law enforcement agency territory. The department
10 shall maintain a Department Policy Manual consisting of current state and federal legal
11 standards and established best practices, as promulgated by the recognized police
12 standards authority (currently Lexipol, Inc.).

13 Campus Police officers shall be employed as members of the classified service and
14 shall, when duly sworn, be peace officers as defined by law. Prior to employment, they
15 shall satisfy the training requirements set out in Penal Code, Sections 830 et seq.
16 Additional employment conditions and requirements shall be stipulated in Administrative
17 Procedure 7600 titled Campus Police.

18 The President/Superintendent or designee shall establish minimum qualifications of
19 employment for the Chief of Campus Police including, but not limited to, prior
20 employment as a peace officer or completion of a peace officer training course
21 approved by the Commission on Peace Officer Standards and Training (POST).

22 The President/Superintendent shall ensure that every sworn member of the police
23 department satisfies the requirements of state law regarding qualifications for continued
24 employment. These shall include meeting standards set by the California Commission
25 on Peace Officer Standards and Training (California POST) including those pertaining
26 to firearms.

27 Every sworn member of the Campus Police Department shall be required to know and
28 follow procedures for the use of weapons and force, including firearms, as stipulated in
29 the current Department Policy Manual.

30 Every sworn member of the Campus Police Department shall be issued a suitable
31 identification card and badge bearing the words "Cerritos College Police".

32 The President/Superintendent, in cooperation with the Chief of Campus Police, shall
33 issue such other regulations as may be necessary for the administration of the Campus
34 Police Department.

35 Also see AP 7600 titled Campus Police.

36 Offices of Primary Responsibility: Vice President, ~~Student~~ Business Services
37 Vice President, Human Resources

Date Adopted: December 10, 2008

Dates Revised: May 20, 2009; October 5, 2011

(Replaces former Cerritos College Policies 4300-4302)

The committee agreed to the proposed changes on April 22, 2019.

Human Resources

1 **AP 7600 CAMPUS POLICE**

2 **References:**

- 3 Education Code, Section 72330 et. seq.;
- 4 Government Code, Sections 3300 et seq.

5 **Chief of Campus Police**

6 The President/Superintendent or designee is delegated the responsibility to establish
7 minimum qualifications of employment for the Chief of Campus Police including, but not
8 limited to, the conditions contained in Board Policy (see BP 7600 titled Campus Police).

9 **Sworn Personnel**

10 Every sworn member of the Campus Police Department must, in order to retain his or
11 her employment, meet the requirements of Education Code, Section 72330.2, including
12 but not limited to:

- 13 • Submission of one copy of his or her fingerprints for clearance by the Federal
14 Bureau of Investigation;
- 15 • Eligibility to be District employee; and
- 16 • Approval by the Department of Justice to possess a firearm.

17 Every sworn member of the Campus Police Department shall be supplied with, and
18 authorized to wear, a badge bearing the words "Cerritos College Police." Every
19 member of the Campus Police Department shall be issued a suitable identification card.

20 Campus Police Officers shall be members of the classified service.

21 **Operating Regulations**

22 The Vice President of ~~Student~~ **Business** Services, in cooperation with the Chief of
23 Campus Police, shall issue such other regulations and procedures as may be
24 necessary for the administration of the Campus Police Department which may include,
25 but not be limited to:

- 26 • Schedules and shifts
- 27 • Call back
- 28 • Weapons
- 29 • Vehicle use
- 30 • Pursuit
- 31 • Discipline
- 32 • Training

33 **Department Training Plan**

34 The Chief of Campus Police shall have and carry out a Department Training Plan
35 (DTP). Every sworn member of the Campus Police Department shall fulfill ongoing
36 training requirements stipulated in the DTP as set forth by the Chief of Campus Police.
37 The DTP shall be based on applicable sections of the Department Policy Manual. The
38 training shall consist of, but not be limited to, use of force, control devices and
39 techniques, firearms, shooting (discharge of firearms), TASER use, and rapid response
40 and deployment.

41 **Service Weapons and Ammunition**

42 All service weapons and ammunition used by authorized sworn personnel in the
43 Campus Police Department shall be acquired, issued, maintained, and inspected by the
44 Department in accordance with California Peace Officer Standards and Training
45 (California POST). The Department armorer shall be responsible to the Chief of
46 Campus Police for implementing these procedures.

47 **Operational Boundaries and Mutual Aid**

48 The Campus Police shall cooperate with local law enforcement in accordance with an
49 agreement to be entered into in accordance with the requirements of Education Code,
50 Section 67381. The agreement shall address, but not be limited to, the following:

- 51 • Operational responsibilities for investigations of the following violent crimes:
52 willful homicide, forcible rape, robbery, aggravated assault;
- 53 • Geographical boundaries of the operational responsibilities; and
- 54 • Mutual aid procedures.

55 Offices of Primary Responsibility: Vice President, ~~Student~~ **Business** Services
56 Vice President, Human Resources

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