

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE OF SAN FRANCISCO

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Human Resources Department

# **CLASSIFIED EMPLOYEE HANDBOOK**

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# CLASSIFIED EMPLOYEE HANDBOOK

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SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE OF SAN FRANCISCO

HUMAN RESOURCES DEPARTMENT

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## INTRODUCTION

The purpose of the CLASSIFIED EMPLOYEE HANDBOOK is to inform the classified employees of San Francisco Community College District's (CCSF) in their adherence to principal rules, regulations, practices, benefits and obligations. The Handbook is intended to educate new employees and serve as a resource for current employees irrespective of union affiliation, and including unrepresented classified employees. The Handbook also provides information about the District's mission, history, and organization and the City and County of San Francisco's Civil Service system.

The Handbook consists of material that has been summarized or extracted from original sources such as Federal, State, and local laws and ordinances, District policies and rules, College Board of Trustees Agenda items, and applicable Civil Service Commission Rules. Every attempt has been made to ensure accuracy. However, rules are subject to change. In the event of any discrepancy or omissions, the applicable regulations, policies, procedures, rules, official ordinances, or collective bargaining agreements properly negotiated by the District with legally recognized employee organizations, shall govern. Furthermore, your department may have internal departmental policies that are not included in this handbook.

This Handbook is a reference guide and summary only. The provisions of this Handbook do not constitute a contract of employment and do not create a property or other right in employment. Other rights of employment are governed by various collective bargaining agreements, applicable Charter provisions, City ordinances, federal and state laws, Civil Service rules and District policies. The District reserves the right to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based at any time without advance notice. This version of the handbook supersedes all prior versions. View the handbook at the SFCCD Human Resources webpage at [www.ccsf.edu/hr](http://www.ccsf.edu/hr).

A District Human Resources Department representative is available to assist you in the event that you need additional information about any of the topics presented.

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## **Section 1 -**

# **San Francisco Community College District**

## **Section 1.1 – CALIFORNIA COMMUNITY COLLEGES AND THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

### **Legal Basis**

The California State Education Code provides the primary legal basis for the statewide agency governing community colleges, the Board of Governors of the California Community Colleges, as well as, for the local District and its Board of Trustees.

### **The California Community Colleges**

#### **Mailing Address**

California Community Colleges State Chancellor's Office  
1102 Q Street, Suite 4400  
Sacramento, CA, 95811

#### **Physical Address**

1102 Q Street, 6<sup>th</sup> Floor  
Sacramento, CA, 95811

916/445-8752

[www.cccco.edu](http://www.cccco.edu)

Regulations issued by the Board of Governors of the California Community Colleges and by the Office of the State Chancellor are also binding on the District.

City College of San Francisco (CCSF) is one of 116 community colleges in the State of California.

City College of San Francisco is a public two-year community college operating under the authority of the State of California, the Board of Governors of the California Community Colleges and the Board of Trustees of the San Francisco Community College District.

City College of San Francisco is accredited by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools & Colleges. This organization is recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

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## Section 1.2 – CITY COLLEGE OF SAN FRANCISCO

### History

City College of San Francisco was established in 1935 as an integral part of the San Francisco Unified School District (SFUSD). The District was founded to meet a sustained demand by the people of San Francisco for establishment of a public institution on both the college and semi-professional levels.

Instruction began in August 1935, in temporary facilities at the University of California Extension Division Building and Galileo High School (currently renamed as Galileo Academy of Science and Technology).

On November 21, 1970, City College of San Francisco and the adult education division of SFUSD joined to form a new educational entity - the San Francisco Community College District (SFCCD). Initially, the SFCCD operated City College of San Francisco and the District Office, which, in addition to the District Business Office and Payroll Units, had the noncredit Adult Education Centers Office. The head of the Adult Education Centers was the Associate Vice Chancellor, who reported directly to the Chancellor. Later, the SFCCD was reorganized into three divisions: City College of San Francisco for credit instruction, the Community College Centers for noncredit instruction, and the District Office.

On May 23, 1991, the Board of Trustees adopted the recommendations of the Reorganization Implementation Steering Committee (RISC) to merge the noncredit Community College Centers with the credit division into a single educational delivery system with one administration to be known as it is today, City College of San Francisco.

### Mission and Vision Statement

[City College's Mission and Vision | CCSF](#)

#### Our Vision

CCSF shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of San Francisco and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality.

Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body.

#### Mission Statement

Consistent with our Vision, City College of San Francisco provides educational programs and services that promote student achievement and life-long learning to meet the needs of our diverse community.

Our primary mission is to provide programs and services leading to:

- Transfer to baccalaureate institutions;
- Associate Degrees in Arts and Sciences;
- Certificates and career skills needed for success in the workplace;
- Basic Skills, including learning English as a Second Language and Transitional Studies.

In the pursuit of individual educational goals, students will improve their critical thinking, information competency, communication skills, ethical reasoning, and cultural, social, environmental, and personal awareness and responsibility.

In addition, the college offers other programs and services consistent with our primary mission as resources allow and whenever possible in collaboration with partnering agencies and community-based organizations.

City College of San Francisco belongs to the community and continually strives to provide an accessible, affordable, and high quality education to all its students. The College is committed to providing an array of academic and student development services that support students' success in attaining their academic, cultural, and civic achievements. To enhance student success and close equity achievement gaps, the college identifies and regularly assesses student learning outcomes to improve institutional effectiveness. As a part of its commitment to serve as a sustainable community resource, our CCSF mission statement drives institutional planning, decision making and resource allocation.

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## Section 1.3 – BOARD OF TRUSTEES

The Board of Trustees is composed of seven (7) members elected by the voters of the City and County of San Francisco. Each trustee serves a four (4) year term.

The Board of Trustees of the San Francisco Community College District governs the local District under authority delegated by the State as specifically authorized in the Education Code. The authority, organization, and duties of the Board of Trustees are detailed in Chapter I of the District Board Policies and in the Administrative Regulations.

In conformity with its power and duties under law, the Board of Trustees assumes full responsibility for the general control and direction of the District.

The California Education Code provides for the inclusion of a student to serve as the Student Trustee on the Board acting as a representative of the Associated Students.

The Board of Trustees recognizes the U.S. and California Constitutions, the California Education Code, the California Administrative Code, Title 5, all applicable federal and state laws, and the Charter of the City and County of San Francisco as sources of its authority to establish and conduct a program of education under the aegis of the San Francisco Community College District. Anything contained herein that is inconsistent with these sources shall be void.

Regular meetings of the Board are usually scheduled on the fourth Thursday of each month. Procedures have been adopted for granting the privilege of the floor to individuals desiring to address the Board. The Board of Trustees' meetings, meeting agendas, summary of actions, and minutes, posted in accord with the Brown Act, are accessible at [Board of Trustees | CCSF](#)

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## Section 1.4 – ADMINISTRATIVE STRUCTURE

The Administrative Organization Charts may be viewed on the CCSF website at: [www.ccsf.edu](http://www.ccsf.edu) > About > CCSF Administration.

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## Section 1.5 – INSTITUTIONAL CODE OF ETHICS

The District's **Board Policy 1.18 – Institutional Code of Ethics** states:

### Definition of Ethics

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

### Importance of Ethics

The credibility of City College of San Francisco employees depends upon whether they are perceived as honest.

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

### Expectations for Ethical Behavior

Employees of City College of San Francisco shall be committed to the principles of honesty and equity and professionalism. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the College community to override the best interests of the public served by the College.

Employees shall exercise judgments that are unbiased, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior, as stated in relevant sections of employee handbooks.

Similarly, students are expected to abide by respectful and ethical behavior and decision-making in their treatment of College employees, other students, and members of the public, as stated in the Code of Student Conduct.

### Employee Responsibilities

The following statements of responsibilities are intended as guidelines:

- To provide and protect student access to the educational resources of the College;
- To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers;
- To protect students from disparagement, or arbitrary judgment;
- To keep foremost in mind at all times that the College exists to serve students;
- To develop a climate of trust and mutual support;
- To foster openness by encouraging and maintaining open communication;
- To encourage, support, and abide by the written Board Policies and Administrative Procedures of City College of San Francisco; and
- To challenge unethical behavior in a timely manner.

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## Section 1.6 – INSTITUTIONAL PLANNING & PROGRAM REVIEW

The Division of **Institutional Advancement & Effectiveness** is responsible for the following services and departments: Accreditation, Adult Education, Community Development, Grants & Resource Development, Guided Pathways, Library and Learning Resources Centers, Outcomes & Assessment, Research & Planning, and Workforce Development.

**Institutional Effectiveness** supports continuous improvement throughout the College to advance student equity, success, and achievement. The Division promotes a deeper understanding of CCSF students and programs through institutional research and outcomes assessment. They also provide leadership and support for data-informed program review, college planning, and related decision-making.

Annual program review involves academic affairs, student services, and all administrative units. These reviews are connected to longer-range institutional plans, annual board priorities, and ultimately the College's Mission Statement, which is reviewed annually.

**Accreditation** ensures the quality of education is met at City College of San Francisco. The Accreditation Liaison Officer (ALO) works with college-wide staff and the ACCJC Commission on all matters related to institutional accreditation. City College of San Francisco is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 331 J Street, Suite 200, Sacramento, CA 95814, 415/506-0234. ACCJC is also recognized by the Council for Higher Education Accreditation (CHEA), which has established criteria that define a quality review system for accrediting agencies.

For more information go to [Institutional Advancement and Effectiveness | CCSF](#)

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## Section 1.7 – PARTICIPATORY GOVERNANCE

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution.

Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

The Participatory Governance Council (PGC) includes representatives from all constituent groups: faculty, staff, students, and administrators.

The PGC makes recommendations to the Chancellor in the areas of Board policies, administrative procedures, the College budget, and College-wide plans and initiatives.

Schedule of meetings, minutes, and agendas may be found at: [Participatory Governance Council | CCSF](#)

For additional information view Board Policy and Procedures 2.07 – City College of San Francisco on Participatory Governance at [BP 2.07 \(ccsf.edu\)](#) and [AP 2.07 \(ccsf.edu\)](#).



## **Section 2 –**

### **Equal Employment Opportunity**

### **Unlawful Discrimination & Harassment Prevention**

### **& Other Policies Governing Employment**

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## Section 2.1 – EQUAL EMPLOYMENT OPPORTUNITY STATEMENT & PLAN

### Policy Statement

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, gender identify, gender expression, marital status, domestic partner status, sexual orientation, physical disability, mental disability, AIDS/HIV status, medical conditions, or military or veteran status, or on the basis of perceived characteristics.

The District will strive to achieve a workforce that is welcoming to all sexes and genders, persons with disabilities and individuals from all ethnic and other groups indicated above, to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

The compliance officer for the purposes of this policy oversees ADA/EEO/Civil Rights Compliance, handling investigations of unlawful discrimination and harassment complaints against the District. Employee requests for reasonable accommodations under the Americans with Disabilities Act are also managed by the ADA/EEO/Civil Rights Compliance Officer.

### District Equal Employment Opportunity (EEO) Plan

The plan reflects the District's commitment to equal employment opportunity. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5, California Code of Regulations sections (section 53000 et seq.), and the steps the District shall take in the event of underrepresentation of monitored groups. The EEO Plan may be viewed at [EEO Plan \(ccsf.edu\)](https://www.ccsf.edu/eoo).

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## Section 2.2 – UNLAWFUL DISCRIMINATION & HARASSMENT

The District's Compliance Officer is responsible for receiving and investigating complaints alleging a violation of the District's unlawful discrimination and harassment policy.

The policy [BP 2.30] of the San Francisco Community College District to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of the following:

1. ethnic group identification
2. national origin
3. religion
4. age
5. race
6. color
7. ancestry
8. marital status\*

9. non-binary\*\*
10. sex
11. gender
12. gender identity
13. gender expression
14. sexual orientation
15. physical disability
16. mental disability
17. immigration status
18. domestic partner status
19. AIDS/HIV status
20. medical condition, or genetic information
21. military and veteran status\* of any person, or on the basis of those perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of domestic partner status\*, AIDS/HIV status\*, or status as a lesbian, gay, bisexual, transgender\* or questioning\* person in any District program or activity.

The San Francisco Community College District shall provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct without consent or communications constituting sexual harassment, and other nonconsensual acts on the basis of gender, (e.g., gender-based harassment, hostility based on sex or gender, gender identity, gender presentation or sex-stereotyping, sexual assault, sexual violence and/or sexual misconduct), all of which constitute discrimination on the basis of sex, gender and/or gender identity.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination.

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations, section 59300, et seq., California Government Code sections 11135 through 11139.5 and 12900 et seq., the Sex Equity in Education Act (Ed. Code, Sections 66250 et seq.), Education Code sections 66010.2, 66030, Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, hereafter referred to as Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (20 U.S.C. Section 1092(f)), the Violence Against Women Act Reauthorization of 2013 (42 U.S.C. Section 13925(a)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq., as amended by the ADA Amendments Act of 2008, (P.L. 110-325)), and the Age Discrimination Act (42 U.S.C. Section 6101).<sup>1</sup>

\*Note: These categories are not subject to the jurisdiction of the State Chancellor.

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<sup>1</sup> If the federal statutes cited herein would result in a broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in this Policy.

**Complaint Procedures**

A person who believes that they have been subject to unlawful discrimination and/or harassment may have multiple options for the filing of a complaint. A complaint for unlawful discrimination, in general (including sexual harassment) may be filed using the procedures, provided in Administrative Procedure 2.30. A person may also file a complaint for sexual harassment/sexual assault pursuant to Title IX as provided in Administrative Procedure 2.32. If multiple complaints are filed for the same alleged violation, the District shall have the option of conducting one joint investigation. Throughout the complaint procedures, ADA/EEO/Civil Rights Compliance Office and/or Title IX investigators will ensure that due process will be followed with respect to both parties. The District will attempt to ensure a reporting party's request for confidentiality, but the identity of the reporting party may need to be disclosed in the course of an investigation. For further clarification on the complaint procedure, view the *EEO Plan Component 6: Complaints* at [EEO Plan \(ccsf.edu\)](https://ccsf.edu).

**Retaliation**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's policies against unlawful discrimination.

*Employees, students, or other persons acting on behalf of the District who engage in retaliation as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination.*

**Notice of Procedures**

A copy of written procedures regarding resolving complaints of unlawful discrimination and harassment, as provided in Administrative Procedure 2.31, shall be displayed in Class Schedules the College Catalog posted on the District's websites, and other appropriate locations.

**Responsible District Officer**

The Chancellor will identify a specific administrator to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328 and/or Title IX, 20 U.S.C. §§ 1681, et seq., and for coordinating their investigation. The administrator responsible for receiving complaints is the ADA/EEO/Civil Rights Compliance Officer. The actual investigation of complaints may be assigned to other staff, or to outside persons or organizations under contract with the District who would not otherwise create a conflict of interest, in the event that the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Employees and students who may receive notice of a complaint of discrimination shall direct all complaints of unlawful discrimination to the responsible District officer.

**Notice, Training and Education**

The San Francisco Community College District's responsible officer shall coordinate or provide training to employees and students regarding the District's policy and procedures regarding unlawful discrimination and/or harassment. Employees shall be provided a copy of the District's policy on unlawful discrimination upon adoption of this revised policy, and thereafter on a periodic basis.

To view the full Policy, go to [ADA/EEO/Civil Rights Compliance | CCSF](#) and select menu option, Civil Rights Compliance.

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## Section 2.3 - SEXUAL HARASSMENT

City College is committed to providing an educational and work environment free from unwelcome behavior constituting sexual harassment.

For support and assistance, visit [Title IX | CCSF](#).

### Complaint Procedures

Any person who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the San Francisco Community College District procedures. Contact the Human Resources Department and view the ADA/EEO/Civil Rights Compliance website [ADA/EEO/Civil Rights Compliance | CCSF](#)

Employees may also contact an agency outside of City College:

### U.S. Department of Education, Office for Civil Rights

[ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

Region IX - San Francisco Office: (415) 486-5555; TDD: 800-877-8339

### Department of Civil Rights (CRD)

<https://www.cacivilrights.ca.gov>

(800) 884-1684; TYY (800) 700-2320

### Equal Employment Opportunity Commission (federal government)

[info@eeoc.gov](mailto:info@eeoc.gov)

(800) 669-4000; TYY (800) 669-6820

### Mandatory Sexual Harassment Training

In 2018, former Gov. Brown signed SB 1343, a bill that became State law, requiring that all employers with at least 5 employees to take Sexual Harassment Training – 2 hours for supervisors, 1 hour for non-supervisor employees. Although originally the bill required that this training be provided by December 31, 2019, Gov. Newsom signed SB 778, amending SB 1343, requiring that training be completed by December 31, 2020. Thereafter, the training will be required every two years. For further details on Mandatory Sexual Harassment Training, view [Training | CCSF](#).

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## Section 2.4 – SEXUAL AND OTHER ASSAULTS ON CAMPUS

Board Policy **2.32**– Sexual and Other Assaults on Campus states, “Any sexual assault or physical abuse, whether committed by an employee, student, or member of the public that occurs on district property or via electronic means (e.g., social media, cellular phones, text and email) is a violation of district policies and procedures and is subject to all applicable punishment including criminal procedures and employee or student discipline procedures. Sexual assault or physical abuse includes but is not limited to rape as defined by California law, or domestic violence, dating violence, or stalking as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. section 1092 (as amended), Section 485(f) the Higher Education Act of 1965 (Pub. Law 89-329, as amended). Students and employees who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Chancellor or designee shall establish administrative procedures that ensure students and employees who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination in the form of sexual and other assaults and/or retaliation as defined in this policy or by state or federal law, may be subject to discipline up to and including discharge, expulsion, or termination. The procedures shall meet the criteria contained in Education Code Sections 66281.5, 67385, 67385.7 and 67386, and 34 Code of Federal Regulations, section 668.46, et seq. See also, “San Francisco Community College District Sexual Misconduct on Campus, Protocols, Procedures, and Resources”.

To view BP 2.32 and AP 2.32, go to [BP 2.32 \(ccsf.edu\)](#) and [AP 2.32 \(ccsf.edu\)](#).

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## Section 2.5 – WORKPLACE ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA), San Francisco Community College District will engage in the interactive process with qualified employees with disabilities to determine if they can perform the essential functions of their jobs with or without reasonable accommodations.

The interactive process is a discussion between the employee and the district/college to determine reasonable accommodations, and is initiated when the employee submits an ADA accommodation request form. This process may include the employee’s supervisor(s) and the employee’s health care provider, or other relevant parties. The district/college ultimately determines if an accommodation is reasonable.

The employer may request additional information from the employee’s medical provider to determine if the individual’s medical condition constitutes a disability to verify/understand the need for accommodation and the how a specific accommodation(s) will eliminate/minimize the problem, and/or to provide possible alternative accommodations.

For additional information visit [ADA/EEO/Civil Rights Compliance | CCSF](#) and select menu option, Workplace Accommodations under the ADA

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## Section 2.6 – POLICY AGAINST THE USE OF SLURS

It is the policy of the District (Board Policy 4.09 - [USE OF SLURS - 4.09 \(ccsf.edu\)](#)) and each of its officials, employees, and agents acting in their official capacity to treat all persons equally and respectfully, and to refrain from the willful or negligent use of slurs against any person on the basis contained in the District's EEO Plan located at the Office of Title 5/EEO/ADA Compliance Office. For further information on EEO, refer to Classified Handbook Section 2.1 – Equal Employment Opportunity Statement and Plan.

A slur, as used in this policy, is a word or combination of words that by its very utterance inflicts injury, offers little opportunity for response, appeals not to rational faculties, or is an unessential or gratuitous part of any exposition of fact or opinion. All persons are entitled by law to the right of equal treatment and respect.

Slurs deprive members of the protected groups of this right by holding them up to public contempt, ridicule, shame, and disgrace and causing them to be shunned, avoided or injured in their occupation. By promoting ill will and rancor, slurs diminish peace and order.

The use of such slurs by District officials or employees will be considered evidence of lack of competence of said District officials and employees. Evidence of usage of such slurs shall be entered in job performance evaluations and shall be considered in evaluating the fitness of District employees.

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## Section 2.7 – WORKPLACE VIOLENCE POLICY & PLAN

### **Board Policy 1.32 - Prohibiting Workplace Violence**

The San Francisco Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior. Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated. Any District employee who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to restraining orders, criminal charges, and civil law suits, as permitted by law.

Incidents of violence, threats, stalking, harassing, intimidation, or other disruptive behavior should be reported immediately to a supervisor, manager, and the Campus Public Safety Department. All reports of incidents will be taken seriously and will be dealt in accordance with the workplace violence guidelines contained in the District's Injury and Illness Prevention Plan (IIPP). Refer to [BP 1.32 Prohibiting Workplace Violence \(ccsf.edu\)](#) or **Appendix B – Prohibiting Workplace Violence Policy and Procedures Brochure**.

California Senate Bill 533 (SB 533), requires all employers that fall within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, to establish, implement, and maintain an effective, written **Workplace Violence Prevention Plan (WVPP)** by July 1, 2024. Contact the Office of Risk Management for a copy of the Plan at [riskservices@ccsf.edu](mailto:riskservices@ccsf.edu)

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## Section 2.8 – GENDER DIVERSITY AND INCLUSION

The San Francisco Community College District shall provide an educational and employment environment that welcomes transgender, gender-nonconforming, gender-non binary and gender-transitioning students, employees, applicants, contractors, vendors and visitors. Board policy 2.34 ([BP 2.34 \(ccsf.edu\)](#)) of the San Francisco Community College District is to promote a safe, professional, inclusive, and productive educational and employment environment for all person, regardless of gender, gender identify, or gender expression.

The purpose of this policy, which incorporates by reference BP & AP 2.30, 2.31, 2.32, and the Code of student Conduct, is to state that all students, employees, applicants, contractors, vendors and visitors are treated with dignity and respect, regardless of gender, gender identity, gender expression or transition status. No students, employees, applicants, contractors or vendors may harass, discriminate or retaliate against anyone based on their gender, gender identity, and gender expression or transition status.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination.

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations, sections 59300, et. seq., California Government Code sections 11135 through 11139.8 and 12900 et. Seq., the Sex Equity in Education Act (Ed. Code, Sections 66250 et seq.), Education Code sections 66010.2, 66030, Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, hereafter referred to as Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (20 U.S.C. Section 1092(f)), the Violence Against Women Act Reauthorization of 2013 (42 U.S.C. Section 13925(a)).

### **Complaint Procedures – Informal & Formal Complaints:**

Discrimination or harassment based on sex, gender, gender identity, or gender expression is a violation of this and other District policies, including BP & AP 2.30, 2.31, 2.32, and the Code of Student Conduct, and could result in discipline, up to and including expulsion or termination. The District encourages all students, employees, applicants, contractors, vendors and visitors to report harassing, retaliatory, or discriminatory behavior, regardless of whether the behavior is directed at themselves or co-workers.

A person who believes that they have been subject to unlawful discrimination and/or harassment (including sexual harassment) may file a complaint using the procedures provided in Administrative Procedures 2.30 and 2.32.

### **Retaliation**

It is unlawful for anyone to retaliate against someone who files a complaint alleging unlawful discrimination and/or harassment, who refers a matter for investigation or complaint, who participates in an investigation of complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's policies against unlawful discrimination.

### **Notice, Training and Education**

The San Francisco Community College District's responsible officer shall coordinate or provide training to employees and students regarding the District's policy and procedures regarding unlawful discrimination and/or harassment, in a manner as outlined in BP & AP 2.30.



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## Section 2.9 – POLICY ON FAMILY & ROMANTIC RELATIONSHIPS AT WORK

AP 2.33 ([AP 2.33 \(ccsf.edu\)](#)) states, “Employees may not make, participate in making, or influence any employment decision involving a related person. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment;
- Serving on a hiring committee;
- Developing, administering, or rating a civil service exam;
- Initiating an administrative investigation or discipline;
- Assigning work;
- Preparing, conducting, or contributing information to a performance appraisal;
- Approving overtime or any other compensated time;
- Approving vacation, sick, or other leave time;
- Granting or denying permission to attend a conference or other work-related event; and
- Approving reimbursement for work-related expenses.

Employees are prohibited from directly supervising related persons.

It is a best practice that employees do not indirectly supervise related persons. Exceptions to this policy for indirect supervision may be made on a case by case basis as outlined in Section IV.2 below.

Nothing in this policy prohibits an employee from acting as a personal reference, or providing a letter of reference for a related person seeking appointment to a position in any District department, board, commission, or agency, other than the employee’s department, board, commission, or agency, or to a position under the control of any such department, board, commission, or agency.

This policy does not prohibit a supervisor from making an employment decision that impacts an entire unit or group of employees that includes a related person, given compliance with section IV.2 below.

### IV. Reporting and Compliance Procedures

Direct supervision of related persons must be promptly reported by both employees. The District will take necessary steps to resolve the conflict. Employees should report to the Associate Vice Chancellor of Human Resources. If the supervisor is in the Human Resources Department, employees should report to the General Counsel. Indirect supervision of related persons must be promptly reported by both employees. Employees should report to the Associate Vice Chancellor of Human Resources. If the supervisor is in the Human Resources Department, employees should report to the General Counsel.

- a. If for operational reasons, the indirect supervisory conflict cannot be eliminated, the Associate Vice Chancellor or General Counsel will implement a management plan to address the indirect supervisory relationship while minimizing the impact on the employees involved.
  - b. At a minimum, all management plans must address reporting relationships, supervision, and evaluation to ensure a supervisor does not participate in employment decisions regarding a related person, as prohibited by this policy.
1. Individuals who become related persons during District employment and while in a direct or indirect supervision situation must promptly disclose the relationship following the process set forth in Section IV.1 and IV.2 above.

2. An employee prohibited under this policy from making, participating in, or influencing employment decisions involving related persons, pursuant to management plan approved by Human Resources or the General Counsel, shall delegate in writing the appropriate authority to make employment decisions regarding such related persons to another employee within the department.
3. All employees are prohibited from retaliating against anyone who reports a potential violation of this policy.

V. Investigations and Penalties

All employees must cooperate with any investigation into possible violations of this policy. Violations must include, but are not limited to:

- Failing to report, or actively concealing, a relationship that falls within this policy; or
- Retaliating against another employee who has made a report under this policy.

Violations of this policy may lead to discipline, up to and including termination.

Employee questions about this policy should be directed to the Associate Vice Chancellor of Human Resources and/or General Counsel where appropriate.

## **Section 3 -**

# **Charter of the City and County of San Francisco and Merit System & Civil Service Commission Rules**

## **Section 3.1 – CHARTER of the CITY and COUNTY OF SAN FRANCISCO & MERIT SYSTEM & CIVIL SERVICE COMMISSION RULES**

### **San Francisco Charter**

The Charter of the City and County of San Francisco is the legislative authority by which the City and County of San Francisco operates. It spells out the powers and responsibilities of the City and County of San Francisco as a whole, the duties and administration of the legislative, executive and judicial branches of the local government and other special provisions.

Included in the latter category is Article VIII, Education and Libraries, which provides in part:

“The Community College District shall be under the control and management of a Governing Board composed of seven members who shall be elected by the voters of the Community College District.”

Article X, Personnel Administration, establishes the Civil Service Commission and provides that the Civil Service Commission shall adopt rules, policies, and procedures to carry out the civil service merit system provisions of the Charter.

### **Merit System and Civil Service Commission Rules**

The San Francisco Community College District (SFCCD) is a State agency, governed by the Education Code and the Educational Employment Relations Act. Pursuant to California Education Code 88137, the City and County of San Francisco’s Merit System, overseen by the Civil Service Commission, governs the San Francisco Community College District’s employment of classified (non-academic) employees. The City and County of San Francisco - Department of Human Resources (DHR) is responsible for administering the policies, rules and procedures of the Civil Service Commission,

All permanent and provisional positions in the District, with the exception of job classifications exempted from the merit system process, have been classified by the City and County of San Francisco’s Department of Human Resources (DHR) according to their duties, responsibilities and authority. Instructional aides are exempt from competitive Civil Service selection, appointment and removal procedures.

Civil Service Rule 101 AUTHORITY AND PURPOSE, Section 101.2 PURPOSE reads as follows:

"These Rules are prescribed for the purpose of implementing the Charter provisions, assuring continuance of the merit system, prompting efficiency in the dispatch of public business and assuring all persons in the classified service and all persons seeking admission thereto fair and impartial treatment."

The provisions of the Civil Services Rules Volume I, Miscellaneous Employees, (Rules) apply to SFCCD employees except as otherwise provided by the Rules, State law or Regulations or except as may be superseded by a collective bargaining agreement.

Specific questions regarding the Civil Service Commission Rules should be directed to the Classified Unit of the District’s Human Resources Department at 415/452-7660.

## **Section 4 –**

# **San Francisco Community College District Employment and Requirements**

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## Section 4.1 – APPOINTMENT AND CLASSIFICATION

### Classification and Assignment of Duties

As a member of the San Francisco Civil Service System, you have been hired into a job classification such as a 1404 Clerk, 1842 Management Assistant, etc. The duties of your classification and the general characteristics of your position are contained in the class specifications established by the City and County of San Francisco.

All permanent and provisional positions in the District, with the exception of positions exempt from the merit system process, have been classified by the City and County of San Francisco's Department of Human Resources (DHR) according to their duties, responsibilities and authority. Each classification has a specific job code number and descriptive title, as well as a list of typical duties and responsibilities.

You may be assigned any duty contained within the class specifications. However, note that the class specifications outline examples of your responsibilities and are not considered complete and inclusive. Positions that are comparable in the type of work performed and in level of difficulty and responsibility are placed in the same class so that they will be treated alike for recruitment, examination, transfer, and pay. Responsibilities not specifically stated in the class specifications may also be assigned so long as the duties are within the scope of the class.

Instructional Aides are exempt from competitive Civil Service selection, appointment and removal procedures.

### Types of Civil Service Appointments

The most common types of appointments are:

**Permanent Civil Service (PCS)** - Persons who have competed in a civil service examination and are appointed from a list of eligibles to a permanent position.

**Provisional** - Provisional appointments are made when an eligible list for the classification is not available. To become permanent, provisional employees must take a civil service exam and be selected through an open, competitive process. Accepting a provisional appointment gives the employee no right or preference to a permanent appointment.

**Exempt** - Persons appointed to temporary or permanent positions exempted from being filled from eligible lists in accordance with the City Charter Section 10.104. Exempt appointees serve at the pleasure of the appointing officer.

**As-Needed** - A temporary or seasonal appointment of either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff. Hours are restricted to a total of 900 work hours per fiscal year in accordance with District policy.

Please refer to applicable Civil Service rules for more information about these types of appointments.

**Types of Work Schedules:**

**Full-Time** - Positions scheduled at forty (40) work hours per week.

**Part-Time** - Positions that are less than the established full-time schedule of forty (40) work hours per week.

**Full Year** - Positions in the District that are scheduled to work **the entire fiscal year**.\*

**School-Term Only (STO)** - Positions in the District that are scheduled to work a calendar of less than 260 or 261 work days in a fiscal year.\* STO appointments can either be Full-Time or Part-Time.

***NOTE: STO employees are paid for scheduled work days only.***

**Limited Hours (LH)** - A temporary appointment of either a full-time or part-time work schedule against a temporary requisition designated as limited hours restricted to a maximum of 900 work hours per fiscal year in accordance with District policy.

\*Fiscal year = 260 or 261 work days from July 1<sup>st</sup> through June 30<sup>th</sup>.

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## SECTION 4.2 – REQUIREMENTS AT THE TIME OF HIRE

### **Misrepresentation or Falsification of Information**

Omissions or misrepresentation of information, or falsification of an application or document, may lead to removal from an eligible list, termination of employment, and/or restriction on future employment with the District and the City and County of San Francisco.

### **Social Security Number**

Federal regulations require employers to validate that each employee's social security number and name on record exactly matches the social security number and name provided by the employee.

### **Authorization to Work**

An employee must present evidence to verify identity and right to work in the United States as required by the Immigration Reform and Control Act (IRCA) of 1986. Failure to provide these documents will result in loss of eligibility.

Acceptable documents for verifying employment authorization and identity can be found in the Form I-9 Employment Eligibility Verification Form. For further information please view the United States Citizenship and Immigration Services (USCIS) website at [Home | USCIS](#) .

### **Tuberculosis Assessment and/or Examination**

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current federal Centers for Disease Control and Prevention (CDC) recommendations for targeted TB testing. Enacted laws, AB 1667, effective on January 1, 2015, SB 792 on September 1, 2016, and SB 1038 on January 1, 2017, require a TB risk assessment to be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis. This is required initially upon hire and every four years thereafter. The use of the California School Employee TB Risk Assessment and the Certificate of Completion, developed by the California Department of Public Health (CDPH) and California TB Controllers Association (CTCA) are also required.

To satisfy **job-related requirements** Tuberculosis Risk Assessment and/or Examinations are available through the employee's source of medical care. The District does not reimburse assessment and/or examinations fees.

For further details contact the Human Resources Department at 415/452-7660.

### **Live Scan – Fingerprinting Process**

Pursuant to the State of California Education Code Section 87013, City College of San Francisco is mandated to obtain fingerprints from all SFCCD employees for purposes of criminal background checks.

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background check and response, and is required upon hire.

Effective July 1, 1998, all incoming new Academic and Classified employees are required to pay for the costs associated with fingerprinting and the background check conducted by the Service Agency and the State Department of Justice. For further details contact the Human Resources Department at 415/452-7660.



**Conviction History Policy & the Fair Chance Act (AB #1008)**

A conviction does not necessarily preclude employment with the San Francisco Community College District.

The California Education Code Section 87405 prohibits the San Francisco Community College District from employing individuals convicted of certain sex or controlled offenses, as defined in the California Penal Code. Section 87405 also creates several exceptions to this prohibition. This includes an exception for an applicant whose conviction is dismissed pursuant to Penal Code Section 1203.4 and they have obtained or applied for a certificate of rehabilitation under the Penal Code.

The Fair Chance Act (Assembly Bill No. 1008), effective January 1, 2019, added a new section to the Fair Employment and Housing Act (at Government Code § 12952) making it illegal for most employers in California to ask about the criminal record of job applicants before making a job offer. This means job advertisements, job applications, and interview questions cannot include inquiries into an applicant's criminal record. The purpose of the law is to allow applicants to be judged based on their qualifications.

After making a job offer, employers are allowed to conduct a criminal history check, and the law requires an individualized assessment about an applicant's conviction history. Each case is given individual consideration and carefully reviewed by the SFCCD Human Resources Department in accordance with the California Fair Chance Act (AB 1008) and the California Community Colleges Fair Chance Hiring Best Practices. Furthermore, the District limits disclosure of the applicant's conviction history to a need-to-know basis.

**Security Clearance**

Prior to employment in certain positions or classifications, a more detailed background review of criminal history, motor vehicle (driving) record, personnel history, and employment records may be required.

**License to Drive**

If the employee's job requires the employee to drive, the employee must have the appropriate licenses and maintain insurability under the District's automobile liability insurance policy. Only employees with a valid California driver's license will be authorized to operate a District and/or private vehicle. The District utilizes the State Department of Motor Vehicles' Employer Pull Notice Program to obtain information about employees as actions appear on their driving record. Failure to maintain license and insurability may be grounds for release of employment. The District will base driver-related decisions in compliance with the California Vehicle Code, as well on the District's efforts to reduce vehicular accidents and exposure to liability.

**Medical Examination**

The employee may be required to pass a medical examination, including drug testing, as a condition of employment after a conditional offer of employment is made depending on the employee's position in which the employee is to be employed. Most medical examinations are conducted by the San Francisco Department of Public Health, San Francisco General Hospital Medical Center, Occupational Health Service (OHS) 1001 Potrero Avenue, Building 9, Room 115, San Francisco, CA 94110 (628) 206-6581.

**AB 119** statute took effect on June 27, 2017. This bill requires public employers to give a union that currently represents its employees notice regarding the new-employee orientation process for new employees of that unit, and provide a union representing its employees with the name, job title, department, work location, work, home, and personal contact information. Employees have the ability to opt out in writing of the disclosure of their home address, home telephone number, personal cellular telephone number and personal email address on file with the employer. For additional information consult with a Human Resources Department staff at 415/452-7660 or contact your respective union directly.

### **Tax Forms**

All employees are required to complete the Federal and State Withholding Exemption Certificate tax forms (**W4** - IRS form and **DE-4** - California Tax Exemptions/Allowance form). These forms are used to compute the amount of taxes withheld from your paycheck. If at any time during your employment with the District your withholding status changes (for example, if you marry or divorce), you should fill out a new W-4 form to ensure that the proper amount is withheld. The Payroll Department issues a **W2** – Year End Earnings Statement. Tax forms are available via the Payroll Department’s webpage at: [www.ccsf.edu/Payroll](http://www.ccsf.edu/Payroll).

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## **SECTION 4.3 – AFTER YOU ARE HIRED**

### **Employment Authorization & Onboarding**

Employees may not report to work for the first time on their new assignment until they have completed the onboarding processes with the District's Human Resources Department. Supervisors and Administrators cannot authorize an employee to start working until they receive confirmation from the Human Resources Department.

### **Probationary Period**

All appointments to permanent civil service positions require that the employee serve a probationary period. The probationary period is the final and most important phase of the selection process and is used to evaluate the employee’s performance and suitability for the position. The duration of the probationary periods shall be in accordance with Civil Service Rules (Rule 117 Probationary Period), collective bargaining agreements, or applicable District provisions or practices. Absences from work such as leave (with or without pay) for any reason, vacation, and other types of time off (not including legal holidays) will extend the probationary period. For more information about the length of your probationary period, consult your collective bargaining agreement or the Human Resources Department – Classified Unit.

During the probationary period, the employee’s work performance is evaluated by the supervisor and reviewed by higher level management. Factors in determining whether to retain an employee beyond their probationary period include, but are not limited to, attendance, observation of established working hours and work periods, proper conduct and attention to duty, as well as overall job performance.

The department’s appointing officer may release an employee at any time during the probationary period. At the conclusion of the probationary period, the department head may recommend permanent appointment, release from the position, or an extension of the probationary period.

Employees transferring from a City department to the District must also serve a new probationary period. Please refer to Civil Service Rule 117.3 Appointments Subject to Probationary Period to determine the types of permanent appointments that require a probationary period.

## Classified Employee Evaluations

Questions about the performance appraisal process or the timing of written evaluations should be directed to the Human Resources Department, Classified Unit at 415/452-7660.

The purpose of employee evaluations is: 1) to identify strengths and special qualities of the evaluatee; 2) to define areas of improvement; 3) and to communicate these to the employee. At all levels, the evaluation procedures incorporate a measurable criterion for effectively evaluating an employee's work performance. The evaluation procedures include performance indicators that link to institutional effectiveness and improvement.

The evaluation form, Classified Performance Appraisal Report, is to provide a format for the evaluation process that is efficient and intended to encourage excellence in performance and promote continued professional development. The process is designed to provide employees with clear written performance expectations and honest, timely feedback.

The evaluation procedures for classified staff contain steps for addressing unsatisfactory and "needs improvement" ratings, as well as overall unsatisfactory ratings. Unsatisfactory performance is formally noted through the evaluation process, and employees receive improvement plans and directives for improvement where applicable. The process may also include a re-evaluation process as an opportunity for employee job improvements. Additionally, employees have the right to include a response to the evaluation.

Evaluations for classified employees working in positions directly responsible for student progress toward achieving stated Student Learning Outcomes (SLOs) include a component for rating these employees' effectiveness in this area.

Main Objectives:

- **Comply with the requirements** for Performance Evaluation for Classified Employees established by City College of San Francisco
- **Create and maintain a consistent practice** to achieve the completion of Performance Evaluations
- **Improve the time of response** from Managers/Supervisors to complete Performance Evaluations
- **Maintain updated records** of Performance Evaluations for Classified Employees
- **Promote engagement and participation** from all parties involved in the process
- **Track the status** of the Performance Evaluation for each Classified Employee

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## SECTION 4.4 – WORK SCHEDULE AND ATTENDANCE

**NOTE:** Unless otherwise instructed, **FORMS** referenced in this section may be accessed via the City College of San Francisco's Payroll Department's webpage at: [www.ccsf.edu/payroll](http://www.ccsf.edu/payroll)

### Attendance and Punctuality

Regular and prompt attendance is an important requirement of the job. Each employee is expected to report on time for their scheduled work assignment each day. The employee is responsible for notifying their supervisor on the first day of illness. The appropriate supervisor must be notified before 8:30 A.M. or within at least 30 minutes prior to the beginning of the shift. This process must be repeated daily. In the absence of the immediate supervisor, the next higher supervisor, normally the Dean/Director must be notified.

If, for any reason, it is impossible for the employee to report to work or to report to work at their scheduled work time, it shall be the responsibility of the employee to notify the appropriate administrator or their designee of this fact prior to the established reporting time unless the employee is unable to give such notice in the circumstances; in such a case, the employee shall give notice as soon as possible. The consent of the administrator or their designee must be obtained in advance of any absence unless the necessity for the absence cannot reasonably be anticipated in advance. An employee must keep the administrator or designee informed of when they plan to return to work.

Absences for personal business will be without pay unless the prior agreement of the employee's supervisor is obtained to charge such absences to the employee's accumulated vacation or compensatory time credits. In the case of an extended unforeseeable absence, the employee is to complete a leave of absence request form and submit medical certifications as appropriate during the employee's leave. See Section 6 Leaves of Absence below. Improper use of sick leave, failure to present medical certification when required, excessive absenteeism, tardiness, unauthorized absence or failure to notify your department when you are unable to report to work, may result in sick leave restriction, disciplinary action or termination.

All District classified employees are required to sign a daily time sheet reflecting the actual time you started and end work and the number of hours worked in every work day.

### Work Hours

Except as otherwise provided in the collective bargaining agreement applicable to you or based on your department's operational needs, the typical full-time work week is forty (40) hours, consisting of five (5) consecutive workdays of eight (8) hours each.

The District's standard office hours are from 8:00 a.m. to 5:00 p.m., with a one hour lunch period at mid-day except where continuous service is necessary, in which case a varied lunch hour may be specified. Lunch periods are not paid.

Each employee is expected to observe the established working hours and to remain in their assigned job location except when absent on official business of the District. During such absences, employees are required to keep their supervisors advised of where they can be reached.

Employees who are tardy, and who are non-exempt under the Fair Labor Standards Act, will have their pay reduced in proportion to the time lost from work. Repeated tardiness can be grounds for disciplinary action up to and including termination.

**Rest Breaks**

Full-time employees are allowed two (2) 15-minute rest break per day; generally, one taken in the first half of the shift (approximately two (2) hours after the start of the shift), and one taken in the second half of the shift (approximately two (2) hours before the end of the shift).

Part-time employees who work a continuous shift of at least 3.5 hours per day are allowed one (1) 15-minute break after two (2) consecutive hours of work.

Occasionally, breaks may be delayed at the request of a supervisor in order to complete urgent work assignments or to fulfill District needs.

Breaks shall not be used in the following situations:

- To arrive late for work;
- To leave work early;
- Within one (1) hour of the beginning or ending of regular work assignments, unless specifically authorized. Any such authorization shall not be considered as precedent-setting or as establishing a practice within that work area or within the District; OR
- Added to the lunch hour.
- Combined into one, thirty- (30) minute break.

**Lunch Break**

Employees assigned for five (5) or more hours of work in any day shall be entitled to an unpaid uninterrupted lunch period. The length of such lunch period shall be not less than one-half (1/2) hour [30 minutes] nor longer than one (1) hour and shall be scheduled at or about the midpoint of each work shift.

Employees who misuse their break periods may be subject to disciplinary action, up to and including termination.

**Flexible Work Schedule**

Temporary flexible work schedules may be provided with the written approval of the appropriate administrator or designee. Employees who work a normal 8-hour work day (40-hour work week) may voluntarily work more or less than 8 hours on a particular day provided they work a total of 40 hours in each week of their normal 14-day payroll period.

Employees who request such flexible work assignments must complete and sign the “Flexible Work Schedule” form which (1) indicates that participation in the flex-time program is voluntary and (2) waives all rights to additional compensation with the exception of hours worked in excess of forty (40) hours in a work week. The Department Head’s decision to grant or deny a flexible work assignment is final and is not subject to a grievance procedure or any other appeal.

For further information, please contact the Human Resources - Employee Relations Unit at 415/452-7660, or refer to your respective Collective Bargaining Agreement (CBA). SEIU represented employees may access a Flexible Work Schedule Forms in the SEIU Local 1021/SFCCD Collective Bargaining Agreement, Exhibit D.

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## Section 4.5 – HOLIDAYS, FLOATING HOLIDAYS AND VACATION

### Holidays

The following is a list of current holidays for all eligible District classified employees. While the specific holidays or dates may change, the total number of designated holidays is thirteen (13).

Independence Day (Observed)  
Labor Day  
Veteran's Day (Observed)  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day (Observed)  
New Year's Day (Observed)  
Dr. Martin Luther King Jr.'s Birthday (Observed)  
Lincoln's Day (Observed)  
Washington's Day (Observed)  
Cesar Chavez's Day  
Memorial Day  
Juneteenth  
Floating Holidays\* (unspecified)

If any of these holidays fall on Sunday, the following Monday is observed as a holiday. If any of these holidays fall on Saturday, the preceding Friday is observed as a holiday. If you are required to work on a holiday, contact the Payroll Department or refer to your collective bargaining agreement for information, and rates of pay or an in-lieu day off.

Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holidays on a proportionate basis. Part-time employees who are eligible for holiday pay will receive holiday pay based upon a ratio of 1/10 of the total hours regularly worked in the preceding bi-weekly pay period.

## Floating Holidays

Refer to the annual Fiscal Year Classified Holiday Schedule. Contact the Human Resources Department for a copy.

An employee may take floating holidays as specified in the collective bargaining agreement for their classification.

Employees must complete six months of continuous service before becoming eligible for floating holidays. Floating holidays may be taken in ½ hour increments.

Floating holidays must be taken in the fiscal year earned and shall be scheduled by mutual agreement of the employee and their supervisor.

Requests for floating holidays are submitted on the **Classified “Time-Off” Request Form** at least two weeks in advance and are subject to the approval of the appropriate administrator or their designee. Any subsequent modifications in the schedule require the approval of the appropriate administrator or their designee at least one week prior to the requested change. Requests for addition or cancellation of floating holidays are made on the **Classified “Time-Off” Request Form**. Forms are available at the Payroll Department’s webpage: [www.ccsf.edu/payroll](http://www.ccsf.edu/payroll)

## Additional Days Off With Pay

The District has granted eligible employees the following additional days off with pay:

- Days between Christmas and New Year’s Day
- Spring Break

Eligible School Term Only (STO) employees who are **not** scheduled to work the designated days between Christmas and New Year’s Day, shall be granted three (3) additional floating holidays.

Eligible School Term Only (STO) employees who are **not** scheduled to work the days designated as Spring Break will **not** be paid for these days off.

The Board of Trustees approves the terms and conditions of employment for Unrepresented Classified Employees, and reserves the right to grant or deny these employees Additional Days off with Pay.

In the event that the paid Cesar Chavez’ Birthday holiday falls on a date which would otherwise be one of the additional five (5) paid days off granted during Spring Break, the employee shall be credited with an additional day off.

Contact the Human Resources, Employee Relations Office or the Payroll Department for information on your eligibility to take the ‘Additional Days Off with Pay’ proviso.

## Employees NOT Eligible for Holiday Compensation

Part-time temporary employees who are employed on an intermittent basis, or on an as-needed, seasonal, or project basis for less than six (6) months continuous service, or persons on leave without pay status both immediately preceding and immediately following the legal holiday, or who are employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period are not eligible for paid holidays.

## Vacation

### Eligibility

Employees who work a regular schedule of twenty (20) hours per week or more and who have completed one (1) year or more of continuous service are entitled to annual vacations. For this purpose, Christmas, spring vacation, semester breaks, and the period between the end of the spring semester and the start of the fall semester are not considered breaks in continuous service.

Vacation allowances are based on length of service. Eligible employees generally receive the following vacation allowances:

- A maximum of ten (10) working days per year for the first five (5) years of service after completion of the first year of service based on a vacation allowance computed at the rate of .0385 of an hour for each hour of paid service;
- A maximum of fifteen (15) working days per year after five (5) years of service based on a vacation allowance computed at the rate of .0577 of an hour for each hour of paid service;
- A maximum of twenty-two (22) working days per year after ten (10) years of service based on a vacation allowance computed at the rate of .0847 of an hour for each hour of paid service.

Employees represented by the San Francisco Building and Construction Trade Council Union receive a maximum of twenty (20) working days per year after fifteen years of service.

### Usage

Employees are not eligible to use vacation time in the first year of continuous service. For this purpose, Christmas, Spring vacation, semester breaks, and the period between the end of the Spring semester and the start of the Fall semester are not considered breaks in continuous service.

School Term Only (STO) employees are eligible to use their vacation accruals on their anniversary date on a pro-rata basis. STO employees may use their vacation accruals on scheduled work days only.

Employees may elect not to take their entire vacation in any one year and in such event may accumulate the days allowable not taken for use at some future time, with the provision, that no employee may accumulate unused vacation allowance in excess of the allowable 400 hours. Please refer to the provisions of your collective bargaining agreement and/or District policy regarding vacation maximum accruals, usage and cash outs.

Vacation accrual balances over the CAP as defined by their collective bargaining agreement and/or District policy cannot be cashed out under any circumstances.

**Requests for vacation** shall be made on the **Classified “Time-Off” Request Form** as early as possible and is subject to the approval of the appropriate administrator or their designee. Individual work units may establish reasonable deadlines for employees’ submission of vacation requests. Any subsequent modifications in vacation schedules are also made on the **Classified “Time-Off” Request Form**, and require the approval of the appropriate administrator or their designee at least one week prior to the requested change. Forms are available at the Payroll Department’s webpage: [www.ccsf.edu/payroll](http://www.ccsf.edu/payroll)



**Vacation Pay**

Vacation allowance may be used in ¼ hour increments.

In computing vacation pay, no employee shall be considered to work more than five (5) days each week.

Vacation pay for employees working less than a five (5) day week shall be computed proportionately.

When a holiday falls on a regular work day and the employee would as a matter of law have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the employee's vacation allowance.

An employee with one year or more of continuous service who ceases employment with the District and who has neither received nor waived their current annual vacation allowance shall receive an amount equivalent to any accumulated pro-rata vacation allowance due them since January 1 of the calendar year in which they ceases to be employed, together with an amount equivalent to any accumulated vacation allowance due them.

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## Section 4.6 – COMPENSATION

Payroll Services prepares the payroll for all College employees. Employees may access the following resources at their webpage [Payroll Services | CCSF](#):

- Payroll Schedules and Calendars
- Payroll Forms
- Employee Salary Tables
- 403(b) / 457(b) / 529
- RAM Pay [RAM Pay \(sharepoint.com\)](#) (Go to RAM Pay to access your payroll information on-line)

**NOTE:** Unless otherwise instructed, **FORMS** referenced in this section may be accessed via the City College of San Francisco Payroll Department's webpage [Payroll Services | CCSF](#)

**Overtime**

Advance written approval is required for all overtime work, and the overtime must be reported to the District's Classified Payroll Department on the **Time Report Form - Classified Overtime** available at the Payroll Department's webpage: [Forms \(sharepoint.com\)](#)

An employee may be required to work overtime. Overtime is defined as hours worked either in excess of an eight- (8) hour day or a forty- (40) hour work week. Those employees who are authorized to work ten- (10) or twelve- (12) hour work days, as part of a flexible work schedule, shall be compensated for all hours worked in excess of either a ten- (10) or twelve- (12) hour work day, as applicable.

Non-"Z" symbol employees shall be compensated for overtime hours worked as follows: Overtime shall be compensated in cash at the rate of one-and-one-half times (1-1/2) the base hourly rate. Overtime shall be paid in cash; however, the employee may choose compensatory time in lieu of cash payment, as provided in the following section.

Employees designated as "Z" symbol class fall within classifications exempt from the payment of overtime under the Fair Labor Standards Act. "Z" symbol designated employees receive no cash payment for overtime worked, but shall be granted compensatory time off as set forth below.

Part-time employees are not eligible for paid overtime. Part-time employees will not normally be allowed to work in excess of their normal work schedule.

### **Compensatory Time Off**

Advance written approval is required for all compensatory time work, and the compensatory time must be reported to the District's Payroll Department (Classified Payroll) on the **Compensatory Time Earned Form** available at the Payroll Department's webpage: [Forms \(sharepoint.com\)](#)

Compensatory time off may be granted to an employee consistent with the Fair Labor Standards Act. Compensatory time shall be earned at the rate of time and one-half (1-1/2).

Employees designated as "Z" and "non-Z" symbol classes shall not accumulate a compensatory time balance in excess of 240 hours.

Employees occupying positions designated "L" symbol (law enforcement) shall not accumulate a compensatory time balance in excess of 480 hours.

Employees may use compensatory time in ¼ hour increments.

Failure to report compensatory time used to the Payroll Department (Classified Payroll) by the end of the pay period in which it is used may result in the absence being recorded as personal leave without pay.

Any compensatory time off earned but not used at the time of a non-"Z" or "L" symbol employee's termination of employment shall be paid in accordance with the requirements of the Fair Labor Standards Act subject to the maximum accruals stated above.

There shall be no cash payment for compensatory time off for "Z" symbol employees.

Part-time employees are not eligible for paid compensatory time. Part-time employees will not normally be allowed to work in excess of their normal work schedule.

**Refer to Forms available at [www.ccsf.edu/payroll](http://www.ccsf.edu/payroll):** Compensatory Time Earned form for reporting compensatory time earned, and Classified "Time-Off" Request Form for requesting use of compensatory time.

Further information regarding overtime and compensatory time off is contained in the various collective bargaining agreements between the SFCCD and employee organizations. In addition, contact the Payroll Department for information regarding your eligibility for overtime or compensatory time off.

### **Payday**

The Payroll Department of the District processes the payroll for classified personnel, including direct deposit, using the BANNER system. The Payroll Department is also responsible for setting up all voluntary deductions such as 403b, health insurance, dental insurance, garnishments, etc. and involuntary deductions including federal and state taxes.

All classified employees are paid on a bi-weekly basis. The pay period begins on Saturday and ends on Friday. Payday is every other Tuesday, seven working days after the pay period ending date. If payday falls on a holiday, the checks are distributed the day before the holiday. The Payroll Schedule and Calendar is available at [www.ccsf.edu/payroll](http://www.ccsf.edu/payroll)

## Payroll Deductions

All employees are subject to withholding of federal and state taxes as required by law. Depending on your status (temporary or permanent), date of hire, eligibility for State Disability Insurance benefits, membership in the San Francisco City Employees' Retirement System, and representation by an employee organization, deductions may also be made for health insurance, SDI taxes, union dues or fees, hospital insurance and/or Social Security taxes.

Employees may choose to have a number of amounts withheld from their paycheck by submitting an authorization form to the District Payroll Department. For specific information, contact the District Payroll Department.

## Direct Deposit

Employees' net pay are deposited via Electronic Fund Transfer (EFT) to their checking or savings accounts in any financial institution within the United States. Employees wishing to sign up for or change their direct deposit may obtain a Direct Deposit Action Instructions & Form at [Direct Deposit Action Instructions \(ccsf.edu\)](https://ccsf.edu/direct-deposit-action-instructions). via the Contact the Payroll Department at 415 /452-7740 or [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu) for further assistance.

On payday, employees receive a "direct deposit advice notice", instead of a live check via the District email account. The advice notice lists all pertinent payroll information for the respective pay period, check date and number, bi-weekly hours and wages, voluntary and involuntary deductions, and year-to-date wage and tax information. For further information contact the District's Payroll Department at 415/452-7740.

## RAM ID [RAM ID | CCSF](#)

RAM ID is CCSF's password management service in honor of the CCSF Rams mascot and helps eliminate the need for individual passwords for the following services listed below. For staff, your RAM ID is typically your first initial followed by last name, the same as your email name. RAM ID will allow you to login to the following systems:

myRAM Portal

CCSF Desktop Network

CCSF Staff Wi-Fi Network

Office 365 Email

Argos

CurricUNET

Canvas (Online Courses)

Campus Logic (Financial Aid)

Starfish (Counseling & Early Alert)

Awardspring (Scholarships)

### Accessing RAM ID Portal

1. Go to CCSF website
2. Click on **MyCCSF** link (upper right corner)
3. Click on **myCCSF Login Portal** link under **Service and Email** section

**myRam Portal**

myRam Portal is an online tool where employees are able to view or update their employee information, including pay stubs, W-2 or T4, and W4. my Ram Portal > myCCSF Login Portal (Ram ID).

**Accessing myRam Portal:**

1. Go to CCSF website
2. Click on **MyCCSF** link (upper right corner)
3. Click on **myCCSF Login Portal** link under **Service and Email** section and log in
4. Select myRam Portal

**Garnishment**

If the District receives a court order to garnish an employee's wages, the District must comply with that order. A garnishment will reduce the employee's take-home pay. Employees who have questions or concerns regarding their paycheck, should contact the District's Payroll Department at 415/452-7740 or payroll-intake@ccsf.edu.

**Salary Increment**

The District's Human Resources Department, Classified Unit determines eligibility for appointment to a particular step on the salary schedule and/or advancement through the salary steps. The eligibility rules vary depending upon the employee's classification, status, length of service, and/or provisions in the collective bargaining agreement. Employees who have questions or concerns regarding salary increments should contact the Human Resources Department, Classified Unit at 415/452-7660 or payroll-intake@ccsf.edu.

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## Section 4.7 – EMPLOYMENT OPPORTUNITIES

### Transfers from Other City and County Department to the District

Civil Service Rule 114, Article VI, governs appointments by transfer.

After successful completion of the probationary period, permanent appointees may request a transfer from a department of the City and County of San Francisco to the San Francisco Community College District (SFCCD) in the same class. An employee must complete an application process and Request for Transfer with the District's Human Resources Department and once approved, the employee must file the form also with the City and County of San Francisco Department of Human Resources, 1 South Van Ness Street.

If the transfer is granted, the employee is subject to a new probationary period. The duration of the probationary period shall be in accordance with Civil Service Rules (Rule 117 Probationary Period), the collective bargaining agreements covering the class, or applicable District provisions or practice.

### Internal District Transfers

Incumbent District employees shall have the opportunity to apply for a transfer to an existing vacant position in the same classification and category prior to such position being filled by a newly-hired employee. Please contact the Human Resources Department – Classified unit for details.

### Additional Employment

Additional or outside part-time employment for permanent full-time employees in the District is permitted only under limited circumstances and requires the written approval of the District. Such approval may only be given in increments of 12 months or less. Any such employment must not interfere with an employee's regular job and cannot exceed twenty (20) hours per week or 3 hours in any day. For more information or to request a Request for Approval of Additional Employment form, consult a Human Resources Department representative at 415/452-7660.

### Promotional Opportunities

Classified exempt job openings are posted on the District's Human Resources webpage at [www.ccsf.edu/hr](http://www.ccsf.edu/hr). The District's application process is fully automated and may be accessed at the Human Resources webpage [www.ccsf.edu/hr](http://www.ccsf.edu/hr) or directly at <https://jobs.ccsf.edu>. Recruitment of permanent classified (PCS) and provisional (TPV) positions are conducted through the City and County of San Francisco's job application system. For questions regarding the application process, contact the Human Resources Department at 415/452-7660. Learn about job opportunities within the City and County of San Francisco and receive guidance at the City Career Center located at 1 Dr. Carlton B. Goodlett Place, City Hall, Room 110. Drop-in hours are from 8:00 am to 5:00 pm.

Additionally, District classified job and exam opportunities are also posted at the City and County of San Francisco Human Resources' website at [www.sfdhr.org](http://www.sfdhr.org). For a listing of City and County of San Francisco employment opportunities, visit the City and County of San Francisco Department Human Resources website at [www.sfdhr.org](http://www.sfdhr.org).

### Reassignment of Duties within a Department

Within a given job class in a department, there may be different positions with varying duties and schedules. Employees may request reassignment to a different position within their job class, or a department may reassign employees at its discretion. Consult the Human Resources Department at 415/452-7660 for more information in this matter.

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## Section 4.8 – SEPARATION PROCEDURES

### Resignation

If you intend to resign, please provide your department with a written notice at least ten (10) working days before your planned departure, and provide Human Resources with a copy.

### Automatic Resignation

If you are absent from your job without proper authorization, you may be subject to discipline. If you are absent from your job without proper authorization for five consecutive working days, or if you fail to return from an approved leave within such time, your absence will be deemed an “automatic resignation.” Please refer to your collective bargaining agreement regarding the rules on automatic resignation. For more information, contact the Human Resources Department, Classified Unit at 415/452-7660.

### Layoff

From time to time, budgetary or operational considerations may make it necessary to reorganize, reduce work hours, and/or lay off District employees. The layoff and recall of District employees shall be in accordance with Civil Service rules and regulations and/or provisions of the collective bargaining agreements. If you have any questions about the layoff process, contact the Human Resources Department, Classified Unit at 415/452-7660.

### Termination

The grounds and procedures for involuntary termination of employment may vary depending on whether you are an at-will employee. In most instances, probationary, exempt, and some provisional employees may be terminated for any legal reason.

In other cases, termination must be for cause (for example, poor performance, misconduct, absenteeism, fraud, etc.). In those cases, employees for whom discharge is being considered will receive written notice of the grounds for discharge, the underlying basis, and the proposed discipline, and will have an opportunity to be heard in his or her own defense, assisted by a representative of the employee’s choosing, prior to the final decision. Employees should consult their collective bargaining agreement for information regarding appeal rights. For more information, contact the Human Resources, Employee Relations Unit at 415/452-7660.

There are some offenses that are so serious in nature that an employee may be placed on administrative leave pending an investigation into such conduct pursuant to District policy. Such offenses include, but are not limited to, conduct involving misappropriation of public funds or property, misuse or destruction of public property, drug addiction or habitual intemperance, mistreatment of persons, immorality, acts which would constitute a felony or misdemeanor, or acts which present an immediate danger to the public health and safety, or health and safety of students or District employees.

Some represented employees may be entitled to due process protections pursuant to the terms of their collective bargaining agreement. For more information, contact your union representative or the Human Resources, Employee Relations Office at 415/452-7660.

### Exit Interview

Before you leave your employment with the San Francisco Community College District (SFCCD), you must return all District property including: supplies, keys, identification cards, access cards and any other District property. Any materials, files, documents, other items collected or created by you in connection with your employment with the District remain the property of the District.

Employees are offered an Exit Interview when the Human Resources Department is informed of separation from service in advance. At the exit interview the employee is asked a series of employment related questions for the District's confidential assessment and review. Employees are also provided the opportunity to ask employment related questions related to benefits, retirement, verification of employment, unemployment, etc.

Exit interview responses are a useful post-hiring tool used by the employer to identify areas of needed improvement in workplace culture such as employee morale and retention, as well as potential trainings and professional development.

### Separation Process

Near the time of your departure separation procedures will be completed and any final compensation will be directly deposited to the employee's last designated financial institution. If there are follow-up questions regarding the exit process, you can contact the HR General Services Unit at 415/452-7660, and they will direct you appropriately.

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## Section 4.9 – RETIREMENT

The District provides retirement benefits to eligible employees through the San Francisco City and County Employees' Retirement System (SFERS) or the California Public Employees' Retirement System (CALPERS), depending on the employee's job classification.

SFERS is a defined benefit plan funded by the combination of employee contributions, employer contributions, and investment earnings. The terms of the various plans are set forth in the City Charter and ordinances. SFERS publishes summary plan descriptions for its different retirement plans, which can be found under "Forms and Publications" link on the SFERS website at <https://mysfers.org>. For further information regarding the retirement system and the benefits provided, contact the San Francisco City and County Employees' Retirement System (SFERS) located at 1145 Market Street, 5<sup>th</sup> Floor, San Francisco, CA 94103. General Information can be found by calling 415/487-7000, or visit their website at <https://mysfers.org>.

For information about CalPERS retirement system, plans, and benefits provided visit their website at: <http://www.calpers.ca.gov>.

Note: Information in this section is subject to change. Please consult with SFERS or CALPERS prior to making any decisions regarding retirement or if you have any questions regarding this matter.

### Membership

Permanent (full-time and part-time) and permanent/exempt (full-time only) classified employees are eligible for immediate membership to the SFERS or CalPERS), depending on the employee's job classification. Coverage commences on the first date of the month following the date of permanent appointment and enrollment. **All other employees must earn not less than 1040 hours of compensation during any twelve (12) month period in any classification to be eligible for membership.**

An employee must designate a beneficiary for death benefit purposes. Please note that failure to comply with this requirement will result in the City and County of San Francisco Employees' Retirement System Department designating the employee's ESTATE as the beneficiary.

Employees should visit the Retirement System office at least three months before the date they plan to retire.

### **Retiree Health Care**

On June 3, 2008, the San Francisco voters passed Proposition B, amending provisions of the City Charter regarding retiree health benefits to address the City's rising retiree health care costs. For employees [eligible for SFERS membership] hired on or after January 10, 2009, the Proposition B Charter amendment increased the years of service required to qualify for employer-funded retiree health benefits and required employee contributions to a newly established Retiree Health Care Trust Fund (the "Fund"), to provide a funding source to defray the cost of the City's obligations to pay for retiree health coverage. On November 8, 2011, the voters passed Proposition C, which made further amendments to the City Charter provisions regarding funding for retiree health care benefits.

Under Proposition B, employees hired on or after January 10, 2009\*, must retire within 180 days of separation from employment to be maintain eligibility of SFHSS retiree health coverage benefits.

### **Planning for & Transitioning to Retirement**

As an employee approaches retirement, it is important that they meet with a San Francisco Health Service System (SFHSS) representative. **Enrollment in retiree benefits does NOT happen automatically.** Employees are required to notify SFHSS of their retirement even if they plan to NOT elect SFHSS coverage on their retirement date. Contact SFHSS to schedule an appointment via their website at <https://sfhss.org>.

Additional information on planning and transitioning to retirement can be found in the CCSF *Health Benefits Guide* at [2024 CCD Guide 2.29.24.pdf \(sfhss.org\)](#). For yearly *Guide* updates, visit the HR – Benefits webpage at [Benefits | CCSF](#)



## **Section 5 –**

## **Benefits**

## Section 5.1 – BENEFITS - GENERAL INFORMATION

District employees and their eligible dependents may be eligible for medical and vision plan coverage, dental coverage, flexible spending accounts, commuter benefits, Basic Life and Accidental and Dismemberment Insurance (AD&D), Employee Assistance Program (EAP) and Aflac Voluntary Supplemental Benefits. For additional information, view the CCSF *Health Benefits Guide* at [2024 CCD Guide 2.29.24.pdf \(sfhss.org\)](#). Go to [Benefits | CCSF](#) for yearly updates to the *Guide*.

Rates and information are subject to change. For details please contact the Human Resources Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu) or 415/452-7672.

### Eligibility

Employee eligibility for healthcare coverage is determined by the Board of Trustees and collective bargaining agreement(s).

	PERMANENT CLASSIFIEDS	TEMP STO CLASSIFIEDS	TEMPORARY CLASSIFIEDS
<b>Medical</b>	✓	✓	<input type="checkbox"/>
Flexible Spending Account	✓	✓	✓
Employer Paid Dental	✓	✓	✓
Life Insurance	✓	✓	✓
	✓	✓	✓
<input type="checkbox"/> certain restrictions apply			

For additional Benefits eligibility information, view the *Benefit Eligibility by Appointment and Work Type Schedule Grid* located on the page 44.

All Permanent, Permanent/Exempt (hereinafter “Permanent”) and Provisional, Temporary/Exempt (hereinafter “Temporary”) employees whose normal work week at the time of appointment is at least twenty (20) hours or more per week may be eligible for health coverage subject to the eligibility requirements for each plan and collective bargaining agreements.

Employees that work as As-needed appointments are NOT eligible for medical and vision plan coverage, dental coverage, flexible spending accounts, Life and AD&D insurance, Employee Assistance Program (EAP), Aflac Voluntary Supplemental Benefits, and other benefits.

Eligible employees who fail to submit a completed enrollment application and all required eligibility documents to the District within thirty (30) calendar days of their eligibility date will not have access to health coverage until the next annual Open Enrollment period.

Eligible City College of San Francisco employees may enroll themselves and their eligible dependents in a San Francisco Health Service System (SFHSS) medical plan. Enrollment must take place within 30 days of initial start work date, no later than 30 days after a qualifying event, or during the annual Open Enrollment period during the month of October each year.

### **Open Enrollment**

Open Enrollment is the annual opportunity for employees to make changes to their medical and vision plan, enroll/re-enroll in FSA and/or AFLAC: Voluntary Supplemental Insurance without having a qualifying event. Open Enrollment usually takes place in October. Employees are sent email notifications and information is posted on the CCSF website. Additionally, SFHSS notifies employees by mail.

### **Changing Benefit Elections**

Eligible employees may change health benefit elections annually, during the Open Enrollment or if there is a qualifying event, such as a marriage, domestic partnership, birth or adoption, or loss or gain of coverage. View the *Health Benefits Guide* located on the District's Human Resources webpage or email [benefits@ccsf.edu](mailto:benefits@ccsf.edu).

Report address changes to the Human Resources to ensure receipt of District notifications regarding rates and benefit changes in advance of Open Enrollment. [Employees may update their address via myRam Portal or by completing the CCSF Human Resources Address change Form prior to Open enrollment.]

### **Premiums**

The District makes a significant contribution to the cost of medical, dental and vision coverage for eligible employees and their eligible dependents. Employee premium contributions are adjusted annually, and are governed by the provisions of applicable collective bargaining agreements, and District policy.

### **Continuation of Benefits while on a Leave of Absence**

Eligible employees may continue healthcare coverage during certain types of approved leaves of absence (depending on the nature and duration of leave), but may be required to make healthcare insurance premium payments directly to the District while on leave. A leave of absence is not a qualifying event, so benefit elections cannot be changed due to a leave. **Failure to make premium payments on time will result in termination of health coverage.** Employees whose coverage is terminated for failure to pay must wait to re-enroll during Open Enrollment for coverage at the start of the next plan year.

Employees must notify the District of an approved leave at least thirty (30) days in advance of the leave (if anticipated); or as soon as possible if the leave was unexpected. Additional information on leaves of absence is found in Section 6 – Leaves.

City College of San Francisco

**BENEFIT ELIGIBILITY BY APPOINTMENT TYPE AND WORK SCHEDULE**

Appointment Type	Full-time		Part-time (≥ 20 hours per week)		Part-time (< 20 hours per week)	
<b>Permanent Civil Service (PCS, TCS)</b>	Retirement	upon appointment	Retirement	upon appointment	<b>N/A</b>	
	Life Insurance	upon appointment	Life Insurance	upon appointment		
	Health	upon appointment	Health	upon appointment		
	Dental	upon appointment	Dental	upon appointment		
	Vacation	1yr. of continuous service	Vacation	1yr. of continuous service		
	Sick Pay	90 <sup>th</sup> day of continuous service	Sick Pay	90 <sup>th</sup> day of continuous service		
	Holidays	upon appointment	Holidays	upon appointment		
<b>Permanent Exempt (PEX)</b>	Retirement	upon appointment	Retirement	1040 hrs in a rolling 12 months	<b>N/A</b>	
	Life Insurance	upon appointment	Life Insurance	upon appointment		
	Health	upon appointment	Health	upon appointment		
	Dental	upon appointment	Dental	upon appointment		
	Vacation	1yr. of continuous service	Vacation	1yr. of continuous service		
	Sick Pay	90 <sup>th</sup> day of continuous service	Sick Pay	90 <sup>th</sup> day of continuous service		
	Holidays	upon appointment	Holidays	upon appointment		
<b>Temporary Provisional (TPV)</b>	Retirement	1040 hrs in a rolling 12 months	Retirement	1040 hrs in a rolling 12 months	<b>N/A</b>	
	Life Insurance	upon appointment	Life Insurance	upon appointment		
	Health	6 months of continuous service	Health	6 months of continuous service		
	Dental	upon appointment	Dental	upon appointment		
	Vacation	1yr. of continuous service	Vacation	1yr. of continuous service		
	Sick Pay	90 <sup>th</sup> day of continuous service	Sick Pay	90 <sup>th</sup> day of continuous service		
	Holidays	upon appointment	Holidays	upon appointment		
<b>Temporary (TEX)</b>	Retirement	1040 hrs. in a rolling 12 months	Retirement	1040 hrs. in a rolling 12 months	Retirement	Not Eligible
	Life Insurance	upon appointment	Life Insurance	upon appointment	Life Insurance	Not Eligible
	Health	6 months of continuous service	Health	6 months of continuous service	Health	Not Eligible
	Dental	upon appointment	Dental	upon appointment	Dental	Not Eligible
	Vacation	1yr. of continuous service	Vacation	1yr. of continuous service	Vacation	Not Eligible
	Sick Pay	90 <sup>th</sup> day of continuous service	Sick Pay	90 <sup>th</sup> day of continuous service	Sick Pay	90 <sup>th</sup> day of continuous service
	Holidays	upon appointment	Holidays	upon appointment	Holidays	Depends on CBA
<b>As-Needed (AN)/Limited Hours</b>	Sick Leave	90 <sup>th</sup> day of continuous service	Sick Leave	90 <sup>th</sup> day of continuous service	Sick Leave	90 <sup>th</sup> day of continuous service
	Retirement	1040 hrs. in a rolling 12 months	Retirement	1040 hrs. in a rolling 12 months	Retirement	Not Eligible

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## Section 5.2 – MEDICAL BENEFITS

Various medical plan options are available to eligible employees and their eligible dependents. Required contributions, if any, will be deducted from the member's pay.

**Permanent** employees who regularly work at least twenty (20) or more hours per week are eligible for medical benefits at the time of permanent appointment and enrollment. Coverage for a new employee in this category starts on the first day of the coverage period following the employee's start date, provided an enrollment application and other required documents are submitted to the Human Resources Department, Benefits Unit or SFHSS by applicable deadlines.

**Temporary** employees who regularly work at least twenty (20) hours or more per week and have completed six months of **continuous** service are eligible for medical benefits. Coverage for a new employee in this category starts on the first day of the coverage period following the employee's six (6) months of continuous service, provided an enrollment application and other required documents are submitted to the Human Resources Department, Benefits Unit by applicable deadlines.

Eligible classified and temporary school term-only employees who are currently enrolled in a medical plan and meet the 20-hour or more per week assignment will retain **coverage through summer months**. In order to continue medical and vision coverage through the summer months, additional premiums will be taken from the employee paychecks from January to June. For questions about coverage over the summer break, contact the Human Resources Department, Benefits Unit at 415/452-7733 or [benefits@ccsf.edu](mailto:benefits@ccsf.edu).

**As-needed** appointments are NOT eligible for Medical coverage.

**Continuous Service (for medical benefits purposes)** – “continuous service” is defined as uninterrupted service except for authorized leaves of absence. Christmas, Easter, and holidays are not considered “breaks” in continuous service; however, the summer break (the period between the end of the Spring semester and the start of the Fall semester) is considered a break in service.

Individuals who are not eligible for City and County of San Francisco's Health Service System (SFHSS) coverage should consider obtaining health insurance through the state insurance exchange, Covered California, created under the federal Patient Protection and Affordable Care Act. For information about Covered California health plans, call 888/975-1142 or visit [coveredca.com](http://coveredca.com).

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## Section 5.3 – VISION PLAN

Eligible employees and their dependents enrolled in the District’s medical plan through the City and County of San Francisco’s Health Service System (SFHSS) automatically receive vision coverage through VSP Vision Care. Employees may go to a VSP network or non-network provider. Visit [vsp.com](http://vsp.com) for a complete list of network providers.

Employees may elect from a choice of two plans, when newly hired or during Open Enrollment:

**VSP Basic Vision Plan**

**VSP Premier Plan**

Detailed Vision Plan benefits, limits and exclusions information is outlined in the *City College of San Francisco Benefits Guide*.

As-needed appointments are NOT eligible for Vision Plan coverage.

If employees do not enroll in a medical plan, they and/or their dependents cannot access VSP Vision Care benefits.

VSP does not issue insurance cards. If you are enrolled in the VSP plan (group number is 12145878), contact VSP at 1-800- 877-7195 for your member ID number.

For more information, contact VSP Member Services at [www.vsp.com](http://www.vsp.com).

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**NOTE:** You and your dependents must be enrolled in a medical plan to be eligible to enroll in VSP Vision Care plans offered through SFHSS.

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**Delta Dental, Flexible Spending Accounts and other Voluntary Benefits are administered by the CCSF Benefits Unit.**  
Contact: [benefits@ccsf.edu](mailto:benefits@ccsf.edu)

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## Section 5.4 – DENTAL

Permanent and Temporary employees who regularly work at least 20 hours or more per week are eligible for the District-paid dental plan. Delta Dental is a PPO Plan and is offered to eligible active employees and dependents at no premium cost. Coverage commences for eligible employees and their dependents on the first day of the month following the employee’s date of appointment and enrollment. The Dental plan includes Orthodontia and implants. The District pays the premiums.

**As-needed** appointments are NOT eligible for Dental coverage.

Additional information and the Delta Dental Summary and booklet are available under “Benefits” in the Human Resources webpage at [Benefits | CCSF](#). The booklet provides detailed description of coverage, service requirements, and exclusions and limitations under the plan.

Delta Dental enrollment is administered by City College of San Francisco. Delta Dental does not issue insurance cards. If you are enrolled in the plan (group # 15935), contact Delta Dental at 1-866-499-3001 for your member ID number or use your Social Security number. Employees may also register for a Delta Dental account by going to [www.deltadentalins.com](http://www.deltadentalins.com), to access plan details for themselves and their dependents, explanation of benefits, and additional plan information.

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## Section 5.5 – LIFE INSURANCE

Permanent and Temporary employees who regularly work at least twenty (20) hours per week are eligible for Basic Life and Accidental Death and Dismemberment (AD&D) group term life insurance plan at no premium cost.

**As-needed** appointments are NOT eligible for District-paid Life Insurance.

Coverage commences on the first day of the month following the date of appointment and enrollment. Each eligible employee is provided with a \$50,000 group term life and accidental death insurance policy (under age 70) and coverage reduces on the 70th and 75th birthdays.

PLEASE NOTE: IMPORTANT NOTICE TO EMPLOYEES REGARDING LIFE INSURANCE: If you experience a change of status (marriage, divorce, birth of a child, etc.) or if you simply would like to change your beneficiary, you **MUST** complete a new *Life Beneficiary Designation Request* form as soon as possible. Please contact the Human Resources Department, Benefits Unit for details or visit the website at [Benefits | CCSF](#).

**Benefits terminate upon resignation or retirement with an option to continue conversion or portability insurance coverage at the employee's own expense.**

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## Section 5.6 – FLEXIBLE SPENDING ACCOUNTS (FSA)

Flexible Spending Accounts (FSA) are voluntary plans.

**As-Needed and Classified employees working less than 20 hours/week are NOT eligible for FSA.**

The District offers two optional Flexible Spending Accounts (FSAs) to help employees pay for eligible health and/or dependent care expenses as permitted by federal IRS regulations, using pre-tax dollars deducted the employee's paycheck. These are the **Healthcare Flexible Spending Account (FSAMED)** and the **Dependent Care Flexible Spending Accounts (FSADC)**. Enrolled employee contributions in an FSA are deducted before federal, state and Social Security taxes are withdrawn saving an employee money on taxes. There is an annual minimum and maximum limit when you elect the two FSAs.

**Healthcare FSA** is a pre-tax benefit account used to pay for eligible medical, dental, and vision care expensed that aren't covered by your insurance plan. Healthcare FSA minimum annual contribution is \$50 and the maximum contribution is **\$3,200 for 2024** calendar year (subject to change on a yearly basis). Unused Flexible Spending Account Health Care dollars up to \$610 can carry over to the following year 2025. **The carry over dollar amount is subject to change on a yearly basis.**

**Dependent Care FSA** is a pre-tax benefit account used to pay for dependent care services, such as preschool, summer day camp or elder daycare. Dependent Care FSA minimum annual contribution is \$50 and the maximum contribution is \$5000 per calendar year (\$2,500 if married and filing separate tax returns); subject to change on a yearly basis.

If you have a qualifying event during the year, you can elect to enroll or change your benefits. You have within 30 days from your qualifying event to make changes to your benefits.

Flexible Spending Accounts are administered by WageWorks. **Participation in a FSA requires enrollment on an annual basis. Current enrollees MUST re-enroll for the next plan year to continue FSA election during Open Enrollment.**

For more information contact WageWorks at 1-877-924-3967 or at [www.wageworks.com](http://www.wageworks.com). Employees are responsible for reviewing and tracking their FSA accounts via the WageWorks website.

Additional information on FSA is also available under “Benefits” in the Human Resources webpage at [Benefits | CCSF](#) and in the *City College of San Francisco Benefits Guide*.

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## Section 5.7 – COMMUTER BENEFITS

The Commuter Benefits pre-tax savings program, IRS code section 132 Transportation Expense Program, to pay for public transit (train, subway, bus, and ferry) and related parking fees associated with work (within IRS limits) as part of your daily commute to and from work.

Commuter Benefits is administered by Wageworks. Self-enrollment anytime is online through [www.wageworks.com](http://www.wageworks.com). You may maintain your account online and make any changes or cancel the amount elected at any time.

For more information call Wageworks at 1-877-924-3967 or [www.wageworks.com](http://www.wageworks.com). Additional information is also available under “Benefits” in the Human Resources webpage at [Benefits | CCSF](#).

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## Section 5.8 – EMPLOYEE ASSISTANCE PROGRAM (EAP) & WELL-BEING PROGRAMS

The **Employee Assistance Program (EAP)** staffed by licensed therapists, provides confidential, voluntary and free mental health services to all employees 24/7. Receive one-on-one counseling for personal and work-related concerns from a licensed EAP therapist. Additional information is available at [24/7 EAP For Employees | San Francisco Health Service System \(sfhss.org\)](#).

Please contact EAP if you have difficulty accessing Mental Health or Substance Abuse services through your health plan.

Additional information on Health Plans: Mental Health, Well-Being and Substance Abuse Benefits is available in the *City College of San Francisco Benefits Guide*.

**Well-Being Programs** – Employees may take advantage of free or lower cost programs and support tools and discounts through SFHSS Well-Being and their Health Plan, including group exercise, health education workshops/seminars, healthy weight programs, diabetes prevention programs, etc. For the full list of events and offerings visit [Well-Being Programs | San Francisco Health Service System \(sfhss.org\)](#) See the *City College of San Francisco Benefits Guide* for additional information.

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## Section 5.9 – AFLAC VOLUNTARY SUPPLEMENTAL BENEFITS

Eligible employees may enroll in voluntary benefits through AFLAC at a discounted rate. CCSF offers a menu of 9 categories of plan options for customized benefit enhancements for eligible employees thru AFLAC. Preferred rates for qualified CCSF employees are offered with payroll deductions and pretax savings for qualified plan options..

**Classified employees working less than 20 hours/week and As-Needed appointments are not eligible for AFLAC: Voluntary Supplemental Insurance.**

AFLAC contacts newly hired employees via email with initial an educational consultation and guidance. Current employees may make additions or changes to the AFLAC pre-tax advantaged benefits during the District's open enrollment period.

Additional information is available at [Benefits | CCSF](#). To view Aflac advantages videos, materials and assisted enrollment services available for City College employees:  
<https://www.aflacrollment.com/CityCollegeofSanFrancisco/TD0874207386>

To request local support/enrollment assistance or policy claims service assistance, contact SF Bay Area Aflac agency Customer Service at 1-888-248-1748.

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## Section 5.10 - DEFERRED COMPENSATION

The Board of Trustees of the San Francisco Community College District, San Francisco, California makes available to its employees the provisions of the United States Internal Revenue Code Sections 403(b), 457 and 529 and California Revenue and Taxation Code Section 17501. CCSF non-student employees are offered via payroll deduction the opportunity to participate in either or all of the tax sheltered investment plan.

The Board of Trustees of the San Francisco Community College District, San Francisco, California makes available to its employees the provisions of the United States Internal Revenue Code Section 529. CCSF non-student employees are offered via direct deposit the opportunity to participate in the Scholar Share, California's 529 College Savings Plan.

For additional information visit the **Payroll Services, IRS Code Sections 403(b) / 457(b) / 529** webpage:

[IRS Code Sections 403\(b\) / 457\(b\) / 529 \(sharepoint.com\)](#)

## **Section 6 –**

## **Leaves of Absence**

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## Section 6.1 – GENERAL INFORMATION

Section 6 includes information on Sick Leave and Leaves of Absence. Except as otherwise provided for in negotiated collective bargaining agreements (CBAs), state and federal law, and District policy, leaves of absence are governed by Civil Service Rule 120 [Leaves of Absence](#) as it read January 16, 2007, and as outlined in this Section.

The District supports its employees by offering various types of paid and unpaid leave. While regular and reliable attendance is an essential function of every job, employees may deal with illness and other life events that require time away from work. Some laws cover certain instances of leave, while other leaves, such as unpaid personal leave, are granted subject to the discretion and approval of the appointing officer.

Each leave type and benefit has unique eligibility requirements. Employees are required to complete the applicable leave request forms and comply with additional and specific requirements. Employees should consult with the Human Resources Leaves Unit personnel for guidance, information, and instructions when requesting a leave of absence at 415/452-7660. General information, instructions and forms are also available at [Employee Leaves | CCSF](#).

For information on health benefits during a leave of absence, view the [2024 CCD Guide 2.29.24.pdf \(sfhss.org\)](#). Go to [Benefits | CCSF](#) for yearly updates to the *Guide*. You may also contact the Human Resources Department – Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu) for information regarding health coverage and premium payments while on unpaid leaves of absence.

For information regarding pay while on an approved leave of absence, contact the Payroll Services Office. You may also contact them if you are receiving Workers' Compensation or disability paid benefits at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu).

Employees may view their leave accrual balances, i.e. sick hour, vacation, floating holidays, etc. via the MyRam Portal, menu option "Employee", "Employee Dashboard". Employees may also confirm their leave accrual balances with the Payroll staff at [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu).

### Leaves of Absence are governed by the following general provisions:

(For more specific information on the bullet points outlined below, refer to the applicable sections that follow.)

- Planned leave requests must be submitted in advance to your department supervisor(s) on the applicable leave request form.

A request for leave in excess of five working days must be approved in advance on the applicable form by the employee's supervisor(s), by the Human Resources – Leaves Unit Representative, and if applicable by the Chancellor/designee.

**Refer to subsection - Notification** below for additional information and guidance on notification for foreseeable leave and for leave that is unforeseeable.

- If an employee does not return to work when they are expected and there has not been any communication between them and their supervisor(s), they are considered absent without official leave (AWOL) and shall be subject to automatic resignation. In the absence of automatic resignation, an unauthorized leave of absence may be grounds for discipline, up to and including termination.
- Disapproval of certain types of leave may be appealed in accordance with the grievance procedure provided by the Associate Vice Chancellor of Human Resources for unrepresented classified employees or in a collective bargaining agreement for represented classified employees.

- Except for personal leave and in cases where the employee has obtained prior approval of the Chancellor/designee, an employee may not accept employment outside of SFCCD service, other than military service while on a leave of absence.

Employees should consult with the Human Resources Leaves Unit personnel for guidance, information, and instructions when requesting leave of absence at 415/452-7660.

### **Leave Extension**

An employee who needs to extend a leave of absence must notify their immediate supervisor and the Human Resources Leaves Unit staff at least two weeks or as soon as reasonably possible before the expiration date of the current leave. **To request a leave of absence extension: The employee completes the *Classified Employees – Request for Leave and Leave Protections* form AND supporting documentation if applicable. For example, if the leave is medically-related, then a copy of medical certification/doctor's note is required as the supporting documentation.**

### **Leave Abridgement**

An employee who wishes to abridge a leave must notify the Human Resources Department, Leaves Unit as soon as possible and is required to submit written notification/medical release to return to full duty, as follows.

If the employee was on medical leave of absence and they wish to abridge their leave before returning to work, they must obtain from their health care provider certification indicating they are physically able to return to work **at full duty with no restrictions**. The employee submits a copy of the medical certification to their supervisor **and** to the Human Resources Department, Leaves Unit. For additional information see the **Returning to Work Section** below.

### **Workers' Compensation & Leave of Absence**

Under California law, all employers in the State of California must provide workers' compensation benefits to employees who have suffered a work-related injury or illness. Injuries or illnesses that arise out of and in the course of (due to) employment are covered under workers' compensation.

The City and County of San Francisco Workers' Compensation Division of the Department of Human Resources (DHR) manages CCSF employee workers' compensation claims. The CCSF Risk Services and Safety Office staff serves as the liaison between CCSF employees and the DHR Workers' Compensation Division. Additional information on workers' compensation claim requirements is found in **Section 9.3 Safety in the Workplace – Workers' Compensation**.

**Employees who need to take a leave of absence due to a work-related injury or illness are required to comply with the leave of absence procedures, including completing and submitting the applicable leave request form and providing supporting medical certification/doctor's note/work status report.**

## **SECTION 6.2 - SICK LEAVE WITH PAY**

In accordance with **Civil Service Rule 120, Article II: Sick Leave – General Provisions, Section 120.2 Eligibility for Sick Leave**, employees who are absent from their duties due their own illness or disability, or that of a qualifying family member, including preventing care, such as medical or dental appointments, and employees who are victims of domestic violence, sexual assault or stalking, are eligible for sick leave.

Sick leave with pay is a privilege and should be requested and shall be granted only in cases of absence for the performance of duties or as otherwise defined in Civil Service Rule 120 Leaves of Absence as it read January 16, 2007. See the list of **proper uses of sick leave below**.

Eligible employees earn sick leave with pay credits at the rate of .05 hours for each hour of regularly scheduled paid service excluding, overtime exceeding forty (40) hours per week and holiday pay, except that an employee on disability leave shall earn sick leave with pay credits at their normal rate.

Accrued sick leave with pay may not be taken until completion 90<sup>th</sup> continuous day of regularly scheduled paid service. No minimum number of hours worked per week is required to be eligible for sick leave benefits so long as the employee works a regular work schedule.

For this purpose, Christmas, Spring vacation, semester breaks, and the period between the end of the Spring semester and the start of the Fall semester are not considered breaks in continuous service.

If you have earned sick leave with pay credits, the following are examples of the **proper** uses of sick leave:

- when you are unable to work because of illness or injury;
- for medical or dental appointments;
- for absence due to the death of a person to whom the employee may reasonably deem to we respect; [absence due to the death of a family member as defined in Civil Service Rule 120.7.3.a is not charged against sick leave. Refer to Section 6.11- Bereavement Leave below for specific instructions on requesting Bereavement Leave]
- for the absence due to pregnancy or convalescence period following childbirth;
- for absence due to illness, injury, or medical appointment of a qualifying family member – KinCare Leave
- to care for a qualifying family member with a serious injury or illness related to active military service; or
- to supplement Workers' Compensation or Short-Term Disability insurance.

The following are some examples of **improper** uses of sick leave:

- Calling in sick to extend an approved vacation;
- Using sick leave when your arrival at work is delayed by traffic or car trouble; and
- Claiming you cannot work due to illness, when you are not ill.

Employees may not use sick leave for reasons not set forth in this Handbook, the Civil Service Rules, the applicable collective bargaining agreement or other applicable laws. Misuse of sick leave is grounds for discipline, up to and including termination.

## **Section 6.3 – SICK LEAVE WITHOUT PAY**

### **Eligibility**

Subject to the provisions of Civil Service Rule Section 120.18, sick leave without pay may be granted to employees who are not eligible for sick leave with pay or, subject to the approval of the Chancellor or designee, employees may choose not to use their sick leave with pay credits.

### **Temporary and Provisional Employees**

Sick leave without pay may be granted to temporary or provisional employees. Such leave shall be renewed monthly and shall not be extended beyond three (3) calendar months except for sick leave – maternity.

### **Permanent Employees**

Sick leave without pay may be approved for permanent employees for the period of the illness, provided that requests for prolonged leave shall be renewed every three (3) months, and provided further that such leave shall not be extended beyond a period of one (1) continuous year.

Any extensions beyond one (1) continuous year may be approved by the Associate Vice Chancellor (AVC) of Human Resources subject to a certification by a physician designated by the AVC certifying that there is a reasonable probability that the employee will be able to return to work.

If the physician designated by the Associate Vice Chancellor of Human Resources determines that there is no reasonable probability that the employee will be able to return to duty, the appointing officer shall have good cause for discharge.

The physician designated by the Associate Vice Chancellor of Human Resources may defer certification of capability for additional periods of three (3) – month intervals for up to one (1) additional year.

**Supervisors** - Contact the Human Resources Department for guidance with employee attendance problems or suspected sick leave abuse.

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## Section 6.4 – PROHIBITION AGAINST EMPLOYMENT WHILE ON SICK LEAVE WITH OR WITHOUT PAY

Employees are prohibited from working in any other employment when on sick leave with or without pay unless, after considering the medical reason for the sick leave **with or** without pay, the appointing officer with the approval of the Associate Vice Chancellor of Human Resources, grants prior permission for the employee to engage in outside employment. (Civil Service Rule 120, Section 120.22.1)

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## Section 6.5 - REQUESTING A LEAVE OF ABSENCE

### Reporting an Absence

Time taken off work for an occasional absence because of an illness or injury, including time to attend to a medical appointment is referred to as *incidental* sick time.

Employees are required to follow their departmental procedure for reporting an absence as outlined in **Section 4.4 Work Schedule and Attendance, Attendance and Punctuality**. Employees are responsible for notifying their supervisor on the first day of illness within 30 minutes prior to the beginning of their work shift. This process must be repeated daily during the period of illness. In the absence of the immediate supervisor, notify the higher supervisor, normally a Dean/Director.

**Refer to Section - Notification** below for additional information and guidance on notification for foreseeable leave and for leave that is unforeseeable.

### Notification

**Leave that is Foreseeable** – Generally, an employee must give at least 30 days advance notice of their need to take a leave of absence.

#### Medical-Related Leaves

An employee must give at least 30 days advance notice of the need to take medical leave when they know about the need for the leave in advance and it is possible and practical to do so. For example, if an employee is scheduled for surgery in two months, the need for leave is foreseeable and the employee must provide at least 30 days advance notice. If an employee does not provide at least 30 days advance notice, and it was possible and practical to do so, the employer may delay the leave request approval.

For planned medical treatment, the employee must consult with their employer and try to schedule the treatment at a time that minimizes the disruption to the department's operations. The employee should consult with the employer prior to scheduling the treatment in order to arrange a schedule that best suits the needs of both the employee and employer. Of course, any schedule of treatment is subject to the approval of the treating health care provider.

**Leave that is Unforeseeable** - When the need for leave is unexpected, the employee must provide notice as soon as possible and practical. It should usually be reasonable for the employee to provide notice of leave that is unforeseeable within the time required by the employer's usual and customary notice requirements. Whether the employee's notice of unforeseeable leave is timely will depend upon the facts of the particular case.

## Requesting an Absence

Generally, for **absences of less than or up to five consecutive days**, employees complete the ***Classified Time off Form*** and submit the completed form to their supervisor. The form is available on the Payroll Department's website at [Payroll Services | CCSF](#)

## Time-off form –v- Leave Request form

**If an employee is absent due to their own illness/injury for more than five days OR the employee is absent because they are the caretaker of a qualifying family member who has a serious health condition**, incidental sick leave rises to the level of a medical leave of absence. For **absences greater than five or more work days OR absences for a medical condition requiring periodic and regular medical visits/treatments over an extended period of time**, employees are required to request the leave of absence by completing the ***Classified Request for Leave and Leave Protections Form*** and submitting a completed form to the **HR – Leaves Unit with supporting medical certification/doctor's note**. See **Section – Medical Certification** below for more detailed information on medical certification/doctor's notes. Employees are required to obtain their supervisor's signature before submitting their request to the HR - Leaves Unit.

Any employee who sustains a **work-related injury or illness** should immediately inform their supervisor, and complete the required Workers' Compensation forms. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible. In all cases the injury or illness shall be reported by the end of the scheduled work shift. See Section 9.3 Workers' Compensation for additional information and instructions. Employees who are absent more than five days because of a work-related injury or illness are also required to complete the leave of absence request documentation (leave request form and supporting medical certification/work status doctor's note) as outlined in this section.

Employees are responsible for obtaining their immediate supervisor and if applicable Chancellor/designee signature on the leave form before submitting to HR for processing. All leave requests require supervisor review and sign off. The supervisor's signature on a request for a medical-related leave of absence serves as acknowledgement and receipt of the request.

Leaves of absence that are not medical-related may be subject to the approval of the immediate supervisor and in some instances also the approval of the Chancellor/Chancellor's designee (generally the overseeing administrator of the College Division/area).

**Required Notices – links are posted on the CCSF Human Resources, Employees Leaves website**

**Healthy Families Healthy Workplace Act**

**San Francisco Paid Sick Leave Ordinance**

**Your Rights under USERRA**

**Family Medical Leave Act Notice #28**

**Civil Rights Department\_California Family Rights Act, Pregnancy Disability Leave and Parental Leave**

## Medical Certification/Doctor's Note

In accordance with Civil Service Rule 120 Article II, Section 120.4: Sick Leave – General Provisions – **Verification of Sick Leave**: Verification of sick leave for less than five (5) days may be required on an individual basis. The appointing officer or designee to whom application for sick leave is made may make such independent investigation as to the necessity for sick leave as is deemed proper under the Civil Service Rules, and federal, state and local law and may require certification for any period of sick leave, provided that the employee has been previously notified in writing that such certification for absence of less than five (5) working days shall be required.

Further, Section 120.4.2 states that the Human Resources Director (Associate Vice Chancellor Human Resources/designee) may at any time make such independent investigation as may be deemed proper regarding the illness of any person on sick leave.

The medical facts appropriate for inclusion on the certification form will vary depending on the nature of the serious health condition and are determined by the health care provider, but must be sufficient to support the need for leave. The information requested may relate only to the serious health condition for which the employee is seeking leave.

- Employees are required to provide supporting medical certification/doctor's note when requesting to use leave of absence for their own illness/injury and or for caretaker for a qualifying family member who has a serious health condition and for which they are requesting to supplement with their sick leave accrual and if exhausted other leave accruals and/or paid benefits (i.e. Workers' Compensation or disability benefits).

### A complete and sufficient certification needs to include the following information:

- Contact information for the health care provider, including name, address, telephone number, tax number, and type of medical practice/specialty,
- When the serious health condition began,
- How long the serious health condition is expected to last,
- If the employee is the patient, whether the employee is unable to work, and the likely duration of this inability,
- Whether the employee's need for leave is continuous or intermittent, and
- Appropriate medical facts about the condition, at the health care provider's discretion.

### Additional information for Intermittent or Reduced Schedule Leave

For intermittent/as-needed or reduced schedule leave, additional information in the certification is required, such as:

- The frequency of flare-ups or need for urgent care (times per week/month/year),
- The duration of time the employee will be incapacitated by each occurrence/episode, etc.,
- Schedule of treatments/appointments (times per week/month/year),
- Duration of treatments/appointments: Whether treatments/appointments can be scheduled during non-work hours,
- If a part-time/reduced schedule is requested: Whether it is medically necessary for the employee to work a part-time/reduced schedule due to the employee's serious health condition,
- What is the recommended part-time/reduced schedule,
- List of restrictions that preclude the employee from performing the essential job functions



## Periodic Updates

Employees on an approved medical leaves may be required to report periodically (at reasonable intervals of not less than 30 days) the status and intention of their intention to return to work or need for a leave extension.

## Continuation of Benefits while on a Leave of Absence

Eligible employees may continue healthcare coverage during approved leaves of absence, but may be required to make healthcare insurance premium payments directly to the District while on leave, depending on the nature and duration of leave. A leave of absence is not a qualifying event, so benefit elections cannot be changed due to a leave. **Failure to make premium payments on time will result in termination of health coverage. Employees whose coverage is terminated for failure to pay must wait to re-enroll during Open Enrollment for coverage at the start of the next plan year.** Contact the Human Resources, Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu) for additional information.

## Returning to Work

### Release to Work without restrictions

Employees returning from medical leave of absence shall present to their supervisor and to the Human Resources Department a medical certification/doctor's note indicating that they have been released to work without restrictions.

### Release to Work with restriction

In the event an employee is medically released to return to work with restrictions and/or modified physically activity, the employee may need to request a reasonable accommodation under the District Employees' Americans with Disabilities Act Program.

When returning from a medical leave, an employee may request a reasonable accommodation that,

- varies with each individual. Reasonable accommodations may be modifications in the work schedule, a disabled parking permit, the use of sign language interpreters, or readers, etc.
- enables the employee to perform the essential functions of their position
- is arrived through an **interactive process** with the employer
- does not cause undue hardship to the employer or create a direct threat to the health and safety of the employee or others

## District Employees' Americans with Disabilities Act Accommodations Program

The District Employees' Americans with Disabilities Act Accommodations Program (Employees' ADA Accommodations Program) was established to provide employees who have disabilities (as defined under applicable law) with reasonable accommodations, consultations and services. The Employees' ADA Accommodations Program Works in concert with Human Resources and administrators to ensure that employees with disabilities (as defined under applicable law) have equal opportunities to perform the essential functions of their jobs, with or without reasonable accommodations.

Employees with disabilities initiate the process by self-identifying and requesting reasonable accommodations under the ADA. For further information and to request a consultation with the District's ADA Coordinator go to [ADA/EEO/Civil Rights Compliance | CCSF](#).

## The Disability Interactive Process & long-term medical leaves

For medical separations that are based on long-term medical leaves, Civil Service Rule 120 embodies key concepts in the Americans with Disabilities Act (ADA) and the CA Fair Employment and Housing Act (FEHA) enforced by the CA Civil Rights Department (CRD) that require any leave granted to assist a disabled employee with recovery be reasonable and likely to enable the employee to return to work. Under certain circumstances, a temporary medical leave of absence is a reasonable accommodation for a qualifying disability.

When an employee's extended medical leave has not enabled them to return to work the Human Resources Department in accord with FEHA engages in a timely, good faith disability interactive process. Employees on long-term leaves are evaluated on a case-by-case basis. The process includes referral to the District Employee's Americans with

Disabilities Act Accommodations Program (ADA), retirement, disability retirement, and in some cases medical separation. This process includes communicating with the employee at 3-6-9 month to 1-year intervals (as applicable to each case).

Employees who are medically separated do not have reemployment/ reinstatement rights. However, these employees can reapply for any City and County of San Francisco job, and they have no future employment restrictions for appointment to any classification.

### **Failure to return to work**

If an employee does not return to work when they are expected and there has not been any communication between them and their supervisor(s), they are considered absent without official leave (**AWOL**), and shall be subject to automatic resignation. In the absence of an automatic resignation, an unauthorized leave of absence may be grounds for discipline, up to and including termination.

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## **LEAVE OF ABSENCE LAWS AND RESOURCES**

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### **Section 6.6 – FAMILY MEDICAL LEAVE ACT (FMLA) & CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

#### **Overview**

The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) of 1993 require the District to provide, within a 12-month period, up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons, as well as for military exigencies.

#### **Eligibility**

An employee is eligible for leave under the FMLA and/or CFRA if they have been employed with the District for at least 12 months and have worked at least 1,250 hours [service hours; hours worked] in the 12 months preceding their leave. Hours taken as sick pay, vacation or other types of leave do not count; however, military service does count in calculating the 1,250 hours worked.

Service hours rendered in City and County of San Francisco departments prior to employment with the District does not count toward the 12-month employment requirement.

Eligibility does not mean leave protections are automatically approved. Employees are required to report the absence, **and** complete the required documentation as outlined in the prior section, **Requesting a Leave of Absence**, before approval and designation of leave as protected under FMLA/CFRA.

The **California Family Rights Act (CFRA)** is the **state mandated program** administered by the Fair Employment and Housing Act enforced by the Department of Fair Employment and Housing (DFEH) that entitles eligible employees to

take **unpaid**, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage.

The **Family Medical Leave Act (FMLA)** is the federally mandated program administered by the Employment Standards Administration’s Wage and Hour Division within the U. S. Department of Labor, that entitles eligible employees to take **unpaid**, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

In most circumstances leave under FMLA and CFRA will run concurrently, however where an employee takes leave for pregnancy or childbirth-related disability, FMLA leave will run concurrently with the pregnancy disability leave, and the employee will be entitled to 12 workweeks of CFRA leave for child bonding after the birth of the child through *the first 12 months* after the birth or placement of the child (adoption/foster child).

### Qualifying Conditions

**Eligible employees may take up to 12 workweeks of FMLA/CFRA leave in a 12-month period for the following qualifying reasons:**

- A serious health condition that makes the employee unable to perform the functions of their job, including incapacity due to pregnancy and for prenatal medical care;
- To care for a qualifying family member who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care. Senate Bill 1383 expanded the definition of a family member under CFRA to include the following: spouse, registered domestic partner, parent, child (includes and adult child and the child of registered domestic partner), grandparent, grandchild, and siblings;
- The birth of a child, and to bond with the newborn child within one year of birth;
- The placement with the employee of a child in the family for adoption or foster care and to bond with the newly-placed child within one year of placement;
- Serious illness or injury sustained in the line of duty on active duty by a military service member or veteran who is the spouse, child, parent or next of kin of the employee (FMLA and possibly CFRA); or
- Qualifying exigency arising out of the fact that a spouse, child or parent of the employee is a covered service member on covered active duty or has been notified of an impending call or order to covered active military duty (FMLA only).

### Designation - 12 Weeks of Leave in a “Rolling” 12-Month Period

If the employee’s leave qualifies for FMLA/CFRA protections, the employee has a right to up to 12 weeks of unpaid leave in a rolling 12-months period measured backward from the date of any FMLA/CFRA leave taken. Under the “rolling” 12-month period, each time an employee takes FMLA/CFRA leave, the remaining leave entitlement would be the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

An employee also has the right under the FMLA to up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness. The single 12-month period for leave to care for a covered service member (both current service members and veterans) with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the rolling 12-month period established for other types of FMLA leave.

### Documentation of Need

#### Advanced Notice and Medical Certification

An employee must notify their supervisor and contact the Human Resources Department if possible at least **30 calendar days advance notice for foreseeable events** (such as the expected birth of a child or a planned medical treatment of the employee or of a family member). For events that are unforeseeable, an employee must notify their supervisor and contact the Human Resources Department, at least verbally, as soon as the employee learns of the need for the leave.

When an employee requests FMLA/CFRA leave due to his or her own serious health condition or a covered family member's serious health condition, **medical certification from a health care provider supporting the leave is required**. Contact the Human Resources Department for the applicable certification form.

Failure to comply with the notice and certification requirements is grounds for, and may result in deferral of the requested leave until the employee complies with the notice policy, or denial of the employee's requested leave.

### **Intermittent or Reduced Schedule Leave**

When medically necessary, leave may be taken on an intermittent/as-needed or a reduced work schedule. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA/CFRA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

The employer may require the employee to transfer temporarily during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

For further information refer to **Appendix 'F': Fact Sheet #28: The Family and Medical Leave Act**. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. For additional information please visit the Wage and Hour Division Website: [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla)

If you do not apply for FMLA/CFRA leave, but you take leave for reasons that qualify for FMLA/CFRA leave, the District may designate your leave as FMLA/CFRA leave and count the time against your entitlement.

### **Pay During Family and Medical Leave**

FMLA/CFRA are unpaid leaves. However, employees may be able to use accrued sick leave as part of a Family Medical Leave. Additionally employees may after exhausting their accrued sick leave, use vacation, compensatory time off, or floating holidays in order to receive their pay during an FMLA/CFRA leave. Under certain circumstances, the employee may be required to use accrued paid time off during a FMLA/CFRA leave.

If the employee is in a job classification that participates in the Short Term Disability program, you may also be eligible to receive Short Term Disability (STD) or Paid Family Leave (PFL) benefits. Refer to Section 6.8 below for additional information.

If employees are approved for Child bonding under CFRA, they may use their accrued sick leave and if exhausted other leave accruals such as vacation, compensatory time off, floating holidays, etc. Additional information is outlined in the Pregnancy Disability and Child-Bonding/Parental Leaves section below.

For further details regarding eligibility, medical certification, benefit continuation, etc., please contact the Human Resources Department –Leaves Unit at 415/452-7660.

### **Continuation of Benefits while on a Leave of Absence**

Eligible employees may continue healthcare coverage during approved leaves of absence, but may be required to make healthcare insurance premium payments directly to the District while on leave, depending on the nature and duration of leave. A leave of absence is not a qualifying event, so benefit elections cannot be changed due to a leave. **Failure to make premium payments on time will result in termination of health coverage. Employees whose coverage is terminated for failure to pay must wait to re-enroll during Open Enrollment for coverage at the start of the next plan year.** Contact the Human Resources, Benefits Unit at [benefits@ccsf.edu](mailto:benefits@ccsf.edu) for additional information.

### Periodic Updates

Employees on an approved family and medical leave may be required to report periodically (at reasonable intervals of not less than 30 days) the status and intention of their intention to return to work.

### Layoffs or Disciplinary Actions (Including Dismissal)

Employees on FMLA/CFRA leaves are subject to the same employment conditions as employees who are working. Thus, the employer has the right to take employment action against an employee on such leave, *if the basis for the action is unrelated to the leave.*

Employees on FMLA/CFRA leave may be laid off in the same manner as those employees who are working.

Simply because an employee takes an FMLA/CFRA leave does not insulate them from personnel actions. If the District has grounds for discipline that are not based on the taking of the leave, it may initiate or continue to proceed with the disciplinary action.

Employers taking disciplinary actions against employees in such situations should be sure to have strong, factual, documented reasons for the action that are unrelated to the leave or the reasons for the leave. Taking disciplinary action while an employee is on, or has just returned from, and FMLA/CFRA leave is always subject to the risk of litigation.

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## Section 6.7 – PREGNANCY DISABILITY LEAVE ACT (PDLA) & CHILD-BONDING/PARENTAL LEAVES

### Pregnancy Disability Leave Act (PDL)

The California Pregnancy Disability Leave Act (PDLA; Government Code § 12945) grants employees up to four months (17 – 1/3 weeks) of leave while disabled by pregnancy, childbirth, or related medical condition. This leave is unpaid, but the employee is entitled to retain their health benefits coverage in the same manner as if working. Employees need not meet any eligibility criteria.

Any employee who is disabled by pregnancy, childbirth or related medical conditions may take an **unpaid** pregnancy disability leave (PDL).\* Conditions for which leave is available include prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. PDL is available for the actual period of disability as certified by the employee's health care provider, up to four (4) months. If FMLA/CFRA eligible, an employee has certain rights to take both PDL and a FMLA/CFRA leave for reason of the birth of a child. Both leaves contain a guarantee of reinstatement to the same or comparable position at the end of the leave, subject to any defense allowed under the law. See **Appendix 'G' – Department of Fair Employment and Housing - Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave.**

The District will require certification from the employee's health care provider before allowing a PDL. An employee who is affected by pregnancy or a related medical condition may be eligible for reasonable accommodation, including transfer to an available position or duties that are less strenuous or hazardous. The employee must provide the District

with a certification from her health care provider stating the nature of the accommodation or transfer requested, that the accommodation or transfer is medically advisable, and the period during which the accommodation/transfer is needed. Inform the Human Resources Department Leaves Unit personnel and they will direct you to the District's ADA Compliance Officer.

**\*PDL is unpaid.** However, the employee may use accrued sick time, vacation, compensatory time off, or floating holidays to receive their pay during a PDL. If the employee is otherwise eligible for short-term disability insurance benefits (depending on union affiliation), the employee may be eligible to receive disability insurance benefits during PDL as well. Refer to Section 6.7 Disability Leave.

### **Child Bonding Leave/Parental Leave**

Birthing and Non-birthing parents may be eligible for up to 12 workweeks or the equivalent in days/hours. In most circumstances FMLA leave and CFRA leave will run concurrently, however where an employee takes leave for pregnancy or childbirth-related disability, FMLA leave runs concurrently with the pregnancy disability leave, and the employee will additionally be entitled to 12 workweeks of CFRA leave after the birth of the child for child bonding, which leave entitlement will end when baby turns 1 years old.

A non-birthing parent may be eligible for up to 12 workweeks or the equivalent in days/hours under FMLA/CFRA after the birth of the child for child bonding, which leave entitlement will end when baby turns 1 years old.

Child bonding leave is unpaid; however the employee may use accrued sick time, vacation, compensatory time off, or floating holidays to supplement their pay during an approved child bonding leave. The employee may also be eligible to file a claim for paid family leave benefits through Keenan & Associates. Refer to Section 6.7 below.

### **Parental Leave (AB 2393)**

AB 2393 amends the Education Code allowing eligible certificated, academic and classified employees to use sick leave and possible receive substitute differential or 50% pay for up to 12 workweeks of "parental leave" when/if their sick leave accrual is exhausted.

#### **Eligibility:**

Employees must have been employed by the District for at least 12 months prior to commencing the leave and not have used 12 workweeks of CFRA child bonding leave. The employee **does not** have to have worked 1,250 hours in the prior 12 months.

Exhaustion of sick leave and other available leave accruals (i.e. vacation, floating holidays, etc.) is a pre-condition to receiving differential pay. Employees must exhaust their leave accruals to qualify for 50% pay under Paid Parental Leave.

Classified employees may also be eligible for partial paid benefits through short term disability and/or paid family leave by filing a claim through Keenan & Associates. District Classified employees may also supplement their pay while on approved leave of absence with other leave accruals after exhausting their sick leave, such as vacation, floating holidays, etc.

The Parental Leave AB2393 ruling may apply for an employee who is not eligible for leave entitlement under FMLA or CFRA because they have not worked the required 1,250 hours in the prior 12 month period. It may also apply for employees who are eligible for leave under FMLA or CFRA, but do not have sufficient leave accruals or have exhausted disability partial pay to supplement their absence while on leave.

Employees are entitled to a maximum of 12 workweeks of parental leave in a 12 month period. Parental leave under AB 2393 counts against the 12 workweeks of CFRA child-bonding leave. The 12 workweek entitlement under Parental Leave is not an additional 12 workweeks to the FMLA/CFRA Entitlement.

**NOTE: If an employee does not want to exhaust their full-paid sick leave balance and/or other leave accruals, then they are not be entitled to the 50% pay during the child-bonding leave.**

Parental leave does not affect an employee's right to take leave while disabled by pregnancy, childbirth, or related medical conditions. An employee who has taken pregnancy disability leave remains entitled to parental leave under the same terms as other employees.

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## **Section 6.8 – SHORT-TERM DISABILITY (STD) / PAID FAMILY LEAVE (PFL) & LONG-TERM DISABILITY (LTD)**

### **Overview**

Most Classified Employees are covered by City College of San Francisco Self-Insured Short-Term Disability (STD)/ Self Insured Paid Family Leave (PFL) and Long Term Disability (LTD) through Keenan & Associates, a third-party carrier.

If the employee is in a classification eligible for coverage under the LTD/PFL/STD Program, they may be eligible for benefits, assuming they meet eligibility requirements. The employee is responsible for obtaining and processing the required benefit application claim forms and providing doctor's certification.

### **CCSF Self-Insured Short-Term Disability (STD)**

An employee is disabled when they are unable to perform their regular or customary job because of a mental or physical illness or injury. This includes pregnancy and childbirth. The Disability Leave benefit is equal to the same benefit amount and time period the State Disability Plan pays.

### **CCSF Self-Insured Paid Family Leave (PFL)**

An employee is eligible for PFL when they are unable to work because they must provide care to a sick or injured Family Member or to bond with a New Child. Paid Family Leave (PFL) provides partial wage replacement for employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child. A leave for the purpose of bonding with a New Child is limited to the first year after the birth, adoption, or foster care placement of the child.

### **Long-Term Disability (LTD)**

This private insurance program provides financial protection for employees by paying a portion of their income while they are disabled.

Claims are filed through Keenan & Associates at (800) 444-9995. The employee is responsible for obtaining and processing the required benefit application forms and doctor's certification.

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## Section 6.9 – LACTATION BREAK POLICY

### Purpose & Scope

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (Labor Code § 1034).

### Policy

This policy complies with employer lactation accommodation requirements in the Fair Labor Standards Act, California Labor Code.

In compliance with the Fair Labor Standards Act, it is the policy of the San Francisco Community College District (District) to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for their nursing infant child (29 USC § 207; Labor Code § 1030).

### Lactation Break Time

For up to two years after a child's birth, a rest period shall be permitted each time the employee has the need to express milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee for authorized/regularly scheduled rest or lunch periods. Employees are to request lactation breaks by completing the *Lactation Break Form* available by contacting the Human Resources Department, Employee Leaves Unit staff at 415/452-7660.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030). However, employees may use their accrued sick leave to supplement time taken for additional time beyond authorized breaks. If sick leave is exhausted, employees may use other available leave accrual time, such as vacation, compensation time earned, floating holidays, etc.

Employees are to notify their supervisor or other appropriate personnel prior to taking a lactation break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032). Once a lactation break is approved, the break should not be interrupted except for emergency or exigent circumstances. If lactation accommodations are denied, the District shall provide a written response to the employee regarding the reasons for denial (Labor Code § 1034).

### Private Location

The District will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private, and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Labor Code § 1031).

The District will ensure this private room or location complies with the following:

- Will be close in proximity to the employee's work area and shielded from view and free from intrusion while in use;
- Will be safe, clean, and free from hazardous materials (Labor Code § 6382);
- Will have a surface to place a breast pump and personal items;
- Will have a place for the employee to sit;
- Will have access to a sink with running water and a refrigerator or other cooling device suitable for storing milk; and
- Will have access to electricity needed to operate an electric or battery-powered breast pump.



If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes (Labor Code § 1031).

A list of designated locations may be viewed at [Lactation Break Policy | CCSF](#), Lactation Rooms.

### **Storage of Expressed Milk**

Lactating employees may store breast milk in a refrigerator or freezer unit already otherwise provided to employees by the District for storage of food. The District will not be responsible for any lost or stolen containers left in a refrigerator or freezer.

### **Protections against Discrimination, Harassment and Retaliation Related to Breastfeeding or Lactation**

Federal and state laws prohibit harassment of or discrimination against lactating employees because they request reasonable accommodations to express milk at work or suffer from a medical condition related to breastfeeding. Discrimination, harassment and/or retaliation against employees who request lactation accommodations is prohibited. Any incident of discrimination, harassment or retaliation of a lactating employee will be addressed in accordance with the District's policies and procedures for discrimination or harassment complaints, and in accordance with state law.

Employees may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code sections 1030 et seq. An employee may file a complaint with the U.S. Department of Labor Wage and Hour Division for any alleged violation of the Fair Labor Standards Act as amended by the Providing Urgent Maternal Protections ("PUMP") for Nursing Mothers Act. Before filing a private action related to a lactation location that is out of compliance with the PUMP Act, the employee must provide the District with notice and provide the District with 10 calendar days to come into compliance with the act (29 USC 218D (g)(1)).

### **Lactation Centers**

The Child Development & Family Studies Department operates Effie's Room in the Ocean Campus, Orfalea Family Center (OFC 200). Funded by the Orfalea Foundation, the lactation center provides support to new breast-feeding moms and a private lactation area. For more information visit the center or contact the staff at 452-5905.

The *Lactation Break Form* and a list of designated locations may be viewed at [Lactation Break Policy | CCSF](#).

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## **Section 6.10 – CITY and COUNTY OF SAN FRANCISCO'S CATASTROPHIC ILLNESS PROGRAM (CIP)**

The City and County of San Francisco's Catastrophic Illness Program (CIP) aims to assist City and County employees who are catastrophically ill or who are caring for a catastrophically ill family member, and who have exhausted all of their own paid leave. Catastrophic illness is defined as a life-threatening illness or injury as determined by the Department of Public Health.

The program provides paid leave for qualifying applicants by allowing other City employees to donate a portion of their: Accumulated sick leave or vacation credits to individual employees or a pool of employees who are determined to be eligible for catastrophic illness pay (CIP); and/or

Vacation credits to an employee who is caring for a catastrophically ill family member (CIP-FM).

Additional information and the required request forms are available at: [A9RCAAE.tmp \(sfdhr.org\)](#)

The City and County of San Francisco's Catastrophic Illness Program (CIP) is **distinct and separate** from the District's Classified Voluntary Sick Leave Bank (CVSLB) program.

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## Section 6.11 – CLASSIFIED VOLUNTARY SICK LEAVE BANK (CVSLB)

The San Francisco Community College District's Classified Voluntary Sick Leave Bank (CVSLB) program is **distinct and separate** from the City and County of San Francisco's Catastrophic Illness Program. A pool was established and is maintained by the voluntary contributions of accrued vacation credits, banked reduced work week credits, and sick leave days/hours by classified employees. Benefits can be available from the CVSLB to current contributors only in the event of an illness or injury, which is expected to create a financial hardship and which the employee's physician has certified that the illness or injury is expected to incapacitate the employee for an extended period of time, and after all other available paid leave accounts have been exhausted.

For more information regarding the CVSLB, please contact the Human Resources Department at 415/452-7660.

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## Section 6.12 – BEREAVEMENT LEAVE

Bereavement leave shall be in accord with Civil Service Rule 120.7.3., **however the following exception to Rule 120.7.3 shall apply:**

- a. Bereavement leave pursuant to Civil Service Rule 120.7.3, **shall not be charged against sick leave** in connection with absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, grandchildren, parents-in-law, sibling, sister-in-law or brother-in-law, child, step child, adopted child, daughter-in-law or son-in-law, a child for whom the employee has parenting responsibilities, aunt or uncle, niece or nephew, legal guardian, or any person who is permanently residing in the household of the employee. For purposes of bereavement leave, relatives of a domestic partner shall be treated the same as those of a spouse. Such leave shall not exceed three (3) working days; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death. Additional days may be charged against paid time off or unpaid leave at the employee's discretion subject to the approval of the Chancellor/designee. Any such requests shall not be unreasonably denied.
- b. Bereavement leave pursuant to Civil Service Rule 120.7.3 **shall be charged against sick leave** in connection with absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect. The employee may use one (1) workday of accrued leave (or three (3) days if you must travel out of state).

Bereavement leave, whether paid or unpaid, must be taken within 30 calendar days after the date of the death.

Requests for Bereavement Leave are made on the **Classified Time off Form** available at the Payroll Services Department's webpage: <https://www.ccsf.edu/Payroll>

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## Section 6.13 – WITNESS OR JURY DUTY LEAVE

In accord with Civil Service Rule 120.35.1 Witness or Jury Duty Leave, an employee who is summoned as a witness on behalf of the District or juror for a judicial proceeding shall be entitled to leave with pay subject to the provisions stated below less the amount of juror or witness fee paid for the period required for such service (Charter Section A8.400G).

The employee must obtain a “Jury Duty Certificate” from the Jury Commission or Court Clerk. The employee must provide this certificate to their supervisor who in turn submits it to the payroll department.

An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

Paid witness or jury duty leave generally shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off, unless otherwise provided for in the applicable collective bargaining agreement. Employees shall notify their supervisor immediately upon receiving notice of jury duty. An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

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## Section 6.14 – MILITARY LEAVE

Military Leave is governed by the provisions of applicable Federal and State laws, by Charter provisions and by Civil Service Rule 120 Leaves of Absence, Civil Service Rule § 120.26 Military Leave, § 120.26.1, and by District policy.

Employees requesting military leave are required to complete the ***Request for Leave form*** and submit a copy of the orders necessitating such service prior to the effective date of the leave of absence to the Human Resources Department – Leaves Unit. Upon return from such leave shall submit a copy of the discharge or release is submitted to the employees’ immediate supervisor and to the Human Resources – Leaves Unit.

Please contact the Human Resources Department for pertinent leave and benefits information. For questions or additional information regarding pay while on Military Leave, contact the Payroll Services Department.

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## Section 6.15 – TIME OFF FOR PARENT-TEACHER CONFERENCE

District classified employees shall be granted paid time off to attend parent-teacher conferences. Documentation of the parent-teacher conference must be submitted to the appropriate Administrator or their designee prior to the granting of the paid time off. Such paid time off shall be no more than two (2) hours per semester, per child, including travel time.

Employees are required to complete the ***Classified Time off Form*** found at <https://ccsf.edu/Payroll>

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## Section 6.16 – EDUCATIONAL LEAVE

For information regarding Educational Leave consult your collective bargaining agreement or contact the Human Resources – Leaves Unit at 415/452-7660. Completion of a Leave Request form is required and the request is subject to the approval of the employee’s supervisor and Vice Chancellor.

Educational Leaves are considered personal, unpaid leaves, and have an effect on health coverage eligibility, retirement service credit, probationary status, continuous service and eligibility of other benefits. Contact the Human Resources Department at 415/452-7660 to inquire.

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## **Section 6.17 – PERSONAL LEAVE**

Permanent Civil Service (PCS) employees may request unpaid personal leave for up to twelve (12) months within a two-year period. The Chancellor/designee has the discretion to grant or deny requests for personal leave. With certain exceptions, temporary or provisional employees may request personal leave for a maximum of one month, and only if a replacement for their position is not required. For information regarding Personal Leave contact the Human Resources – Leaves Unit at 415/452-7660.

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## **Section 6.18 – LEAVE TO ACCEPT OTHER CITY AND COUNTY EMPLOYMENT**

Leave to accept a temporary or exempt appointment in the City is available to permanent civil service employees only at the discretion of the Chancellor/designee. For more information, classified employees should contact the Human Resources – Classified unit at 415/452-7660.

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## **Section 6.19 – TIME OFF FOR VOTING**

In accordance with California Elections Code §14000, an employee who does not have sufficient time to vote in a statewide election outside of working hours, may take time off at the beginning or end of their shift to allow time to vote. The time off is paid up to a limit of two hours. If you have reason to believe that you will require time off to vote, you must provide your supervisor with at least two working days' notice.

## **Section 7 –**

# **Professional Development**

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## Section 7.1 – PROFESSIONAL DEVELOPMENT

The District supports College-wide professional development for all employee groups, including classified staff.

Human Resources Professional Development plans Flex Day activities and programs for all staff that are consistent with the mission and goals of the College.

In addition to the four calendared all-college Flex Days, Human Resources Professional Development and the Chancellor's Office, in cooperation with the leadership of SEIU 1021 and the Classified Senate, sponsor Flex Days for classified employees. These days provide opportunities for classified staff to participate in activities designed to enhance and improve their professional skills and personal growth in an educational environment in the form of workshops and training sessions relevant to professional development and well-being. The District provides release time for classified employees to attend and serve as presenter at these workshops.

Other available professional development for classified staff include the Vision Resource Center (VRC) which provides online learning and on-campus events; the Technology Learning Center (TLC) which offers educational technology and applications training; the Office of Student Learning Outcomes which holds workshops designed to improve institutional effectiveness; the Economic & Workforce Development (EWD) Program which provides training and services focused on continuous workforce improvement; the Office of Student Equity which provides training to support the integration of equity as a core planning value and develop interventions designed to close opportunity gaps; and other individual departmental training opportunities.

In addition to various grants and categorical programs, the District allocates funding towards staff training and professional development for eligible classified employees called the Classified Educational Grant (CEG) and an enrollment fee waiver program for courses taken at City College of San Francisco. See Section 7.2 Educational Opportunities below for further information.

For more information and opportunities regarding staff development, please visit the Human Resources Professional Development webpage at [www.ccsf.edu/prodev](http://www.ccsf.edu/prodev) and the linked "Classified PD" webpage, or email [prodev@ccsf.edu](mailto:prodev@ccsf.edu).

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## Section 7.2 – EDUCATIONAL OPPORTUNITIES

**Educational Leave** - See Section 6.16 Educational Leave of Absence on page 69 for information regarding Educational Leave.

### **City College of San Francisco Enrollment Fee Waiver Program**

To improve staff development opportunities, the District will waive enrollment fees for eligible classified employees who enroll in City College credit courses, provided that (1) course meeting dates/times shall not conflict with work schedules, and (2) enrollment shall be on a space available basis. Waiver of fees shall be limited to enrollment fees, online registration fees, and health fees for up to fifteen (15) units per fiscal year. Waiver of fees shall not include Non-resident/International Student Tuition.

Employees who wish to enroll in a course must follow normal District processes regarding admission and enrollment.

**Eligible** classified employees are those employees who work a regular schedule of twenty hours or more per week and who have completed one (1) year or more of continuous service. For this purpose, Christmas, Spring break, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service. Employee Enrollment Fee Waiver Program Forms are available from the Human Resources - Classified Unit at 415/452-7660.

### **Book Loan Program**

Eligible classified employees may borrow textbooks for District coursework at no cost from the Bookstore, provided that they complete the “City College of San Francisco Classified Book Loan Program” form and comply with all of the requirements set forth in that form.

**Eligible** classified employees are those employees who work a regular schedule of twenty hours or more per week and who have completed one (1) year or more of continuous service. For this purpose, Christmas, Spring break, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service.

CCSF Classified Book Loan Program Forms are available at the Human Resources Department, and at Center Dean’s offices.

### **Classified Educational Grant**

The Classified Education Grant is a professional development reimbursement grant available to Classified Staff. This fund is available to reimburse **ONLY the out-of-pocket cost for registration or tuition fee** to educational/wellness workshops, conferences, seminars, or classes.

The Classified Educational Grant is available to SEIU Local 1021 members or Unrepresented Classified Employees. Classified employees belonging to other unions must check with their current Collective Bargaining Agreement for their staff development opportunities.

**Eligible** classified employees are those employees who work a regular schedule of twenty (20) hours or more per week and who have completed one (1) year or more of continuous service. For this purpose, Christmas, spring vacation, semester breaks, and the period between the end of the Spring Semester and the start of the Fall Semester are not considered breaks in continuous service.

### **Reimbursement**

Contingent on the Classified employee’s current employment status and available funding for the specific fiscal year.

Verify the yearly reimbursement limits at [Professional Development | CCSF](#)

The Office of Professional Development is responsible for the distribution of funds under this provision.

- Employees must meet the eligibility requirements as stated above.
- The course work must be for continuing education purposes.
- Prior written approval of courses must be obtained from the Professional Development Office. Forms are available through the Professional Development’s webpage at [Professional Development | CCSF](#)

**Vision Resource Center (VRC)**

The Vision Resource Center (VRC) is an online learning and collaboration platform for all professionals in the California Community Colleges. At CCSF, VRC is a place to:

LEARN - hundreds of learning modules curated for public sector employees are available;

CONNECT - with colleagues across the State and within CCSF;

ACCESS – shared resource/event calendar;

REGISTER – for events and workshops; and

TRACK/REPORT Flex credits.

You may access the VRC site at the myCCSF Resources Portal or at the following link:

[Welcome - Realize Your Potential: Vision Resource Center \(csod.com\)](https://www.csod.com)



## **Section 8 –**

# **Additional Rules, Policies, and Regulations**

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## Section 8.1 – PERSONNEL SERVICES

### Personnel File Review

There shall be one official District personnel file for each classified employee which shall be maintained in the District Human Resources Department.

Please refer to your collective bargaining agreement for more detailed information regarding personnel file review and placement of materials of derogatory nature in the personnel file.

An employee may inspect their personnel file by providing at least twenty-four (24) hours advance notice and during normal business hours at such times when the employee is not otherwise required to render service to the District. Contact the Human Resources Department at 415/452-7660 to schedule an appointment.

### Employee ID Card

See Section 8.2 Information Technology Services (ITS) below for instructions on obtaining an employee ID.

### Home Address/Phone Number Changes

Employees must provide the District Human Resources Department with a current address and telephone number.

**NOTE: 50 Frida Kahlo Way or any other campus address is a business address and does not constitute a home address for this purpose.**

Employees are encouraged to update their home addresses, phone number(s), or emergency contact via **myRam Portal available on the CCSF website > MyCCSF > Service and Email log in > myRam Portal > Personal Information**

Employees may also submit an address change request form with the Human Resources Department. Failure to report any changes may affect receipt of important and timely information regarding employment and/or health benefits.

NOTE:

### Emergency Contact

Employees shall provide the Human Resources Department with an emergency contact and current telephone number through which they may be reached in the event of an emergency. Employees are encouraged to update emergency contact information via the **myRam Portal** or by filing the appropriate form with the Human Resources Department.

### Name Changes

Please notify, in a timely period, the Human Resources Department of changes in name by filing the appropriate form and providing a copy of the new Social Security card.

### Chosen Name

CCSF's Board Policy and Administrative Procedures 2.34 ensures the right of all College students, employees, applicants, contractors, vendors and visitors to be addressed by the names and pronouns they choose.

The chosen name system is for anyone at the College who goes by a first name other than their legal first name. The chosen name system is open to all members of the College.

All public listings and District-issued documents referring to you will reflect your chosen name except on private documents where your legal name is legally-required: employment verification, payroll and other financial matters,

any legal document produced by the College, federal and state reporting (i.e. wages and tax reporting to government agencies under the legal name shown on the employee's Social Security card as issued by the Social Security Administration.

You may update your chosen name by completing the Chosen Name Change form [Chosen Name Change Form.pdf \(ccsf.edu\)](#). You will also need to complete a Change of Directory form to update your name on the College Directory, [Change of Directory Information \(ccsf.edu\)](#)

Go to [Chosen Name FAQ | CCSF](#) for additional instructions & information on updating your chosen name.

### **Social Security Information**

Federal regulations require employers to validate that each employee's social security number and name on record exactly matches the social security number and name which appear on the individual's social security card to ensure proper tax reporting. Any changes to your social security number or to your name must be presented in person to the Human Resources Department.

### **Employment Verification**

The San Francisco Community College District (SFCCD), not the individual department, is the legal employer of all District employees. If you need verification of your employment, direct the request for verification to the Human Resources Department for ease of administration and to avoid delays.

## **Section 8.2 – INFORMATION TECHNOLOGY SERVICES (ITS)**

### **District Use of Computer, Network and Classroom Technology**

Computer use is governed by Board Policy and Administrative Procedures 7.41. [BP 7.41 District Use of Computer and Network \(ccsf.edu\)](#) ^ [DISTRICT USE OF COMPUTER, NETWORK AND CLASSROOM TECHNOLOGY - AP 7.41 \(ccsf.edu\)](#)

The District Computer, Network and Classroom Technology systems are the sole property of San Francisco Community College District. They may not be used by any person without the proper authorization of the District. The Computer, Network and Classroom Technology systems are for District instructional and work related purposes only, except for purely incidental manner. This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

Information Technology Services (ITS) is located in Batmale Hall 130 or by phone at 415-239-3115. For a complete listing of ITS services visit their webpage [Information Technology Services | CCSF](#).

### **Desktop Services**

Password change, computer issues, software issues, AV issues contact the **Help Desk**:

[Help Desk | CCSF](#)

Hours: M – F 8am – 5pm

Email: [helpdesk@ccsf.edu](mailto:helpdesk@ccsf.edu)

## Onboarding Resources

After the Human Resources Department staff onboards a new employee, the employee is provided with their RAM ID, the employee identification number. RAM ID is CCSF's password management service. Typically an employee's RAM ID is the first initial of their first name followed by their last name. Employees may access the following systems by logging into their RAM ID: myRAM Portal, CCSF Desktop Network, CCSF Staff WiFi Network, Office 365 Email, Argos, as well as other resources.

Employees work with their supervisors to ensure they have access to various ITS services, application accounts and permissions, parking permit(s), and employee ID/campus ID/Badge. Go to [Onboarding Resources \(sharepoint.com\)](#) for additional information and applicable instructions and forms.

## CCSF WiFi Network

A single network called CCSF WiFi is available for all staff, students, and guests. To connect to the network, select "CCSF WiFi" from the list of available networks, and follow the instructions. For assistance contact the Help Desk.

## Telephone System

The City College telephone system uses Alcatel-Lucent Voice over IP (VoIP) technology. If you need assistance with your office telephone system contact the Help Desk.

### Official Local Calls

Employees may make official calls in San Francisco and to parts of San Mateo County for which there are no toll charges by dialing 9 and, after hearing the dial tone, dialing 1 + area code + the desired number. These calls are metered and the District incurs the cost.

### Personal Toll or Long-Distance Telephone Calls

Employees may not make personal long-distance telephone calls and charge them to the District telephone for later billing since the District has no way of handling the federal tax levied on such calls.

### TDD's - Telephone Calls

If you have limitations hearing or speaking a specially-trained Communications Assistant (CA) can relay telephone conversations for all of your calls. Dial 711 to reach the California Relay Service (CRS). Dialing 711 is for everyone, not just those who have difficulty hearing on a standard telephone. For additional information visit [Relay Services | California Connect \(caconnect.org\)](#)

## Technology Learning Center

The **Technology Learning Center (TLC)** offers educational technology and applications training and support to employees. Browse their webpage [Technology Learning Center | CCSF](#)

## Additional Technology

### BANNER

The Banner system supports and manages College information systems: student, accounts receivable, financial aid, finance budget, human resources, payroll, and position control. In addition, Banner includes a number of self-service features so that students and employees can access personalized online services. Data from Banner is used for program review, enrollment management, MIS reporting and other ad-hoc needs.

Please consult your supervisor to determine whether or not you will need Banner access to support your work responsibilities and duties.

Access your myRam Portal to view additional resources and tools used, such as Adobe Sign, CurricUNET, etc.

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## Section 8.3 – CCSF COMPUTER, NETWORK, AND CLASSROOM TECHNOLOGY USE POLICY

### Computer Usage Policy

Each user who uses the CCSF computing facilities and resources is bound by the Computer Usage policy. [Computer Usage Policy | CCSF](#)

Violation of this policy is dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some of the policies below may constitute a criminal offense.

For further information refer to **Appendix 'H' – CCSF Computer Usage Policy**. Copies of the CCSF Computer Usage Policy can also be found in the college catalogue as well as at [Computer Usage Policy | CCSF](#)

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## Section 8.4 – INFORMATION SECURITY STANDARDS

Community colleges, like other major organizations, have a legal and ethical responsibility to secure their information. The California Community Colleges are creating a standard of best information security practices for protecting the confidentiality, integrity and availability of College/District information assets. Unauthorized modification, deletion, or disclosure of information can compromise the mission of the College/District, violate individual privacy rights, and possibly constitute a criminal act.

View ITS' website for additional information on cyber security: [Cyber Security | CCSF](#)

The San Francisco Community College District adheres to the California Community Colleges Information Security Standard, and the policy templates may be viewed at [Policy - CCC Information Security Center \(cccsecuritycenter.org\)](#)

It is the collective responsibility of all users to ensure:

- Confidentiality of information which the College/District must protect from unauthorized access.
- Integrity and availability of information stored on or processed by College/District information systems.
- Compliance with applicable laws, regulations, and College/District policies governing information security and privacy protection.

Violation of this policy will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College/District, and legal action. Violations may even constitute a criminal offense.

Contact the ITS Department and/or the Associate Vice Chancellor/Chief Technology Services for additional information.

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## Section 8.5 – MEDIA SERVICES

### [Media Services | CCSF](#)

#### **Audiovisual Department**

Ocean Campus, Rosenberg LLRC, R306

M – Th: 8:00 a.m. – 6:30 p.m.

F: 8:00 a.m. – 3:00 p.m.

415/452-5411

[av@ccsf.edu](mailto:av@ccsf.edu)

#### Services

- Smart Classroom Support - [CCSF Smart Classrooms | CCSF](#)
- Technical assistance
- Maintenance & Repair
- Purchase consultation
- Audio & Video support for events
- Public Address Systems (microphones & speakers)

#### **Broadcast Media Services (BMS)** [Broadcast Media Services | CCSF](#)

Ocean Campus, ArtX 169

Hours vary by semester – call or contact:

415/239-3525

[bms@ccsf.edu](mailto:bms@ccsf.edu)

#### Services

- Video distribution and webcast services
- Video production and editing
- Video playback
- Various equipment deliveries
- TV/DVD/VCR carts
- Smart Carts including a projector, HDMI-HDMI cable and speakers
  - BMS does not provide computers. Employees have to use their District-issued or personal laptop.
    - Contact ITS to request a District laptop

Visit their website for additional services and information.

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## Section 8.6 – LIBRARY and LEARNING RESOURCES

City College of San Francisco Library and Learning Resources facilities provide for collection and delivery of information and instructional materials in a wide variety of formats.

Browse the Library and Learning Resources webpage, for a more in-depth listing of locations, resources, and services.

[City College of San Francisco Library - CCSF Library at City College of San Francisco](#)

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## Section 8.7 – USE OF FACILITIES, BUILDINGS AND GROUNDS

All San Francisco Community College District equipment, devices, and materials (e.g., photocopiers, telephones, computers, office supplies, etc.) must be used only for conducting District business. Use of District property, equipment, devices, and materials for personal or private purposes, or other non-District business is strictly prohibited.

Any and all equipment and materials provided to employees remains the sole and exclusive property of the District, including building and office keys, computers, lap tops and other devices, materials used and produced in the course of carrying out job tasks and responsibilities, etc.

Employees can help the District operate with maximum efficiency observing the following regulations to ensure the safety, security, and maintenance of District facilities for students, employees, and visitors.

### Use of Offices, Classrooms and Laboratories

Lighting – Improve energy-use

1. Adjust shades and venetian blinds to use as much natural light as possible; however, venetian blinds are not to be raised to regulate classroom lighting.
2. Use electric lights only when natural light is inadequate.
3. Use electric lights farthest from the windows first.
4. Turn out all lights when leaving rooms.

Conservation of Energy and Water - Reduce energy consumption

1. Lower all thermostats to 68 degrees Fahrenheit.
2. Remove all electric heaters from use.
3. Turn off all interior lighting that is not required. Use a combination of natural light and minimal electric lighting to provide adequate illumination.
4. Reduce exterior lighting commensurate with that required to provide adequate safety and security.
5. Turn off all electrically operated equipment that is not actually in use, for example, typewriters, calculators, and duplicating machines.
6. When operating District vehicles, observe all posted speed limits.
7. When using District vehicles, use the smallest vehicle possible and coordinate with others whenever possible to minimize the use of all such vehicles.
8. All employees are requested to exercise care in conserving water. In particular, ensure that faucets and showers are turned off when not actually in use.

Ventilation - Windows may be opened for ventilation whenever desirable. When opening a window fitted with venetian blinds, employees and students should lift the heavy strip at the bottom of the venetian blind. Do not reach through the slats, thereby avoiding damage to the blinds. When opening windows fitted with roll-up shades, raise the shades first to avoid wind damaging them.

Doors - Lock office/classroom corridor doors to protect equipment and materials. General assignment classrooms need not be locked between classes. The custodial staff will not open specially-equipped classrooms and laboratories. These shall be opened by instructors upon their arrival.

Windows - When finished using rooms, employees are requested to close all windows before leaving for the day or evening.

Bulletin Boards - Employees who wish to post bulletins, circulars, or publications on campus shall obtain permission from the appropriate department chairperson or administrator. Students must obtain permission from the Dean of Student Activities.

Chalkboards - Employees are requested to erase all chalkboards before leaving a conference room or classrooms.

Wall and Other Surfaces - Employees are requested to protect walls and other surfaces by posting notices and signs only on bulletin and tack boards. Notices shall not be thumb tacked, stapled, taped, or pasted to walls and other surfaces, including the see-through panels of glazed doors and painted or finished surfaces. The custodial staff has been directed to remove all such improperly posted notices.

Furniture - Employees are required to obtain permission from the Buildings and Grounds Office before moving chairs, tables, or other furniture from one room or location to another.

**Maintenance and Repair Requests** - for maintenance or repair services through the Buildings and Grounds work order process via the BIM-Genie work order system. For additional information visit the webpage: [Buildings & Grounds | CCSF](#).

All work or service requests must have the approval of the Dean or Site Administrator before the work is assigned.

**Centers** –inform the Center Dean of work or service requests.

## Services

**Buildings and Grounds** provides facilities maintenance services for the District's property facilities and systems. Services are provided by the various departments:

- Custodial
- Duplicating Services
- Storeroom Services
- Recycling Services
- Facility rentals
- Engineering
- Mail Services



## Facilities – Department’s Contact Information

**Buildings and Grounds, Ocean Campus, Maintenance Shops - 415/239-3546**

**Custodial, Ocean Campus Office location: Cloud 141 - 415/239-3225 Office**

**Duplicating Services - [Duplicating Services | CCSF](#)**

**Ocean Campus Office location: Batmale 120**

**415/239-3185**

**M – F: 7:50 a.m. to 4:00 p.m.**

**[dupsrv@ccsf.edu](mailto:dupsrv@ccsf.edu)**

Duplicating Services offer the following: printing, folding, cutting, padding, drill/hole punching, spiral binding, perforating, heavy duty stapling, collating-booklet making with two stitches, large or small format laminating, faxing, graphic design, redesign originals, pre-press, sign making, layout and paste-up.

Color photocopying and large format (posters) printing: prior approval from the appropriate school dean is required. Limitations and copyright restrictions are dutifully enforced. Assistance with self-service photocopiers is available.

A job request may be sent to [dupsrv@ccsf.edu](mailto:dupsrv@ccsf.edu) or via FAX: 415/239-3919. You may also access the Duplicating Request Form at [Duplicating Services | CCSF](#)

**Storeroom Services**

**Ocean Campus Office location: Cloud 143**

**415/239-3162**

**M – F: 8:00 a.m. to 5:00 p.m.**

**Recycling Services - [CCSF Recycling Center | CCSF](#)**

**Ocean Campus, Recycling Center**

**415/239-3337**

**M – F: 10:00 a.m. to 6:00 p.m.**

**Mail Services**

**Ocean Campus location: Science 7**

**415/239-3176**

**M – F 8:00 a.m. to 5:00 p.m.**

**Engineering**

**415/239-3546**

**Keys** - Essential and additional keys (for offices, classrooms, cabinets, etc.) require written authorization from an administrator before being issued by the Office of Facilities and Capital Planning at [facilities@ccsf.edu](mailto:facilities@ccsf.edu) or 415/239-3055 with.

**NOTE:** Section 469 of the [California Penal Code](#) makes unauthorized possession or duplication of District keys a misdemeanor.

## Use of Facilities & Event Scheduling

To request for use of a specific Ocean Campus facilities, contact as indicated:

FACILITY	CONTACT	
Cafeteria	Culinary Arts & Hospitality Department	415/239-3152
All Campus Classroom &	Office of Instruction	<a href="#">Classroom Reservation (CCSF) (office.com)</a>
Rosenberg Library	Library Dean's Office	415/452-5454
Student Union & Rams Plaza	Student Activities Department	415/239-3679
Diego Rivera Theatre	Office of Liberal Arts Dean	415/452-5302
Wellness Center and Stadium	PE Department	415/452-7627
Multi-Purpose Building Room 140	MUB Reservation Calendar	Office of The Chancellor 415/239-3303

Explore your Outlook Calendar to search for a room or location when scheduling meetings or events.

### Facility Rentals

The College offers a range of facilities, rental equipment and support services for meeting, conference, and events provided at reasonable rates. View the webpage for additional information, [Facility Rentals | CCSF](#)

City College of San Francisco makes our college and athletic facilities available for rental when they are not being used for school purposes, in accordance with the Civic Center Act (Education Code 82537). Public school facilities are considered a civic center where organizations, clubs, and citizens may meet within the limitations and requirements set by the Board of Trustees and Education Code.

### Facilities Available for Rental

- Athletic facilities including gymnasiums, swimming pool, football stadiums featuring synthetic turf, tracks, tennis courts, soccer field
- Performance facilities including theaters and multipurpose room
- Outdoor facilities including quads, courtyards and parking lots
- Conference facilities to accommodate from 10 to 240 people
- Classrooms and lecture rooms perfect for corporate or non-profit meetings or training

### Facility Rental Fees

Fees for rental of City College of San Francisco facilities as of January 1, 2020, may be found at [Facility Rentals | CCSF](#). Prices are subject to change until the actual reservation is confirmed. Facilities may not be rented for less than two hours.

Note: Non-profit organizations may be eligible to use facilities at no charge. However, fees may be charged associated with event support (including opening and closing facilities, audio-visual services, broadcast services, custodial services, engineering services, public safety services, tech support services, theater support services, utilities, and other direct costs).

**Requests for Use of Facilities at the Centers** - Contact the Center Dean's Office

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## Section 8.8 – PARKING PERMITS & REGULATIONS

### Employee Parking Permits

**Parking permits are required to park in any and all District parking lots.**

To obtain a parking permit, follow the listed instructions found on the Campus Police/Public Safety Department's webpage at [Parking Information | CCSF](#). New employees are informed about obtaining a parking permit at the time of their new-hire onboarding meeting with the Human Resources Department. Parking permit renewal information is sent to employees through their College email.

### Community College District Parking Enforcement Regulations

Parking enforcement is conducted by the College Police Department under the authority of the California Vehicle Code (CVC) with the approval of the District.

**CVC21113 (a)** - No person shall stop, park, or leave standing any **vehicle** whether attended or unattended, upon the driveways, paths, parking facilities, or the grounds of any public school, except with the permission of, and upon subject to any condition or regulation which may be imposed by the legislative body of the governing board or officer of the public school, or educational institution.

1. Parking on campus grounds is allowed 7 days a week, 5:00 a.m. – 12:00 a.m. (No overnight parking unless authorized by the Office of the Chief of Police). Parking is enforced 7 days a week.
2. A valid permit, issued to the user, must be prominently displayed (face-up on the windshield or dashboard) at all times and all vehicles must be parked in a marked stall.
3. Vehicles parked in faculty/staff lots, must prominently display a current and valid faculty/staff parking permit, face-up, in the windshield or on the dashboard, and be clearly visible and readable from the outside of the vehicle.
4. Faculty/staff driving a vehicle that does not have a valid faculty/staff permit should obtain a temporary (one-day) permit from the Campus Police Department before parking in any lot.
5. On the Ocean Campus, students and visitors may only park in the Reservoir Lot and S-Lot parking lots before 5 p.m. (Mon – Fri). After 5 p.m. (Mon – Fri), all parking lots except Cloud Circle, Science Loop, and Wellness Center stalls are open to students and visitors with a valid parking permit. On weekends, including holidays, students and visitors may park in all parking lots except for Cloud Circle and Science Loop, with a valid parking permit.
6. A valid daily parking permit can be purchased from parking ticket machines located in parking lots.
7. Faculty/Staff parking permits can be obtained via <https://ccsf.thepermitstore.com>.
8. Students, visitors, and staff with a DMV-issued Disabled Persons license plate or placard may park in all lots on campus in marked designated blue handicap stalls only, without the purchase or need of a CCSF parking permit. Disabled license plates/placards must be current and visible from the outside of the vehicles.
9. Parking exceptions include: no parking in or next to yellow zones, white zones, crosshatched (diagonal lines) areas, or marked designed parking spaces.

10. All vehicles shall be parked in a marked parking stall. A parking stall is defined as a space between two white parallel lines on the pavement in designated parking areas. Only one vehicle is allowed per stall. Any “out-of-stall” vehicle may be cited and/or towed at the owner’s expense.
11. Parking, stopping, and standing in red zones are prohibited at all times, Parking in yellow zones is limited and is for official delivery vehicles or by Special Permit only (issued by the Chief of Police Office). California Commercial Vehicles are not valid in these zones.
12. Notes on dashboards are not valid parking permits.
13. A parking permit is only valid for the vehicle(s) it is registered for. All permit changes must be coordinated through the <https://ccsf.thepermitstore.com> for faculty/staff permits prior to parking in any College parking lot. Any changes to special permits issued by the Office of the Chief of Police must be coordinated through the Office of the Chief of Police prior to parking in any College parking lot.
14. Illegally parked vehicles are subject to a citation and possibly a tow at the owner’s expense.
15. Citations issued by the San Francisco Community College Police Department can be paid or protested at <https://ccsf.thepermitstore.com>. Some citations may require contacting SFMTA for payment or protest. Contact the Campus Police for assistance.
16. Parking enforcement for no permits, color zones, out-of-stall, and other parking violations under the California vehicle or penal code commences on the first day of instruction and continues through the academic year (exceptions are authorized through the Office of the Chief of Police).
17. Motorcycles and Scooters do not require parking permits when parked in the designated motorcycle parking on Frida Kahlo Way. However, parking a motorcycle or scooter in any College lot does require compliance with the parking regulations and visible display of a parking permit.

### **Bicycles on College Grounds**

In the interest of safety, bicycles shall be ridden on streets in a safe manner obeying posted signs regarding vehicles and pedestrian safety. Bicycles shall not be brought inside or ridden in any campus building.

**Bicycle Parking** - use only authorized bicycle racks. Please do not chain bicycles to railings, fences or other areas where it may impede the flow of pedestrian traffic. **Bicycles are prohibited in all district buildings.**

**Skateboarding** is prohibited on all City College locations. **Skateboards, motorized skateboards, hover boards, in-line skate, roller-skate, or use any other similar-wheeled device** shall not be ridden in any campus building. California and local laws regarding the use of skateboards or any other similar-wheeled devices on all College sites will be upheld.

**College Locations other than Ocean Campus** - The aforementioned apply to all College locations. In those instances where the Ocean Campus is stated and the situation involves another Center, consult with the office of the respective Center Dean as to how to comply with the appropriate regulations.

**View the Campus maps for parking lot locations:**

**Ocean Campus:** [City College of San Francisco - Ocean Campus | CCSF](#)

**Centers:** [CCSF Map | CCSF](#)

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## Section 8.9 – COPYRIGHT INFORMATION POLICY

CCSF requires all employees and students to comply with state and federal laws applicable to copyright. Applicable copyright laws and license agreement provisions shall be observed with respect to the acquisition, use, production and distribution of protected materials in any format or medium in all San Francisco Community College District facilities. The legal and insurance protection of the District will not be extended to employees and students who knowingly violate such provisions. (Adapted from District Board Policy 8.10). The College has a registered copyright agent.

The CCSF Library:

Maintains a [Copyright Resources](#) guide

[Subject librarians](#) are available for consultation;

The [Media Center](#) provides information and advice around media-related issues

Provides copyright instruction to students

**Employees and students are prohibited from copying materials not specifically allowed by the:**

- Copyright law
- Fair use guidelines
- Licenses or contractual agreements, or
- Other permission

To view or download the complete policy please visit [Copyright Support | CCSF](#)

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## Section 8.10 – FOOD AND SMOKING REGULATIONS

### Food Regulations

Beverages or food MAY NOT BE TAKEN into auditoriums (including the Diego Rivera Theatre), classrooms, laboratories, gymnasiums or libraries.

### Smoking Regulations

In accordance with state law, smoking is prohibited inside any District building, or in any outdoor area within twenty (20) feet of the main exit, entrance, or operable window of a public building. S.F.C.C.D.-AR 7.13.02P, Gov. Code 19994.30, Gov. 7596, 7597, and 7598.

Smoking is defined as the use of cigarettes, cigars, pipes, hookahs, water pipes, vapor/vaporless equipment and similar devices.

#### A. Smoke Free Institution

In accord with Board Policy AP2.17 Smoke-Free Campus, the Board of Trustees has established the campuses, centers, facilities and vehicles of the District as smoke-free. Smoking tobacco products and marijuana products is prohibited in all College District facilities, grounds, and District-owned vehicles by students, faculty, staff, administrators, volunteers, and visitors. The prohibition includes vaporizing, and e-cigarettes.

#### B. Definitions

1. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigarette, cigar, pipe, hookah, electronic device or any other lighted or heated tobacco or marijuana plant product whether natural or synthetic.
2. “Vaporizing” means heating of tobacco or marijuana without burning it to create a gas that is inhaled.
3. “Electronic smoking device” means any product containing or delivering nicotine or any other substance intended for human consumption for the purpose of inhaling vapor or aerosol from the product including but not limited to e-cigarette, e-cigar or vape pen.

#### C. Smoke-free Campaign

1. The District shall establish an educational campaign to increase the awareness of the smoke-free policy (BP 2.17).
2. The District shall inform the public about the smoke free policy by posting signage at previously allowable smoking locations and other appropriate campus locations and posting on the District website. Additional campus-wide communications shall also occur via current avenues of information disseminations, including but not limited to new student and employee orientations as well as employee handbooks and college catalog.
3. The District smoke-free campaign shall also include promotion of tobacco cessation, treatment and resources

#### D. Enforcement and Fines

1. Enforcement and the issuance of citations for fines shall be primarily the responsibility of the District’s Public Safety Department.
2. The District enforcement efforts will focus on positive reinforcement of the smoke-free campus policy with an emphasis on education and warnings.
3. Beginning Spring 2019 semester, after issuance of a warning, a monetary fine not to exceed \$25.00 may be assessed. The fine shall be increased to \$50.00 for 2nd offense and \$100.00 for 3rd and subsequent offenses.
4. A database will be established to track warnings and citations. Additionally, an appeals process shall be established.
5. Additionally, a process may be established allowing violators to be excused from the first monetary fine through documented participation in an approved community service or smoking cessation course.
6. Proceeds from fines collected shall be used to support educational operations that include education and promotion of “smoke/tobacco-free” policy, cessation education and treatment as well as operational cost to enforce the policy.
7. The collections of fines shall be the responsibility of the District’s Bursars Office.
8. A protocol for non-payment shall be established by the District consistent with other fines or penalties imposed pursuant to Board Policy 5.12.
9. Violators who refuse to comply may be escorted off the campus by Public Safety. E. Buildings and Grounds 1. The District will address potential litter issues on district property resulting from smokers being required to go off campus to smoke.

#### E. Buildings and Grounds

1. The District will address potential litter issues on district property resulting from smokers being required to go off campus to smoke.

City College of San Francisco shall be a smoke free campus except for officially posted **designated smoking areas**.

Smokers are urged not to violate the rights of non-smokers. "No-smoking" signs are posted in classrooms and halls.

**EMPLOYEES ARE URGED TO HELP ENFORCE THE SMOKING REGULATIONS FOR THE ENTIRE COLLEGE COMMUNITY.**

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### **Section 8.11 – VISITORS ON CAMPUS**

Visitors are required to abide by all District regulations on Ocean Campus, Centers, and sites. Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms.

Please see Section 8.10 Parking Permits and Regulations.

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### **Section 8.12 – ANIMALS ON CAMPUS**

The District will allow a student, employee or any individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

Contact the Human Resources Department, ADA Compliance to inquire about requesting to use a service animal as a reasonable accommodation under the Americans with Disabilities Act (ADA).

## **Section 9 –**

# **Safety in the Workplace**



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## Section 9.1 – INJURY AND ILLNESS PREVENTION PLAN (IIPP)

### Injury and Illness Prevention Plan (IIPP)

Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP. This includes training. See [Injury and Illness Prevention Plan \(IIPP\) \(sharepoint.com\)](#)

The San Francisco Community College District will make every reasonable effort to provide a safe and healthful working environment for all employees as required by federal, state or local law, and a safe and healthful environment for students and visitors. The Injury and Illness Prevention Program (IIPP) is a basic written California workplace safety program that describes the goals, statutory authority, and the responsibilities of all employees under the Program. The Plan addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, responsibilities and Program Documentation. By making employee safety a high priority for every employee injuries and illnesses can be reduced, increasing productivity, and promoting a safer and healthier environment for all individuals at City College of San Francisco.

Contact the Office of Risk Management and Compliance for additional information [Risk Services & Safety | CCSF](#).

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## Section 9.2 – INJURIES TO EMPLOYEES

### Reporting an Injury

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call CCSF Public Safety at Extension 3200 or call 9-911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call Risk Services.

The supervisor of the injured employee must work with Risk Services to ensure that the employee's Workers' Compensation Claim Forms are completed and submitted properly. Refer to Section 9.3 Workers' Compensation below for more specific details.

**If the injured employee was treated by a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties. See Section 6. Leaves for additional information.**

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## Section 9.3 – WORKERS’ COMPENSATION

Under California law all employees in the State of California must provide workers’ compensation benefits to employees who have suffered a work-related injury or illness. Workers’ compensation claims are handled by the City and County of San Francisco Department of Human Resources, Workers’ Compensation Division. The District’s Office of Risk Services serves as the liaison between College employees and claims management.

District employees are provided with a comprehensive workers' compensation insurance covering any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who sustains a work-related injury or illness should immediately inform their supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible. In all cases the injury or illness shall be reported by the end of the scheduled work shift.

Supervisors initiate the claim filing process. Contact the District’s Office of Risk Services at [Risk Services & Safety | CCSF](#) for additional information.

Instructions on filing a Workers’ Compensation claim, Claim Forms, and additional employee information materials are available online at [Workers' Compensation \(sharepoint.com\)](#)

### **Obtaining Medical Care**

Employees who have not pre-designated a personal physician (see pre-designating a personal physician section below) must be treated at a designated medical treatment facility. [Designated Medical Treatment Facilities | Department of Human Resources \(sfdhr.org\)](#).

### **Pre-designation of a Personal Physician**

Employees who are injured or become ill at work are required to seek treatment at a designated medical treatment facility. If you pre-designate a physician, you will have to seek treatment through a designed medical facility if a pre-designation is not already on file prior to sustaining the work-related injury or illness.

Employees who prefer to be treated by their own physician, must request a Pre-designation of Physician for Treatment of Work Related Injuries Form and have it completed and on file prior to sustaining a work-related injury or illness. Forms are available at [Risk & Safety Services - Predesignation-of-Personal-Physician-Form-9783.pdf - All Documents \(sharepoint.com\)](#)

**This notice must be on file prior to sustaining a work-related injury or illness.**

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## Section 9.4 – SFCCD CAMPUS POLICE

The San Francisco Community College District Campus Police is committed to the safety and security of all students, staff, faculty, and visitors at all of CCSF campuses. The Public Safety Department via phone at 415/239-3200 or at [police@ccsf.edu](mailto:police@ccsf.edu). Campus Police Officers are stationed at the Ocean Campus and at each Center.

### CCSF Emergency Alert System

The District has partnered with **RAVE** to provide approved District emergency communications and other important information via text message and email. Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending on your wireless carrier plan and subscription details. Go to [RAVE Login](#).

**Other services** provided by the SFCCD Public Safety Department include:

**Campus Escort** - Campus Police provide can provide escort service to and from your vehicle or public transit, or to any campus building. Escort service is provided seven days a week. You can request an escort by contacting them at 415/239-3200 or at [police@ccsf.edu](mailto:police@ccsf.edu)

**Lost and Found** – Campus Police Offices are the official location for lost and found property. Contact them for assistance.

**Vehicle Lockout** - If you locked your keys inside your vehicle a College Police may be of assistance. Be prepared to show your driver's license / ID card ready for ownership verification.

**Vehicle Battery Jump Start** - Left your vehicle's lights on while you were gone and now your battery is dead? Contact the College Police and they may be able to assist you.

**Crime Prevention** - The latest crime alert is posted on the College Police website at: [San Francisco Community College Police Department | CCSF](#)

**Citizen Complaint** - Individuals concerned with the conduct of Campus Police/Public Safety personnel are encouraged to contact an on-duty supervisor. Following your contact with the supervisor you may wish to file a formal complaint. Formal complaints against Campus Police/Public Safety Personnel can be made in person, via telephone or by mail. The Citizen Complaint Form is available at the College Police website at [Compliments and Complaints | CCSF](#) Complaints will be investigated in accordance with applicable laws and employee regulations.

To file a complaint in person, go to the College/Centers' Police Office or request the form and file by phone or email, call 415/239-3200 or [police@ccsf.edu](mailto:police@ccsf.edu).

To file a complaint by mail, send the complaint form to: San Francisco Community College Police Department c/o Chief, 50 Frida Kahlo Way, Bungalow B800, San Francisco, CA 94112

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## Section 9.5 – CLERY ACT – ANNUAL SECURITY REPORT

The San Francisco Community College District (SFCCD)/City College of San Francisco (CCSF) is committed to providing a safe and secure environment for our employees and other members of our campus community. The Crime Awareness and Campus Security Act of 1990 renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, provide safety information. The San Francisco Community College Police Department “Annual Safety Report” is the department’s Student Right to Know Report, which also covers employees. The report is posted on the web site at [San Francisco Community College Police Department | CCSF](#)

Report suspicious activities immediately to the Campus Police Department.

The ASR includes statistics for the past three years concerning reported crimes and incidents that have occurred on campus, in off-campus buildings, property owned or controlled by the CCSF, or on public property adjacent to a CCSF campus. The report also provides CCSF policies and practices concerning security, how to report sexual assault and other crimes, crime prevention efforts, policies regarding alcohol and drugs and other matters. For current further information, contact the District Police Department at 415/239-3200.

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## Section 9.6 – REPORTING THEFT

In the event of theft of District equipment or materials, immediately notify the District Police Department at 415/239-3200 or [police@ccsf.edu](mailto:police@ccsf.edu). A written report of the incident shall be made to the Chief.

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## Section 9.7 – REPORTING WILLFUL DAMAGE TO DISTRICT PROPERTY

After first checking for damage and theft and, whenever possible, isolating the areas, report break-ins and vandalism as soon as possible to the Campus Police Department at 415/239-3200 or [police@ccsf.edu](mailto:police@ccsf.edu). In no instance are break-ins or vandalism to be reported to the City Department of Public Works by other than authorized Buildings and Grounds staff.

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## Section 9.8 – STUDENT CONDUCT AND DISCIPLINE

Education Code §87014 provides that whenever any employee of a community college district is attacked, assaulted, or menaced by any student, it shall be the duty of that employee, and the duty of any person under whose direction or supervision the employee is employed who has knowledge of the incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine.

In accordance with Board Policy and Administrative Procedure 5.16, the Chancellor delegates the development and functional oversight of the Code of Student Conduct to the Vice Chancellor Student Development. To view BP and AP 5.16 see [CODE OF STUDENT CONDUCT - AP 5.16 \(ccsf.edu\)](#)

Refer to the Office of Student Affairs for guidance on **Student Conduct and Discipline** at. [Student Conduct and Discipline | CCSF](#)

For information and guidelines on reporting a code of student conduct (COSC) violation, refer to [FAQ: District Employees - Student Conduct & Discipline | CCSF](#).

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## Section 9.9 – EMPLOYEES AND DRUG USE

In compliance with Board Policy and Administrative Procedure 2.14 the District does not allow the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance in any College facility or as part of its activities, whether on or off campus in accord with the Drug-Free Workplace Act of 1988, the California State Drug-Free Workplace Act of 1990, and the Drug-Free Schools and Community Act Amendments of 1989.

Any employee violating this prohibition shall be subject to discipline up to and including termination and/or will be required to complete a drug abuse assistance or rehabilitation program. The District handles each case within the guidelines of the applicable District policies and procedures, Collective Bargaining Agreements, and local, state, and federal regulations.

For additional information on A Drug and Alcohol-Free Work Place and College Environment view [BP 2.14 \(ccsf.edu\)](#) and [AP 2.14 \(ccsf.edu\)](#).

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## Section 9.10 – EMERGENCY PROCEDURES

### Reporting Emergencies

In the event of a LIFE THREATENING EMERGENCY dial – 911 or 9-911 from a Campus emergency blue phone or call box.

### Additional Resources:

[Department of Emergency Management | San Francisco \(sf.gov\)](#)  
[In an Emergency | SF72](#)

If near any College Campus call the College Police Department at 415/239-3200 for all emergencies. If calling from a College telephone you may call direct by pressing the “CCSF Police” pre-programmed key located on your telephone keyboard.

Emergency blue phones and call boxes are located around the Ocean Campus. You can also dial 911 to report an emergency.

Procedures to follow in the event of an emergency can be found in the guide: [In Case of an Emergency Procedures and How to Contact the District Police Department \(ccsf.edu\)](#). The guide effectively outlines various basic responses to an emergency or disaster that employees, students, visitors may encounter in the course of their duties or while attending classes or meetings held on Campus. The guide includes information on disaster and emergency preparedness, evacuation procedures, shelter in place procedures, reporting a threat, active shooter, power outages, bomb threats, and many other emergency procedures.

The following information highlights some of the information included in the above referenced guide, however, it is highly recommended that employees familiarize themselves with the contents of the guide.

### Active Shooter

An Active Shooter is a person who appears to be actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly, demanding immediate deployment of law

enforcement resources to stop the shooting and mitigate harm to innocent victims. Try to be aware of your environment and know your exit plan wherever you are.

**If you think an active shooter is on campus immediately call Campus Police at 415/239-3200 or dial 911. Once you call:**

- Remain calm and answer the dispatcher's questions.
- Dispatchers are trained to obtain information for emergency response.
- If safe to do so, try to get a good description of the person shooting. Note height, weight, gender, race, age, clothing, type of weapon, the direction they travel, and their name, if known.
- If you think the shooter uses a vehicle, note the license plate, make, model, color, and any other characteristics.

**The best practices for an active shooter event are to RUN! HIDE! FIGHT!**

### **RUN**

- The #1 priority is to get yourself out of danger.
- Have an escape route and plan. If there is an escape path, attempt to evacuate. Be decisive about it.
- Leave belongings behind.
- Evacuate regardless if others agree to do so or not (don't let others slow you).
- Help others if possible.
- When safe to do so, prevent others from entering the danger zone.
- Stay alert and be ready to transition to another location for cover.
- Call College Police or 911 when you are safe.

### **HIDE**

- If evacuating is not possible, find a place to hide immediately.
- Move quickly and quietly.
- Hide in an area out of the shooter's view. Look for a place with a hard covering or structuring, such as a brick wall, parked vehicle, tree, or any other object that may stop bullets.
- If you hide in a room, closet, or office, lock the door or block the entry to the hiding place, turn off the lights, close window shades, silence your cell phone, and remain quite.
- If you can't find a safe place, hide behind objects.

### **FIGHT**

- As a last resort and only when your life is in immediate danger, whether alone or in a group-FIGHT!
- Attempt to incapacitate the shooter(s)
- Act with as much physical aggression as possible.
- Improvise weapons like chairs, fire extinguishers, or any other hard object you can use or throw at the active shooter.
- Commit to your actions...your life depends on it.
- Don't freeze...react and survive.

## EMERGENCY PROCEDURES

In some emergency cases, it may be necessary to evacuate the building. When evacuating do so effectively, quickly, quietly, and calmly.

### A. Building Evacuation

- When the building alarm sounds or when asked to evacuate by a member of the Building Emergency Team or Emergency Responder, walk quickly and calmly to the nearest safe exit.
- Use stairs, not elevators.
- Ask persons who may be disabled, if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing. If unable to safely evacuate someone who is disabled, immediately notify Public Safety Department, Police and/or Fire personnel and the Building Coordinator of their location. If possible, have someone stay with the person.
- Evacu-Track chairs are available to assist in the evacuation of disabled persons.
- Disabled persons requiring assistance should identify themselves to Emergency Personnel or others willing to assist.

### B. Earthquake

Most injuries caused by earthquakes are from falling or flying objects.

- DROP where you are, onto your hands and knees.
- COVER your head and neck with one arm and hand. Then crawl underneath the table or desk for additional shelter. Stay on your hands and knees and bend forward to protect vital organs.
- HOLD ON to your shelter with one hand. Keep covering your head/neck with your other hand.
- Avoid windows (face away from glass), tall furniture and overhead hazards.
- If possible, take cover under a sturdy desk or table or seek refuge along an interior wall and cover your head.
- Do not immediately evacuate. Wait for the shaking to stop and check for hazards before exiting.

### C. Fire

At the first sign of fire, evacuate the building or area, activate the fire alarm as you leave, and notify campus police.

- Do not use elevators, use stairs.
- Feel closed doors with the back of your hand. If hot, do not open doors; find another escape route.
- If trapped in the building, hang an article of clothing, towel, sheet etc. from a window to signal Emergency Responders. Stay close to the floor. Shout at regular intervals to alert Emergency Personnel.
- Attempt to use a portable fire extinguisher if needed.

### D. Hazardous Materials Release/Exposure

Hazardous Materials are anything flammable, toxic, corrosive, reactive, oxygenic, cryogenic, or radioactive. If you suspect a Hazardous Materials release, exposure, or danger-immediately notify Campus Police.

- Evacuate affected area and seal it off, if possible.
- If able, inform emergency personnel of the appearance of the released material – solid, liquid, odor, color, etc.
- Inform emergency personnel of the time of release and information regarding the area of contamination, any hazards inside or outside the room or buildings, and information as to the materials involved or stored in the affected area.
- If you have been exposed to the material, immediately notify emergency personnel. Remain in the immediate area, but away from the contamination. Avoid contact with others.
- If toxic materials come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
- NOTE: Lab instructors or supervisors – isolate contaminated persons, obtain names and notify emergency personnel.

**NOTE:** Lab instructors or supervisors - isolate contaminated persons, obtain names and notify emergency personnel.

### E. Bomb Threats

- Scan your work area for unfamiliar items
- Do not touch suspicious packages / items. Notify the Campus/Center Public Safety Department.
- Take personal belongings, if instructed to evacuate.
- If you receive a telephone threat - try to keep the caller talking and ask:
  1. When is the bomb going to explode?
  2. Where is the bomb?
  3. What does the bomb look like?
  4. Why did you place the bomb?

**NOTE:** Anything that may aid in identification, such as background sounds, accents, etc.