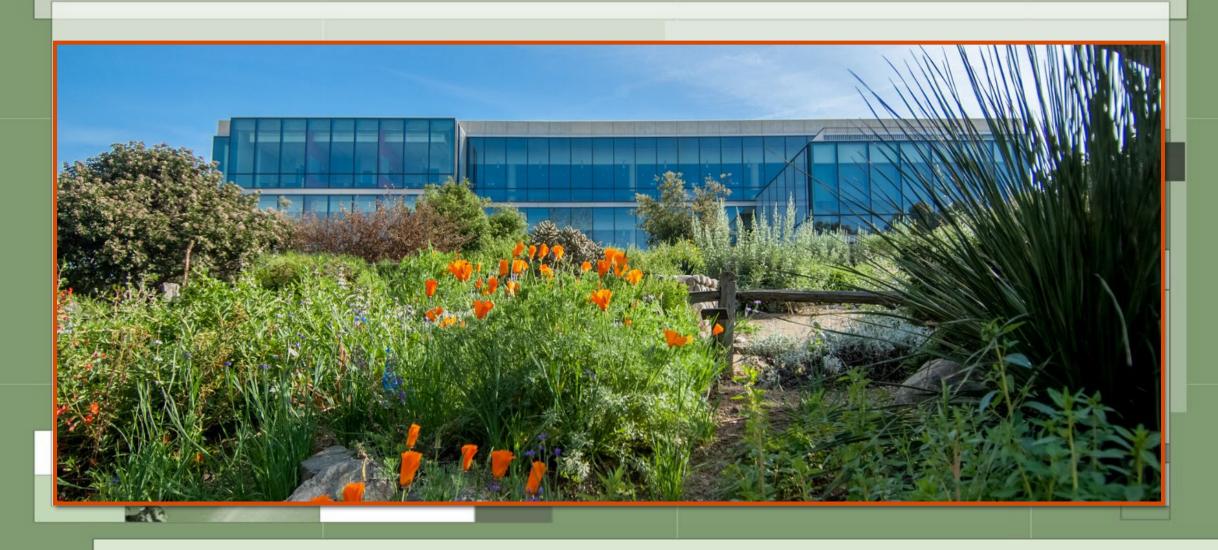
Golden West College New Employee Orientation



Agenda

- Introductions to Leadership
- Employee Groups
- Ice Breaker
- Strategic Plan, Mission Statement, Organization Chart, GWC Vision & Values
- Participatory Governance, Decisions Making
- Break
- Diversity, Equity, Inclusion, Accessibility
- College Systems and Technology
- Policies and Procedures
- Campus Tour





Golden West College's Executive Team



- Vice President, Claudia Lee, Ed. D.
- Vice President, Jennifer Kalfsbeek-Goetz, Ph.D.
- Temp. Interim Vice President, Rick Hicks



President, Meridith Randall







Wings: Student Services

Vice President, Claudia Lee, Ed. D.

- Academic Success Center
- Admissions & Records
- Basic Needs
- Campus Life
- Counseling
 - Career Center
 - Transfer Center
- DSPS
- EOPS, CalWORKS, CARE, Guardian Scholars, NextUp
- Financial Aid
- International Students
- Library
- Student Equity
- Student Health Center
- Veterans Resource Center





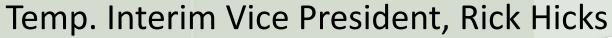
Vice President, Jennifer Kalfsbeek-Goetz, Ph.D.

Divisions:

- Arts and Letters
- Business & Career Education
- Nursing
- Cosmetology
- Athletics & Kinesiology
- Health Education
- Criminal Justice
- Math and Science
- Adult Education
- Social Sciences
- Dual Enrollment
- Online Instruction
- Center for Innovation and Learning







Maintenance and Operations

Business Services

Public Safety

Swap Meet

IT User Support

Measure M





- Classified Senate
- Academic Senate
- Coast Federation of Classified Professionals
- Coast Federation of Educators
- Coast CCA
- Temporary Hourly Employees



Classified Professionals

What is a Classified Professional in California?

- Classified staff are employees of a school, district, or county office of education who are in a position not requiring certification.
- Classified professionals include instructional associates, division area coordinators, and custodians.





Classified Senate

President, Ben Olague

Mission

The Classified Senate provides classified professionals at Golden West College a formal voice in College and District governance and decision-making committees, and on matters that are not related to collective bargaining and contract negotiations. The Classified Senate:

- · Serves as a recommending body on behalf of classified professionals at GWC.
- Advocates for and oversees Classified Senate appointments to College and District governance and decision making committees.
- Provides professional and individual leadership development opportunities for classified professionals.
- Facilitates communication among classified professionals both internally (within the College and District) and externally (to other community colleges/districts and the statewide California Community College Classified Senate).



Academic Senate

President, Damien Jordan

Mission

The Golden West College Academic Senate's mission is to serve its faculty, promote the best interests of higher education, and to represent the faculty in campus, district, and state level senate charges by carrying out the primary functions as delineated in the CA Code of Regulations, Title 5, section 53200, which includes both academic and professional matters, and consulting collegially with the local campus and district governing boards. For additional information on the Academic Senate and its mission, please visit the **Academic Senate for**California Community Colleges.

Coast Federation of Classified Professionals

President, Andrew Deaso









Coast Federation of Educators

President, Rob Schneiderman

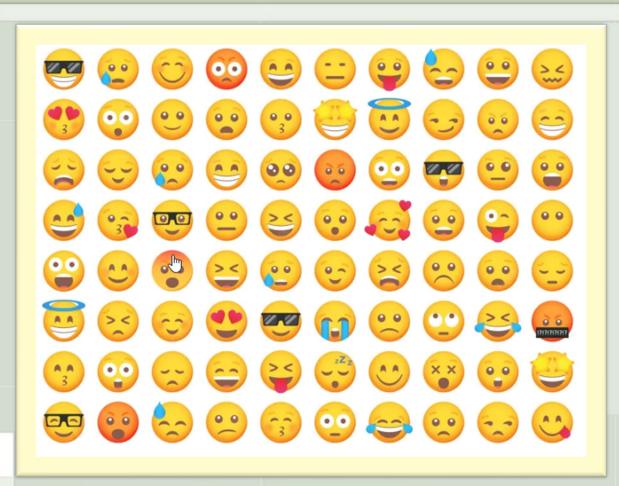
Serving Orange Coast College, Golden West College, and Coastline College Faculty



- Representing part-time faculty teaching fewer than 7.5 LHE.
- Lynn Buller, President
- Email Support@CoastCCA.org







Directions

Draw three emojis that represent your mood, hobbies, or personality.

Take turns sharing your emojis and briefly explain your choices.







Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population.

The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness.

The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

Contract Employee Organization Chart



Employee Role Share



Contract Employee
Organization
Chart

GWC Vision



GWC welcomes you.

Be inspired.

Be empowered.

Be transformed.



Our values are the ideals that guide us in our commitment to student learning and to the vitality of our community.

- Welcoming Campus Environment
- Access, Equity, and Inclusiveness
- Excellence in Teaching and Learning
- Innovation and Technology
- Leadership Guided by Collaboration
- Stewardship and Sustainability



Golden West College Strategic Focus 2023-2024

Increase Visibility of GWC in the Community Increase Enrollment **Achieve Equity Goals** Align Programs with Community Needs Meet Students' Basic Needs Convert All Classes to Open Educational Resource/Zero Textbook Cost Increase Persistence Focus on Key Program Indicators **Achieve Fiscal Stability** Think Big



Achieving Our Mission

"How can employees actively support the campus's priorities and make a positive impact on students' success?"

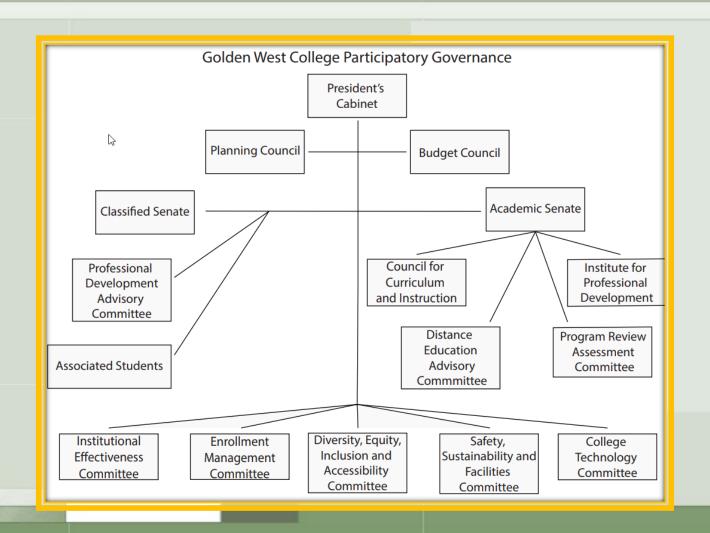


Participatory Governance

Participatory governance ensures diverse voices contribute to decision-making, fostering a responsive, inclusive, and equitable educational environment that meets the needs of students and stakeholders.

- In 1988 Assembly Bill (AB) 1725 was passed, which established the Academic Senate's role as the primary voice in providing recommendations to California Community College Board of Trustees in academic and professional matters.
- AB 1725 is enacted through Title 5 of the California Code of Regulations. Title 5 requires each College's Board of Trustees to consult collegially with the Academic Senate by relying primarily upon their advice or reaching mutual agreement on academic and professional matters, which are further defined in legislation.
- Title 5 and California Education Code also require the Board to ensure the right and effective participation of faculty, classified professionals, and students in the development of recommendations on college governance.

Participatory Governance and Decision Making



Safety, Sustainability, and Facilities Committee

Committee Structure

SSFC (Safety, Sustainability, Facilities)

MEETING SCHEDULE: TBD

PURPOSE

- Primary consulting body on matters of college-wide construction, maintenance, facility improvements, landscaping projects, campus safety, signage and accessibility matters, and emergency preparedness.
- It is understood that the authority of the Academic Senate, ASGWC and the agreements
 of our established collective bargaining agents are not diminished by the provisions or
 definitions found in this document.
- · SSFC is a shared governance committee.
- · SSFC is not subject to the Brown Act.

RESPONSIBILITIES:

- Review Program Review Resource Allocation requests related to safety, sustainability, and facilities.
- Receive updates and provide feedback and input on all Measure M, scheduled maintenance, Vision 2030 Facilities Plan and College supported facilities projects.
- 3. Provide feedback and input related to facilities projects and inform on campus impact.
- 4. Provide updates on campus emergency preparedness and safety initiatives.
- Develop and keep updated protocols related to special events, power outages (scheduled and un-scheduled) and campus maintenance incidents.
- 6. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
- 7. Agendas and action items will be posted as part of the shared governance process.

RECOMMENDING TO: Planning Council, Budget Council, President's Cabinet

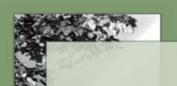
CO-CHAIRS: SSFC Manager and a SSFC Committee Member

RECORDER: M&O Assistant

MEMBERSHIP: 18 members (* Co-Chairs)

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

- 1. *Dean or Manager in Enrollment Services
- 2. Faculty representative from Math/Science
- 3. Faculty representative from English/ESL
- 4. Faculty representative from Counseling (including Transfer Center)
- 5. Faculty representative from Social Sciences
- 6. Faculty representative from one of (Arts, Athletics, CTE, Criminal Justice, Nursing)
- 7. Dean, Counseling (including Transfer Center)
- 8. Dean, Academic Area
- 9. Academic Success Center Manager or designee
- 10. Guided Pathways Director or designee
- 11. Classified representative from Admissions & Records
- 12. Classified representative from Financial Aid
- 13. Outreach collective (or designee)/Special Populations representative (or designee)
- 14. ORPIE Representative
- 15. CFE Representative
- 16. CFCE Representative
- 17. ASGWC Representative
- 18. ASGWC Representative



PURPOSE AND RESPONSIBILITIES

Purpose:

Primary consulting body on matters of college-wide construction, maintenance, facility improvements, landscaping projects, campus safety, signage and accessibility matters, and emergency preparedness. It is understood that the authority of the Academic Senate, ASGWC and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document. SSFC is a shared governance committee. **Responsibilities:**

- Review Program Review Resource Allocation requests related to safety, sustainability, and facilities.
- Receive updates and provide feedback and input on all Measure M, scheduled maintenance, Vision 2030 Facilities Plan and College supported facilities projects.
- Provide feedback and input related to facilities projects and inform on campus impact.
- Provide updates on campus emergency preparedness and safety initiatives.
- Develop and keep updated protocols related to special events, power outages (scheduled and un-scheduled) and campus maintenance incidents.
- Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
- Agendas and action items will be posted as part of the shared governance process.

Sustainability, and Facilities Committee (SFC) 2nd Friday 1:00 pm - 2:00 pm

Co-Chairs
Joe Dowling
Chad Miller





TAKE!







Diversity Equity Inclusion Accessibility

GWC strives to implement and ensure inclusivity, diversity, equity, and accessibility are actively embraced, fostering a culture where every employee feels valued and supported.



Federal and State Laws that Protect Against Discrimination

| Labor Code | California Equal Pay Act (Labor Code section 1197.5) and Labor Code section 432.3 | | |
|--|---|--|--|
| The Fair Employment and Housing Act (FEHA) | The Fair Employment and Housing Act (California Government Code Section 12900-12951 & 12927-12928 & 12955 - 12956.1 & 12960-12976) provides protection from harassment or discrimination in employment because of: age (40 and over), ancestry, color, creed, | | |
| The California Family Rights Act (CFRA) • Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment | Equal Pay Act of 1963 (EPA) Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same | Age Discrimination in Employment Act of 1967 (ADEA) • Age Discrimination in Employment Act of | Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA) • Title I and Title V of the |

- discrimination based on race, color, religion, sex, or national origin;
- establishment from sex-based wage discrimination;
- 1967 (ADEA), which protects individuals who are 40 years of age or older;
- Americans with Disabilities Act of 1990, as amended (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.



Cultivating Diversity

Promoting Equity

Fostering Inclusion

Ensuring Accessibility

ACTIVITY!

- Move into your assigned group.
- Each group will read their assigned term (Diversity, Equity, Inclusion, and/or Accessibility).
- Choose a recorder/spokesperson from your group.
- Discuss your assigned term(s) with each other and agree on what to teach the other group
- Add in your own examples related to the term; be thoughtful on where you have seen
 this term in action at GWC. If you're unsure, think about where it could happen or pull
 other examples from your own experiences.
- Each group will report out and "teach" their term(s) to the rest of the group.

Cultivating Diversity

- Cultivating diversity involves actively seeking and embracing a variety of backgrounds, perspectives, and experiences within a group or community.
- It is about creating an environment that values and celebrates differences, fostering a rich tapestry of ideas and talents.
- The goal is to promote inclusivity and harness the strength found in diversity.



Cultivating Diversity



In our hiring practices at Golden West College, we promote diversity by implementing inclusive recruitment strategies, fostering equal opportunities, and actively seeking candidates from various backgrounds.

Promoting Equity

Promoting equity involves ensuring fairness and justice by addressing systemic disparities and providing opportunities that accommodate individual needs.

It aims to create a level playing field, acknowledging and dismantling barriers that hinder equal access and treatment.

The focus is on empowering everyone to reach their full potential, irrespective of background or circumstance.



Promoting Equity

At GWC, we promote equity by providing ongoing training for employees. This ensures a fair and inclusive environment and fair access to opportunities, by providing resources for professional development, fostering awareness and skills to address diverse needs.



Fostering Inclusion



- Fostering inclusion involves deliberately creating an environment that embraces diversity, promotes equity, and encourages a sense of belonging.
- It requires proactive measures to ensure that all individuals, regardless of differences, feel valued and respected.
- Inclusion fosters collaboration, understanding, and a culture where everyone can contribute and thrive.

Fostering Inclusion

GWC promotes inclusion through diverse faculty hiring, student-led cultural events, and accessible resources for all learners, creating an environment where every student feels valued and supported.



Ensuring Accessibility

- Ensuring accessibility involves removing barriers and providing equal opportunities for all individuals, regardless of abilities or circumstances. It requires designing environments, services, and information to be inclusive and easily usable by everyone.
- The goal is to promote fairness and enable full participation, fostering a society where no one is excluded.



Ensuring Accessibility

At GWC, we implement captioning for videos, establish quiet study spaces, and offer Disabled Students Services and Programs, prioritizing accessibility and inclusivity for all students.







Cultivating Diversity

In our hiring practices at Golden West College, we prioritize diversity by implementing inclusive recruitment strategies, fostering equal opportunities, and actively seeking candidates from various backgrounds.

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Diversity • Equity • Inclusion • Accessibility



Promoting Inclusivity and Awareness

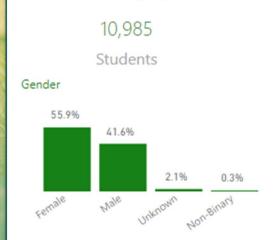
How can individual employees actively contribute to promoting diversity, equity, inclusion, and accessibility (DEIA) within their respective roles and across the campus?

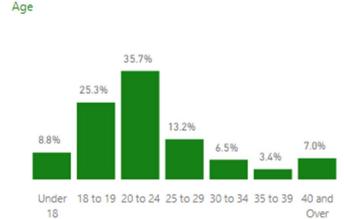
Golden West College

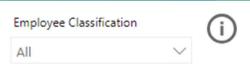
Comparison of Student and Employee Demographics Fall 2021

Age

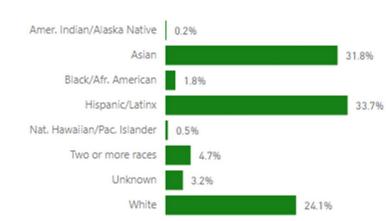
Student Demographics







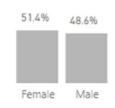
Race/ethnicity

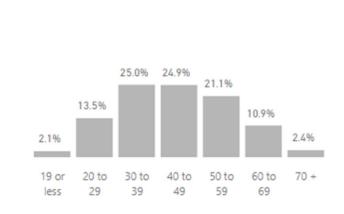


Employee Demographics

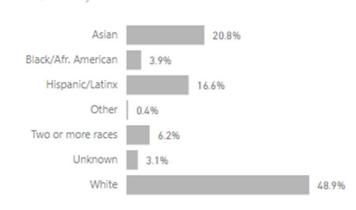
| Classification | N | % |
|-------------------------|-------|--------|
| FACULTY, Part-time | 617 | 53.6% |
| OTHER | 209 | 18.1% |
| CLASSIFIED/CONFIDENTIAL | 167 | 14.5% |
| Faculty, Full-time | 120 | 10.4% |
| MANAGEMENT | 39 | 3.4% |
| Total | 1,152 | 100.0% |







Race/ethnicity



Note: Student and employee headcount is unduplicated. All employees on payroll are included in this dashboard.

"Other" employee classification includes Hourly/temporary, student workers, and professional experts.

Source: CCCD Banner Student Information System (Data pulled November 2021)

What if you believe you have been the victim of discrimination?

- Document what happened
- Contact your supervisor
- Reach out to Human Resources
- Contact your Union Representative
- The California Department of Fair Employment and Housing (DFEH) is responsible for enforcing state anti-discrimination laws.
- The Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal anti-discrimination laws.

Up next:



- Campus Safety Procedures and Resources
- College Systems and Technology
- Policies and Procedures



Public Safety



GWC Portals-Logins-Management Systems

Goldenwestcollege.edu

Faculty and Staff Links

- MyGWC: MyGWC login, our online portal to your personal GWC College resources.
- Office365: Microsoft 365 is your powerful cloud-based productivity platform that include apps like Microsoft Teams, Word, Excel, PowerPoint, Outlook, and OneDrive.
- Vision Resource Center (Cornerstone): The Vision Resource Center is an online learning and communication platform that offers all California community college employees equitable access to professional development opportunities.

GWC Portals-Logins-Management Systems

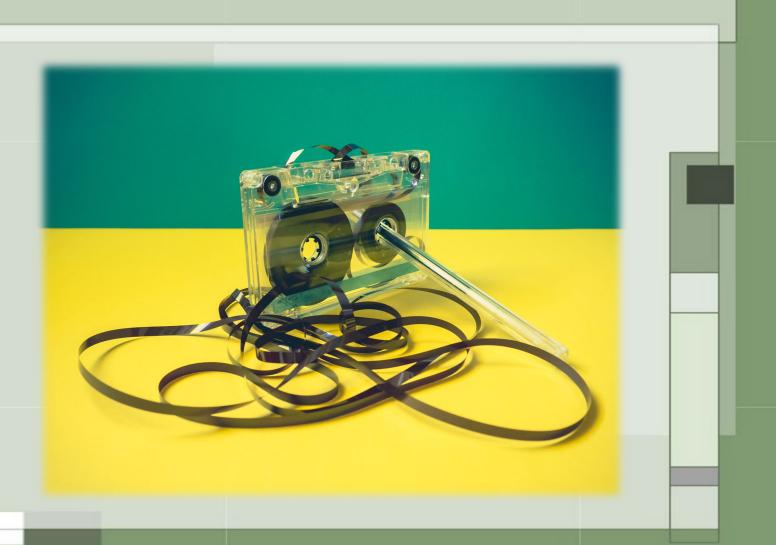
Goldenwestcollege.edu

Faculty and Staff Links

- Canvas: Canvas is a course management system that supports online learning and teaching. It allows professors to post grades, information, and assignments online.
- **Email (Outlook):** GWC email offered by Microsoft. It includes a webmail interface featuring mail, calendaring, contacts, and tasks services.
- **GWC Portal (SharePoint site)**: SharePoint is a collaboration system that uses workflow applications, "list" databases, and other web parts and security features to empower teams to work together.

• Up next:

- College Systems and Technology
- Policies and Procedures





- Worker's Compensation Human Resources Website
- Evaluation Process



Evaluation Procedures

Board Policies



FERPA



FERPA

Family Educational Rights and Privacy Act

College Policies and Procedures





■How to submit an M&O Service Request Form

IT: Technology Policies

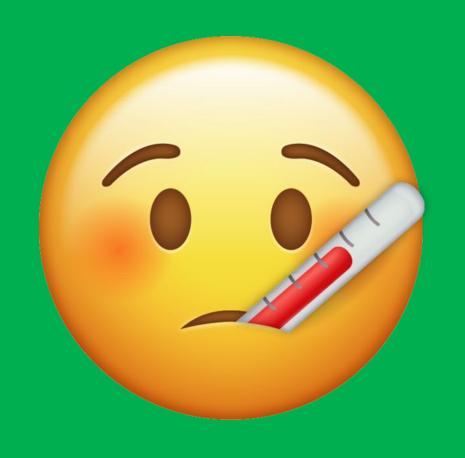
Email and Network Usage

Cybersecurity Awareness

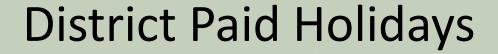












Juneteenth

Independence Day

Labor Day

Veterans' Day

Thanksgiving Holiday (Thurs-Fri)

Winter Holiday (9 days)

New Year's Day

Martin Luther King Jr. Day

Lincoln's Day (Friday)

Washington's Day (Monday)

Spring Holiday

Memorial Day

Floating Holiday

(CFCP, Confidential Employees)

Contract Employee Leaves

| Paid Leaves Types of Leaves. T | he District shall grant paid leaves of absence for the following purposes: |
|--|---|
| | |
| Bereavement | (3) duty days, (5) duty days: If out-of-state travel or more than 250 miles one-way |
| Illness Leave | Accrue one (1) day of sick leave for each month, or major portion thereof, of paid service |
| Overload Illness Leave (does not apply to part- | Faculty Member who is assigned a full regular contract and, in addition, is given a part-time |
| time faculty) | assignment for extra pay, shall be granted extra sick leave credit. |
| Industrial Accident or Illness | Notify supervisor, as soon as possible, but normally within twenty-four (24) hours of onset. |
| Quarantine | Paid leave during the period of quarantine by a duly constituted governmental authority. |
| Jury Duty | Grant leave of absence without loss of pay in the manner provided by law |
| Personal Necessity (charged against Sick Leave) | (7) days during any academic year and have the absence charged to the sick leave account |
| Maternity (charged against Sick Leave) (| Maternity shall be treated as if it were an illness or disability |
| Exchange of Faculty Members (does not apply to | See CFE contract |
| part-time faculty) | |
| Military Leave | Granted military leave in accordance with applicable Federal and State laws |
| Service as elected officer in public employee | |
| organization (does not apply to part-time faculty) | |
| Immediate Family Illness (up to one half of | |
| annual sick leave allocation) | |
| Parental Leave | Employees with Parental Leave pursuant to Education Code section 87780.1. |
| | |

Coast Federation of Classified Professionals

| 4 | Vacation | Years of | Earned Vacation | Carryover Balance Allowed on July 1 |
|-------|------------------------------|---|---------------------------------------|---|
| | Article 15 | Service | | |
| | | 1-3 years of service | 8 hours/month 12 days/year) | 144 hours |
| | | 4-5 years of service | 9.33 hours/month 14 days/year) | 168 hours |
| | | 6-9 years of service | 10.66 hours/month 16 days/year) | 192 hours |
| | | 10-13 years of service | 12 hours/month 18 days/year) | 216 hours |
| | | 14+ years of service | 13.33hours/month 20 days/year) | 240 hours |
| | Floating Holiday | Employees are entitled | to one floating holiday. The floating | g holiday is not cumulative. |
| | | | | |
| | Sick Leave Article 17.2 | "Earned" sick leave is the number of hours the employee shall be entitled to earn each month at their full rate of pay for illness or injury. Therefore, employees scheduled to work forty (40) hours per week, twelve (12) months per fiscal year shall be entitled to earn eight (8) hours per month for a total of ninety-six (96) hours of sick leave per fiscal year. | | |
| | | Sick Leave for less than full-time Employment. Regular employees scheduled to work less than forty (40) hours per week and/or less than twelve (12) months per full fiscal year are entitled to that proportion of ninety-six (96) hours of "earned" sick leave and eight hundred (800) hours of "extended" sick leave per fiscal year as the employee's number of scheduled work hours relates to a full-time work schedule. | | |
| 11-14 | Rest Period Article 14.15 | An uninterrupted, duty- minutes per four (4) hou | • | the total hours worked daily at the rate of fifteen (15) |
| | Meal Period Article 14.8 | minutes in length. B. If | an employee's meal period is interi | pted, duty-free meal period. Meal periods are sixty (60) rupted by the immediate supervisor or a person in higher iod that day by thirty (30) minutes in addition to the time |
| | The Thirt I have | | | |

| | Confiden | tial Employees |
|--|--|---|
| Vacation 22 vacation days for each full year of fulltime service. Proportionate vacation allowance will be granted for periods of service of less than one year and/or less than fulltime. | Years of Service | Carryover Balance Allowed on July 1 The maximum vacation an employee may have available shall be 44 days or 352 hours. No vacation will be earned beyond 44 days or 352 hours. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation. |
| Floating Holiday | Confidential employees cumulative. | are entitled to one floating holiday. The floating holiday is not |
| Sick Leave | during illness) at the rate with proportionately sn Extended Sick Leave The employee in any fiscal y unless an employee has | tial employee shall be granted sick leave (absence with full pay te of 12 days on the District) for a full year of service to the District, naller sick leave allowances for shorter periods of employment. The total period of absence because of illness for any confidential year cannot exceed 100 days (sick leave plus extended sick leave accumulated more than 100 days sick leave privileges. |
| Rest Period | | -free rest period shall be based on the total hours worked daily a minutes per four (4) hours |
| Meal Period | Meal periods are sixty (interrupted by the imm | oyees are guaranteed an uninterrupted, duty-free meal period. 60) minutes in length. B. If an employee's meal period is ediate supervisor or a person in higher authority, the employee neal period that day by thirty (30) minutes in addition to the time |



Coast Federation of Educators

| Paid Leaves | Section 14.1. Types of Leaves. The District shall grant paid leaves of absence to Faculty Members for the following purposes, |
|-------------|--|
| raid Leaves | subject to the conditions set forth in this Article: Paid leaves for 50-67% parttime faculty shall be prorated according to semester |

load.

| 8 | 1080. | |
|--|---|--|
| | Bereavement (See Section 14.3) | (3) duty days, (5) duty days: If out-of-state travel or more than 250 miles one-way |
| | Illness Leave (See Section 14.4) | Accrue one (1) day of sick leave for each month, or major portion thereof, of paid |
| CHARACA | , , | service |
| | Overload Illness Leave (See Section 14.5) | Faculty Member who is assigned a full regular contract and, in addition, is given a |
| 1 | (does not apply to part-time faculty) | part-time assignment for extra pay, shall be granted extra sick leave credit. |
| | Industrial Accident or Illness (See Section 14.6) | Notify supervisor, as soon as possible, but normally within twenty-four (24) hours of onset. |
| MEM | Quarantine (See Section 14.7) | Paid leave during the period of quarantine by a duly constituted governmental authority. |
| W. III | Jury Duty (See Section 14.8) | Grant leave of absence without loss of pay in the manner provided by law |
| N. O. C. | Personal Necessity (charged against Sick Leave) (See | (7) days during any academic year and have the absence charged to the sick leave account |
| | Section 14.9) | |
| SKS A | Maternity (charged against Sick Leave) (See Section | Maternity shall be treated as if it were an illness or disability |
| | 14.10) | |
| 2000 | Exchange of Faculty Members (See Section 14.11) | |
| | (does not apply to part-time faculty) | |
| | Military Leave (See Section 14.12) | Granted military leave in accordance with applicable Federal and State laws |
| | Service as elected officer in public employee | |
| | organization (See Section 14.13) (does not apply to | |
| Name of | part-time faculty) | |
| No. | Immediate Family Illness (up to one half of annual sick | |
| | leave allocation) | |
| NAME OF THE OWNER, OWNE | Parental Leave (See Section 14.14) | Eligible Faculty Members with Parental Leave pursuant to Education Code section 87780.1. |
| | | |

General Conditions

Section 14.2.a A Faculty Member shall make written application for paid leave, as soon as possible, in accordance with procedure below. It is understood by both parties that every effort will be made to ensure that methods for reporting faculty absences are consistent and fair. As early and practically as possible, Faculty Members will make a reasonable effort to provide notice to the person designated per established campus procedures of the Faculty Member's absence.

| Educat | ional Administra | tors and Classified Managers | |
|---|---|--|--|
| Vacation 22 vacation days f seach full year of fulltime service. Proportionate vacation allowance will be granted for periods of service of less than one year and/or less than fulltime. | Years of Service | Carryover Balance Allowed on July 1 The maximum vacation an employee may have available shall be 44 days or 352 hours. No vacation will be earned beyond 44 days or 352 hours. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation. | |
| Sick Leave | during illness) at the rate with proportionately sm Extended Sick Leave Ma Educational Administrativate of pay given a substitute for the regular employed Classified Managers: Pa The total period of absetexceed 100 days for classified with the regular employed. | ay at not less than one-half of the regular fulltime rate of pay. ence because of illness for any Manager in any fiscal year cannot ssified managers and not more than 110 days for educational we plus extended sick leave) unless an employee has accumulated | |

| | Part-Time Faculty |
|-----------------------------------|---|
| | |
| Sick Leave (Section 12.2) | |
| Section 12.2.a. | Faculty Members will be granted sick leave on a prorated basis as established by the Education Code. If the Faculty Member does not take the full amount of leave accrued in any school year, the amount not taken shall be accumulated from year to year |
| Section 12.2.b. | Faculty Members in instructional assignments will be granted five (5) hours of sick leave each semester for every three (3) hours of teaching assignment, including summer session. |
| Section 12.2.c | Faculty Members assigned to positions having a full-time equivalent work week of thirty (30) hours will be granted .833 hours of sick leave for each semester hour the Faculty Member is assigned. (Semester hour = hour per week for 18 weeks.) |
| | |
| Personal Necessity Section 12.3. | A Faculty Member may be absent from duty without loss of pay for days not to exceed 60% of the Faculty Members' currently earned Sick Leave* and have the absences charged to the sick leave account. The Faculty Member shall not be required to secure advance permission for leave taken under Sections 12.3.a c 12.3.b. |
| Paid Family Leave Section 12.4 | Faculty Members may use one half of their earned sick leave per semester for care of the needs of an immediate family member.** |
| Pregnancy/Maternity Section 12.5 | Pregnancy shall be regarded and handled by the District pursuant to California's Pregnancy Disability Law |
| Jury Service Section 12.6. | Faculty Members who serve on jury duty during any day in which they are assigned to work shall be compensated for the number of hours that they otherwise would have worked at the District, up to a maximum of three hours per week for up to two weeks. |
| Bereavement Section 12.7 | A Faculty Member may be absent from duty without loss of pay not to exceed the number of hours that the otherwise would have worked at the <u>District</u> , up to a maximum of three hours. |

SHORT-TERM ASSIGNMENT, PROFESSIONAL EXPERTS, MEDICAL PROFESSIONALS, STUDENT ASSISTANTS

Healthy Workplaces, Healthy Families Act of 2014 CA Assembly Bill 1522

- Employees hired solely in a non-bargaining unit position are eligible for this sick leave plan.
- Employees may begin using accrued sick leave on the 90th calendar day of employment.
- The maximum amount of paid sick leave that may be used in one year is limited to forty (40) hours or five (5) days and cannot be carried over.
- Employees will not be able to use paid sick leave when there is no sick leave balance available.
- Paid sick leave may be taken for oneself or for a family member for the diagnosis care or treatment of an existing health condition or preventive care, or, for one who is a victim of domestic violence, sexual assault, or stalking, other specific purposes pursuant to Labor Code Section 230.
- Paid sick leave may be requested from the immediate manager in writing or verbally.
- Paid sick leave cannot be transferred to another job classification or permanent position and cannot be transferred to another institution.
- If an employee is rehired within one year of termination, previously accrued and unused paid sick days shall be reinstated.

Professional Development Opportunities

Professional Development Resources

Cornerstone

Cornerstone (employee log-in required)

Career Network

- Classified Professional Development
- Employee Training
- GWC Portal
- Manager Professional Development
- LinkedIn Learning
- Camtasia and Snagit Products
- Cornerstone Professional Development Portal
- Respondus Test Generator





Questions & Answer Session





Please take a moment to complete the workshop evaluation once received via the link in an email from Cornerstone.





- 1. Guided tour of the campus facilities and locations
- 2.Introduction to personnel in various departments

