



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES COMMITTEE**

**February 9, 2022**

**Via Zoom, <https://cccconfer.zoom.us/j/96550511471>**

Meeting ID #965-5051-1471

3:30 – 5:00 p.m.

**AGENDA**

1. Welcome Winter/Hou
2. Approval of Minutes – **ACTION** Winter/Hou
  - a. January 12, 2022 Meeting
3. Diversity, Equity, and Inclusion (DEI)/EEO Dr. Rabii-Rakin
  - a. Exit Interview Survey
4. RSCCD Administrative Regulations - **INFORMATION** Winter/Hou
  - a. AR 7133 – Management Holidays
  - b. AR 7250 – Educational Administrators Workweek and Teaching by Managers
  - c. AR 7260 – Classified Supervisors and Managers Workweek and Teaching by Managers
  - d. AR 7340.2 – Vacation for Management/Confidential Employees
  - e. AR 7340.3 – Sick Leave for Management/Confidential Employees
5. RSCCD Employment Reference Check Forms - **UPDATE** Winter
  - a. Survey
6. Other

**Next Meeting:**

Wednesday, March 9, 2022

3:30 – 5:00 p.m.

**The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.**



**HUMAN RESOURCES COMMITTEE**  
**Via Zoom – District Office**  
**3:30 – 5:00 p.m.**  
**Meeting Minutes for January 12, 2022**

Members Present: Alistair Winter, Denise Salcido, Maria Garcia, Jonae Varela, Martin Stringer, René Beiza, Cheng Yu Hou, Jennifer De La Rosa, Kimberly Johnson, Dr. Rabii-Rakin, Martin Stringer, Sil Han Jin, Gayane Khechoomian, Dr. Pamela Ralston, Roy Shahbazian, and John Zarske

Members Absent: Zina Edwards, Nancy Tanner, Morrie Barembaum, and Dr. Jeffrey Lamb

1. Welcome
  - a. Meeting was called to order at 3:33 p.m.
2. Approval of Minutes – November 10, 2021 Meeting

It was moved by Mr. Stringer, seconded by Ms. Zarske to approve minutes.
3. Diversity, Equity, and Inclusion (DEI)/EEO

Dr. Rabii-Rakin reported the following:

  - Code of Conduct Book is being created and will be shared with all the different constituents for their input.
  - A speaker series is also being created on the introspective and intersectionality of race and gender among our employees this spring.
  - Speaker series:
    - Lunar New Year Celebration on January 25
    - International Holocaust Remembrance Day on January 27; Board of Trustees will have it on docket on April
    - Black History Month – Black Women and African-American Women on February 10; Black Men and African-American Men on February 15
  - EEO Monitor Training on February 2 during Flex Week
  - EEO Regular Fundamental Training on Tuesday, February 1; 63 have registered
  - Exit Survey will be discussed on the next meeting.
4. RSCCD Administrative Regulations

Mr. Hou reported the administrative regulations will be sent to the committee for review and discuss on the next meeting.
5. RSCCD Employment Reference Check Forms

Mr. Winter reported the survey questions have been finalized and the survey will be submitted soon. The goal is to have the survey results by the next meeting. It was suggested for the Faculty Reference Check Form to be looked into first.
6. Other

Mr. Shahbazian thanked Mr. Hou for getting the faculty positions posted earlier.

Next HRC Meeting:  
Wednesday, February 9, 2022  
Via Zoom, 3:30 – 5:00 p.m.

## **RSCCD**

### **EXIT INTERVIEW SURVEY**

1. Why did you start looking for another job?
2. Why are you leaving?
3. What does your new position offer that influenced your decision to leave?
4. What could we have done better?
5. Would you ever consider returning to this District?
6. What could we have done to keep you here?
7. Did you feel equipped to do the job here?
8. Were you comfortable talking to your manager?
9. What things could your manager have done better?
10. How would you describe our District culture?
11. Did you share your concerns with anyone at the District?
12. Did you feel like a valuable part of the District?
13. Did you have all the tools you needed to succeed at your job?
14. Do you feel your job description changed since you were hired? how?
15. What qualities do you think we should look for in your replacement?
16. What was the best part of your job?
17. What was the worst part of your job?
18. What was your best day on the job like?
19. What was your worst day on the job like?
20. How would you improve employee morale?
21. Were you given clear goals and objectives?
22. Did you receive feedback to help you improve?
23. What would you change about your job?
24. Would you recommend our District to a friend looking for a job?
25. How can we improve our training and development?
26. Would you provide specific examples?
27. Do you have any other issues or comments you'd like to address?
28. Please share your demographic information and employment classification with us.
  - a. Race/Ethnicity
  - b. Gender/ Gender Identity
  - c. Employment location (SAC, SCC, CEC, OEC, DO)
  - d. Employment classification (CSEA 579, CSEA 888, CEFA, FARSCCD, Manager)
  - e. Fulltime or Part-time

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**AR 7133 Management Holidays**

Management employees shall be entitled to the following holidays with pay provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- President's Day
- Cesar Chavez Day
- Spring Break (2 days)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving Day
- Christmas Day
- Christmas Week (4 days)

Holidays will be determined in the calendar development process as provided by Education Code. Holidays are counted as eight (8) hour days.

Should a holiday as enumerated above or any other designated by the governing board as a public holiday occur while a management employee is absent from work because of sick leave, vacation, or any other paid leave of absence, the holiday shall be considered as time worked and shall not be deducted from his/her other paid leave of absence.

Management employees working a 5-day workweek shall be entitled to the same number of holidays, regardless of whether they work Monday through Friday or some other workweek such as Tuesday through Saturday. When a holiday falls on a non-work day for an employee working other than Monday through Friday and the holiday is one of those enumerated above, that employee is entitled to an additional day off with pay. Additionally, if a Management Employee is required to work on a designated holiday that employee is entitled to an additional day off with pay. The additional day must be taken within 6 months of the scheduled holiday.

Adopted:???

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**AR 7250 Educational Administrators – Workweek; Teaching by Management Employees**

**Workweek**

The regular workweek for educational administrators consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Educational administrators are FLSA exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 per week.

It is expected that if an educational administrator is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency the educational administrator must notify their supervisor as soon as practicable.

**Teaching by Educational Administrators:**

Subject to Board approval and if approved in writing by their immediate supervisor, an educational administrator may assume one teaching assignment, per semester, for which they meet minimum qualifications subject to the following:

- The class does not occur during their regular work hours;
- The class does not interfere with or disrupt the employee's ability to perform their primary duties for the district.

The educational administrator will be compensated for the teaching assignment in accordance with the appropriate faculty salary schedule and they do not accrue any additional leaves for the teaching assignment.

**Adopted:???**

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**AR 7260 Classified Supervisors and Managers – Workweek; Teaching by Management Employees**

**Workweek**

The regular workweek for management employees consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Management employees are FLSA exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 hours per week.

It is expected that if a management employee is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency the management employee must notify their supervisor as soon as practicable.

**Teaching by Management Employees:**

Subject to Board approval and if approved in writing by their immediate supervisor, a management employee may assume one teaching assignment, per semester, for which they meet minimum qualifications, subject to the following:

- The class does not occur during their regular work hours;
- The class does not interfere with or disrupt the employee's ability to perform their primary duties for the district.

The management employee will be compensated for the teaching assignment in accordance with the appropriate faculty salary schedule and they do not accrue any additional leaves for the teaching assignment.

**Adopted:???**

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**AR 7340.2 Vacation for Management / Confidential Employees**

Management / Confidential employees accrue twenty-seven (27) vacation days for each full year of full-time service. Proportionate vacation allowance will be granted for periods of service of less than one year and/or less than full-time. The maximum vacation accrual shall be fifty-four (54) days or four hundred and thirty-two (432) hours. No vacation will be earned beyond fifty-four (54) days or four hundred and thirty-two (432) hours. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

Management / Confidential employees who accumulate vacation time in excess of four hundred and thirty-two (432) hours shall submit an Online Absence Request Form for the purpose of using the excess time. This request must be submitted to use the excess vacation within thirty (30) days after the accumulation. Failure to comply with the thirty (30) day requirement may result in employees being scheduled off for the excess vacation time by their manager without consideration of employees' time preference.

The annual vacation accrual for Management / Confidentials is earned on a pro-rata basis for each month of employment, but the full twenty-seven (27) days will be available for use July 1 each fiscal year. Employees who are in a paid status for more than one-half the working days in the month will accrue vacation for that month.

1. Management / Confidentials shall be entitled to holidays as designated in the District calendar.
2. Vacation shall be in addition to other leaves and holidays granted by the Board of Trustees during any given fiscal year.
3. Management / Confidentials employed full-time for less than 12 months shall receive pro-rata vacation.
4. Requests for vacation leave must normally be submitted in writing, via the online absence reporting system and must be approved in advance by their immediate supervisor.

5. Upon separation from service or retirement, Management / Confidentials may use accrued vacation prior to the termination date; any unused accrued vacation shall be paid in a lump sum upon:
  - a. Termination / retirement from employment with the District; or
  - b. Change of status from management / confidential to faculty.
6. Management / confidential employees may not elect to be paid in lieu of taking vacation leave.

Upon approval of this Administrative Regulation, existing Management / Confidentials who have in excess of four hundred and thirty-two (432) hours accrued vacation shall be allowed a period of six (6) months to use their excess vacation. At the end of six (6) months if they are still in excess of four hundred and thirty-two (432) hours they will not accrue any vacation until they are below the excess.

**Illness During Vacation:** A management / confidential employee who becomes ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. The management / confidential employee must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted on the online absence reporting system within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.



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**AR 7340.3 Sick Leave for Management/Confidential Employees**

**Sick Leave**

All employees who are employed five (5) days per week shall be entitled to twelve (12) days leave of absence of illness or injury. An employee who is employed for less than a full fiscal year is entitled to that proportion of twelve (12) days leave of absence for illness or injury. If an employee does not take the full amount of sick leave allowed in any fiscal year the amount not taken shall be accumulated from year to year. Unused portions of paid sick leave shall be cumulative as provided for in the Education Code. When employment with the District is terminated, unused sick leave will not be compensated in terminal pay.

All sick leave absences shall be reported to the respective supervisor within one hour of the employee's start time and on the ~~Employee Absence Card~~ online absence reporting system as soon as practicable to the immediate supervisor. When abuse of sick leave is suspected, or excessive over a period of time the District reserves the right to require medical verification for any ~~injury or illness.~~ The medical verification from the doctor shall include the necessity for the absence from work based on the illness and length of time employees will be unable to return to work.

Scheduled sick leave, such as visits to physicians, dentists, and other medical practitioners, such leave requires prior approval by the supervisor and should shall be reasonably scheduled so as to interfere as little as possible with the operations of the District ~~and shall be of reasonable duration.~~

Unscheduled sick leave (without prior authorization) may only be used due to the physical inability of the employee to perform their duties due to illness or injury.

Employees must be in active employment or on paid leave to earn sick leave. ~~Employees on extended illness leave are eligible to earn sick leave. Sick leave may be used only on those days when the employee is required to report for duty but cannot do so because of illness or injury.~~ Employees who become ill or injured but are not required to report, ~~such as those on~~ scheduled leave or vacation, may use sick leave credits without a return to active service provided the employee furnishes adequate supporting information and/or verification of illness or injury.

**Sick Leave Transfer**

An employee with one (1) year or more of employment in another school district, Community College District, or County Superintendent's Office in California shall be entitled to transfer their ~~his/her~~ total unused balance of earned sick leave subject to verification by the former employer.

## Extended Sick Leave

Each fiscal year in addition to regular sick leave, an employee shall be granted non-accumulative extended sick leave at half pay up to a total of one hundred (100) days. An employee whose sick leave, including both current and accrued, has been exhausted, and, where the total of such sick leave used in ~~a given fiscal year~~ is less than one hundred (100) working days, shall be entitled to and be compensated at, fifty percent (50%) of his/her their regular daily rate of pay for the total balance of one hundred (100) days.

The employee shall be required to present a doctor's ~~statement~~ verification stating the necessity to be absent from the workplace and the anticipated date the employee will be able to return to full-time service to qualify for this extended leave benefit. An employee shall be given the option of using accrued vacation to extend sick leave prior to employee being placed on extended sick leave to maintain 100% pay. Part-time employees will receive extended sick leave benefits on a prorated basis.

## Absence Due to Personal Necessity (Ed Code 88207)

All employees may use as many as seven (7) days of accumulated sick leave in any fiscal year for instances of personal necessity such as but not limited to:

- Accident or illness involving his person or property or the person or property of a member of his immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

The employee shall make every effort to provide advance notice of the use of personal necessity leave, not later than the employee's usual time to report to work. Authorized personal necessity leave shall be deducted from sick leave accrued.

## Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

Employees shall be entitled to Family Leave as set forth in the FMLA/CFRA. For the purposes of establishing Family and Medical Leave Act entitlement, the leave year shall be the fiscal year commencing July 1 and ending June 30

## Family Care Leave (AB109)

Employees shall be allowed to use up to one-half of their annual sick leave allocation (6 days) to care for an ill child, parent or spouse (AB109). Hourly/on-going employees shall receive prorated benefits.

## Catastrophic Illness Bank

In the event of a catastrophic illness or injury, participating employees who have exhausted all regular and extended sick leave, and vacation time, may utilize a maximum of 100 days from the Catastrophic Leave Bank subject to approval by the Chancellor or his/her designee. The compensation shall be at fifty-percent (50%) of the employee's daily rate. ~~In case of severe financial hardship, the Chancellor may authorize Catastrophic Illness benefits to be provided concurrently with Extended Illness Leave.~~

An employee becomes eligible for this benefit by contributing sick leave ~~or vacation leave~~ to the bank. An employee shall be required to present a doctor's ~~statement stating the nature of the illness or injury~~ verification confirming the medical necessity to be absent from the workplace and the anticipated date the employee will be able to return to full time service to qualify for this extended leave benefit.

Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave ~~or vacation leave~~ per year. Retiring or resigning employees shall be allowed to donate all unused sick leave - to the bank at the time of separation.

With the approval of the Chancellor, management employees may donate unused vacation leave for specific employees who do not qualify for the other leave benefits provided in these regulations.

**Adopted: April 11, 2005**

**Revised:**