

# Personnel Files Medical Records - AR4110 7005

Revised \_\_\_\_\_ January 1, 1997

In addition to the procedures contained in this Administrative Regulation, the collective bargaining agreements between the District and recognized employee organizations may contain additional provisions related to personnel records. If a conflict between these regulations and a collective bargaining agreement exist, the provisions of the collective bargaining agreement shall prevail.

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect his/her personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

Information regarding the medical condition or history of any employee shall be maintained in the Office of Personnel Services in a separate confidential medical file. Access to the medical records are restricted to those persons who have a legal right or authorization to inspect the confidential records in accordance with BP4110 7005.

**Legal reference:** Education Code Section 87031; Labor Code Section 1198.5; Americans with Disabilities Act, 29 code of Federal Regulations Section 1630.14

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services

# Recruitment and Hiring Selection of Employees - AR4102 7120

Revised ~~March 13, 2000~~ \_\_\_\_\_

The recruitment and selection of employees shall be conducted in compliance with the procedures that are defined in the following documents:

1. Full-Time Faculty Recruitment and Employment Administrative Regulations (AR4102 7120.1)
2. ~~Part-Time Faculty Recruitment and Employment Administrative Regulations~~ Classified Staff Full-Time and Part-Time Hiring Administrative Regulations (AR4102 7120.2)
3. Supervisory/Confidential Staff Hiring Administrative Regulations (AR4102 7120.3)
4. Administrative Staff Recruitment and Employment Administrative Regulations (AR4102 7120.4)
5. ~~Staff Diversity/Affirmative Action~~ Equal Employment Opportunity and Human Resources Plan
6. RSCCD ADA Program and Facilities Access Transition Plan

Legal reference: N/A

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services

# Employee Transfer - AR4104 7120.5

Revised \_\_\_\_\_ January 1, 1997

Transfer of personnel within the district shall be made in compliance with the procedures defined in the following documents: applicable collective bargaining agreements or individual employment contracts. In the absence of collective bargaining or employment contract language, the Chancellor shall have the authority to transfer and/or reassign personnel, without loss of pay, based upon the needs of the District.

1. ~~RSCCD/FARSCCD Collective Bargaining Agreement~~
2. ~~RSCCD/CSEA Collective Bargaining Agreement~~
3. ~~Supervisory Handbook~~
4. ~~Confidential Handbook~~
5. ~~Administrative Handbook~~

Legal reference: Education Code 76406, 87400, 87405-87408, 88022-88024, 88034

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services

# **Employee Evaluation of Personnel - AR4128 7008**

**January 1, 1997**

**Revised April 27, 2009 \_\_\_\_\_**

The personnel of the Rancho Santiago Community College District shall be evaluated in accordance with the procedures defined in the following documents as appropriate to their employee classification:

1. RSCCD/FARSCCD Contract
2. RSCCD/CEFA Contract
3. RSCCD/CSEA Chapter 579 Contract
4. RSCCD/Child Development Centers Teachers – CSEA Chapter 888 Association Contract
5. Confidential Employee Evaluation Procedure – AR 7008.1 4128.1
6. Management Employee Evaluation Procedure – AR 7008.2 4128.2

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services

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# Employee Fingerprinting - AR ~~4104.2~~ 7120.7

Revised ~~May 26, 1998~~ \_\_\_\_\_

All employees are required to submit fingerprints as a condition of employment prior to the first day of work. The fingerprints are processed by the State of California to ensure that the employee has not been convicted of any crime that would preclude them from providing service to the district.

**Fees:** All full-time and part-time employees will be responsible for paying the fingerprinting processing fee that is charged by the State. Payment of the fee shall be through payroll deduction.

~~This AR proposes that all employees be fingerprinted as a condition of employment.~~

**Legal reference:** N/A

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services

# Verification of Valid Drivers License - ~~AR4104.4~~ 7120.8

Revised \_\_\_\_\_ January 1, 1997

The Rancho Santiago Community College District requires that selected employees possess and maintain a valid California drivers license as required by their job descriptions. The district requires appropriate verification prior to employment and participates in the California Department of Motor Vehicles Pull Notice Program in order to maintain current information regarding the driving records of existing employees.

The procedure for verifying and monitoring driving records and licenses is as follows:

1. The ~~Personnel~~ Human Resources Department shall maintain a list of all job classifications that require a valid California drivers license as a condition of employment.
2. A confidential file shall be maintained by the ~~Personnel~~ Human Resources Department which contains the names, drivers license numbers and driving records of these employees. The information maintained in the confidential file will not be released to the public or unauthorized district staff.
3. The DMV Requester Code Number will be given only to authorized RSCCD ~~Personnel~~ Human Resources Department staff.
4. When negative DMV status reports are received by ~~Personnel~~ Human Resources, the Executive Vice Chancellor of Human Resources and Educational Services or designee will communicate the information to the appropriate supervisor and employee.
5. In cases where drivers licenses have been restricted, canceled, or expired, action will be taken as appropriate to modify and/or remove the employee from their assignment.
6. Applicants for positions in classifications requiring a valid California license are required to submit a copy of their drivers license and a copy of their DMV driving record at the time of interview.

Legal reference: N/A

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services

# **Faculty Applicant Travel Reimbursement - AR4204 7121**

**Revised January 1, 1997** \_\_\_\_\_

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of applicants who apply for faculty positions.

Reimbursement claims for authorized travel expenses incurred by applicants during their first interview will be processed by the Office of Personnel Services in keeping with the following regulations:

1. Applicants must live farther than 300 miles from Rancho Santiago College.
2. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300.
3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip airfare. Mileage reimbursement for personal auto use will be at the approved district rate.
4. Applicants must submit original receipts and verification of expenses.
5. Lodging and automobile rental shall be limited to two days. The Vice Chancellor of Human Resources may authorize an extension of the two days limitation under unusual and special circumstances.
6. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.

Regulations for Travel Reimbursement claims of applicants who are scheduled for final interviews, are as follows:

1. Applicants must live farther than 300 miles from Rancho Santiago College.
2. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip airfare. Mileage reimbursement for personal auto use will be at the approved district rate.
3. Applicants must submit original receipts and verification of expenses.
4. Lodging and automobile rental shall be limited to two days. The Vice Chancellor of Human Resources may authorize an extension of the two day limitation under unusual and special circumstances.
5. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.
6. Applicants who are making their own travel and lodging arrangements must receive prior authorization from the Office of Personnel Services.

**Legal reference:** N/A

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services

**Administrative Applicant Travel Reimbursement—AR4417**

**January 1, 1997**

**Revised August 29, 2005**

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of applicants who apply for full-time tenure track faculty positions and positions covered by individual administrative

employment contracts. Reimbursement claims for authorized travel expenses incurred by applicants will be processed by the Human Resources Office in keeping with the following regulations:

1. One-way travel of at least 300 miles must be required, except for cabinet-level positions.
2. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300 for the first interview. All authorized travel and lodging expenses will be reimbursed for final interviews.
3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip coach airfare. Mileage reimbursement for personal auto use will be at the approved district rate.
4. Applicants must submit original receipts and verification of expenses.
5. Lodging and automobile rental shall be limited to two days. The Executive Vice Chancellor of Human Resources and Educational Services or designee may authorize an extension of the two days limitation under unusual and special circumstances.
6. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.
7. Authorized travel and lodging expenses for all interviews for cabinet-level positions shall be fully reimbursed.

Legal reference: N/A

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services



# **Hiring and Placement of Relatives Nepotism - AR4118** **7310**

~~January 1, 1997~~

Revised April 27, 2009 \_\_\_\_\_

The chair of a screening committee shall notify Human Resources whenever the hiring of an applicant may result in a violation of Board Policy ~~4118~~ 7310. The Assistant Vice Chancellor of Human Resources, or designee, will review the employment situation and determine if the applicant must be removed from consideration for the position or if the situation can be resolved by some other means without violating board policy.

Whenever the marriage or creation of a domestic partnership results in the violation of this board policy, the responsible manager will notify Human Resources immediately. The resolution of the situation will be pursued in accordance with the district's policies regarding transfer and any applicable collective bargaining agreements.

**Legal reference:** N/A

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services