



**Rancho Santiago Community College District**  
**District Council Meeting**

**April 21, 2025**

**1:30 p.m.**

**Via Zoom**

<https://rsccd-edu.zoom.us/j/86773947270>

669-444-9171 / 867 7394 7270

**Agenda**

1. Call to Order/Update Martinez
2. Approval of March 3, 2025 District Council Meeting Minutes - **ACTION** Martinez
3. Approval of Reorg #1451 – DO/ITS - **ACTION** Olson
4. Review of Revisions to Board Policies – **INFORMATION** Olson
  - a. BP 3550 Drug Free Environment and Drug Prevention Program
  - b. BP 7340 Leaves
5. Approval of Administrative Regulations – **ACTION** Olson
  - a. AR 3300 Public Records
  - b. AR 7110 Delegation of Authority – Human Resources
  - c. AR 7145 Personnel Files (NEW)
  - d. AR 7340 Leaves (NEW)
  - e. AR 7340.1 Maternity Leave – Delete
  - f. AR 7340.2 Vacation for Management Employees – Delete
  - g. AR 7340.3 Sick Leave for Management/Confidential Employees – Delete
  - h. AR 7340.4 Industrial Accident or Illness Leave – Delete
  - i. AR 7345 Catastrophic Leave Program (NEW)
  - j. AR 7346 Employees Called to Military Duty
6. Committee Reports – **INFORMATION**
  - a. Planning & Organizational Effectiveness Committee Perez
  - b. Human Resources Committee Olson
  - c. Fiscal Resources Committee Nguyen
  - d. Physical Resources Committee Matsumoto
  - e. Technology Advisory Group Gonzalez

7. Constituent Representative Reports - **INFORMATION**

- a. Academic Senate - SAC
- b. Academic Senate - SCC
- c. Classified Staff
- d. Student Government - SAC
- e. Student Government – SCC

Coyne  
Kubicka-Miller  
Johnson  
Velez  
Cudal

Next Meeting:  
May 5, 2025



## Rancho Santiago Community College District District Council Meeting

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### MINUTES March 3, 2025

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Adam O'Connor for Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jason Parks for Jeannie Kim	Absent
	Jesse Gonzalez	Absent
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Monica Zarske	Present
	Corinna Evett	Absent
	Jason Sim	Present
	Tyler Johnson	Absent
	Omelina Garcia	Absent
	Bridgette Hernandez	Present
	Jennifer Boulagjame for Jessica Velez	Absent
	Flo Cudal	Present

Guests:  
Chi Chung Keung

1. Call to Order/Update
  - a. Vice Chancellor Perez convened the meeting via Zoom Conference at 1:34 p.m.
2. Approval of Minutes
  - a. It was moved by Ms. Coyne, seconded by Ms. Kubicka Miller and carried unanimously to approve the minutes of the February 3, 2025 meeting.

3. Approval of 2025-2026 Tentative Budget Assumptions

- a. Asst. Vice Chancellor Adam O'Connor presented the 2025-2026 Tentative Budget Assumptions that were recommended to District Council by the Fiscal Resources Committee. Discussion ensued. It was moved by Dr. Nery, seconded by Ms. Olson and carried unanimously to approve the 2025-2026 Tentative Budget Assumptions.

4. Review of Revisions to Board Policies

- a. BP 3410 Nondiscrimination – Ms. Olson presented revisions to BP 3410 that were reviewed and recommended by the Human Resources Committee. District Council members accepted the board policy as an informational item. The board policy will now move to the Board Policy Committee for review and approval.
- b. BP 3420 Equal Employment Opportunity – Ms. Olson presented revisions to BP 3420 that were reviewed and recommended by the Human Resources Committee. Ms. Olson shared that a revision to the fifth line of the third paragraph on page one will be made to add “immigration status” after the word “services” at the suggestion of the SCC College Council. District Council members accepted the board policy as an informational item. The board policy will now move to the Board Policy Committee for review and approval.
- c. BP 3430 Prohibition of Harassment – Ms. Olson presented revisions to BP 3430 that were reviewed and recommended by the Human Resources Committee. District Council members accepted the board policy as an informational item. The board policy will now move to the Board Policy Committee for review and approval.

5. Approval of Administrative Regulations

- a. AR 3410 Nondiscrimination – it was moved by Ms. Coyne and seconded by Ms. Kubicka-Miller to approve the AR. Discussion ensued. Ms. Olson shared that a revision to the fourth line of the first paragraph on page one will be made to add “immigration status” after the word “pregnancy” at the suggestion of the SCC College Council. The motion passed unanimously with this addition.
- b. AR 3420 Equal Employment Opportunity – it was moved by Ms. Coyne and seconded by Ms. Kubicka Miller to approve the AR. Discussion ensued. It was noted that the link to the EEO plan that is referenced on page two was missing. The motion passed unanimously to approve the AR with the addition of the missing link prior to publication.
- c. AR 3430 Prohibition of Harassment – it was moved by Ms. Coyne and seconded by Ms. Boulagame to approve the AR. Discussion ensued. Ms. Olson shared that a revision to the fourth line of the fourth paragraph on page one will be made to add “immigration status” after the words “veteran status” at the suggestion of the SCC College Council. The motion passed unanimously with this addition.
- d. AR 3440 Service Animals – it was moved by Ms. Cudal and seconded by Ms. Zarske to approve the AR. Discussion ensued. The motion passed unanimously.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Perez reported on the February 26, 2025 meeting.
- b. Human Resources Committee (HRC)  
Ms. Olson reported on the February 12, 2024 meeting.
- c. Fiscal Resources Committee (FRC)  
Mr. O'Connor reported on the February 19, 2025 meeting.
- d. Physical Resources Committee (PRC)  
Ms. O'Connor reported that the next meeting will be held on March 5, 2025.
- e. Technology Advisory Group (TAG)  
Mr. Sim reported on the February 13, 2025 meeting.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate activities.
- c. CSEA: No report.
- d. Student Government/SAC: Ms. Jennifer Boulagjame reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Flo Cudal reported on SCC ASG activities.

Next Meeting:	The next meeting will be held on Monday, April 21, 2025
Meeting Adjourned:	2:20 p.m.
Approved:	April 21, 2025

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**REORGANIZATION REQUEST FORM**

Number # 1451 (Page 1 of 2)

*Assigned by Human Resources*

**Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.**

Site/Department/Division: Information Technology Services/Educational Services

Manager/Supervisor: Current: Adam Howard --- Proposed: Pajseu Lochungvu

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Michael Le (Applications Specialist IV) \$159,644	Michael Le (Applications Specialist IV) \$159,644
Cecilia Schultz (Applications Specialist IV) \$173,746	Cecilia Schultz (Applications Specialist IV) \$173,746
Carlos Guzman (Applications Specialist III) \$122,760	Carlos Guzman (Applications Specialist III) \$122,760
Veni Herrera (Applications Specialist III) \$123,260	Veni Herrera (Applications Specialist III) \$123,260

Current annual salary/benefits cost \$ 579,410

Proposed annual salary/benefits cost \$ 579,410

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS ☒

RESTRICTED FUNDS ☐

Source of funding (account numbers): 11\_0000\_678000\_54144\_2130

*(Attach necessary budget change forms)*

Reason for reorganization:

This is only a change in reporting structure with no impact to existing budget to account for the newly hired Manager of Ent. Applications.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No ☒ Yes ☐ If yes, please explain below.

Does this change affect more than one department/division?

No ☒ Yes ☐ If yes, please explain below.

**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Craigus Perez

Date: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Adrian Winter</u>	Business Operations & Fiscal Services (Signature/Date): <u>TN</u> <u>[Signature]</u> <small>TN 20250303 11:48 AM</small>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <small>Harvey Martinez / Apr 7, 2025 11:48 PM</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date): <u>[Signature]</u> <small>Debra Gerard</small>
CSEA (Signature/Date):	CSEA (Signature/Date):

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**REORGANIZATION REQUEST FORM**

Number # 1451 (Page 2 of 2)  
Assigned by Human Resources

**Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.**

Site/Department/Division: Information Technology Services/Educational Services

Manager/Supervisor: Current: Adam Howard --- Proposed: Pajseu Lochungvu

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Ciprian Mitocariu (Applications Specialist III) \$123,760	Ciprian Mitocariu (Applications Specialist III) \$123,760
Vacant (Business Systems Analyst)	Vacant (Business Systems Analyst)

Current annual salary/benefits cost \$ 123,760

Proposed annual salary/benefits cost \$ 123,760

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS

☒

RESTRICTED FUNDS

☐

Source of funding (account numbers): 11\_0000\_678000\_54144\_2130

(Attach necessary budget change forms)

Reason for reorganization:

This is only a change in reporting structure with no impact to existing budget to account for the newly hired Manager of Ent. Applications.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No ☒ Yes ☐ If yes, please explain below.

Does this change affect more than one department/division?

No ☒ Yes ☐ If yes, please explain below.

**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Cinque Perez

Date: \_\_\_\_\_




**Jesse Gonzalez**  
Assistant Vice Chancellor  
Information Technology  
Services

**Lynn Nevils**  
Executive Secretary

## CURRENT







# PROPOSED

**Jesse Gonzalez**  
Assistant Vice Chancellor  
Information Technology  
Services

**Lynn Nevils**  
Executive Secretary

**Adam Howard**  
Director Enterprise  
Applications Services

**Pajseu Lochungvu**  
Manager Enterprise  
Applications

**Michael Le**  
**Cecilia Schultz**  
Applications Specialist  
IV

**Carlos Guzman**  
**Veni Herrera**  
**Ciprian Mitocariu**  
Applications Specialist  
III

**Vacant**  
Business Systems  
Analyst

**Bay Dinh**  
**Anas Elhadidy**  
**Paul Hwang**  
Applications Specialist  
IV

**Noelle Dassler**  
**Michael Ward**  
Applications Specialist  
III

**Hugh Hoang**  
Business Systems  
Analyst

**Dane Clacken**  
Director Technology  
Infrastructure & Support  
Services

**Amah James**  
Cloud Computing  
Specialist

**Ruben Hernandez**  
Information Security  
Specialist

**Dave Heidt**  
**Vacant**  
Network Specialist IV

**Ryan Carroll**  
**Jason Palmer**  
Network Specialist III

**Ken Borboa**  
**Fernando Lammoglia**  
Network Specialist II

**Wayne Corral**  
Technical Specialist I

**Nico Fulgencio**  
Help Desk Analyst

**Kimberly Perna**  
Director Academic &  
End User Support  
Services SCC

**Trini Tran**  
Applications  
Specialist IV

**Jeremy Collins**  
**Tony Lee**  
Technical Specialist  
III

**Thuc Nguyen**  
**Johnny Reyes**  
**Vinh Tran**  
Technical Specialist I

**Annie Jiu**  
Web Designer

**Emmanuel Huipe**  
Media Systems  
Electronic Technician

**Ron Gonzalves**  
Director Academic &  
End User Support  
Services SAC

**Tony Carranza**  
**Andy Le**  
**Michael Turrentine**  
Technical Specialist  
III

**Norac Lim**  
**Solo Salas**  
**Raul Cardenas**  
Technical Specialist II

**Al Adame**  
**Leif Alejandrino**  
**Greg Asquith**  
**Christian Lopez**  
**Erick Lozano**  
**Michael Nguyen**  
Technical Specialist I

**Vacant**  
Media Systems  
Electronic Tech, Lead

**Steve Avila**  
**Andy Nguyen**  
Media Systems  
Electronic Technician

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3550 Drug Free Environment and Drug Prevention Program**

**Reference(s):**

Education Code Section 67384

Drug Free Schools and Communities Act, 20 U.S.C. Section 445g 1011j

34 C.F.R. Section 86.1 et seq.

Drug Free Workplace Act of 1988, 41 U.S.C. Section 702 8103

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

Drug addiction is a complex disorder that can involve virtually every aspect of an individual's functioning – in the family, at work and school, and in the community.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and information about the use and location of fentanyl test strips and opioid overdose reversal medication to students at all campuses. The Chancellor shall establish administrative regulations to ensure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services. The Chancellor shall also establish administrative regulations to ensure that upon approval to distribute dosages of a federally approved opioid overdose reversal medication and participation in the Naloxone Distribution Project, each campus health center will distribute a federally approved opioid overdose reversal medication obtained through the Naloxone Distribution Project. The administrative regulations shall also assure each campus health center will stock and distribute fentanyl test strips along with written instructions on how to use the fentanyl test strips properly.

## Special Requirements for Employees Engaged on Federal Contracts and Grants:

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that district faculty and staff directly engaged in the performance of work on a Federal contract or grant shall abide by this policy as a condition of employment and shall notify the district within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on district business. The district is required to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, take appropriate corrective action, or require the faculty or staff member to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

**Revised:** August 19, 2013 (Previously BP3523)  
**Revised:** February 25, 2019  
**Revised:** xxxxxxxx, 2025

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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## **BP 7340    Leaves**

### **References:**

Education Code Sections 87763 et seq. and 88190 et seq. and citations below  
[Government Code Section 12945.6](#)  
Labor Code Sections 245 et seq.

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service unit, administrators, supervisors and managers ([Education Code Section 88197](#));
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210; [Government Code Section 3558.8](#));
- leave of absence to serve as an elected member of the [State](#) legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.01, 87784.5, 88196.1 and 88207.5);
- [family care and medical leave \(Government Code Sections 12945.1 and 12945.2\)](#);
- use of illness leave for personal necessity (Education Code Sections 87784 [and](#) 88207);

- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); ~~and~~
- sabbatical leaves for ~~permanent~~ tenured faculty;
- leave for reproductive loss (Government Code Section 12945.6)

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. ~~An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year. 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 are responsible for monitoring their vacation accruals and for ensuring that vacation requests are reasonably and timely submitted.~~ Managers shall monitor employees' vacation accruals to ensure vacation is granted in a manner that is consistent with operational needs and submitted timely to avoid~~s~~ an accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

**Revised:** June 15, 2015 (Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)  
**References Updated:** April 5, 2016  
**Revised:** November 13, 2017  
**Revised:** xxxxxxxx, 2025

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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## **AR 3300 Public Records**

### **Reference:**

Government Code Sections ~~6250 et seq.~~ 7920.000 et seq.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor or the Chancellor's designee.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, Chancellor or designee will determine whether the records can be produced and will communicate the determination to the member of the public requesting the record(s).

Pursuant to Government Code section 6253.9 (b) the requester shall bear the cost of producing a copy of the record. A copying fee of \$.10 per page, plus applicable first class postage, may be charged to the requesting party. Oversized documents, such as blueprints, may require higher copying fees. If the request requires the District to either:

- a. produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals, or
- b. the request would require data compilation, extraction, or programming to produce the record

a fee to cover the salary and fringe benefit costs of programming and computer services necessary to produce the record may be charged to the requestor.

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section ~~6254 subdivision (a)~~ 7927.500)
- Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section ~~6254 subdivision (b)~~ 7927.200)
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section ~~6254 subdivision (c)~~ 7927.700)
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section ~~6254 subdivision (g)~~ 7929.605)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section ~~6254 subdivision (h)~~ 7928.705)
- Internet posting of home address or telephone numbers of local elected officials. (Government Code Section ~~6254.21~~ 7928.205)
- Home addresses, home telephone number, cellular phone number and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section ~~6254.3~~ 7928.300)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section ~~6254.3~~ 7928.300 subdivision (b))
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in public bidding or an audit involving the public agency. (Government Code Section ~~6254.33~~ 7928.715 )

<b>Adopted:</b>	<b>April 21, 2014</b>
<b>Revised:</b>	<b>January 29, 2018</b>
<b>Revised:</b>	<b>December 6, 2021</b>
<b><u>Revised:</u></b>	<b><u>xxxxxxx, 2025</u></b>



**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7110 Delegation of Authority – Human Resources**

**Reference(s):**

Education Code Section 70902(d)  
ACCJC Accreditation Standard ~~III.A.11~~ 3

The Vice Chancellor, Human Resources is delegated responsibility from the Chancellor to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Regulations are followed.

**Adopted:** September 21, 2015  
**Revised:** September 19, 2016  
**Revised:** xxxxxxxx, 2025

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7145 Personnel Files (NEW)**

**Reference(s):**

Education Code Section 87931  
Labor Code Section 1198.5

Personnel records are private, accurate, and permanent.

Every employee has the right to inspect personnel records pursuant to the Labor Code. 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. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

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 be given the opportunity to enter his/her/their own comments attached to any derogatory statement.

Nothing in this regulation 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
- (c) were obtained in connection with a promotional examination or interview

The Chancellor shall implement a system by which staff and faculty can declare an affirmed name, gender, or both name and gender identification to be used in their records, including personnel records, where legal names are not required by law. Upon the request of a staff or faculty member, the District shall update any records for the individual to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses and employee identification cards.

**Adopted:**      **xxxxxxx, 2025**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
**Chapter 7**  
**Human Resources**

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**AR 7340 Leaves (NEW)**

**Reference(s):**

California Education Code Sections 45191, 45196, 87781-87783, 87784, 88191, 88194, 88196, 99202, 88207  
Title 5 California Code of Regulations Section 53125  
Government Code Section 12945.2 (aka California Family Rights Act) and 12945.7  
29 Code of Federal Regulations Section 825.100 (aka Family Medical Leave Act of 1993)  
Labor Code Section 233, 230.7, 230.8, 230(g), 245.5 and 2066(d)  
Senate Bill 848 (Reproductive Loss Leave)  
AB 104

**LEAVES**

1. Leaves for represented Classified employees and Faculty are contained herein and/or within the respective collective bargaining unit agreements and/or board policies and administrative regulations.

**TRANSFER OF SICK LEAVE FOR FACULTY OR MANAGEMENT TEAM MEMBERS**

1. At the time of employment, any employee who is a former academic or classified employee of another California K-12 school or community college district, county superintendent's office, or the State Chancellor's office for more than one (1) year may initiate a request with Human Resources to have transferred from the previous K-12 school or community college district, the total number of hours or days for illness or injury to which the employee is entitled. As soon as the transfer process is completed, the appropriate number of hours will be credited to the employee.

**TRANSFER OF SICK LEAVE FOR CLASSIFIED EMPLOYEES**

1. Any classified employee of a community college district, K-12 school district, or county superintendent of schools who has been employed for a period of one (1) calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with the Rancho Santiago Community College District (RSCCD) within one (1) year of such termination of their former employment, shall have transferred with them the total amount of earned hours for illness or injury to which they are entitled under California Education Code. In any case where an employee was terminated because of action initiated by their former employer for cause, such a transfer may be made if agreed to by the Board.

## **VACATION LEAVE**

1. Represented classified employees shall be entitled to vacation days as established in their Collective Bargaining Agreement (CBA).
2. Administrators, managers and confidential employees accrue twenty-seven (27) vacation days for each full year of full-time service. Pro-rated vacation 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. Management employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation, however, it is the responsibility of each employee to ensure that vacation is requested to ensure that their vacation leave bank does not exceed the maximum vacation accrual amount.
3. The annual vacation accrual for Management employees is accrued on a monthly basis on the first of the month. Management employees who are in a paid status for more than one-half the working days in the month will accrue vacation for that month.
  - a. Vacation shall be in addition to other leaves and holidays granted by the Board of Trustees during any given fiscal year.
  - b. 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.
  - c. Denial of a request for vacation should be made on the online absence form with a reason for the denial as soon as possible after submission.
  - d. Upon separation from service or retirement, Management employees may use accrued vacation prior to the termination date; any unused accrued vacation shall be paid in a lump sum upon:
    - i. Termination/resignation or retirement from employment with the District, or
    - ii. Change of status from Management employee to faculty.
  - e. Management employees may not elect to be paid in lieu of taking vacation leave, although the District may consider permitting a cash-out of up to 50% of a Management employee's annual vacation accrual in the event of documented and verifiable hardship, upon approval of the Chancellor or designee. This is limited to one application per fiscal year.

## **SICK LEAVE**

1. All classified, confidential and management employees who are employed five (5) days per week shall be entitled to twelve (12) days leave of absence because of illness or injury. A classified, confidential and management 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. Faculty are provided sick leave depending on their contract days worked, as set out in their CBA.
2. New employees of the District shall not be eligible to take more than six (6) days or the proportionate amount to which the employee may be entitled until the first day of the calendar month after the completion of six (6) months of service with the District.
3. 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.

4. Scheduled sick leave, such as visits to physicians, dentists, and other medical practitioners, require prior approval by the supervisor and should be reasonably scheduled so as to interfere as little as possible with the operations of the District.
5. 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.
6. Employees must be in active employment or on paid leave to earn sick leave. Employees who become ill or injured but are not required to report, scheduled leave or vacation, may use sick leave credits without return to active service provided the employee furnishes adequate supporting information and/or verification of illness or injury.

### **PERSONAL NECESSITY LEAVE**

1. Accumulated sick leave may be used by an employee in cases of personal necessity; however, personal necessity leave cannot exceed seven (7) days in any single fiscal year.
2. Personal Necessity Leave Reasons
  - a. Death of a member of the immediate family when leave or additional leave is required beyond that provided under bereavement leave.
  - b. An accident involving a person or property, or the person or property of a member of the immediate family. The accident shall be of such an emergency nature that the immediate presence of the employee is required during the workday.
  - c. Appearance in court as a litigant or as a witness under an official order.
  - d. Serious or critical illness of a member of the immediate family. The illness should be such that it requires the services of a physician, and of such an emergency nature that the immediate presence of the employee is required during the workday.
  - e. Compelling personal importance. Additional proof may be required to substantiate a personal necessity leave claimed under this reason.
  - f. Personal necessity leave shall not be used for convenience, medical appointments (sick leave is appropriate leave for medical appointments), social events, political activities, or job actions. The Vice Chancellor of Human Resources or designee may require verification to substantiate any employee's claim for a leave of personal necessity.
  - g. Holidays/Religious Observances
    - i. Holiday observances for employees of the District shall be those recognized and authorized by the Board in the adoption of the academic/employee calendar.
    - ii. The District shall afford "reasonable accommodation" to an employee's religious practices.
    - iii. The Chancellor or designee may grant employees up to three (3) days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional District expenditures, the neglect of assigned duties, or any other unreasonable hardship on the District. An employee desiring to observe a religious holiday (other than those recognized by the Board) is entitled to use a day of personal necessity leave for such purposes.

3. The employee shall request approval of such leave through the appropriate District's procedure.
4. All personal necessity leave days are charged against paid sick leave allotment and shall not exceed a total of seven (7) days per fiscal year.

#### **EXTENDED SICK LEAVE**

1. 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 combined 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 is less than one hundred (100) working days, shall be entitled to and be compensated at fifty percent (50%) of their regular daily rate of pay for the total balance of one hundred (100) days.
2. The employee shall be required to present a doctor's verification stating the necessity to be absent from the workplace and the anticipated date the employee will be able to return to 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.

#### **INDUSTRIAL ACCIDENT OR ILLNESS LEAVE**

1. An industrial accident or illness is defined as one where an employee becomes ill or is injured while serving the District, and the accident or illness is appropriately reported to the District.
2. Industrial accident or illness leave shall commence on the first day of absence. Allowable leave shall not be accumulated from year to year. When an industrial accident or illness occurs at a time when the allowable leave will carry over into the next fiscal year, the employee shall be entitled to only the number of days of leave that remain from the original 60-day allocation.
3. Payment of salary lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under worker's compensation.
4. For academic administrators, the industrial accident or illness leave of absence shall be used in-lieu-of entitlement acquired under Education Code Section 87786. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave, accumulated vacation or other available leave when added to worker's compensation award shall not exceed the amount of the employee's full day's salary.
5. Periods of leave of absence, paid or unpaid, shall not be considered a break in service for the employee.

6. During all paid leaves of absence, the District shall reduce the gross salary warrant due to the employee by the same amount of any worker's compensation check received by the employee.
7. The District shall issue the employee appropriate warrants for any payments of salary due over and above the worker's compensation benefit check and shall deduct normal retirement and other authorized contributions. The reduction of entitlement to leave shall be made only in accordance with this section.
8. When all available leaves of absence, paid or unpaid, have been exhausted and the employee is not medically able to resume the duties of their position and they are not placed in another comparable position, the employee will be placed on a reemployment list for a period of thirty nine (39) months. When a vacant position in the class of the employee's previous classification occurs, the employee shall be offered a position over all other available candidates except those on a reemployment list that was established because of lack of work or lack of funds. The District shall require certification from the attending physician that the employee is medically able to return to work and perform the duties of their position. An employee who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.
9. Management employees should immediately report an industrial accident or illness to the Risk Management Office and follow all required procedures for the processing of claims.

## **BEREAVEMENT LEAVE**

CSEA and Faculty employees should refer to their Collective Bargaining Agreement for their entitlements.

1. Management and confidential employees shall be granted three (3) days of paid leave of absence, and an additional two (2) days of unpaid leave for the death of an immediate family member, which is defined as the employee's spouse, parent, domestic partner, child, grandparent, grandchild, or parent-in-law, stepchild, and the children of the domestic partner of the employee.
2. Entitled bereavement leave shall be taken in full days. Use of this leave shall be taken within three (3) months from the date of the death of the family and need not be taken consecutively.
3. To qualify for this leave, within thirty (30) days of the death of the immediate family member the employee shall provide supportive documentation in the form of a death certificate, a published obituary, or written certification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. At its discretion, the District may consider other forms of documentation.
4. Bereavement leave for alternative schedules such as 4/10 will be based on weekly hours (i.e. for full-time employees, bereavement will be based on forty (40) hours, not five (5) days).
5. No deduction shall be made from the salary of any employee qualifying for paid bereavement leave.

6. Vacation time off, personal necessity, sick leave, or other applicable and available paid time off may be used to extend bereavement leave and may be used to receive pay for the two (2) days of unpaid bereavement leave.

## **JURY DUTY LEAVE**

1. Employees shall be entitled to as many days of paid leave as are necessary when called for jury duty or when summoned for a court appearance not as a result of the employee's own misconduct. Any monies received from the courts as jury duty payment shall be transferred to the District, mileage excluded. Upon completion of jury duty, the employee shall submit a certification of jury service to the District.

## **FAMILY MEDICAL LEAVE ACT (FMLA) / CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

The federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) offer up to twelve (12) workweeks of unpaid, job protected leave for qualifying family and serious medical reasons within a twelve (12) month period, which shall be counted forward from the date FMLA leave is first taken.

1. Eligible employees may take up to twelve (12) workweeks of FMLA/CFRA for the following qualifying reasons:
  - a. An employee's own serious health condition
  - b. The birth of a child and to bond with the newborn child within one (1) year of birth
  - c. Placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one (1) year of placement
  - d. To care for the employee's spouse, child, or parent with a serious health condition
  - e. To care for additional family members, including: a registered domestic partner, an adult child, child of a domestic partner, grandparent, grandchild, or sibling with a serious health condition
  - f. A qualifying exigency arising out of the fact that the employee's spouse, child or parent is a military member on covered active duty or call to covered active-duty status
  - g. Employees who are the spouse, child, parent, or next of kin of a covered service member with a serious injury or illness may take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the service member.
2. Additionally (under CFRA), employees may designate one person per twelve (12) month period who is not listed above as an immediate family member, but the individual is related by blood or whose association with the employee is the equivalent of a family relationship. Employees may be asked to designate the person at the time the leave is requested.
3. A serious medical condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment or supervision by a health care provider.
4. To qualify for FMLA/CFRA, employees must have been employed with the District for at least twelve (12) months and worked a minimum of 1,250 hours during the previous twelve (12) months. The 1,250 hours are counted back twelve (12) months from the first day of the qualifying leave.



5. When the FMLA/CFRA effective date is confirmed, employees must submit a medical statement from their (or their family member's) health care provider to Human Resources and their leave will be initiated.
6. FMLA/CFRA may be taken on a continuous basis in one block of time when it is medically necessary or on an intermittent basis (allowing an employee to take time off at irregular intervals), or to reduce their full-time schedule.
7. While an employee is on FMLA/CFRA, their available accrued applicable paid time off will be applied. Unpaid leave may be available upon exhaustion of applicable paid time off.
  - a. Sick and extended sick time off are utilized for an employee's own illness or medical reasons.
  - b. Family care time off is utilized to care for a family member.
  - c. Use of vacation time may be utilized in coordination with sick leave.
  - d. Unpaid leave may be available upon exhaustion of available and applicable paid time off.

### **PREGNANCY DISABILITY LEAVE**

1. Pregnancy Disability Leave (PDL) is the leave an employee takes while they are disabled by their pregnancy or childbirth. Typically, an employee who has a disability related to their pregnancy or the birth of their child is entitled to up to four (4 ) months of job protected PDL, depending on the period of actual disability.
2. To be eligible, an employee must be disabled by their pregnancy, the childbirth, post childbirth, or a related medical condition. PDL applies to all employees who work for the District, as long as they have a qualified disability. An employee is disabled by their pregnancy if, in the opinion of their health care provider, they are unable to perform any one or more of the essential functions of their position because of their pregnancy.
3. PDL does not need to be taken all at once. Rather, it can be dispersed over the course of the pregnancy and childbirth.
4. After childbirth and during recovery time, employees are still considered disabled by their pregnancy for the purposes of PDL as long as, in the opinion of their health care provider, they are unable to perform one or more of the essential functions of their job because of the childbirth.
5. When the PDL effective date is confirmed, employees must submit a medical statement from their health care provider listing the start and estimated end date to Human Resources and their leave will be initiated.
6. If eligible, protected leave under the Family Medical Leave Act (FMLA) runs concurrently with PDL.
7. While an employee is on PDL, their available accrued full pay sick leave and extended sick leave will be applied. Use of vacation time may be coordinated with sick time off, if requested through Human Resources. Unpaid leave may be available upon exhaustion of applicable and available paid time off.

8. Employees who receive medical and other benefits from the District will continue to receive their benefits while on PDL.
9. When the employee is no longer disabled due to pregnancy or childbirth, a medical statement will need to be submitted to Human Resources indicating the date that they are released from PDL and whether any work restrictions are in effect.

#### **PARENTAL LEAVE (CHILD BONDING)**

1. Parental leave is defined as leave for reason of the birth of a child of the employee, or placement of a child with the employee in connection with the adoption or foster care of the child by the employee.
2. Eligible employees mean those who have been employed with the District for the twelve (12) months prior to taking parental leave.
3. Eligible employees are entitled to up to twelve (12) weeks of parental leave during the first twelve (12) months after the birth or placement for adoption or foster care of a child.
4. Pay while on parental leave:
  - a. Employees must first use their full pay sick leave, including all accumulated sick leave.
  - b. When full-pay sick leave is exhausted, and the employee continues to be absent from their duties for parental leave, the employee will be paid 50% (half pay) for the remaining portion of the twelve (12) workweek period of the parental leave.
    - i. The half-pay usage for parental leave cannot be supplemented with any other paid leave.
    - ii. The half-pay usage for parental leave is not considered the same as extended sick leave, but a separate paid leave in addition to extended sick leave. Extended sick leave is intended for the employee's own illness and not for parental leave purposes.
  - c. An employee who does not want to exhaust their full pay sick leave and accumulated sick leave may instead elect to utilize their other full paid leaves, such as vacation time off in lieu of full pay sick leave and accumulated sick leave. However, the half-pay parental leave cannot be used until all full pay sick leave, including all accumulated sick leave, has been exhausted.
    - i. Employees using their optional full paid leave, such as vacation time off prior to the usage of full paid sick leave, accumulated sick leave, followed by half-pay parental leave pay, must clearly notify Human Resources with the intent to use their other full paid leave balances prior to taking the parental leave.
    - ii. All times, regardless of how it is paid, it will count toward the twelve-week work limit.
    - iii. Employees wishing to take parental leave as unpaid may do so. The unpaid leave will count as part of the twelve (12) workweek limit.
5. Parental leave may be taken in twelve (12) consecutive workweeks or intermittently.
  - a. Leave must be taken in full day increments.
  - b. Requests for intermittent parental leave must be taken in minimum leave durations of two weeks.

- i. On occasions during the leave, an employee may request the intermittent parental leave in increments to be shorter than the two-week duration.
  - ii. Any single or multiple day usage within a week will constitute a week of parental leave and will count against the twelve (12) workweek maximum.
6. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act.
7. Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws.

#### **FAMILY CARE LEAVE (AB 109)**

1. Pursuant to Labor Code, employees may use 50% of the amount of sick leave they earn annually to care for a parent, spouse, registered domestic partner, or child with an illness. All conditions and restrictions placed by the District upon the use by an employee of sick leave also shall apply to the use by an employee of sick leave for purposes of this paragraph. The number of sick leave days available for purposes of this paragraph are in addition to the days which may be used for purposes of personal necessity leave.

#### **REPRODUCTIVE LOSS LEAVE**

1. Employees are entitled to five (5) days of paid leave for a reproductive loss event. A reproductive loss event is defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. The leave must be taken within three (3) months of the event and may be taken on non-consecutive days.

#### **PARTICIPATION IN SCHOOL ACTIVITIES OF CHILDREN LEAVE**

1. Employees who are a parent, guardian, step-parent, foster parent, or grandparent, or a person who stands in loco parentis to a child, of one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child care provider, may take up to forty (40) hours each year to participate in activities of the school or licensed child care provider of any of their children, if the unit member, prior to taking the time off, gives reasonable notice to the District of the planned absence of the employee.
2. If both parents of a child work for the District, the entitlement of a planned absence as to that child applies, at any one time, only to the parent who first gives notice to the District, such that the other parent may take a planned absence simultaneously as to that same child under the conditions described in paragraph 1 only if they obtain the District's approval for the requested time off.
3. Employees shall utilize existing vacation or personal necessity for purposes of the planned absence. Upon exhaustion of applicable and available paid time off, employees also may utilize time off without pay for this purpose.

## **LEAVE OF ABSENCE WITHOUT PAY**

1. A personal leave of absence without pay up to and not exceeding cumulatively five (5) individual days per fiscal year may be granted by the District and shall require the approval of the immediate supervisor and area administrator. An unpaid absence of more than five (5) individual days must also be approved by the president or designee, for their respective college, and the Chancellor or designee for District Services. If an absence of more than fifteen (15) consecutive days without pay is requested, the Board's approval is required. In all cases, when an unpaid leave of absence is requested by the employee, any and all available paid leaves must be exhausted prior to utilizing leave without pay. An unpaid leave of absence is distinct from an unauthorized leave of absence, which is also unpaid and which occurs as a result of a failure to follow District processes or procedure.

**Adopted: xxxxxxxx, 2025**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7340.1 Maternity Leave - Delete**

**Reference(s):**

~~Education Code Sections 87766 and 88193  
Government Code Section 12985~~

~~The district shall grant maternity leave in compliance with Government Code Section 12985. Maternity leave may be requested as follows:~~

- ~~1. When the attending physician determines that the individual should discontinue work, she should obtain a written statement from the physician. The statement must provide an estimate of the length of the disability. Pregnancy in and of itself is not considered a disability. Employees may not move from an unpaid status (leave without pay) to a paid status (sick leave). To be eligible to use sick leave, the employee must be either disabled or recovering from childbirth. a. An employee may use accrued sick leave or other accrued benefits, if eligible, to cover this period of disability. b. If the employee is eligible to use sick leave, and sick leave is exhausted, an employee is eligible for the 100 day differential at 50% pay. c. If the employee exhausts all accrued leave, she may request an unpaid leave. An unpaid leave of more than five days requires approval from the Board of Trustees. d. Qualifying employees may request additional unpaid leave benefits under the Family and Medical Leave Act (FMLA) of 1993. Request forms are available in the Office of Personnel Services.~~
- ~~2. It is recognized that each employee and each pregnancy is different, and the unexpected may occur. However, the supervisor must be informed of tentative plans as early as possible. This allows for orderly planning of workload and staffing.~~
- ~~3. To protect benefits, employees are encouraged to stay in a paid leave status as long as possible. An unpaid leave may require the employee to pay insurance premiums, lose retirement service credit or seniority. It is the employee's responsibility to check with Personnel Services regarding the potential impact on benefits of an unpaid leave.~~

**Responsible Manager:** ~~Vice Chancellor, Human Resources~~

**Adopted:** ~~January 1, 1997~~

**Revised:** ~~September 19, 2016~~

# **Rancho Santiago Community College District ADMINISTRATIVE REGULATION**

## **Chapter 7 Human Resources**

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### **AR 7340.2 Vacation for Management Employees - Delete**

~~Educational and classified administrators, classified managers and confidential employees accrue twenty-seven (27) vacation days for each full year of full-time service. Pro-rated vacation 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. Management employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.~~

~~Management employees who reach the maximum limit shall submit an Online Absence Request Form for the purpose of getting below the limit. This request must be submitted within thirty (30) days of reaching the limit. Failure to comply with the thirty (30) day requirement may result in employees being scheduled off vacation time by their manager without consideration of employees' time preference.~~

~~The annual vacation accrual for Management employees is accrued on a monthly basis on the first of the month. Management 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. Vacation shall be in addition to other leaves and holidays granted by the Board of Trustees during any given fiscal year.~~
- ~~2. 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.~~
- ~~3. Denial of a request for vacation should be made on the online absence form with a reason for the denial as soon as possible after submission.~~
- ~~4. Upon separation from service or retirement, Management employees may use accrued vacation prior to the termination date; any unused accrued vacation shall be paid in a lump sum upon:
  - ~~a. Termination/resignation or retirement from employment with the District; or~~
  - ~~b. Change of status from Management employee to faculty.~~~~
- ~~5. Management employees may not elect to be paid in lieu of taking vacation leave, although the District shall allow the cash out of up to 50% of a Management employee's annual vacation accrual in the event of documented hardship, upon approval of the Chancellor or designee. This is limited to one application per fiscal year.~~

~~Upon approval of this Administrative Regulation, existing Management employees 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:** Management employees who become 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. Management employees 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.~~

~~**Adopted:** April 4, 2022~~

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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

**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 online absence reporting system as soon as practicable. When abuse of sick leave is suspected, the District reserves the right to require medical verification for any 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, requires prior approval by the supervisor and should be reasonably scheduled so as to interfere as little as possible with the operations of the District.~~

~~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 who become ill or injured but are not required to report, scheduled leave or vacation, may use sick leave credits without 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 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 is less than one hundred (100) working days, shall be entitled to and be compensated at fifty percent (50%) of 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 verification stating the necessity to be absent from the workplace and the anticipated date the employee will be able to return to 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.~~

~~An employee becomes eligible for this benefit by contributing sick leave to the bank. An employee shall be required to present a doctor's 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 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: \_\_\_\_\_ March 7, 2022**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7340.4 Industrial Accident or Illness Leave - Delete**

~~An industrial accident or illness is defined as one where the manager or confidential employee becomes ill or is injured while serving the district, and the accident or illness is appropriately reported to the district.~~

~~Industrial accident or illness leave shall commence on the first day of absence. Allowable leave shall not be accumulated from year to year. When an industrial accident or illness occurs at a time when the allowable leave will carry over into the next fiscal year, the employee shall be entitled to only the number of days of leave that remain from the original 60-day allocation.~~

~~Payment of salary lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under worker's compensation.~~

~~For academic administrators, the industrial accident or illness leave of absence shall be used in lieu of entitlement acquired under Education Code Section 87786. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave, accumulated vacation or other available leave when added to worker's compensation award shall not exceed the amount of the employee's full day's salary.~~

~~Periods of leave of absence, paid or unpaid, shall not be considered a break in service for the employee.~~

~~During all paid leaves of absence, the district shall reduce the gross salary warrant due the employee by the same amount of any worker's compensation check received by the employee.~~

~~The district shall issue the employee appropriate warrants for any payments of salary due over and above the worker's compensation benefit check and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this section.~~

~~When all available leaves of absence, paid or unpaid, have been exhausted and the employee is not medically able to resume the duties of their position and they are not placed in another comparable position, the employee will be placed on a reemployment list for a period of 39 months. When a vacant position in the class of the employee's previous classification occurs, the employee shall be offered a position over all other available candidates except those on a reemployment list that was established because of lack of work or lack of funds. The district shall require certification by the attending physician that the employee is medically able to return to~~

~~work and perform the duties of their position. An employee who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.~~

~~Management employees should immediately report an industrial accident or illness to the Risk Management Office and follow all required procedures for the processing of claims.~~

~~**Responsible Manager:** Vice Chancellor, Human Resources~~

~~**Revised:** April 27, 2009~~

~~**Revised:** September 19, 2016~~

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7345 Catastrophic Leave Program (NEW)**

**Reference(s):**

Education Code 87045

Catastrophic Leave for Classified Professionals and Faculty are contained within the respective collective bargaining unit agreements.

**CATASTROPHIC ILLNESS BANK**

1. 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.

"Catastrophic illness or injury" is defined as a serious, debilitating physical illness or injury, as certified by a licensed physician, that:

- a. incapacitates the employee so that the employee is not able to report to work and prohibits the employee from working a regular schedule for an extended period of time of not less than four (4) weeks; and
- b. causes the employee to exhaust all the employee's available regular sick leave, supplemental sick leave ("half-days"), compensatory ("comp") time, and vacation time, and any other paid leave time.

Catastrophic illness or injury may include, but not be limited to, incapacitating diseases such as cancer, severe accident, major surgery, and treatment for life threatening illness.

Stress-related physical and psychological illnesses, elective surgery, normal pregnancy, workers' compensation claims (whether or not approved), intentionally self-inflicted injuries, illness or disability arising from substance abuse, minor injuries, or normal illness such as colds, flu, measles, allergies, headaches, etc., shall not constitute catastrophic illness or injury.

2. An employee becomes eligible for this benefit by contributing at least eight (8) hours sick leave to the bank. An employee shall be required to present a doctor's 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.

3. Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave per year. Retiring or resigning employees shall be allowed to donate all unused sick leave to the bank at the time of separation.
4. 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:      xxxxxxx, 2025

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## **AR 7346 Employees Called to Military Duty**

### **Reference(s):**

Military and Veterans Code: section 389 et seq  
Education Code Sections 87018, 87700, 87832 and 88116  
38 U.S.C. Section 4301 et seq.

The following applies to any district employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

### **Leave**

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

### **Salary**

Any district employee called to active duty who has been in the service of the district for at least one year will continue to receive his or her salary for the first thirty (30) calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first thirty (30) calendar days of active service regardless of length of service with the district.

If employment is interrupted by a period of military service (including active duty, active and inactive duty for training, and National Guard duty under Federal statute) that does not qualify for the 30-day salary continuation noted above, the employee may use any accrued vacation, personal necessity leave or compensatory time in order to continue his or her salary. The use of paid leave is at the employee's discretion.

In addition, the district may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his or her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty. The employee shall be responsible for providing documentation verifying the amount of military pay.
- All benefits that he or she would have received had he or she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.

Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

### **Health Benefits**

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than thirty (30) days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of ~~eighteen (18)~~ twenty-four (24) months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

### **Vacation and Sick Leave**

Employees on military leave accrue any benefits the district provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the district for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

### **Reinstatement**

An employee on active duty military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall be entitled to return to the position held by him or her at the time of his or her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

An employee on active duty military leave for any other reason shall be reinstated in accordance with state and federal laws.

In the case of a contract academic employee, absence on military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district under a lawful contract for more than one year, but had not yet become



a regular academic employee of the district, he or she is entitled to return to the position for the period of time his or her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave due to a national emergency declared by the President of the United States or a war in which the United States is engaged shall not be construed as a break in the continuity of service.

**Responsible Manager:** Vice Chancellor, Human Resources

Revised:	November 2, 2015
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