

# **California College of the Arts**

## **Employee Handbook**

Revised 2024

## **ABOUT THIS HANDBOOK / DISCLAIMER**

We prepared this handbook to assist you in finding the answers to questions that you may have regarding your employment with **California College of the Arts (CCA)**. As a staff member of the college, you are required to take the necessary time to read and acknowledge in Workday, the college's system of record.

We do not expect this handbook to answer all of your questions, since it's intended to only include general guidelines. Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate college documents. These college documents always supersede any statement made in this handbook or by any member of management. Your Supervisor and Human Resources Department will also be a source for information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation.

The college has staff employees who are both covered by a collective bargaining unit and staff employees who are not covered by the bargaining unit. The staff [Collective Bargaining Agreement](#) (CBA) is a union contract that covers eligible staff positions at CCA. For CBA covered staff, the CBA takes precedence over the Employee Handbook in terms of application of rights, responsibilities, policies and procedures in areas that differ from the employee handbook. The faculty handbook can be found on the Academic Affairs section on the CCA Portal. Staff members are in non-instructional jobs that generally support the administrative and operational needs of the college in order to carry out the educational mission.

Any employee whose terms and conditions of employment are governed by the CBA should refer to the CBA for a discussion of the personnel policies and benefits applicable to them. Accordingly, employment details in this employee handbook differ from the terms expressed in the CBA with CCA, the specific terms of the CBA control.

Neither this handbook nor any other company guidelines, policies, or practices creates an employment contract, bargain, or agreement or confers any contractual rights whatsoever. Unless otherwise provided by applicable law or unless you are subject to the CBA, employment with the company is at-will, and either the employee or the company may terminate employment at any time, with or without cause, reason or notice. No representative of the company is authorized to provide any employee, individually or on a collective basis, with an employment contract or special arrangement concerning the terms or conditions of employment unless the contract or agreement is in writing and signed by the president, unless you are subject to the CBA. Any employee whose terms and conditions of employment are governed by the CBA should refer to the CBA for a discussion of the personnel policies and benefits applicable to them.

### **Right to Revise**

With the exception of the employment-at-will policy, CCA has the right to change, modify, delete, or add policies, procedures, and benefit plans when necessary, without prior notice. All such modifications, deletions, or additions must be in writing and signed by an officer of the college to be effective.

This handbook supersedes all previously issued handbooks and any inconsistent policy statements, either verbal or written.

If an employee has a question concerning the interpretation of any provision covered in this handbook, or wishes additional information, they should contact their supervisor or Human Resources. As updates arise, the college will notify employees and make updates on the portal.

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## **WELCOME & INTRODUCTION**

### **Message From the President**

Dear colleagues,

CCA employees play an essential role in furthering the college's mission of educating students to influence culture and society through the practice and critical examination of art, architecture, design, and writing. I am honored to collaborate with each of you in envisioning a promising future for our college. The vitality of our community at CCA stems from our collective dedication to providing the highest quality education for our students.

This handbook serves as a comprehensive reference, outlining the principles and procedures of employment at CCA. I urge every employee to review it carefully. Within its pages, you will find information on CCA's policies, practices, your duties as an employee, and the institution's obligations to you.

As we embark on this important journey together, it is important to understand our responsibilities as employees of this institution, and have a thorough understanding of our rights and the rights of our colleagues. Our collaborative efforts must be underpinned by a commitment to fostering an inclusive and equitable environment for all.

Your enthusiasm and dedication to CCA's mission are truly inspiring. Together, we are not only shaping the fields of art and design within the Bay Area, but are also making an impact on a national and global scale.

Thank you for your unwavering commitment to our students and our institution.

Sincerely,

President David C. Howse

### **CCA History**

Founded in 1907, California College of the Arts (CCA) educates students to shape culture and society through the practice and critical study of art, architecture, design, and writing. Benefitting from its San Francisco Bay Area location, the college prepares students for lifelong creative work by cultivating innovation, community engagement, and social and environmental responsibility.

CCA offers a rich curriculum of 22 undergraduate and 10 graduate programs in art, design, architecture, and writing taught by a faculty of expert practitioners. Attracting promising students from across the nation and around the world, CCA is ranked among one of the top 30 most diverse colleges in the U.S. The U.S. News & World Report has ranked CCA as one of the top 10 graduate schools for fine arts in the country.

Graduates are highly sought-after by companies such as Pixar/Disney, Apple, Intel, Meta, Gensler, Google, IDEO, Autodesk, Mattel, and Nike, and many have launched their own successful businesses.

Alumni and faculty are often recognized with the highest honors in their fields, including Academy Awards, AIGA Medals, Fulbright Scholarships, Guggenheim Fellowships, MacArthur Fellowships, National Medal of Arts, and the Rome Prize, among others.

CCA is creating a new, expanded college campus at its current site in San Francisco, spearheaded by the architectural firm Studio Gang. The new campus design will be a model of sustainable construction and practice; will unite the college's programs in art, crafts, design, architecture, and writing in one location to create new adjacencies and interactions; and will provide more student housing than ever before.

## **Section 1 – State & Federal Notices for Employment**

### **At-Will Employment Status**

CCA sincerely values and appreciates the contributions that each employee makes toward the College's educational mission. However there may bear instances where employees and/or the college wish to end the employment relationship. It is therefore important to understand that nothing in this handbook, or in any other writing of the College, creates or is intended to create a promise, contract, or representation of continued employment for any employee.

Neither this handbook nor any other company guidelines, policies, or practices creates an employment contract, bargain, or agreement or confers any contractual rights whatsoever. Unless otherwise provided by applicable law or unless you are subject to the CBA, employment with the company is at-will, and either the employee or the company may terminate employment at any time, with or without cause, reason or notice. No representative of the company is authorized to provide any employee, individually or on a collective basis, with an employment contract or special arrangement concerning the terms or conditions of employment unless the contract or agreement is in writing and signed by the president, unless you are subject to the CBA. Any employee whose terms and conditions of employment are governed by the CBA should refer to the CBA for a discussion of the personnel policies and benefits applicable to them.

The college has staff employees who are both covered by a collective bargaining unit and staff employees who are not covered by the bargaining unit. The staff Collective Bargaining Agreement (CBA) is a union contract that covers eligible staff positions at CCA. For CBA covered staff, the CBA takes precedence over the Employee Handbook in terms of application of rights, responsibilities, policies and procedures in areas that differ from the employee handbook. The faculty handbook can be found on the Academic Affairs section on the CCA Portal. Staff members are in non-instructional jobs that generally support the administrative and operational needs of the college in order to carry out the educational mission.

Any employee whose terms and conditions of employment are governed by the CBA should refer to the CBA for a discussion of the personnel policies and benefits applicable to them. Accordingly, employment details in this employee handbook differ from the terms expressed in the CBA with CCA, the specific terms of the CBA control.

Any statements or conduct that an employee believes is such a promise or contract must not be relied upon, unless it is placed in writing in explicit terms to and personally executed by an executive officer of the College with the approval of the Vice President of Human Resources. No implied contract concerning any term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the College include, but are not limited to, promotions; demotions; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoffs or recalls; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; or determinations concerning the use of equipment, methods, or facilities.

### **Equal Employment Opportunity**

CCA is an equal-opportunity employer and makes all employment decisions, including, recruitment, hiring, placements, transfers, and promotions, on the basis of qualifications of the individual for the positions being filled and the college prohibits unlawful employment decisions and discrimination based on sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), race (including hairstyle and hair texture), ancestry, citizenship, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, exercising the right to family care and medical leave, parental status, genetic information, political affiliation, national origin, marital status, military or veteran status, sexual orientation, gender, gender expression, gender identity, reproductive health decisions. CCA's commitment to equal opportunity employment applies to all persons involved in the operations of the college and prohibits unlawful discrimination by any employee of the college, including supervisors and coworkers.

### **Disability Accommodation**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the college will assess the request and if the accommodation is reasonable as determined by the college, will offer reasonable accommodations or propose alternative accommodation(s) for the known physical or mental limitations of an otherwise qualified individual who is an applicant or an employee, unless undue hardship for the college or its employees would result. Any applicant or employee who requires an accommodation should contact Human Resources at [hr@cca.edu](mailto:hr@cca.edu) and request such an accommodation. The full accommodation process can be viewed [on the Portal](#).

### **Harassment, Discrimination and Retaliation Prevention Policy**

#### Unlawful Discrimination or Retaliation

CCA is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct. In accordance with applicable law, CCA prohibits unlawful discrimination or retaliation against any employee by another employee or by the college for reporting, filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the college or a federal or state enforcement agency.

#### Prohibition of Unlawful Harassment

In accordance with applicable law, CCA prohibits sexual harassment and other harassment based on sex

(includes pregnancy, childbirth, breastfeeding, and related medical conditions), race (including hairstyle and hair texture), ancestry, citizenship, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, exercising the right to family care and medical leave, parental status, genetic information, political affiliation, national origin, marital status, military or veteran status, sexual orientation, gender, gender expression, gender identity, reproductive health decisions, or any other factor made unlawful by federal, state, or local law, including participation or non-participation in union activities. The college is committed to taking all reasonable steps to prevent harassment.

#### Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

#### Harassment Defined

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, teasing and repeated such conduct often called bullying), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

#### Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation, and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

#### Sexual Harassment Defined and Prohibited

The law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of employment or education;
- (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Federal law, referred to as "Title IX", protects college students and other college community members from sex and gender based misconduct. All persons are required to refrain from harassment of students and to cooperate with all procedures of the college to protect students. Refer to the [Title IX Sexual](#)

[Misconduct Policy](#) for more information and guidance.

This definition includes many forms of offensive behavior, including, but not limited to: unwanted sexual advances; offering employment in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances; visual conduct such as leering, making sexual gestures, or displaying pornographic objects, pictures, cartoons, or posters; verbal sexual advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes, or invitations; or physical conduct such as touching, assault, or impeding or blocking movements.

All persons should bear in mind that CCA is an art and design college and, as part of its curriculum and functions, nude models and artistic renderings of nude figures, in appropriate context, may be exhibited on campus. Additionally, because of the exploration of critical issues within the curriculum, there may be expressions of a sexual nature in some readings and in the content of classes. Faculty should be outlining this content in their syllabus so students can review and make informed choices.

Physical contact in the course of artistic work may take place only when minors are not involved and voluntary consent is clearly established, and is not a condition of continuing employment or education. Refer to the [Policy Prohibiting Discrimination, Unlawful Harassment & Retaliation](#) for more information and guidance.

Sexual harassment by any CCA employee is unlawful whether it involves co-workers, supervisors, managers, faculty, students, volunteers, or persons doing business with or for the college.

#### Procedure to Assist in the Implementation of the Policy Against Unlawful Harassment & Retaliation

Procedures to eliminate harassment from the workplace are not only required by law but are also the most practical way to prevent incidents from occurring. The procedures are as follows:

1. All Employees are assigned sexual harassment training in compliance with California harassment training standards. This training must be completed within 30 days of hire or transition into a management position and is retaken every two years. These trainings provide employees with abusive conduct prevention training. They also include information and practical guidance regarding federal and state law concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment. The training also includes practical examples of harassment, discrimination, and retaliation, as well as information about preventing abusive conduct and harassment based on sexual orientation, gender identity, and gender expression, and the role that employees can play in the prevention of sexual harassment. For more information on this training requirement, employees can visit <https://calcivilrights.ca.gov/shpt/>
2. Employees who believe they have been harassed on the job should as soon as possible submit a verbal or (preferably) written complaint to the Office of Human Resources at [hr@cca.edu](mailto:hr@cca.edu) or by calling 415.703.9550, option #3. The report should include details of the incident(s), the names of individuals involved, and the names of any witnesses.
3. Reports that involve students regarding harassment or any other student concern should be made by completing a [CCA Cares form found here](#). For more information about the Student Sexual Misconduct

Policy for the Protection of All CCA Students, please [click here](#).

The college will not retaliate against an employee for using this reporting procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the college or by a federal or state enforcement agency. Any report of retaliation by the one accused of harassment, or by coworkers, supervisors, or managers, will be assessed in accordance with the college's procedure outlined above. If a report of retaliation is substantiated, appropriate action will be taken.

Any retaliation should be reported immediately to any college supervisor or the Office of Human Resources at: [hr@cca.edu](mailto:hr@cca.edu). Reports of retaliatory conduct will be immediately, objectively, and thoroughly investigated in accordance with the procedures outlined above.

In addition to the college's internal reporting procedure, all employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) investigate and prosecute reports of unlawful discrimination and harassment in employment. Employees who believe that they have been discriminated against or harassed may file a report with the EEOC within 300 days of the conduct or with the CRD within one year of the conduct. You may contact the nearest office of the EEOC or CRD at:

Equal Employment Opportunity Commission  
Oakland Federal Building, North Tower  
1301 Clay Street, Suite, 680-N  
Oakland, CA 94612-5217  
800.699.4000

Equal Employment Opportunity Commission  
450 Golden Gate Avenue  
5 West, P.O Box 36025  
San Francisco, CA 94102-366  
800.669.4000

Civil Rights Department  
Elk Grove District Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
916.478.7251

Civil Rights Department  
Bay Area Regional Office  
39141 Civic Center Drive, Suite 250  
Fremont, CA 94538  
510.789.1085

### **Employee Protection (Whistleblower) Policy**

CCA's policy on employee conduct and performance requires employees to observe high standards of business and personal ethics in conducting their duties and responsibilities. As employees of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the intent of CCA to adhere to all laws and regulations that apply to the college, and the underlying purpose of this policy is to support the college's goal of legal compliance. The support of all employees is necessary for achieving compliance with various laws and regulations. It is the responsibility of all CCA employees to comply with the conduct policy and to report violations or suspected violations in accordance with this whistleblower policy. If any CCA employee reasonably believes that some policy, practice, or activity of CCA is in violation of law, that employee must file a written complaint with the director of human resources.

An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of CCA and provides the college with a reasonable opportunity to investigate and correct it. The protection described below is only available to employees who comply with this requirement. CCA will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of CCA, or against another individual or entity with whom CCA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. CCA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of CCA that the employee reasonably believes is in violation of a law, rule, regulation mandated pursuant to law, or clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

### **Mandated Reporter for Child Abuse & Neglect Policy**

California College of the Arts permits specified minors on campus for a variety of reasons including as prospective students; as enrollees in a College sponsored program or camp; and as participants in certain other College-sponsored programs appropriate (some of which meet off-campus). In all cases, programs involving minors on campus, whether conducted by the College or an external entity, must include appropriate adult supervision on campus and provide for their safety.

#### Reason for Policy

This Policy establishes the standards for the protection of minors participating in the College-operated or sponsored program or an activity. The Policy complies with California Penal Code Section 11164-11174.3, the Child Abuse and Neglect Reporting Act (CANRA), and related state laws governing the protection of minors.

#### Who Should Read This Policy

The department head, any employee, student, or volunteer who works in a program that allows minors on campus; the members of the Leadership Team; as well as supervisors and managers who supervise an individual with such responsibilities. Non-college organizations and entities that operate programs or activities involving minors on campus must also comply with this policy.

#### Policy Text

The College is committed to promoting the safety of students and others who visit our campuses, especially minors. This policy describes requirements to engage with minors to promote their protection visiting our campus or in a college-related program, and to fulfill our obligations as mandated by law under CANRA.

CANRA imposes specific requirements on employees that have regular contact with minors, to report suspected child abuse or neglect, including, but not limited to, the following:

- Physical injury inflicted by other than accidental means,
- Sexual abuse or exploitation
- Willful endangerment
- Unlawful corporal punishment, and
- Other maltreatment

See FAQ #2 for additional information on the types of child abuse and neglect that are reportable under CANRA.

### Mandated Reporters

Certain positions held by the College employees, students, or volunteers working with minors on campus are designated as “Mandated Reporters” under CANRA. Examples of Mandated Reporters are listed in Appendix A. The list includes specific types of jobs such as teachers and coaches, but also includes administrative and other positions where the employee, student, or volunteer has contact with minors on a regular basis.

Mandated Reporters have a legal responsibility to report known or reasonably suspected child abuse or neglect, as follows:

*First Report:* Immediately, or as soon as practicable, by calling the San Francisco Police Department (SFPD), Child Abuse Unit, at (415) 558-2650. For an immediate threat of danger, call San Francisco emergency services at 911.

*Second Report:* The call must be followed within 36 hours by a written report to the law enforcement or child protective agency that will be investigating the incident. The investigating agency will ask you to complete Suspected Child Abuse Report, Form 8572.

College Mandated Reporters should also promptly notify their supervisors when they witness or reasonably suspect an occurrence of child abuse or neglect. Informing a supervisor, however, does not relieve a Mandated Reporter of their responsibility to make a report immediately, or as soon as practicable, to the SFPD Child Abuse Unit.

No College supervisor, administrator, or other employee may inhibit the duty of a Mandated Reporter, or other Individual subject to this Policy, to report suspected child abuse. Any retaliation initiated against a reporter of child abuse or neglect will be addressed promptly, in accordance with the College’s Whistleblower Policy or Retaliation Policy, found in the Employee Handbook and Faculty Handbook.

It is also the policy of the College to require all employees (without regard to mandated Reporter status) and volunteers to immediately report in writing to a college office, any known or suspected child abuse or neglect that occurs on campus, in any off-campus College building or property, or in connection with any College-related program or activity in a manner consistent with this policy.

### **Clery Campus Security Act**

To receive federal grants, CCA must comply with the [Clery Act](#); the college is in full compliance with all aspects of this law. Employees should report all crimes that are on or adjacent to the campus, to the proper authorities in Public Safety and their supervisors. Additional information regarding CCA commitment to the Clery Act can be found [here](#).

### **Immigration Law Compliance**

CCA is committed to employing only United States citizens and aliens who are authorized to work in the United States, and do not unlawfully discriminate on the basis of citizenship or national origin.



In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) business days of commencing employment. Former employees who are rehired may also be required to complete the form.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. Additional information regarding the college's immigration enforcement can be found [here](#).

### **Compliance with California and Federal Drug-Free Workplace Acts**

The purpose of this policy/procedure statement is to set forth a controlled-substance policy for the college in compliance with the requirements of the federal and state Drug-Free Workplace Acts. This policy supplements CCA's drug and alcohol policy.

It is college policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in this workplace is prohibited. Violation of this policy will result in discipline, up to and including termination and/or, at the discretion of the college, rehabilitation.

CCA must certify to the contracting state and/or federal agencies that it will provide a drug-free workplace in connection with the performance of state and/or federal contracts. Employee notification statements are given to all employees when they are hired, which must be accepted and signed (electronically through Workday) and are maintained by HR. CCA will include drug-free awareness information in its programs and will comply with the acts' requirement that the government be notified of any employee's workplace-related drug conviction. This policy applies to all CCA employees.

#### Employee Notification Statement

The attached employee notification statement shall be given to and signed by all employees and new hires. A signed copy of the statement shall be retained in each employee's personnel file. The employee's signed agreement to abide by this policy shall be a condition of employment.

#### Employee Program

The college will inform employees of the dangers of drug abuse in the workplace; the college policy of maintaining a drug-free workplace; the extent of available drug counseling, rehabilitation, and other employee assistance measures; and the penalties that may be imposed for drug abuse violations.

#### Notice of Employee Conviction

Under the federal act, employees are required to notify CCA of any workplace-related drug conviction within five days of the conviction. CCA, in turn, is required to notify the federal government within 10 days of receiving notice of any such conviction.

#### Sanctions and Rehabilitation

Within 30 days of receiving notice of an employee's workplace-related drug conviction, CCA will take appropriate personnel action, up to and including termination, against any employee who is so convicted; and/or CCA, within its sole discretion, may require the employee's satisfactory participation in a drug and/or alcohol assistance program or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

### Good-faith Compliance Efforts

CCA will make ongoing good-faith efforts to maintain a drug-free workplace by implementing all of the above requirements. Our failure to comply with the provisions of this act may subject CCA to loss of payments under or termination of a contract, and to debarment as a contractor for up to five years.

Unlawful substances and misuse of other drugs and alcohol are incompatible with a healthy, safe, and efficient working environment. Substance abuse impairs an employee's health and performance. Employees who work while under the influence present a safety hazard to themselves and their coworkers and also impairs efficiency. The college's policy is found [here](#) and provided in Workday as a part of the new hire onboarding process; every employee must agree to abide by it as a condition of continued employment.

Smoking and use of vapes is prohibited on campus and in all CCA buildings. In addition no one may smoke within 20 feet of any college-owned or -leased building. Violations should be brought to the attention of either the director of facilities or human resources.

Please note: the college is a private institution and the possession or use of marijuana on its property is prohibited.

Any employee who is convicted of a violation of any criminal drug statute related to the unlawful use, possession, dispensation, distribution, or manufacture of controlled substances must inform the college of the conviction within five days. Any employee who is so convicted shall be subject to disciplinary action, up to and including termination. The college may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by federal, state, or local health law.

### Employee Assistance

If an employee suspects that they may have an alcohol or drug problem, even in the early stages, they are encouraged to seek diagnosis voluntarily and to follow through with treatment as prescribed by qualified professionals. Employees may seek assistance through their health care provider, benefit eligible teammates may also use the Employee Assistance Program through Claremont. This program offers a number of services to employees and anyone in their household to help you cope with personal problems you may be facing. These benefits are automatically provided to employees at no additional cost and do not require the employees to elect any other benefits.

CCA will reasonably accommodate with a leave of absence any staff member who is in good standing and, prior to engaging in misconduct, notifies the college that they wish to participate in a voluntary alcohol or drug rehabilitation program. CCA recognizes that chemical dependency, including alcoholism, can be a medical health condition that a staff member may be unable to control without professional help. The college will try to accommodate chemically dependent staff members seeking professional medical

and emotional help and, prior to misconduct, will consider granting a leave of absence for this purpose. Information about Employee Mental Health & Wellness Resources can be [found here](#). Please contact [hr@cca.edu](mailto:hr@cca.edu) or your HR Lead for additional information.

## **Alcohol/Drug Policies**

### Alcohol Policy

See the [Alcohol Policy](#) in the CCA Student Handbook for details that pertain to serving or possessing, or both, alcohol on either campus of California College of the Arts.

### Drug-Free School & Workplace Program

#### General Discussion

It is the goal of CCA to maintain a safe and healthy environment where the arts can flourish and grow. The college strives to provide this environment for all students, faculty, and staff. The policies detailed in the following pages apply to all members of the college community unless otherwise specifically stated.

The college, as an employer and educator, is concerned about the use and effects of alcohol and illicit drugs. In addition, in compliance with the Drug-Free Schools and Communities Act Amendment of 1989, the college is required to establish a drug-free campus policy and awareness program.

The college is committed to publishing and distributing information about the dangers of alcohol and drug (substance) abuse; available counseling, rehabilitation, and assistance; and penalties associated with substance abuse.

#### Standards of Conduct

The college's goal of maintaining an academic environment free from the use and influence of alcohol and unlawful drugs requires the following standards of conduct be enforced at all times.

It is expected that all members of the college community conduct themselves in a manner that ensures a drug- and alcohol-free learning and working experience.

Being under the influence of any drug or alcoholic beverage while on the job or at the college poses serious risks to individuals' health and safety. The college absolutely prohibits the use, sale, purchase, transfer, or possession of any illegal or non prescribed drug by any individual at any time.

In addition, the college strictly prohibits individuals from being under the influence of alcohol or any drug while on duty, in classes, living in college housing, or performing college business, including driving college-owned or college-leased vehicles.

Only legally prescribed medications are excluded from this rule and are permitted to the extent that the use of such medications does not adversely affect the individual's work ability, job performance, or student performance, or the safety of that individual or others.

It is also expected that all students, faculty, and staff will be considered "fit for duty" while on college premises or conducting college business.

Inability to perform work safely and efficiently or absences considered excessive shall be cause for concern and could result in disciplinary action up to and including termination and dismissal depending on the frequency and seriousness of the occurrences.

### Counseling & Medical Assistance

It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. Personal concerns may be discussed confidentially with the director of counseling services, but will not be expected to preclude discipline for prior acts.

Staff and faculty who enroll in a formal treatment program may request rehabilitation leave on a full-time or part-time basis for periods up to ninety days. As with any other sick leave, the leave may include a combination of sick time, vacation time, and leave without pay.

Leave will not be granted where termination for prior acts is warranted. Faculty requests for rehabilitation leave may be handled directly with the Academic Affairs Office or with the assistance of the vice president of Human Resources.

### **Smoking Policy**

Smoking and use of nicotine products such as vapes is prohibited on college premises, except for in designated smoking areas, and in all college vehicles. This policy applies equally to all employees, vendors and visitors. In addition, no one may smoke within 20 feet of any college-owned or leased building. Violations should be brought to the attention of either the Director of Operations, Director of Public Safety, or Human Resources. Employees will not be subject to retaliation for reporting violations of this policy.

### **Policy on Workplace Violence**

CCA recognizes that violence in the workplace is a growing problem nationwide that necessitates a firm, considered response from employers. The costs of workplace violence are great, in both human and financial terms. Since the safety and security of college employees is of vital importance, acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the college or that occur on college property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in the operation of the college, including, but not limited to, college personnel, contract and temporary workers, and anyone else on college property. Violations of this policy by any individual will lead to disciplinary and/or legal action as appropriate.

### Definitions

Workplace violence is defined as any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Examples of workplace violence include, but are not limited to threats or acts of violence:

1. Occurring on college premises, regardless of the relationship between the college and the parties involved in the incident

2. Occurring off college premises involving someone who is acting in the capacity of a representative of the college
3. Occurring off college premises involving an employee of the college if the threats or acts affect the business interests of the college
4. Occurring off college premises of which an employee of the college is a victim, if the college determines that the incident may lead to an incident of violence on college premises
5. Resulting in the conviction of an employee or agent of the college, or of an individual performing services for the college on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence that adversely affect the legitimate business interests of the college

Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

1. threatening physical or aggressive contact directed toward another individual
2. physical threats to an individual or an individual's family, friends, associates, or property
3. intentional destruction or threat of destruction of college property or another's property
4. harassing or threatening phone calls, letters, or emails
5. surveillance
6. stalking
7. veiled threats of physical harm or similar intimidation

Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme

Taking actions likely to cause bodily harm or property damage	Acts of violence
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Workplace violence does not refer to occasional comments of a socially acceptable nature such as references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

**Enforcement**

Employees who believe that threats or acts of violence have been made against them or others should report the details of the incident(s) as soon as possible to their supervisor, Human Resources, and/or Public Safety. All reported incidents of violence and threats of violence will be investigated.

Any person who engages in a threat or violent action on college property may be removed from the premises as quickly as safety permits and may be required, at the college’s discretion, to remain off college premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a college employee, the college will determine what actions are appropriate, including possible medical evaluation and/or disciplinary action. Once a threat has been substantiated, it is the college’s policy to put the maker of the threats on notice that they will be held accountable for their actions and then follow through with the implementation of a decisive and appropriate response. CCA will make the sole determination regarding whether, and to what extent, threats or acts of violence will be acted upon by the college. The college may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Under this policy, rapid decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing college policy or procedure should be interpreted in a manner that delays or prevents this from occurring.

CCA adheres to the policy of employment at-will for staff employees that are not covered by the staff CBA, which permits the college or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

**IIPP Reference, Workplace Violence**

The college’s workplace violence program is described in detail in the college’s Illness and Injury Prevention Program (IIPP).

**Section 2 - Operational Procedures**

**Job Definitions**

Human Resources uses job classifications, levels, and salary structure to help define positions across the college. Please contact the Office of Human Resources for specific information at [hr@cca.edu](mailto:hr@cca.edu).

## **Employee Types**

### Faculty

Faculty members are CCA employees who are primarily engaged in instruction, including all types of activities related to the wide range of teaching and learning on campus. They are paid according to their contracts. The college faculty is basically composed of ranked faculty, adjunct faculty; lecturers, and visiting artists. Faculty members are a part of the Division of Academic Affairs and reporting lines include chairs, deans, and the provost. The Provost serves as the Chief Academic Officer for the campus. For a full description of the faculty roles see the Faculty Handbook. Adjunct faculty are represented by SEIU Local 1021 and are governed by a collective bargaining agreement (CBA) which is a union contract that covers all adjunct faculty.

### Instructors

Instructors are CCA employees who are primarily engaged in short-term, temporary instruction, including all types of activities related to the wide range of teaching and learning on campus and are a part of the Division of Academic Affairs. Instructors are not union-eligible but are hourly employees. Instructors should reference the Employee Handbook for labor rules and the Faculty Handbook regarding instruction procedures.

### Staff

Staff members are non-instruction jobs that generally support the administrative and operational needs of the college in order to carry out the educational mission. Staff employees are paid on an hourly or salary basis.

The Collective Bargaining Agreement (CBA) went into effect on June 8, 2022. It is a union contract that covers some staff-regular and fixed-term employees at CCA. For CBA covered staff, the CBA takes precedence over the Employee Handbook in terms of application of rights, responsibilities, policies and procedures. Non-union eligible staff are considered at-will employees.

See Payroll Procedures for more information on payment methods. Staff positions are generally organized by function and services provided to the college and report up through the relevant vice president.

### Student Workers

Student workers are paid hourly. Generally speaking, student workers may not work more than 20 hours a week while classes are in session; and international students shall not work more than 20 hours because of immigration laws. For students who hold multiple jobs on campus, the 20 hour weekly limit applies as an accumulation of hours from all of the jobs during the academic year. There are no limits to the hours worked during breaks and during semesters that they are not on financial aid. If you have any questions, refer to the information online or contact the Financial Aid or the International Student Office.

### Volunteers

Individuals who are interested in providing their services to CCA as a nonprofit charitable organization without expectation of any compensation or other consideration are called volunteers. Volunteers are not

employees of the college. The complete volunteer policy can be downloaded from the [website](#). Departments shall not allow volunteers unless Human Resources has classified the work as appropriate for volunteers and compliance with the volunteer policy is made.

### **Position Classifications**

A job classification system is useful in providing the structure for a compensation program, which includes salary and benefit levels.

### Federal Fair Labor Standards Act (FLSA) Status

- Exempt Employees
  - Exempt positions are defined as those whose positions meet specific tests established by the Federal Fair Labor Standards Act (FLSA) and the California Industrial Welfare Commission Orders and who are consequently exempt from overtime pay requirements. Exempt employees are generally paid on a salaried basis. Although the standard workweek is 37.5 hours, ultimately the emphasis of exempt employees is placed on meeting the responsibilities assigned to the position rather than on working a specified number of hours.
- Non-exempt Employees
  - Those who are covered by the overtime provisions of the FLSA or any applicable state laws and who are paid an hourly wage for the time that they work in addition to overtime, in accordance with applicable law. Please refer to the Work Schedules and Rules for Hourly Workers section for more on the requirements for hourly workers.

### Job Categories

- **Staff-Regular Full-Time:** Regular full-time staff members who work in a permanent position requiring at least 30 hours per week. These positions carry benefit eligibility.
- **Staff-Regular Part-Time (> 20 hours per week):** Regular staff members who are scheduled to work fewer than 30 hours per week. Part-time employees are not eligible for standard CCA health benefits, with the exception of the 403(b) and other benefits according to applicable law. Vacation and sick time accruals, tuition remission, and holiday pay benefits are prorated based on the percentage of full-time equivalence.
- **Staff-Regular Part-Time (< 20 hours per week):** Part-time employees are not eligible for standard CCA health benefits, with the exception of the 403(b), tuition remission, and other benefits according to applicable law. In accordance with San Francisco Paid Sick Leave, part-time employees will accrue sick time.
- **Temporary:** Employees who are regularly scheduled to work full or part hours, depending on the assignment. Full-time temps are eligible for benefits mandated by applicable law, as well as medical benefits that are effective the first day of the third month after employment.
- **Fixed-Term:** Staff members who are covered by the collective bargaining agreement and are assigned to work for a specific period of time, longer than 6 months. These staff members are considered as staff-regular employees during the term of their assignment.



## Job Levels

- **Support:** Clerical, support, or technician roles that perform specific activities and follow general guidelines and processes to either service the organization's students or support the College's operations. Education requirements consist of a high school diploma, equivalent, or vocational certification.
- **Professional/Individual Contributor:** Individual contributors with knowledge of the principles and practices within a professional discipline requiring academic preparation. Their scope of responsibility is measured based on the amount of latitude they have to schedule and manage their own work loads.
- **Project/Program Management:** Individual Contributors responsible for the development and implementation of small to large projects/programs, often being the single point of contact. Managerial responsibilities are primarily limited to coordinating tasks and ensuring projects are completed on time and within scope, though some may manage staff.
- **Management:** These individuals are typically degreed professionals that have responsibility for leading, supervising, or managing other employees. Managers ensure the alignment of team priorities with broader organizational initiatives and objectives.
- **Senior Management:** Senior Managers are responsible for implementing strategies within a defined business area, functional area, or several smaller areas that may have competing interests. May supervisor managers and directors.
- **Executive Leadership:** The highest level of leadership within an organization with multiple business or functional areas. This group holds ultimate accountability for the strategic vision, operational execution, and financial performance of the entire organization.

## **Work Modes**

Each position is assigned a work mode based on the job description and responsibilities. For more information on work modes, please view [this portal page](#).

## **Personal Data, Personnel Files & Records Retention**

All employees must keep their information current in Workday, including their name, address, telephone number and other information for themselves and dependents for the purpose of determining benefits, tax status, state reporting, and emergency contact. Unreported changes can affect your tax withholdings, benefits coverage, or prevent the college from providing you important information in a timely manner or during emergency situations. Staff can also keep track of specialized training or skills acquired. It is the employee's responsibility to keep personal data updated in Workday.

Current and former employees may review their personnel file as stored by the Office of Human Resources at a mutually agreed-upon time (i.e., when sufficient time is available and during the course of a regular business day) within 15 business days of the request in writing. It may be necessary to schedule an appointment. As a general rule, an employee is permitted to see records that are used or have been used to determine their qualifications for employment, promotion, and wage increases as well as records that may have been used to discipline or terminate the employee. Letters of reference (recommendations from colleagues/peers received in confidence) are not available for review. Copies of a range of other contents of the personnel file may be requested and will be provided within 15 business days.

The college is responsible for maintaining employee records during the course of an employee's employment. Following employment with CCA, Human Resources maintains records for the legally required time frame depending on the content.

CCA acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against CCA and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the VP of Human Resources to inform them of a potential or actual litigation, external audit, investigation or similar legal proceeding involving CCA.

### **Background Checks and Credit Policy**

For select positions, CCA will conduct a background check and/or a credit check on prospective candidates. Credit and background checks are conducted after an offer has been extended to a candidate. Credit checks are not completed for all candidates. The full CCA Credit Check Policy can be [found here](#).

### **Employment Applications**

The college relies upon the accuracy of information contained in the employment application stored in Workday, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in your exclusion from further consideration for employment or, if you have already been hired, you may be terminated.

### **Work Schedules & Rules For Hourly Employees**

#### College Hours of Operation & Work Schedules

College offices are normally open for business from 8:00am to 4:30pm, Monday through Friday. Department heads work with each staff member to establish work schedules which provide the days and hours of day that the staff member is in work status. High quality attendance and punctuality with regard to the work schedule is an essential element of all staff positions.

There may be changes to individual work schedules on either a short-term or long-term basis in order to accommodate the needs of the college. The college will provide advance notice of a change, if possible. Staff members may also adjust their work schedules upon supervisor approval.

#### Rest Breaks

The laws require that employers provide a rest period for all non-exempt, hourly employees every four hours of work during their workday; CCA provides a 15 minute rest period. If you are a non-exempt employee, you will be paid for all such break periods, and you will not clock out but must be relieved of all work duties. You are required to remain on the work premises during your rest break(s). You are expected to return to work promptly at the end of any rest break.

If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) 15 minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) 15 minute rest

breaks. A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. Rest breaks may not be combined in order to extend them.

### Meal Periods

Each non-exempt, hourly employee must take a minimum 30 minute unpaid meal period for every four hours of work if working more than five (5) hours in a workday. As meal periods may not be combined with work and no work shall be done on meal periods, employees are required to clock out on their timesheets. Meal periods should be taken prior to the end of the fifth hour of work, so the meal break must begin no later than 4 hours and 59 minutes into a non-exempt shift. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. This second meal period will be provided no later than the end of your 10<sup>th</sup> hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

If a meal period is taken after the 5th hour of work (or 10th) or if taken less than 30 minutes, the employee will incur a meal period penalty. A meal period penalty includes 1 hour of pay at the employee's regular rate of pay. It is the responsibility of the employee and manager to ensure meal period penalties are avoided.

Hourly workers will be permitted a reasonable opportunity to take their meal period(s), and will be relieved of all duty. There will be no control over activities during this time and the employee is free to leave the premises, returning to work promptly at the end of any meal period.

The taking of meal period must be confirmed on all electronic or pay records prepared by hourly paid employees. This means hourly workers must clock out for any meal period, recording the start and end of the meal period in Workday. Hourly workers are not allowed to work "off the clock." All work time must be accurately reported on your time record in Workday.

Meal periods shall not be combined with rest breaks. Meal periods shall not be taken at the beginning or the end of the work day. No exception to meal period rules for hourly employees are to be allowed except with written agreement with Human Resources and the employee.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify Human Resources at [hr@cca.edu](mailto:hr@cca.edu).

### Timekeeping Procedures

All hourly, non-exempt employees must accurately, and on each day, record their own, actual time of starting and ending work, and meal periods, as well as the start and ending time of any departure from work for non-work-related reasons in Workday.

Employees are not allowed to work "off the clock." Working off the clock violates the college policy. Non-exempt workers may not start work until their scheduled starting time. Altering, falsifying or tampering with time records is prohibited and subject to discipline. Any changes on a submitted timecard

must be initiated by a supervisor. This also includes failure to input time not worked for exempt employees.

Non-exempt employees who are traveling and working in a different time zone should record their time worked in the Pacific time zone. Please reference the Travel Pay Policy for non-exempt employees for more details.

Non-exempt employees who are approved to work fully remote, are permitted to work and record their time within their home time zone, if their work schedule is approved by their manager.

#### Overtime for Non-Exempt Employees

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Employees may be required to work overtime as necessary with advance permission from their manager. Unauthorized such work is not permitted under any circumstances except when danger of human life or serious physical human injury.

Only actual hours worked in a given work day or work week can apply in calculating overtime. Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave or any leave of absence will not be factored in as hours worked when calculating overtime.

The college provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one work day or 40 hours in one work week will be treated as overtime. CCA's work week begins on Saturday and ends on Friday; the work day begins and ends at midnight.
- Compensation for hours in excess of 40 for the work week, or in excess of eight and not more than 12 for the work day, and for the first eight hours on the seventh consecutive day of work in one work week, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one work day and in excess of eight on the seventh consecutive work day in a work week shall be paid at double the regular rate of pay.

Note: Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

#### **Travel Time for Non-Exempt Staff Members**

##### Purpose/Objective

Generally, the time employees spend commuting to and from work is not considered work time and is excluded from this policy. However, the College considers time spent traveling for work-related purposes during the workday as work time, and thus pays nonexempt employees travel pay at the applicable minimum wage, as described in this policy, for such time.

##### Eligibility

Nonexempt employees who are required to travel for work are eligible for travel pay.

1. The time nonexempt staff members of the College spend commuting to and from home to work at the College is not paid work time and is not to be recorded on timesheets as work time. Exception for those whose position has been categorized as full remote, traveling to campus from home would be considered travel time.
2. The time they spend traveling to and from non-College destinations for the purpose of performing work for the College at those destinations is paid work time and is to be recorded on timesheets as paid work time.
3. If the time that staff members spend traveling to and from non-College destinations for the purpose of performing work for the College is on a regularly scheduled day of work, the paid work time is to be paid at the staff member's regular hourly rate of pay up to 8 hours per work day and up to 40 hours per work week, and time in excess shall be paid at time and a half of the regular hourly rate of pay.
4. If the time that nonexempt staff members spend traveling to and from non-College destinations for the purpose of performing work for the College, is NOT on a regularly scheduled day of work, it is to be paid at the CCA travel hourly rate of pay which is current SF minimum wage.
  - a. Staff members are not permitted to perform work for the College while in such travel time status.
  - b. Staff shall record this travel time to the Work Travel job on their timesheets in Workday pursuant to the Colleges Timekeeping Policy.
  - c. If, however, the staff member's manager approves the staff member to perform work for the College while in such travel time status on any given instance, then if the staff member performs any work while traveling, the staff member shall not record this travel time on their timesheets in Workday as travel time but shall record it as work time.
5. Non-exempt staff are required to take and record their 30 minute duty-free meal breaks while traveling and also must take their rest breaks each 5 hours of work time.
6. Since travel time for non exempt staff paid differently when it takes place on a day that is not regularly scheduled for the staff member, overtime pay for work performed on a day that is not regularly scheduled for the staff member, is based on a weighted average involving the time spent on work in that workweek vs. the time spent in travel that week. Consult HR for calculations.
7. Travel pay will apply in the following circumstances:
  - a. Off-premises work location from work. Once an employee reports to work, if the employee is required to travel to an off-premises worksite, all time spent from the time the employee leaves the work premises until the employee returns to the employee's normal work location is counted as work time.
  - b. Off-premises work location from home. If an employee is required to travel to and from an off-premises worksite directly from the employee's home, all time spent for such travel, less the employee's normal commute time, is counted as work time.
  - c. Extended travel. If an employee is required to travel out of town for work-related purposes, the time spent traveling to and from the out-of-town location, including all time spent as a passenger on an airplane, train, bus, taxicab or car, is considered work time; however, any time the employee spends engaged in personal activities (such as meal time, sleeping, sightseeing or watching television) will not count as work time.

As detailed in the College's Policy, all staff will be reimbursed for all reasonable travel-related costs

incurred.

Employees with questions regarding travel pay should contact [hr@cca.edu](mailto:hr@cca.edu).

### Procedure

1. Employees are expected to record work-related travel time in Workday pursuant to the Colleges Timekeeping Policy.
2. When entering in time, go to Enter Time and under Time Type, select the Travel Time option.
3. Select the Travel Time option any time that you are traveling for work, whether it is during or outside of regular work hours. Enter your hours based on the California/Pacific Time zone. The appropriate pay rate will be applied to the travel time based on the time of the travel.
4. Payroll will automatically calculate your travel pay and you'll see it reflected on your paycheck.
5. If at any point during travel outside of regular work hours you do complete work related to your position, you must record the hours as regular work hours, and you will be compensated at your regular hourly rate (or overtime rate, if applicable).
6. Employees must receive prior approval from their Manager before working overtime, or completing work during travel time outside of regular work hours.

### **Getting Paid**

#### Paydays

Payroll cycles run on a semi-monthly basis. Exempt employees are typically paid on the 15th and the last day of the month. Non-exempt employees are typically paid on the 10th and 26th of the month. For a complete list of payroll dates, please check in Workday or the portal. When those dates fall on a weekend or a holiday, deposits are the preceding workday. Non-exempt employees are paid two weeks in arrears.

Your payroll slip itemizes deductions made from your gross earnings. By law, the college is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll slip will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of the Payroll Department at [payroll@cca.edu](mailto:payroll@cca.edu) immediately so the college can resolve the matter quickly and amicably.

#### Direct Deposit

The college strongly encourages employees to use direct deposit as a way to support environmentally friendly business processes. Electing direct deposit is done through Workday. You may begin and stop automatic payroll deposits at any time. [Click here](#) for instructions. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

#### Cell Phone Allowance Policy

The regular, daily use of cell phones by CCA employees in the course of their work is sometimes required to help improve communication, productivity and work efficiency between multiple locations on campus or if an employee is frequently away from their desk and computer. CCA offers a \$50/month cell phone allowance (paid semi-monthly) to all permanent, full-time employees who meet this criteria and have been

approved by Human Resources and division leadership to receive the stipend. Separately, all permanent employees receive a \$50/month work stipend that covers the cost of at-home internet use and occasional cell phone use.

### Work Stipend

All staff will receive a \$50/month non-taxed stipend for remote work expenses, including internet & cell, that will be provided on an ongoing basis. This stipend applies to both union and non-union-represented staff and is intended to address work-related home internet expenses and the occasional work-related use of cell phones, both while performing remote work. The stipend is also intended to assist with transportation and other personal costs for staff who work on campus. Other necessary and reasonable work at home expenses are still eligible for reimbursement under our existing policy and should be reviewed and approved in advance of purchase.

### Salary Advances

Regular staff members may request a wage advance not to exceed 75 percent of the anticipated net pay of the following paycheck, no more than four times in a calendar year and not in consecutive pay periods. Salary advances can be requested in Workday and must be approved by the staff member's supervisor and Payroll. The wage advance must be deducted from the following paycheck. The college does not have any loan provision available to staff. The college does not permit advances against vacation or sick time.

### **Workplace Accommodations**

The college offers workplace accommodations to support employees in their ability to complete the essential functions of their position. Below are some of the policies available to employees:

#### San Francisco Family Friendly Workplace Ordinance

The San Francisco Family Friendly Workplace Ordinance (FFWO) gives certain employees the right to request flexible or predictable work arrangements to assist with caregiving responsibilities. Please reach out to Human Resources ([hr@cca.edu](mailto:hr@cca.edu)) for additional information including submitting a request.

#### [Disability Accommodation Policy](#) (including support and service animals)

#### Lactation Accommodation Policy

Policy: CCA recognizes that breast milk is the optimal food for growth and development of infants. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at CCA for as long as they desire to express breastmilk. CCA supports the legal right and necessity of employees who choose to express milk in the workplace.

#### Policy Goals:

- To establish guidelines promoting a work environment that supports breastfeeding at CCA
- To establish that employees have a right to request lactation accommodation
- To comply with San Francisco's Lactation in the Workplace Ordinance.

#### Employer Responsibilities:

##### Communication

A copy of this policy will be disseminated to every newly hired employee and to any employee who inquires about or requests pregnancy or parental leave.

CCA will respond to an employee's request for lactation accommodation within 5 business days.

#### Breaks:

The break time shall, if possible, run concurrently with employee's lunch and break time.

If the time for an employee's break time does not run concurrently or when additional time is necessary, the break time may be unpaid.

#### Lactation Space:

CCA will provide breastfeeding employees with space in close proximity to the employee's work area that is shielded from view and free from intrusion from co-workers and the public, to express breastmilk. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Restrooms are prohibited from being utilized for lactation purposes. Please [click here](#) for information on lactation spaces on campus.

#### The lactation space:

- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, a surface to place a breast pump and personal items
- Have access to electricity
- Have access to a sink with running water and a refrigerator in close proximity to employee work area

Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses.

#### Discrimination and Retaliation Related to Breastfeeding or Expressing Milk are Prohibited

California law and the San Francisco Lactation in the Workplace Ordinance expressly prohibit discrimination or retaliation against lactating employees for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations. Employees have the right to file a complaint with the Labor Commissioner for any violation of the rights underlying this policy.

#### How to Request Lactation Accommodations:

Please use the [Request for Lactation Accommodation form](#) to request and provide details for a lactation accommodation at CCA. Please sign and return this form to Human Resources (hr@cca.edu) at least 5 business days before the start of the request for lactation accommodation. Human Resources will notify you within 5 business days, in writing whether your lactation accommodation has been approved.

Contact Human Resources (hr@cca.edu or (415) 703-9550, if you have any questions.

#### Employer Records:

CCA will maintain a record of the written requests for Lactation Accommodation that includes the name of the Employee, the date of the request, and a description of how the Employer resolved the request. If CCA denies a request for Lactation Accommodation it must save the written denial. All records will be maintained for 3 years from the date of request.



## Literacy Assistance

We are committed to providing assistance to employees who require time off to participate in an adult education program for literacy assistance. If you need time off to attend such a program, you should inform your direct supervisor or the Office of Human Resources. CCA will attempt to make reasonable accommodations for you by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the College. The College will attempt to safeguard the privacy of your enrollment in an adult education program.

## **Section 3 – Employee Benefits & Paid Time Off**

### **Benefit Programs Overview**

The college makes great efforts to offer a variety of benefits programs to help care for our staff members. These benefits include time-off benefits, such as sick time, vacations and holidays, health insurance and other plan benefits. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a summary of the benefits programs the college provides, and merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review in Workday, on the [CCA Portal](#) or by contacting Human Resources at [benefits@cca.edu](mailto:benefits@cca.edu).

Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

The college retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the college intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact Human Resources at [benefits@cca.edu](mailto:benefits@cca.edu) or call (415) 703 - 9550, option 1.

### **Time off**

#### Holidays

Staff-regular exempt and non-exempt are eligible for holiday benefits. CCA chooses to grant the holidays listed below. A staff member may observe a special or religious holiday, provided that the schedule can be accommodated without undue hardship to the college, and provided that the time is unpaid or charged to the staff member's accrued vacation leave. Staff members who wish to celebrate other holidays than those listed here must request the time off from their manager.

- New Year's Day

- Martin Luther King Jr. Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day (including day after)
- Winter Holiday Break

CCA will close for a two week period (10 business days) surrounding Christmas and New Year's Day. Advance notice will be provided to assist staff members in planning holiday schedules.

Unless otherwise announced, holidays occurring on a Saturday are observed the preceding Friday, and holidays occurring on a Sunday are observed the following Monday.

With the exception of positions in certain departments (e.g. Public Safety, Residential Life, Facilities, Technology Services) most staff members are not permitted to report for work on days designated as holidays. The college considers all days (weekend and weekdays) that the campus is closed during the winter break as a holiday and employees who work during this time are therefore eligible for holiday pay on those days.

If a non-exempt staff member is required to work on a scheduled holiday, they will receive holiday pay (in addition to their normal rate of pay for hours worked on that day).

If a holiday falls on a non-exempt staff member's regularly scheduled day off, that staff member will receive holiday pay based on the number of scheduled weekly hours for their position as noted in Workday (up to seven and a half hours) or that staff member will receive a day off during the week in which the holiday falls. The manager will have the final decision as to whether the staff member receives additional pay or time off.

Non-exempt regular part-time staff members will receive prorated holiday pay based on their scheduled weekly hours for their position as noted in Workday. Should the employee choose to be paid 7.5 hours, they must use vacation time to supplement. Contact the Payroll Office for assistance with this calculation.

Exempt part-time staff members do not receive additional compensation or additional time off for holidays that occur during their regularly scheduled days off.

### Vacation

We know how hard staff work and recognize the importance of providing staff with time to rest and recharge, which is why we strongly encourage eligible staff members to use their vacation time. Regular staff members working at least 20 hours or more per week are eligible for vacation based on their percentage of full-time employment and years of service. The rate of accrual is the same for exempt and non-exempt staff. Positions at the Management III job level or higher accrue at the highest level (6.25 hours per pay period for full-time, prorated for part-time) immediately. Temporary staff members do not accrue paid vacation time, nor do staff members on an unpaid leave of absence, if they are not using accrued time.

Full-time staff member vacation accruals are as follows:

- Ten (10) days of vacation per year accruing at the start of your employment through your first anniversary
- Fifteen (15) days of vacation per year the second through fourth year of employment
- Twenty (20) days of vacation during the fifth year of employment and thereafter

Accrual Rates Per Pay Period for Exempt									
	First Year Accruals			2nd to 4th years			5th year +		
Prorated %	Accrual Rate	Hrs Annually	Days	Accrual Rate	Hrs Annual	Days	Accrual Rate	Hrs Annually	Days
100	3.125	75	10.0	4.688	112.5	15.0	6.25	150.0	20.0
80	2.5	60.0	8.0	3.75	90.0	12.0	5.0	120.0	16.0
64	2	48.0	6.4	3.0	72.0	9.6	4	96	12.8
53	1.656	39.75	5.3	2.484	59.63	7.95	3.312	79.5	10.6

Accrual Rates Per Hour per Pay Period for Hourly									
	First Year Accruals			2nd to 4th years			5th year +		
	Accrual Rate Per hour	Hrs Annually	Days	Accrual Rate	Hrs Annual	Days	Accrual Rate	Hrs Annually	Days
Per hour	.0384	75	10.0	.0576	112.5	15.0	.0769	150.0	20.0

Earned vacation time accrues to a maximum of 230 hours (30.67 days) until the fourth-year anniversary date of employment; thereafter the maximum is 300 hours (40 days). Vacation ceases to accrue when vacation is at the maximum of 300 hours (40 days) until it falls below that amount. Any accrued unused vacation leave will be paid at the time of separation or termination.

Every effort will be made to grant your vacation preference, consistent with our operating schedule. Vacation requests should be submitted in Workday for manager approval at least one week in advance of your requested vacation dates. All exempt, salaried staff members also must accurately report absences in Workday, indicating the total number of absent hours to be charged to their sick or vacation accounts, jury duty, bereavement leave, holiday, etc.

To ensure eligible employees use their full vacation entitlement each year, the manager and the college may require vacation usage for employees if necessary. Accrued, unused vacation is paid out upon

separation or termination of employment.

Staff members who desire to take personal time off but do not have any accrued time may request to take the time unpaid. Unpaid time off may be approved at the manager's discretion and should only be for short durations of time (e.g. no more than 3 days). Employees are required to use any accrued vacation time before logging unpaid time. More extended periods of time are managed as leaves of absence through Human Resources. Please refer to the Leaves of Absence section of the handbook for more information.

### Sick Leave

Paid Sick Leave is an important benefit the college offers to allow employees to take care of themselves and their families. CCA offers two sick leave programs, one that is for regular, full-time and part-time staff employees, and another program for all other staff employees. Both programs meet federal, state and city requirements for Sick Leave, including the San Francisco Paid Sick Leave Ordinance (PSLO), the Healthy Families Act, and California's Kin Care leave.

Leave under CCA's sick leave plans may be used in connection with the care or treatment of an illness or off-the-job injury, or the preventative health care, including mental health, of the employee or the employee's immediate sick family member, which includes time off for medical or mental health appointments. Sick leave is not for personal absences or planned vacations. Per the California Reproductive Loss Leave requirement, eligible employees may use sick time for reproductive loss, which includes a miscarriage, failed surrogacy, stillbirth, unsuccessful "assisted reproduction" (such as artificial insemination or embryo transfer), or failed adoption. An employee is permitted to take the leave on nonconsecutive days and the leave must be completed within three months of the reproductive loss. The leave time can also be unpaid.

Per California Family Rights Act (CFRA), family members for both programs include:

- A spouse; or
- A registered domestic partner; or
- A child, regardless of age or dependency status (biological, adopted, foster, stepchild or legal ward, or a child to whom the employee stands in loco parentis); or
- A parent (biological, adopted, foster, step or legal ward, a spouse or registered domestic partner's parent, or a person who stood in loco parentis); or
- A sibling; or
- A grandchild; or
- A grandparent
- Designated person

Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking, and may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including the California Family Rights Act (CFRA) or the Family Medical Leave Act (FMLA). Employees on an unpaid leave of absence do not accrue sick leave.

Employees requesting time off under this policy should provide as much advance notice as possible to their managers. Those taking more than three days of sick leave will be required to provide appropriate

documentation to Human Resources at [hr@cca.edu](mailto:hr@cca.edu) or their manager. Abuse or misuse of sick leave may lead to disciplinary action and/or withholding of sick pay. At the discretion of the supervisor, documentation of the illness (satisfactory medical evidence of illness and/or medical certification of fitness to return to work) may be required before sick pay will be given.

Under no circumstances is unused accrued sick leave paid out. However, employees who separate from the college who are rehired within one year of separation will have their unused sick balance restored to them upon return, up to a max of 80 hours.

#### Paid Sick Leave for Regular Staff Employees Eligibility & Accruals

**Eligibility.** All regular staff working 20 hours or more are eligible to receive paid time under the Standard Paid Sick Leave plan.

**Accruals.** The rate of accrual is based on the percentage of scheduled time worked. Unused accrued time under this policy carries over each year to a maximum of 225 hours. The following table details the accrual rates per pay period.

#### **Prorated percentage**

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100	3.75 hours
80	3.00 hours
64	2.40 hours
53	1.99 hours

#### Paid Sick Leave for Non-Regular Staff Employees Eligibility & Accruals

##### Eligibility

CCA provides paid sick time to employees who are not covered under the Standard Paid Sick Leave plan, under the plan for Paid Sick Leave for Non-Regular Employees. This covers employees less than 20 hours weekly, including temporary and student workers.

##### Accruals

Covered employees earn 1 hour of paid sick leave for every 30 hours worked, up to a maximum accrual of ten (10) days or eighty (80) hours. The paid sick leave accrues in one-hour increments; there is no prorated or partial accrual for any time worked less than 30 hours. For example, an employee who has worked 30 hours has accrued one hour of paid sick leave, an employee who has worked 60 hours has accrued two hours of paid sick leave, etc. Accrued paid sick leave carries over from year to year, but is subject to the maximum accrual (accrual cap) of eighty (80) hours. Once the accrual cap is reached, paid sick leave will stop accruing until some paid sick leave is used. Accrual begins immediately; however employees may start drawing time after completing 90 days of successful employment.

## **Designated Person Policy**

Per California Family Rights Act (CFRA) and San Francisco Paid Sick Leave ordinance, an employee may designate any individual related by blood or whose association with the employee is the equivalent of a family relationship as a “designated person”. An employee may use leave to care for or assist a designated person.

CCA Designated Person Policy allows you to elect a designated person via Workday and can change your designation once per year during a time specified by the college.

## **Sick Bank Policy**

### Sick Time Donation Program

The college has a leave donation program that is meant to provide assistance to employees who are unable to work their regular scheduled time and are in a need for additional time off in excess of their available sick leave or other paid time off. The program allows eligible employees to voluntarily donate time from their available sick leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is required for by the college’s stated policy and its legal operations. Final approval of receipt of any sick leave donation and of the ability to donate accrued leave rests with Human Resources.

An employee can donate accumulated sick leave hours up to a maximum of 5 days (37.5 hours) to the bank a semester. Donations will be reflected as a day for day (or hour for hour) deduction from the balance of the donating employee and a day for day (or hour for hour) credit to the recipient employee, regardless of the respective job classification or rates of pay of the two employees. All donations are irrevocable.

For purposes of eligibility for donation and receipt of granted time, the employee must be otherwise eligible to accrue and receive vacation and sick leave. Temporary, non-benefit eligible employees are not eligible to participate in this plan.

### Eligibility to Donate

In order for you to donate sick leave to another employee, you must:

- Be employed by the college for one year
- Maintain a minimum of 20 hours in your current leave balance after donation
- Not be currently on an approved leave of absence
- Not have given notice and voluntarily separating from the college

The applicant must submit a request in Workday for a specified number of hours. Human Resources will evaluate the eligibility of the applicant for donated time off based on company leave criteria. These include time away from work due to an employee’s own documented illness or injury, or to care for a spouse, domestic partner, child, parent or designated person with a documented illness or injury.

Employees may not solicit sick leave donations. Donations under this program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Employees may not make “designated/directed” donations; all donations become part of the bank, to be distributed per the procedures outlined below.

## Guidelines for Receipt of Leave Donation

Employees who are sick and unable to work a regular schedule due to a physician's documented illness, injury or on a FMLA, CFRA or disability leave, and have exhausted their own accrued paid sick leave and have less than 37.5 accrued vacation hours, may access the Sick Leave Donation Bank. Human Resources will evaluate the eligibility of the applicant for donated time off based on college leave criteria. These include time away from work due to an employee's own documented illness or off-the-job injury, or to care for a family member as outlined in the Sick Leave Policy with a documented illness or off-the-job injury. The reason may also include reproductive loss.

Based on the request, donated time off will be provided to the applicant on a week to week basis for a maximum of 2 weeks or as such time as the applicant's physician allows return to work.

In the case that an employee is incapacitated and unable to personally make an application to the bank, the employee's supervisor (or co-worker, through the supervisor) may make such an application on their behalf.

In the event that multiple requests for donations are received, the VP of Human Resources will consider them in the order they are received. Additionally, the VP of Human Resources reserves the right to decline applications if, in their judgment, an individual is abusing the policy or has exceeded a reasonable amount of requests and thus depriving others of the benefit. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, up to and including termination.

Out of consideration for the college, it is expected that employees will first pursue other legally available sources of income replacement such as State Disability Insurance (SDI). For those employees receiving state benefits, CCA will allow donated time to be used on a "coordination of benefits" basis.

Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

Please note that donated sick leave may be considered taxable income to the recipient employee per IRS rulings.

## **Benefit Programs**

### Healthcare Benefits

Staff employees who are regularly scheduled to work 30 hours or more may participate in the college's insurance programs. Under these plans, eligible employees can elect comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. Insurance premiums are deducted from the staff member's paycheck per pay period. In the event that wages are not available from which to deduct premiums, payment arrangements must be made with the Office of Human Resources.

Since benefits such as medical and dental insurance are negotiated and/or renewed annually with the college's external providers, this handbook does not outline benefit options, levels of coverage, or premium information. Benefit summaries and details for each plan are available online in Workday, [the portal page](#), and the most current information is also distributed during the annual Open Enrollment period.

The provisions of CCA's benefit plans may be changed at any time at the sole discretion of the college.

The changes may include, but are not limited to, the specific plans themselves, the carriers providing the plans or benefits, the level of benefits, the staff employee's required payment for the benefits, or the eligibility requirements. CCA specifically reserves the right to modify, amend, or terminate benefit plans.

### COBRA Benefits Continuation

If CCA employment terminates, the former employee and their dependents may have the right to continue group medical benefits temporarily under the federal statute called the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Office of Human Resources will notify the third-party administrator handling COBRA, who will mail information regarding COBRA rights within 14 days of the employee's departure from CCA.

Feel free to email HR's Benefits Support Team at [benefits@cca.edu](mailto:benefits@cca.edu) if you have any further questions.

### Retirement Plan

The college offers a number of plan options to help employees save for retirement, including a 403(b), Roth plan, and a 457(b) for certain management level positions. Employee contributions are made through payroll deductions either on a pre or post-tax basis, depending on the plan.

For more information on retirement programs, please contact Human Resources at [hr@cca.edu](mailto:hr@cca.edu).

### Social Security

Social Security is an important part of everyone's retirement benefits. CCA matches your contributions to Social Security.

### Workers' Compensation

Workers' compensation insurance provides coverage for medical, surgical, and hospital services necessary for treatment of employees who suffer work-related injuries or disabilities. It also provides partial compensation for time lost from work if the employee is hospitalized or unable to work for more than one week.

All work related injuries or illness must be reported to Human Resources at [hr@cca.edu](mailto:hr@cca.edu) or 415-703-9550 or after hours to Public Safety by calling 415-703-9510.

The college provides medical treatment for work-related injuries through a medical provider network. Exceptions to using physicians outside of this network are only approved when an employee has submitted a predesignated physician form to HR prior to the occurrence of a reported work-related injury or illness. Information is available [online](#).

Human Resources can also provide information on the coordination of sick leave and workers' compensation benefits.



### Disability Insurance

The State of California provides staff members with disability insurance pursuant to the California Unemployment Insurance Code through payroll deductions. Disability insurance is payable under certain circumstances that have to do with when the staff member cannot work because of non-work personal or family illness or injury not caused by their employment. An additional tax funds the state's Paid Family Leave program, and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from Human Resources or by visiting the California's Employment Development Department's website at [www.edd.ca.gov](http://www.edd.ca.gov). Employees who are not residents of the state of California will be subject to their state's short-term disability insurance.

### Long-Term Disability

Long-term disability benefits are covered 100% by the college for benefit eligible employees. This is solely a monetary benefit that can supplement the State of California disability benefits. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### Tuition Remission

Regular staff and benefits eligible faculty (hereby referred to as employees) and their spouse, domestic partner, and dependent children are eligible to take regular CCA academic courses free of charge, and CCA Youth Programs & Continuing Education either free of charge or at a reduced rate. Click [here](#) for the full policy on the portal.

## **Section 4 - Leaves of Absence**

There are various types of leaves of absence available to employees including those that are required under local, state and/or federal law, and also those that are offered under college policy. Whether state mandated or personal, all requests for leave are managed through Human Resource in partnership with a third party vendor and should be requested in advance, if possible.

Employees are encouraged to email [leaves@cca.edu](mailto:leaves@cca.edu) or call 415.703.9550, option 3 for more information.

### **SHORTER-TERM LEAVES OF ABSENCE**

#### Jury Duty & Witness Duty Leave

CCA encourages all employees to serve civil court jury duty when duly summoned. Employees should notify their manager as soon as they receive a court notice or summons. The manager may request written verification from the court clerk of the staff member's service. If the employee is excused from court on any day, they should report to management for work direction.

All employees will receive regular base pay while serving up to 20 days jury or witness duty. Time away for Jury Duty should be submitted in Workday.

An employee called to serve as an expert witness in a judicial proceeding on behalf of the State will be granted leave with pay. An employee who is summoned to appear in court as an expert witness, but not on behalf of the State may use available vacation time to cover the period of absence.

Employees subpoenaed for witness duty must notify their manager as soon as possible.

### Bereavement Leave

In the event of the death of an employee's loved one, the employee may be absent for up to 5 work days for each particular instance to attend funeral or memorial arrangements, resolve financial matters such as inheritance or estate affairs, or for personal mourning. Staff regular will receive pay for this time off. Other employees may choose to have time for bereavement paid out of sick time accruals. Bereavement leave need not be consecutive but must be completed within 3 months of the death. A longer absence from work must be approved by the manager and taken as vacation leave or unpaid leave if vacation has been exhausted. Employees who are eligible for this leave should submit their request through Workday. The college reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home). Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

CCA will maintain the confidentiality of any employee requesting leave under this policy including documentation provided to CCA related to a request for leave.

Bereavement leave will be granted according to the following schedule:

- Employees are allowed up to 5 days off from regularly scheduled duties in the event of the death of their spouse, domestic partner, parent, grandparent, child [including an unborn child], stepchild, grandchild, sibling, current in-law or an adult who stood in loco parentis to the employee during childhood, or an approved designated person.
- Employees are allowed 2 days off from regular scheduled duty in the event of the death of the employee's close friend, aunt, uncle, nephew, niece or cousin.
- Employees are allowed up to 1 day of bereavement leave to attend the funeral of a fellow regular employee or retiree of the college, provided such absence from duty will not interfere with normal operations of the college.

### Reproductive Loss Leave

Employees who have been employed for at least 30 days will be provided with up to five (5) days of reproductive loss leave following a reproductive loss event. Employees who experience more than one reproductive loss event within a 12-month period are limited to twenty (20) days of reproductive loss leave in a 12-month period. For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Leave may only be taken on regularly scheduled workdays. Leave does not need to be taken on consecutive days. Leave must be completed within three (3) months of the reproductive loss event, except that if an employee is on some other leave from work prior to or immediately following a reproductive loss event, the reproductive loss leave is available for use during the three (3) months following the end date of the other leave.

Reproductive loss leave is unpaid, except to the extent the employee is eligible for paid leave for these purposes under other CCA policies. An employee may elect to use accrued vacation or sick leave to receive pay during any unpaid leave taken under this policy. Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with an employee's reproductive loss leave entitlement.

Employees must inform their supervisor prior to commencing reproductive loss leave.

CCA will maintain the confidentiality of any employee requesting leave under this policy including information provided to CCA related to a request for leave.

### Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off sufficient working time to vote. They should take this time off at the beginning or end of the regular shift, and when possible give their manager supervisor at least two days' notice. Staff employees who are eligible for this leave should submit their request through Workday at least two working days in advance to arrange a voting time. the college's approved time-off system or processes. A maximum of two hours can be paid and overtime rules would apply.

### Family-School Partnership Act

This act allows parents, guardians, or grandparents who have custody of their children/grandchildren to take up to 40 hours off from work each school year, but no more than eight hours in any month, as long as they give their employer reasonable advance notice. Staff employees may be required to use accrued paid (vacation or sick) leave or to take unpaid time off.

## **LONGER-TERM LEAVES OF ABSENCE**

### Family & Medical Leave (FMLA)

As an employee, you may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). This policy is intended to provide you with information concerning FMLA/CFRA entitlements and obligations you may have during such leaves. If you have any questions concerning FMLA/CFRA leave, please contact Human Resources at [leaves@cca.edu](mailto:leaves@cca.edu).

The college grants family and medical leave in accordance with the requirements of applicable state and federal laws in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. Please contact Human Resources as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions. A more detailed statement of leave requirements will be provided when a leave is requested. Certain restrictions on these benefits may apply.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve work weeks of leave in a 12-month period for:

Eligible Leave Reasons (based on type):

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of their job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

### California Family Leave (CFRA)

This leave is used for the birth, adoption, or foster care placement of an employee's child (child bonding).

- To care for their own serious health condition or that of a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- The qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the U.S. Armed Forces.

For definitions regarding eligibility under this leave, please reference the [CFRA website](#).

When the leave is to care for the employee's own serious health condition, then the condition must make the employee unable to perform the functions of their position.

**Note:** CFRA does not provide leave for an employee's disability caused by pregnancy, childbirth, or related medical conditions, but California's Pregnancy Disability Leave does.

Please reference the Designated Person Policy defined in this handbook for full details.

### *Staff member eligibility for FMLA and CFRA*

To be eligible for family and medical leave benefits, an employee must have worked for the college for a total of at least 12 months, with at least 1,250 hours worked during the previous 12 months, at a location where at least 50 employees are employed by the college within 75 miles.

### *Leave Available for FMLA and CFRA*

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period. A 12-month rolling period begins on the date of an employee's first use of federal family or medical leave. Successive 12-month periods commence on the date of a staff member's first use of such leave after the preceding 12-month period has ended. The 12 months of service need not be consecutive.

Under some circumstances, employees may take family or medical leave intermittently—that is, in blocks of time, or by reducing their normal weekly or daily work schedule. This must be approved by Human Resources and Manager.

#### FMLA Military Leave

If you are called into active military service, you enlist in the uniformed services, or you attend yearly Reserves or National Guard duty, you will be eligible to receive an unpaid military leave of absence. You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away. An employee should bring their military service orders to the Office of Human Resources for review prior to commencement of the leave.

#### Military Family Leave Entitlements Family Military Leave

To the extent mandated by law, employees may receive extended unpaid FMLA leave in connection with a serious injury or illness while on active military duty. Employees who work more than 20 hours per week and have a spouse in the United States Armed Forces, the National Guard or the Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off while their spouse is home during a qualified leave period.

When an employee is also eligible for military family member exigency leave, leave under this policy shall also count toward the employee's leave entitlement under the Family and Medical Leave Act (FMLA), where the time off meets the definition of FMLA military exigency leave. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's healthcare provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

San Francisco allows employees who are members of the U.S. military to take paid military leave for one or more days at a time for up to 30 days per year. It requires employers to pay active military members the difference between their military pay and the amount they would have received from their employer working their regular schedule while they are on military duty.

For the purposes of this policy, please reference this U.S. Department of Labor document for definitions.

#### Pregnancy Disability Leave (PDL)

An employee disabled due to pregnancy, childbirth, or a related medical condition may take up to a maximum of four months' leave. Employees who take time off for pregnancy disability and who are eligible for family and medical leave (FMLA) will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave.

As CCA complies with federal, state, and local accommodation practices, an alternative, the college may transfer the employee to a less strenuous or hazardous position if the employee so requests, on the advice of their physician, if the transfer can reasonably be accommodated. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than their regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, they may apply for leave under the California Family Rights Act (CFRA), for purposes of baby bonding.

## **LEAVE PROCEDURES FOR LONGER-TERM LEAVES OF ABSENCE**

The following procedures shall apply when an employee requests family or medical leave:

- Please contact Human Resources at [leaves@cca.edu](mailto:leaves@cca.edu) as soon as you realize the need for family or medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the college at least 30 days before leave is to begin. The employee must consult with their manager regarding scheduling of any planned medical treatment in order to minimize disruption to the operations of the college. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's family member
- If the employee cannot provide 30 days' notice, the college must be informed as soon as is practical.
- If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the college may require, at its expense, a second opinion from a health care provider that the college chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the college.
- If the second opinion differs from the first opinion, the college may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the college and the employee.
- The employee will be connected with the college's leave vendor to discuss eligibility, rights and responsibilities, and pay.

### Notice and Certification Requirements

Employees seeking to use family or medical leave may be required to provide the following:

- 30-day advance notice when the need for the leave is foreseeable
- medical certification from a health care provider (both prior to the leave and prior to reinstatement)
- periodic recertification and periodic reports during the leave

When leave is needed for planned medical treatment for an immediate family member or the employee's own serious health condition, the employee must try to schedule treatment so as to minimize disruption to college operations.

When both parents are employed by the College, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the college will grant up to a total of 12 work weeks of family and medical leave for each parent for this reason.

## Compensation During Leave

Different types of leave may be eligible for compensation from the state or from the employer. Please see some examples below and reference the Employment Development Department Office for further information or visit the EDD's website at [https://edd.ca.gov/sdi\\_online](https://edd.ca.gov/sdi_online).

Family and medical leave is unpaid. The use of accrued sick time or vacation time is permitted but not required.

### *Paid Family Leave Benefits*

Paid Family Leave (PFL) is a component of the State Disability Insurance program that is administered by the Employment Development Department (EDD). Paid family leave provides compensation: (i) to care for a child, parent, spouse, registered domestic partner, parent-in-law, grandparent, grandchild, or sibling, with a serious health condition; (ii) to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption; or (iii) to participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States. The state is solely responsible for determining if an employee is eligible for such benefits.

If you need to take time off work to care for a covered reason above, please advise Human Resources at [leaves@cca.edu](mailto:leaves@cca.edu) and you will be given information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local Employment Development Department Office for further information or visit the EDD's website at [www.edd.ca.gov](http://www.edd.ca.gov).

Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave, if applicable. Please see the "Family and Medical Leave" policy in this Employee Handbook for eligibility requirements.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided or mandatory under state or federal law, such as state disability insurance).

### *San Francisco Paid Parental Leave (SFPPPL)*

San Francisco law requires employers to provide supplemental compensation in addition to California Paid Family Leave to employees bonding with a child.

If you have a new child, you might be eligible for compensation up to 8 weeks by CCA. Please view details about the program [here](#). Please note that you are required to repay the employer benefit portion if you voluntarily leave the college within 90 days of returning from your leave. The San Francisco Paid Parental Leave is only available to employees who work in San Francisco.

### *State Disability Insurance (SDI)*

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued sick leave, sick leave will be used for the first 7 days before SDI payments

begin, unless you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided). If you do not have accrued sick leave, but do have accrued vacation, vacation will be substituted for the unpaid absence.

SDI benefits do not replace all of your usual wages. Your SDI benefits can be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement for a disability benefit plan (regardless of whether the plan is employer provided). The use of accrued sick time or vacation time is permitted but not required.

### Benefits During Leave

CCA maintains group health insurance coverage for an employee on family or medical leave (for a maximum of 12 work weeks; 26 work weeks if the leave is to care for a covered service member; or up to four months for employees on pregnancy disability leave) if such insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. The college may recover premiums it paid to maintain health coverage for an employee who fails to maintain the employee portion of the premiums, or return to work following a family or medical leave.

Payment is due when it would be made by payroll deduction, or can be prepaid in the event the individual stops receiving payroll deductions.

### Reinstatement

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from family or medical, or pregnancy disability leave, a staff employee will be reinstated to their original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family or medical leave would have been laid off had they not gone on leave, or if their job was eliminated or filled in order to avoid undermining the college's ability to operate safely and efficiently while they were on leave, and there are no equivalent jobs available, then the employee would not be entitled to reinstatement.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than their regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to their same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If because of a physical or mental disability, a staff member returning from medical leave taken for their own serious health condition is in need of reasonable disability accommodation to be able to perform the



functions of their job, the employee should request accommodations by communications with the Human Resources at [hr@cca.edu](mailto:hr@cca.edu).

The college may hold in abeyance or proceed with any counseling, performance reviews, or disciplinary action, including discharge, that were contemplated prior to an employee's request for or receipt of a leave of absence. If such action is held in abeyance during the period of leave of absence, the college reserves the right to proceed with such action upon the employee's return. Requesting or receiving a leave of absence in no way relieves a staff member of their obligation while on the job to perform their job responsibilities capably and up to the college's expectations and to observe all college policies, rules, and procedures.

#### Time Accrual

Employees on Family or Medical Leave, or California Family Leave will not continue to accrue **vacation and sick time**. Employee accruals continue when using sick and vacation time.

#### Return to Work/Fitness for Duty Medical Certifications

Employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide Human Resources with medical certification confirming they are able to return to work and perform the essential functions of the position, with or without restrictions. The college may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

### **OTHER TYPES OF LEAVES OF ABSENCE**

#### Time Off For Victims of Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave to the extent mandated by law. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child. More information can be [found here](#).

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault or stalking, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence, sexual assault or stalking victim advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable

accommodation for their safety at work should contact Human Resources to discuss the need for an accommodation. If you are requesting reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the college will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above the leave purposes will suffice. The college may request recertification every six months from the date of the previous certification. You should notify the college when an approved accommodation is no longer needed. Whenever possible, you must provide your supervisor reasonable notice before taking any time off under this policy.

#### Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible for this leave if the family member is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

An absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to use any earned paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact Human Resources.

#### Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training. Please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

An employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel is permitted unpaid time off, not to exceed fourteen (14) days per calendar year, for the purpose of engaging in fire, law enforcement or emergency rescue training. If you request time off under the policy you must notify your direct supervisor immediately after the need for the leave becomes known.

#### Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform

emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to ten (10) unpaid days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed 3 days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the college.

### Organ and Bone Marrow Donor Leave

Staff employed for at least 90-days and who are donors for organ or bone marrow may take paid time off as follows:

- Employees are entitled to take up to 60 business days of leave for organ donation in a 12-month period. The first 30 business days must be paid; the remaining leave can be unpaid. The one-year period is calculated from the date the employee begins their leave.
- Employees may take up to 5 business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.

During the leave for organ/bone marrow donors, the college will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

- The college requires that employees taking leave for organ donation use two weeks (10 days) of accrued but unused paid time off.
- The college requires that employees taking leave for bone marrow donation use five (5) days of accrued but unused paid time off.

Once a Donor has exhausted the required paid time off, the employee will not be paid for the remaining leave of absence.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under The California Family Rights Act, or Family and Medical Leave Act. Upon return of an approved leave, the college will restore the employee to the position they held when the leave began or to a position with equivalent employee benefits, pay and other terms and conditions of employment. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave.

### Personal Leave

A personal leave of absence, without pay, may be granted at the college's discretion. Requests for personal leave should be limited to unusual circumstances that require an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as

excused absences without pay and are handled through Workday. Staff members are required to use accrued vacation time while on personal leave.

A written request for a personal leave should be presented to the staff employee's manager and HR at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for FMLA and CFRA, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records.

During unpaid leaves, staff members do not accrue vacation or sick days. Failure to return to work when notified or your continued absence from work beyond the time approved by the college will be considered a voluntary resignation of your employment.

Upon completion of your personal leave of absence, the college will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed for personal leaves.

## **Section 5 - Managing Performance & Growth**

### **Job Descriptions**

The college makes every effort to create and maintain accurate job descriptions for all positions within the college. Each description includes the essential duties of the position, the education requirements, the skills and abilities needed.

The college uses job descriptions during the hiring process and orientation of new employees, determining compensation and level of the role, setting standards for employee performance reviews, and establishing a basis for making reasonable accommodations.

Your manager reviews job descriptions periodically to make sure they continue to represent job functions accurately. Employees can have discussions with their manager if they feel their job description is not accurately reflecting their work. Any changes to a job description will be discussed with the employee.

Job descriptions do not necessarily cover every task or duty that might be assigned, and employees should remember that additional responsibilities may be assigned as necessary.

### **Introductory Period**

The first six months of continuous employment at CCA is considered an introductory period for new staff members in regular, permanent positions, or for existing staff who transition into new positions. During this time staff learn responsibilities and performance standards, get acquainted with fellow employees, and determine whether there is an adequate job fit. Also, during this time the supervisor attempts to make initial observations as to the staff member's work.

Near the date of the end of the introductory period, the manager will inform the staff member of the current assessments as to how the employment relationship is working out and may point out changes that should be made. If at this time, it is projected that the employment relationship will not work out well, the college might end the relationship then, or it may choose to continue to assess and therefore extend

the period.

Completion of the introductory period does not entitle a staff member to remain employed by the college for any definite period of time. For staff members who are not covered by the collective bargaining agreement, employment remains “at-will,” which means that employment may be terminated for any or no reason, at any time, by the staff member or by the college.

A staff member in their introductory period who wishes to change positions must receive approval from the Vice President of Human Resources.

### **Performance Reviews**

Staff, working individually and collectively, are essential to the successful operation of the college. It is important when their contributions are recognized and acknowledged. Staff must also understand their job responsibilities and how well they are performing them, which is one reason why communication between manager and staff member is central to managing performance.

Performance development is an interactive process that provides an opportunity for staff members and managers to discuss job-related responsibilities, activities, skills, behavior, accomplishments, and goals. The process can also serve as a planning tool and help identify areas for additional training and improved effectiveness. The objective is to build a strong, supportive work relationship between staff members and managers that focuses on continuously improving individual and team performance. A good performance review does not guarantee a pay increase, nor is it a promise of continued employment.

Approximately once each year, staff members will participate in a performance review. This will provide an opportunity for staff and managers to document the staff member’s accomplishments, strengths, areas for improvement, and goals. A performance assessment should occur during the six-month introductory period of a new position. They are usually conducted annually thereafter.

Because the college values ongoing communication between managers and staff members, performance communications can take place more often or in special situations. In addition to these formal performance evaluations, the college encourages you and your manager to discuss your job performance on a frequent and ongoing basis. Review the [Performance Management](#) portal page for more information.

### **Staff Compensation**

The college strives to deliver a total compensation package that is relevant and reflective of our industry, and enables us to attract, motivate and retain talented staff for successful careers at CCA. We aspire to an equitable, innovative, valuable, clear and progressive process around compensation, that is within the college’s available resources and with alignment of the college’s mission and values.

Our compensation philosophy, policy, and practices can provide staff with clarity and an outline around compensation. Review the full [Compensation Policy](#) for more information.

### **Job Announcements & Transfer Opportunities**

Announcements of available positions are posted via the college career site. They may also be posted at other external career sites.

Interested applicants are encouraged to timely submit an application with supporting documents such as a résumé and/or a cover letter, and at least three references. Current staff members who are interested in applying for another position at CCA must apply as an internal applicant and are strongly encouraged to notify their manager if they receive an interview, and they may consult with the Office of Human Resources prior to beginning the selection process.

Internal candidates who demonstrate that they possess the required skills, knowledge, and abilities for the posted position will be interviewed. If an internal candidate is interviewed and considered for the new position, the staff member's manager and HR should be notified. Any relevant performance information should be considered as part of the interview process as appropriate. If the internal candidate is selected for the new position, the staff member's current manager and the hiring department manager will negotiate a starting date for the transfer or promotion.

A staff member in their introductory period who wishes to change positions must receive approval from the Vice President of Human Resources.

### **Workplace Conduct**

The college expects all employees to act in a way that is appropriate for a work setting. Acceptable professional behavior is courteous and safe, and it protects the rights and property of others. In addition to meeting acceptable standards of conduct, employees are expected to meet acceptable job performance standards. Satisfaction of these standards not only promotes safety, productivity, and efficiency, but also helps ensure that all employees enjoy a satisfying work environment. The college considers compliance with these rules to be an important responsibility of every employee.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to provide guidelines. Unacceptable conduct may lead to disciplinary action, up to and including termination, at the college's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information
2. Stealing, removing or defacing college property or a co-worker's property, and/or disclosure of confidential information; including inappropriate use of college property/devices
3. Completing another employee's time records
4. Unsatisfactory job performance based on an employee's job responsibilities
5. Inappropriate close personal relationships with students
6. Fighting, threatening or disrupting the work of others or other violations of the college's Workplace Violence Policy
7. Insubordination or disobedience of a lawful management directive
8. Loitering or loafing during work time, or leaving a work area without the permission of management
9. Gambling on college property
10. Changing work schedules without management's permission
11. Willful or careless destruction or damage to college assets or to the equipment or possessions of another employee
12. Wasting work materials
13. Performing work of a personal nature during working time without manager permission

14. The use of cameras, tape recorders, cell phone recording/video or other types of voice/video recording devices, including to record conversations or activities of other employees or management, or while performing work for the college, is strictly prohibited unless prior permission has been obtained from participants. This policy is not intended to restrict rights under the National Labor Relations Act (NLRA).
15. Violation of the Student Sexual Misconduct Policy for the Protection of All CCA Students
16. Violation of the Policy Prohibiting Close Personal Relationships in Teaching, Mentoring, and Supervisory Activities
17. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences
18. Violation of the Solicitation and Distribution Policy
19. Violation of Harassment or Equal Employment Opportunity Policies
20. Violation of the Violation of safety rules and policies
21. Violation of the college's Drug and Alcohol-Free Workplace Policy
22. Any other violation of college policy

Not every type of misconduct can be listed. Note that all employees, except those of whom are represented employees who have a collective bargaining agreement, are employed at-will, and CCA reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The college will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

Staff member misconduct may result in disciplinary action that could range from a warning to termination of employment. Disciplinary action need not be taken in any particular order or progression and could range from a verbal warning to termination. Other possible disciplinary steps include, but are not limited to, formal written warnings and altered supervision. Disciplinary action may be taken after a review of the facts, but need not be taken in any particular order or progression. For example, under certain circumstances (i.e., theft), the college may determine that immediate termination is appropriate even though the employee has not been disciplined previously. The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### **Overview of CCA Investigation Process for Staff & Faculty**

This document provides an overview of CCA's current process for submitting and investigating complaints related to an employee policy violation as outlined in the employee handbook. For the full policy, please email [hr@cca.edu](mailto:hr@cca.edu). Please note that staff covered by the collective bargaining unit, can request a union representative to attend meetings during the process.

We believe it's important for members of the CCA community to work together. This may include working with direct reports, peers, managers, and division leadership to address issues and tough situations that may arise from time to time. When a person experiences difficulty addressing situations, HR is available for additional support. Please know that the college makes every effort to treat all constituents in a fair and unbiased manner. If you have a problem, complaint or issue that you would like to see addressed, we would like to hear from you. Feedback from our employees plays an important role in establishing and improving the conditions in our workplace and supporting your success at the college.

The complaint process typically involves the following steps:

- Submitting a Complaint
- Investigating a Complaint
- Outcome of an Investigation

While every attempt is made to complete the investigation process as quickly as possible, the timeline may be impacted by a variety of scheduling challenges. However, on average, the process typically takes about 3-4 weeks of receipt of the initial complaint to complete.

### **Punctuality and Attendance**

All employees play a role in helping the college achieve its mission to provide a rewarding education to students. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and promptness to work are very important and considered part of each employee's essential job functions. Employees are expected to be punctual and excellent in attendance, and to remain at work for the full duration of their scheduled work hours, except for meal and rest periods or when approved for leave of absence and when on authorized college business. This also includes being prepared for work and being present during work hours.

Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your manager. We expect excellent attendance from you. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your manager as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action, except for in extenuating circumstances.

Individuals with disabilities may be granted reasonable accommodation if there is no undue hardship to college operations, and must contact Human Resources at [hr@cca.edu](mailto:hr@cca.edu) for this consideration.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the college.

Absences protected by state and federal law do not count as a violation of this policy.

### **Policy Prohibiting Close Personal Relationships in Teaching, Mentoring, and Supervisory Activities**

The college is committed to maintaining a learning and working environment that is free from unlawful harassment and discrimination, and also from the potentially adverse effects that can arise from close personal relationships in the course of teaching, mentoring and supervisory activities, including those involving students.

The following Policy is intended to prevent situations from arising in which violations of the Equal Employment Policy can occur and in which perceptions of such violations can arise.

Such relationships at the college may interfere with the ability of the teacher, mentor and supervisor to act fairly and without favoritism or may contribute to the perception of favoritism. Except where explicit



approval has been obtained in writing from the Vice President Human Resources, no person who provides teaching, mentoring or supervisory functions at the college may participate in a close personal relationship with an individual who is a member of the college community for whom that person provides, or may (by virtue of college-permitted or-assigned position or functions) reasonably be expected in the future to provide teaching, mentoring or supervision.

“Supervision” includes grading or other academic evaluation, tutoring for pay, job evaluation, hiring decisions and those pertaining to promotion, the direct setting of salary or wages, and the determination of internship, educational, or employment opportunities, references or recommendations. A “supervisor” is anyone who oversees, directs or evaluates the work of others, including, but not limited to managers, administrators, coaches, directors, deans, chairs and advisors.

“Close personal relationships” include marriage, domestic partner, dating, sexual and similar close personal relationships, even if they are consensually undertaken. “Close personal relationships” do not include the usual and customary socializing at the College of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; co-workers; and supervisor-student employee.

### **Photo Identification Badge Policy**

All employees must wear a current CCA photo ID badge at all times while working on campus. Staff working in areas where their badge may be a safety risk need not wear it but must have it on their person. Badges (and chains and lanyards) may be obtained from the Public Safety Office during posted hours throughout the year. The first badge is free to new employees; there may be a fee for replacement badges.

### **CCA Technology Services Policies**

These policies are intended to ensure that students, faculty, staff, and other members of the CCA community have maximum access to computers and network services and are aware of the rights and responsibilities associated with technology usage. Employees can review these policies on the CCA portal found [here](#).

### **Visitors and Telephone Calls**

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. Visitors/guests who plan to stay on campus for an extended period of time should check in at the Public Safety main desk. Employees with visitors/guests on campus are responsible for them during the entire duration of their visit.

### **Solicitation and Distribution**

Solicitation or distribution of literature by persons not employed by CCA is prohibited at all times on College property. You may not solicit your coworkers or distribute literature for any purpose during working time. Working time includes the working time of the coworker doing the soliciting or distributing and the coworkers to whom the soliciting or distributing is being directed, but does not include meal periods, scheduled breaks, times before or after a shift, sending of email while not on duty, or other times when coworkers are properly not performing their job duties. Distribution of hard copy literature in work

areas is prohibited at all times during the period when they are being used as work areas, unless it's part of an approved college event.

Posting on college premises is managed by the [Campus Posting Policy](#) found on the portal.

### **Confidential College Information**

During the course of work, an employee may become aware of confidential information about CCA's business, including but not limited to information regarding college finances, costs and expenses, products, marketing strategies, suppliers, students and potential students, and knowledge, skills and abilities of personnel. An employee also may become aware of similar confidential information belonging to the college's business partners. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors.

For purposes of this policy, "confidential information" does not include wages, hours, benefits, or other terms and conditions of employment, or an employee's own personnel information. Further, this policy does not prohibit employees from discussing their own personal information with one another or with a government agency.

To protect the safety and identity of the CCA community, each employee is responsible for safeguarding the confidential information obtained during employment. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the college may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations. All employees are expected to comply with FERPA and HIPAA standards, as relating to their job responsibilities.

### **Conflict of Interest and Business Ethics**

CCA requires high standards of business ethics in conducting duties and responsibilities. As employees of the college, we must practice honesty, integrity and common sense in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the intent of CCA to adhere to all laws and regulations that apply to the college, and the underlying purpose of this policy is to support the college's goal of legal compliance. CCA employees should report to the proper management officers any conduct that they believe to be unethical or illegal business practices.

### **Ethical Business**

It is the college's policy that all employees avoid any conflict between their personal interests and those of the college. The purpose of this policy is to ensure that the college's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the college.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- (1) Holding an interest in or accepting free or discounted goods from any organization that does, or is

seeking to do, business with the college, by any employee who is in a position to directly or indirectly influence either the college's decision to do business, or the terms upon which business would be done with such organization.

- (2) Holding any interest in an organization that competes with the college.
- (3) Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the college or which competes with the college.
- (4) Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the college.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the college.

If an actual or potential conflict is determined, the college may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

### **Employment of Relatives**

Relatives of employees may be eligible for employment with the college only if the individuals involved do not work in a direct supervisory relationship or in job positions. Relatives include spouses, domestic partners, children, siblings, parents, in-laws, and step-relatives and other close family members as determined by the college. Current employees who thereafter enter into such a relationship will be permitted to continue working in their current job positions only if they do not work in a direct supervisory relationship or in job positions involving conflict of interest as determined by the college. Disclosure of any such relationship is recommended.

### **Inspections**

The college reserves the right to require employees while on college property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on college or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the college or to its clients. Employees are expected to cooperate in the conduct of any search or inspection. Employees should have no expectation of privacy in any personal items brought into the workplace or in any work area or property used by the employee, whether or not locked with an employee or CCA lock.

### **Outside and/or Other CCA Employment**

Most staff positions at CCA require the employee's full-time attention to their job duties. It may be

possible to accept outside employment that does not interfere with the full and proper performance of these duties. Conflicts of interest or inability to properly manage outside work activities could jeopardize employment at CCA. Certain types of outside employment are prohibited when they:

1. Conflict with an employee's work schedule, duties, or responsibilities
2. Create an actual or perceived conflict of interest or are incompatible with an employee's job at CCA
3. Impair or have a detrimental effect on an employee's work performance at CCA
4. Require an employee to conduct work or related activities on college property, during college working hours, or using college facilities and/or equipment
5. Directly or indirectly compete with CCA's business or interests

For the purposes of this policy, self-employment is considered outside employment. In addition, employees may not use their position at CCA to acquire special privileges or exemptions for themselves or for others. Employees are encouraged to seek management approval or guidance from the Office of Human Resources before accepting outside employment.

### **Staff Employees and Teaching at CCA Policy**

Most staff positions at CCA require the employee's full-time attention to their job duties. Therefore, staff employees shall not teach classes at the college. However, there may be the following exceptions:

- Where the staff member's job description includes the responsibility to teach a course, and therefore the annual salary of the position reflects this responsibility. This course may be credit based.
- Where the classes to be taught do not overlap with the staff member's full-time position hours and the staff member is not teaching credit based courses.
- Where it is a true convenience of the college to allow a staff member to teach and the staff member meets the minimum requirements for teaching.

These rare exceptions require the approval, in writing, of both the Provost and the Vice President of Human Resources. These exceptions can in no way interfere with the employee's regular job duties.

### **Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The manager can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the college's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the college is not responsible for any damage to employees' personal belongings unless the employee's manager provided advance approval for the employee to bring the personal property to work.

### **Health and Safety**

Maintaining a safe and secure working environment for our staff members and students is extremely important and is everyone's responsibility. To achieve CCA's goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law and to promote workplace safety, the college maintains an [injury and illness prevention program](#).

A staff member who becomes ill or injured due to their job is eligible for workers' compensation. They must report the illness or injury to their supervisor and the Office of Human Resources accurately and immediately, and follow the appropriate procedures.

### **Employee Attire and Personal Appearance**

You are expected to report to work in professional attire, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your manager for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work groomed and wearing the proper attire. Further violation of this policy may result in disciplinary action, up to and including discharge.

This policy is not intended to restrict rights under the National Labor Relations Act (NLRA).

Due to the shared workspace environment on campus, please be mindful of the use of fragrances and the impact it may have on your colleagues.

Nothing in this policy or any related guideline is intended to discriminate against an employee's sincerely-held religious beliefs or practices, disability, race or any other basis protected by applicable law. Employees who may need an accommodation based on a sincerely-held religious belief or practice, disability, race or any other basis protected by applicable law can contact the Office of Human Resources.

### **Publicity / Statements to the Media**

All media inquiries seeking comment on behalf of the college and its operation must be referred to the Director of Communications. Only the Director of Communications is authorized to make or approve public statements on behalf of the college or its operations. No employees, unless specifically designated by the Director of Communications, are authorized to make those statements on behalf of the college. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the college must first obtain approval from the Director of Communications and/or the Provost.

This policy does not limit an employee's right to discuss the terms and conditions of their employment, or to try and improve these conditions.

## **Operation of College Vehicles**

All employees authorized to drive college-owned or leased vehicles or personal vehicles in conducting college business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on campus. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. This includes the use of cell phones and other devices while driving. Drivers must demonstrate safe driving habits at all times. Any incidents or accidents must be reported to the manager.

College-owned or leased vehicles may be used only as authorized by management.

## **Use of Social Media**

To protect the college interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or web page or participate on a social networking site during working time or at any time with college equipment or property, unless it is part of the employee's job duties.
- All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking sites. Any information that cannot be disclosed through a conversation, a note or an email also cannot be disclosed in a blog, web page and social networking site.
- Whether an employee is posting something on their own blog, web page, social networking or similar site or on someone else's, if the employee mentions the college and also expresses either a political opinion or an opinion regarding the college's actions. The poster should specifically state that the opinion expressed is their personal opinion and not the college's position.
- Employees should be respectful of their potential readers and colleagues and refrain from using discriminatory comments, personal insults, libel or slander when commenting about the college, their superiors, co-workers or the college's competitors.
- If an employee posts content on behalf of the college, the content must be approved by their manager or link back to the college's approved website or portal. Please refer to the [Social Media Sub-Brand Account Policy](#) for more information on maintaining integrity and reputation of the college.

## **Reimbursement Policies**

### *Travel*

CCA derives its operating budget almost exclusively from student tuition. Staff members who travel on college business must be responsible with their expenditures and conserve college resources. Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your manager, and may include air travel, hotels, motels, meals, cab fare,

rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted in Workday according to Business Service Office procedures along with the receipts in a timely manner.

Full details of the Reimbursement Policy, including reimbursement process, are posted on the [Portal](#).

### *Professional Licenses and Certifications*

For professional licenses and certifications that are a position requirement, the college will make every effort to pay for renewals as they arise.

### *Equipment*

Please refer to the Work Modes [portal page](#) for information regarding supplies and tools needed to complete the essential functions of a position.

## **CCA Relocation Policy**

CCA recognizes the expenses that may incur in relocating. To assist with this, CCA may offer support by providing a designated reimbursement amount. Only expense reimbursements incurred, which include a receipt (specifying amount, how much paid, method of payment) are eligible. For mileage reimbursements, employees would need to include the origin and destination point and the distance.

Should a relocation reimbursement amount be offered to a new hire, the amount would be detailed in the offer letter. Acceptance to the position and terms of relocation reimbursement include, understanding that if the employee were to leave within a designated time from their position at CCA (voluntarily) they are subject to reimburse CCA for the used amount of their relocation expense.

Reimbursable expenses include:

- Transportation for relocation - airfare, truck rental and gas, mileage (if driving own car)
- Shipping for relocation - moving company, moving expenses, pod, cost of shipping car
- Accommodations while in transit
- Food while in transit
- Temporary storage of personal goods is reimbursable as long as it's in conjunction with the move. For example, if the employee is moving into an apartment but it won't be ready for a month, we will cover storage of belongings during that time, provided that it doesn't exceed the overall amount approved for the move. On the other hand, if the employee has to store items on an ongoing basis because the new place is small & the employee doesn't have enough room, we would not cover those costs.

Reimbursements will only be given for eligible expenses with receipts up to the specified amount. If the specified amount is not met, reimbursement would only cover the amount on the receipts.

- For mileage reimbursements, the IRS rate for moving expenses is lower than the standard mileage rate for business use of an auto. Refer to the IRS for the current rate.
- Note that reimbursements are also considered taxable income and are subject to tax withholding

## **Employment References**

Requests for information about a current or former staff member should be referred by all managers and other CCA individuals to the Office of Human Resources. No other manager, supervisor, or staff member is authorized to release references for current or former staff members or any other personal or job related information on behalf of CCA. CCA's policy regarding references is to disclose only the dates of employment and the title of the last position held. If a staff member authorizes in writing, the college will also provide information on the salary or wage the staff member last earned. However, the college will cooperate with the request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Only the Office of Human Resources may provide references.

## **Ending Employment with the College**

### Voluntary Termination

Should you decide to leave the college, we ask that you provide your manager with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated. A staff member who orally or in writing offers resignation from the college or who fails to report to work without approval by the manager, voluntarily terminates employment with the college.

All college-owned property (laptops, keys, identification badges, uniforms, etc.) must be returned upon their last day of employment. Staff members may participate in an optional exit interview with Human Resources. The exit interview is an opportunity to discuss continuation of medical benefits, and for staff members to offer comments and suggestions regarding their experience at CCA.

### Involuntary Terminations

Involuntary termination of employment may occur for a variety of reasons, including these situations:

- An employee has not improved performance or behavior in response to corrective action
- An employee cannot provide proof of eligibility to work in the United States
- Failure to report to work or to return from a leave of absence beyond the approved leave period
- An employee has engaged in serious misconduct, such as: violation of college policy, violation of the law, workplace violence, theft, fraud in securing college employment, neglect of duty, or absence without authorization

Only Human Resources may approve the involuntary termination of employment for staff employees.

In general, involuntary termination of employment requires that the individual recommending a staff employee's termination write to Human Resources explaining the reason(s) for termination. As soon as you have reason to believe that you may need to terminate an individual's employment, you should email [hr@cca.edu](mailto:hr@cca.edu). Human Resources will help you evaluate the circumstances to determine appropriate action with respect to the particular situation and the individual's employment program.

If involuntary termination is necessary, HR will ensure that the process is completed as required. Staff employees who are in the bargaining unit will follow the discharge and discipline process outlined in the



CBA.

The college will provide a final check with all hours worked and any accrued unused vacation time upon the time of discharge.

### Reductions in Workforce

Under some circumstances, CCA may need to restructure its operations or reduce its workforce. If this becomes necessary, the college will attempt to provide advance notice in order to minimize the impact on those affected. When possible, employees subject to layoff will be informed of the nature of the layoff and its foreseeable duration (i.e., short-term or indefinite). In determining which employees will be subject to layoff, the college considers, among other things, operational requirements; the skill, productivity, ability, and past performance of those involved; and, when feasible, the employee's duration of service. Layoff decisions are made at the sole discretion of the college. Employees who are laid off mid-semester due to reductions in workforce and who are participating in the tuition remission benefit may complete the semester with no additional cost. Staff employees who are in the bargaining unit will follow the layoff process outlined in the CBA.

### COBRA Information and Unemployment Benefits

Information about COBRA continuation for medical benefits, as well as what additional benefits are eligible for continuation after CCA employment can be found in the [CCA After Employment Guide](#).

In some instances, you may be eligible for unemployment benefits. More information, including how to apply, can be found at the [State of California's Employment Development Department website](#).

## **Receipt of Sexual Harassment Policy**

It is the California College of the Arts's policy to prohibit harassment of any employee by any Manager, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the college. It is to ensure that at the college all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Manager. If you are unable for any reason to contact this person, or if you have not received an initial response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Office of Human Resources. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the college will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

I have read and I understand the California College of the Arts's Sexual Harassment Policy.

## **Receipt of Non-Harassment Policy**

It is the California College of the Arts's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, color, national origin, disability, religion, marital status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received an initial response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Office of Human Resources. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the college will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

## **CCA Drug-Free Workplace Policy**

This is to reiterate, and state in a more formal way, college policy pursuant to the Drug-Free Workplace Acts. This policy supplements the college drug and alcohol policies.

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is strictly prohibited. Any employee who violates this policy shall be subject to disciplinary action, up to and including, but not limited to, removal from the job site and/or termination.

CCA has established a drug awareness program for the benefit of its employees. As part of that program, CCA provides a copy of this policy to all employees. In addition, CCA shall make information available regarding the dangers of drug use and abuse in the workplace to any employee who requests such information. An employee who feels that the employee has an alcohol or drug use or abuse problem and needs assistance with the problem should contact the director of human resources. Regardless of whether the employee is participating in a drug awareness and/or rehabilitation program, any employee who violates this or any other CCA policy is subject to disciplinary action, up to and including termination.

As a condition of continued employment, employees must abide by this policy. Any employee who is convicted of a violation of any criminal drug statute related to the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace must inform CCA no later than five days after the conviction. The employee shall be subject to disciplinary action, up to and including termination, and/or CCA may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

## **EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AGREEMENT**

This is to acknowledge that I have received my copy of the California College of the Arts Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

This Handbook sets forth the entire agreement between the employee and CCA as to the duration of employment, the circumstances under which employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with CCA. To the extent that the Handbook directly conflicts with, modifies, or restricts a provision of the Collective Bargaining Agreement (“CBA”) between CCA and SEIU Local 1021 (the “Union”), the CBA applies. Nothing in this Employee Handbook or in any other personnel document, including Benefit Plan Descriptions, creates, or is intended to create, a promise or representation of continued employment for any employee.