

CLASSIFIED EMPLOYEE HANDBOOK RECEIPT FORM

This employee handbook describes important information about Glendale Community College, and I understand that I should consult the Office of Human Resources regarding any questions not answered in this handbook or by the CSEA Collective Bargaining Agreement.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies as long as they are in accordance with the CSEA Collective Bargaining Agreement. Only the District in collaboration with CSEA has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed)

EMPLOYEE'S SIGNATURE

DATE

Dear Classified Employee,

The creation of this Classified Employee Handbook is a significant development in the history of Glendale Community College. Classified employees are often referred to as the cog in the wheel that keeps the college spinning. Without your services, the college would come to a halt and I'm sure that you can think of the many facets of the classified work force that are vital to the college's survival. It's impossible to list all of the functions that exist because of the classified staff, but it's obvious that without them the college could not open or close its doors each day.

A dedicated group of classified employees have gathered the materials that are found in this handbook to help bring to the classified staff the rules and procedures under which the college operates. An informed work staff contributes to a more efficient working environment with its primary purpose of serving students.

We are most grateful to those who have participated in the preparation of this handbook and urge all of our staff to keep it as a ready resource. Please know that the administration, faculty, Board of Trustees and, most importantly, the students appreciate the high level of work performed by our classified staff and thank you for making Glendale Community College the premier institution that it is.

Sincerely,

John A. Davitt
Superintendent/President

CSEA Welcome

Classified Council Welcome

INTRODUCTION

This handbook is designed to acquaint you with Glendale Community College and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This document synthesizes information from a variety of sources, including but not limited to the California Education Code, CSEA Collective Bargaining Agreement, District Administrative Regulations and Board Policies. It describes many of your responsibilities as an employee and outlines the programs developed by Glendale Community College to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This handbook is neither a contract of employment nor a legal document. It is the responsibility of the employee to read and comply with the policies contained in this handbook and any revisions made to it. In the event of a contradiction regarding policy or procedure between this handbook and the CSEA CBA, the CBA is the authoritative document.

No employee handbook can anticipate every circumstance or question about policy. As Glendale Community College continues to grow, the need may arise to revise, supplement, or rescind policies or portions of the handbook from time to time as is deemed appropriate, by the District in collaboration with our local Chapter of CSEA. Employees will, of course, receive these revisions as they occur. Please consult the Office of Human Resources (ext. 5174) regarding any questions not answered in this handbook or by the CSEA Collective Bargaining Agreement (CBA). You may also contact this same number if you have any suggestions for the handbook.

Sincere gratitude goes to the Classified Employee Handbook Committee, who worked diligently and under tight deadlines to provide a user-friendly and accurate document. The members of the Committee include: Nancy Lopez, Nance Spray, Linda Watkins, Sarah Moore, Maria Schufeldt, Menchie Braza, Vernice McCullough and Diane Fiero.

GLENDALE COMMUNITY COLLEGE CLASSIFIED EMPLOYEES HANDBOOK

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