

## SECTION 2

### DISTRICT POLICIES

#### **A. Non-Discrimination and Equal Opportunity Policy and Procedure**

Glendale Community College District is a multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religious and political beliefs, physical and mental abilities, and sexual orientations. The activities, programs, classes, workshops/lectures, and everyday interactions of this District are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race, age, religious preference, gender, sexual orientation, color, national origin, or disability. Any violation of this right—verbal or written abuse, threats, harassment, intimidation, or violence against person or property—will be considered a violation of the principles of community that are an integral part of the focus, goals, and mission of the Glendale Community College District.

Glendale Community College District is committed to providing an equal opportunity for admissions, student financing, student support programs and activities, and employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. This Non-Discrimination and Equal Opportunity Policy covers admissions, access, and treatment in District programs and activities, and application for and treatment in District employment. If you believe that you have been discriminated against you may file an Unlawful Discrimination Complaint with the Office of Human Resources. This form may be found in the Forms Section of this handbook. (Administrative Reg. and Board Policy #4032)

## **B. Affirmative Action Policy**

In accordance with federal law, it is the policy of this District to provide all applicants for District employment with equal employment opportunities and to provide present employees with training, compensation, promotion, and all other attributes of employment without regard to race, marital status, religion, national origin, sex of age, except where the latter two are essential occupational requirements. (Administrative Reg. #4031 and Board Policy #4030)

An Affirmative Action Complaint is a properly filed written statement that there has been a misapplication or violation of a specified provision of the Affirmative Action Policy and that by such misapplication or violation, the complainant(s) rights have been adversely affected. The formal complaint must be filed on the Unlawful Discrimination Complaint Form provided by the Office of Human Resources and College Affirmative Action Officer. The complaint must be filed within twenty (20) working days after the event giving rise to the complaint. Failure of meeting this time restriction shall constitute waiver of the complaint. After receipt of the formal written Affirmative Action Complaint, the Glendale Community College Affirmative Action Officer must within ten (10) working days, arrange for and conduct a meeting with the complainant and respondent to review the issues under dispute. If the complaint is not resolved, the complainant may request a formal Complaint Hearing. Such a request must be made in writing and submitted to the Glendale Community College Affirmative Action Officer within seven (7) working days after the date of the previous complaint meeting. The Glendale Community College Affirmative Action Review Board will convene a formal hearing within twenty (20) working days of receipt of a written complaint. Procedure for the conduct of the hearing shall be determined by the Glendale Community College District Affirmative Action Review Board.

## **C. Americans with Disabilities Act (ADA) Policy**

Glendale Community College does not discriminate against a qualified individual with a disability, due to the disability of such individual, in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Reasonable accommodations will be made when necessary.

#### **D. AIDS Policy**

The Glendale Community College District is committed to protecting the rights of individuals with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive Human Immunodeficiency virus (HIV) antibody test. The rights protected pertain to privacy, employment, enrollment for instruction, participation in curricular or extracurricular activities, and provision of any benefit or service to which they are entitled. Federal and State law and District Policy prohibit discrimination based on the disabling effects of AIDS, ARC, or a positive HIV antibody test, or perceived identification with a high-risk population.

The Board of Trustees is committed to an educational program, which will prevent the spread of the AIDS virus, reduce fears and dispel myths about the disease of AIDS, and create an informed and supportive environment on campus and in the community. (Administrative Reg. and Board Policy #2800)

#### **E. Drug-Free Workplace Policy**

It is the policy of Glendale Community College District to maintain a drug free workplace. The unlawful use, manufacture, distribution, possession, presence, or sale of alcohol, narcotics, or any legally controlled drugs is prohibited. An employee's presence on College owned property, or attendance at a College sponsored or supervised function, while under the influence of alcohol, narcotics, or other legally controlled drugs is prohibited except as expressly permitted by law.

All employees are required to comply with this policy as a condition to their continued employment. An employee convicted under a criminal drug statute for conduct in the workplace must report this conviction within five (5) days to the Director of Human Resources. (Administrative Reg. and Board Policy #4020)

The Superintendent/President or his/her designee shall notify federal agencies with which contracts are held or from which grants are received, within ten (10) days of receiving notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace. The Superintendent/President or his/her designee shall, within thirty (30) days of notification of the conviction of an employee for a criminal drug violation occurring in the workplace, take appropriate disciplinary action against the employee up to and including discharge.

## **F. Workplace Violence Policy and Procedure**

It is the policy of the Glendale Community College District to provide a safe educational and work environment free from violence and threats of violence. The District will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed at other employees, by employees against students, or visitors, and by students or visitors directed at or against District employees. Consistent with this policy, acts or threats of physical or psychological violence, including, but not limited to, intimidation, harassment, physical attack or property damage which involve or affect the Glendale Community College District, its students and/or its employees, or which occur on District property will not be tolerated. Any District employee or student who violates this policy will be subject to immediate and appropriate disciplinary action pursuant to the applicable employee or student discipline policies and procedures of District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law. (Board Policy and Administrative Regulation #2720)

When an employee becomes aware of a threat, is the victim of a threat or act of violence, or witness to a threat, he or she shall immediately notify his/her supervisor and the College Police at ext. 4000. When reporting threats or acts of violence, the person making the report shall try to include as much of the following information as possible:

- Who made the threat or engaged in the violent act;
- Against whom the threat was made or threat of violence was directed;
- The specific language of any threat, or a description of the specific conduct which constituted the act of violence;
- Any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
- The names of any other witnesses to the threat or violent behavior;
- The time and place where the threat or act of violence occurred;
- Threats of violent conduct by the alleged perpetrator before the current incident; and
- Any other information which will help the District conduct its investigation and help the District ensure that the threat will not be carried out or acts of violence be repeated.

Each threat or act of violence will be investigated immediately by the appropriate administrator. In all cases, the District will take all threats of violence seriously and will not tolerate any behavior implied or actual that poses a threat to employees, students or others on District property.

## **G. Sexual Harassment Policy and Procedure**

The Glendale Community College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws. These laws include prohibitions of discrimination in employment and educational programs and services on the basis of sex.

Recent guidelines for Title VII of the Civil Rights ACT focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Recent interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual harassment is unacceptable conduct, is unlawful, and will not be tolerated by the Glendale Community College District. Disciplinary action shall be initiated against any individual found guilty of sexual harassment. (Administrative Regulation and Board Policy #2700)

A person who feels aggrieved because of conduct that may constitute sexual harassment should contact the Director of Human Resources. Upon receiving notice of a sexual harassment complaint, the Director of Human Resources shall undertake efforts to informally resolve the complaint, advise the Complainant that he or she need not participate in informal resolution, notify the Complainant of the procedure for filing a formal complaint, and advise the Complainant that he or she may file a complaint with the Office for Civil Rights of the U.S. Department of Education. The Complainant is encouraged to put the allegations in writing. This statement should include, at a minimum, the dates, time, description of the incident (s), parties involved, and any witnesses to the incident(s). The Director of Human Resources shall confer with the Complainant and Respondent and outline possible options for informal resolution of the complaint. If a mutually acceptable resolution is reached, the terms of that agreement shall be memorized in writing. The informal complaint resolution procedures shall be completed within thirty (30) days. If an informal resolution cannot be reached and/or the Complainant wishes to file a formal complaint, the Complainant should contact the Director of Human Resources to file a formal complaint.

## **H. Sexual Assault Policy and Procedure**

The Glendale Community College District is committed to providing a safe and secure environment for all members of the campus community. The Sexual Assault policy is in accordance with state and federal law, specifically the Higher Education Act, amended 1998. The Glendale Community College District will not tolerate sexual assault of any type. Sexual assault is a crime and will be treated as such. The Glendale Community College District will provide assistance and support for survivors of such assaults and will aid in the apprehension of alleged perpetrators. Students and employees who become victims of sexual assault or acquaintance rape are strongly encouraged to report the crime immediately to the Campus Police. The District is dedicated to providing prompt and compassionate services to all crime victims. To better inform the college community, educational programs will be provided to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. (Administrative Reg. and Board Policy #2710)

The Glendale Community College District is committed to providing employees and students with the resources necessary to deal/cope with a sexual assault. While the District strongly advises a survivor to press criminal charges when assaulted, it recognizes that the survivor of a sexual assault may or may not want to take such action. The District will address the needs of the sexual assault survivor by providing a consistent, caring, and timely response when sexual assault occurs within the campus community. Referrals for treatment will be made and ongoing support will be offered to survivors in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Campus Sexual Assault Bill of Rights. (Higher Education Amendment of 1998, 34 CFR Part 668, Public Law 105-244.)

Following the report of a sexual assault, the Campus Police (ext. 4000) will ensure that the name/identity of the survivor is kept confidential upon request of the survivor or per Section 293 of the Penal Code and Section 6254 (f) of the Government Code. To protect the privacy of the individuals involved, the District will not release names without the consent of those involved unless the release is essential to the health and safety of the survivor, or the campus community, or to otherwise fulfill the legal obligations of the college. The Superintendent/President will be notified and will take appropriate action if anyone associated with the matter poses a continuing threat, direct the Public Relations Officer to work with the Dean of Student Affairs and Campus Police to develop and distribute bulletins about the incident, notify appropriate members of the Executive Committee (or College Administration) of the sexual assault, and initiate the notification of the campus community of the sexual assault.

## **I. Employee Safety Policy**

The personal safety and health of each employee of this college is of primary importance. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

It is the intent of Glendale Community College to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is unsafe. Your cooperation in detecting hazards and in turn, controlling them, is a condition of your employment. Employees who neglect or ignore performing their task in a safe manner may be subject to disciplinary actions. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of administrators and managers, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program be established and preserved. We recognize that the responsibilities for safety and health are shared.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety inspections to find, eliminate or control safety and health hazards.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as condition of employment.
- Investigating every accident promptly and thoroughly to find out what caused it and correct the problem, so it won't happen again.
- Setting up system of recognition and awards for outstanding safety service and performance.

## **J. Hazardous Materials Control Policy**

Any campus spillage of dangerous chemical or radioactive material is to be reported immediately. On any spill, phone the Campus Police at ext. 4000. When reporting, be specific about the nature of the involved material and the campus location. College Police will contact the necessary specialized authorities and medical personnel. Vacate the affected area at once and seal it off to prevent further contamination of others. Persons with HazMat training, equipment, and safety clothing are the only ones to be permitted in the sealed-off area. Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to the Campus Police Officers. Required first aid and clean up by specialized authorities should be started at once. If necessary because of the danger involved, or if directed to do so by Campus Police, activate the building alarm system and follow the remaining steps. Notify your supervisor, and then evacuate the building. Once outside, move to a clear area at least fifty (50) feet away from the affected building (s). Keep walkways clear for emergency vehicles. To the best of your ability, and without re-entering the building, assist Campus Police Officers or college staff in their attempt to determine that everyone has evacuated safely. An Emergency Command Post will be set up near the emergency site. **Keep clear of the command post unless you have important information to report.** DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO.

## **K. Emergency Procedures Policy**

To obtain professional help in an emergency, contact the Campus Police at ext. 4000 (ext. 7-4000 if at ACTC). If the emergency is health related and you believe that the individual needs an ambulance, call 9-911 first and then call the Campus Police at ext. 4000 (ext. 7-4000 if at ACTC). When calling in an emergency, stay calm and carefully explain the problem and location to the dispatcher. Quickly notify your department chairperson or supervisor of the emergency and begin to take the appropriate action warranted by the situation.

## **L. Reporting Criminal Behavior Policy**

Staff should report all criminal actions to the GCC Campus Police at ext. 4000. All non-emergency calls should be placed using ext. 5925. The 4000 line is considered as a 911 line for on campus emergencies. They should also report any incidents or encounters which prove difficult or seem threatening. In case of emergency it is always best to contact the GCC Police first. They have a faster response time than calling 9-911 and they are able to coordinate with and give access to outside emergency response.

#### **M. Computer and Communication Technology Use Policy**

Glendale Community College encourages the use of computer and communications technology, including computer networking, in order to enhance both the District's operation and the learning environment for students, faculty, and staff. In order to prevent the misuse of such technology, the College shall develop and regularly update procedures related to campus computing, networks, dial-up access, and all other such electronic communication systems. Users are responsible for maintaining an environment that is conducive to learning, that is free of illegal or malicious acts, that is secure, and where access to all college computing resources is shared equitably between users. A full explanation of the Computer and Communications Technology Use Policy is available through Media Services. (Administrative Regulation #2240)

#### **N. Confidential Nature of Work Policy**

Federal legislation, known as the Buckley Amendment, ensures the privacy of students and college personnel. No grades or other personal information regarding anyone can be divulged to a third party, including members of the family, without the written consent of the party involved. In fact, it is illegal even to indicate whether a student is enrolled in your class or in attendance at any time. Refer any persistent inquiry to the appropriate administrative office.

#### **O. Off-Duty Work Policy**

Employees of the Glendale Community College District may perform work off campus during their off-duty hours. However, the employee will not be covered by the District's liability insurance, including workers compensation, and the District shall not be liable for any damages resulting from work performed. Employees have no obligation to perform work off-campus for other employees during off-duty hours. Employees of the District may be authorized to perform work during their off-duty time, and any authorized work shall be covered by the District's insurance, and employee shall be compensated in a manner allowed by the policy and/or employee contract. All authorized work to be performed during off-duty hours shall be described in writing and signed by the employee and supervisor prior to the performance of the work. (Administrative Regulation #2400)

**P. Employee Complaint Policy and Procedure**

The Superintendent/President shall establish procedures to deal promptly and equitably with complaints from employees and to resolve complaints quickly and without resorting to more formal procedures. Procedures shall also be established for individuals to appeal their problems to the Board if redress is not obtained through established channels. Complaints or Grievances, which representative units determine apply to provisions of collective bargaining contracts, will be addressed through the grievance and appeal procedures of the contracts. These procedures are not to be used to address or substitute for such contract provisions. (Board Policy 4050)

Employees should file a complaint within five (5) working days after the events that give rise to the employee's work related concerns, by completing a Complaint Form, available from the Office of Human Resources. The Director of Human Resources dates and logs all complaint forms and sends the employee an acknowledgement that the complaint is under review. The Director of Human Resources, or his/her designee investigates the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. On completion of its investigation, the Office of Human Resources orally reports its findings and conclusions to the employee. If the complaint is not resolved within fifteen (15) working days by the Office of Human Resources to the employee's satisfaction, the employee may submit a written request for review of the complaint to the Superintendent/President to be forwarded to the appropriate Joint Employee Management Committee (which serves as an advisory committee to the Superintendent/President.)

**Q. Employee Grievance Policy and Procedure**

A grievance, an allegation by an employee covered hereby that the District has violated a specific provision of the Collective Bargaining Agreement and that by reason of such alleged violation his/her rights have been adversely affected, shall be processed in the manner outlined in Collective Bargaining Agreement , Article VI-Section 2 of the Collective Bargaining Agreement.

**R. Dress Code Policy**

Glendale Community College has no official dress code; however it is assumed that you will dress appropriately in a manner befitting the professional nature of Glendale Community College.

#### **S. Parking and Traffic Regulations Policy**

No person shall operate a motor vehicle, scooter or bicycle within the confines of the campus at a speed greater than 5 MPH, or as posted, except for authorized emergency vehicles. Campus Police is responsible for enforcement of traffic, parking and other regulations. Persons violating the regulations may receive citations that will be processed according to College Policy and State Law. A list of traffic regulations is included in the Administrative Regulation. Bail/fines for violation of traffic regulations is set annually by the College Parking Committee and are similar to those set by the Glendale Municipal Court Traffic Division for similar vehicle code violations. Bail must be remitted within ten (10) days from the date of issuance of the citation and may be remitted by check, money order or certified check. Violators may appeal to the Campus Police by completing the Request for Administrative Review Form, located in the Forms section of this handbook. Violators also have the option of appearing in court and requesting a trial to determine guilt or innocence of the Traffic/Parking offense. Contact Campus Police for further information. (Administrative Regulation 3710, Administrative Regulation 3710.3, Board Policy 3710)

#### **T. Damage/Loss to Vehicle While on District Property Policy**

Glendale Community College is not liable for any loss or damage to any staff, student or visitor's vehicle while the vehicle is on any property owned, leased or controlled by the District. If an incident occurs on District property which the owner/operator feels that the District is liable for the damages the incident must be reported to the Campus Police within 24 hours. Campus Police will make an official report and investigation. The investigation will be completed within five (5) working days. The owner/operator (claimant) should complete a Claim for Damages form available from the Director of Business Services and submit the claim form with the Campus Police report and any other supporting data. If the District determines that the District is liable it reserves the right to require three (3) written estimates for repair of damages to the vehicle. If a rental is required by the claimant the District will reimburse the claimant the rental cost for a maximum of three (3) days or a total of \$100 whichever is lower. (Administrative Regulation 2500)

#### **U. Smoking on Campus Policy**

Smoking is not permitted by any faculty, staff, student or member of the general public in any building on campus per the California Labor Code 6404.5. Smoking is permitted in outdoor areas unless a "No Smoking" sign is posted. (Board Policy 2600)

## **V. Claims and Actions Against the District Policy**

Three (3) types of claims for money or damages may be made against the District. They are: (A) Claims for money or damages relating to a cause of action for death or injury to a person or personal property shall be presented to the Board not later than six (6) months after the cause of action. (B) Claims for money or damages as authorized in Government Code Section 905 not covered under type A shall be filed not later than one (1) year after the cause of action. (C) Claims for money or damages specifically excepted from Government Code Section 905 shall be filed not later than one (1) year after the cause of action. (Administrative Regulation 3540, Board Policy 3540, Board Policy 4060)

Instructions on filing a late claim, delivery and form of claim, notice of claim insufficiency, amendments to claim and action on claim are included in the Administrative Regulation and Board Policy. (Administrative Regulation 3540, Board Policy 3540)

## **W. Reimbursement for Mileage and Parking Claims Policy**

All reimbursement of mileage expenses shall be authorized by the Superintendent/President or designees. Employees authorized mileage reimbursement for use of personal cars shall be reimbursed at the then current IRS per mile rate. Employees also shall be reimbursed for actual parking charges. Claims for reimbursement shall normally be submitted within seven (7) working days after the end of the month, except in a case where the claim is for less than fifty dollars (\$50). Claims for less than fifty dollars (\$50) shall be accumulated and submitted in a subsequent month when the total reimbursement equals or exceeds fifty dollars (\$50). (Board Policy 3542)

## **X. Disposition of Lost Money or Goods Policy**

The District maintains a policy that items of money or goods which are lost on campus and turned in by a finder will be maintained in Campus Police Lost and Found. Items will be logged in to include the date when the item was delivered to Campus Police Lost and Found and whenever possible, the identify of the finder. Items of found money or goods will be returned to the rightful owner upon establishment of proof of ownership. Items left unclaimed for ninety (90) days may be returned to the finder at their request, except for items found by an employee of the college in the course of their employment. Items found by a college employee will be sold at a public auction or sale. (Administrative Regulation 2560)