




MANAGEMENT BULLETINS



The following bulletins have been published to provide easy access to important management protocols and procedures for use by District managers in effectively carrying out their management responsibilities. Adherence to these bulletins assures greater consistency and improved efficiency.

Table of Contents (Management Guides/Bulletins)

Human Resources

Supervision

Evaluation of Probationary Employees (CSEA).....	3
Work Hours, Overtime and Comp Time.....	4
Temporary Employees.....	5
Progressive Discipline (FICA).....	6
Controlling and Preventing Excessive Absenteeism and Abuse of Sick Leave.....	7
Shared Supervision.....	8
New Hire Checklist.....	9
Processing Employee Separations.....	11

HR Administration

Processing Workplace Injuries.....	12
ADA and Reasonable Accommodations.....	13
Mandatory Child Abuse Reporting.....	14
Requesting Staffing (Classified/Confidential, Management).....	15
Reclassification.....	16
39 Month Rehire List.....	17

Leaves

Leaves (CSEA).....	18
Personal Necessity Leave (CSEA, COSTA, COSAFA).....	19
100 Days of Half-Pay (CSEA).....	20
Paid Sick Leave (Temporary Employees).....	21

Grievances

Processing Grievances (CSEA).....	22
Processing Grievances (COSAFA).....	23
Processing Grievances (COSTA).....	24

Administrative/Employee Services

Mileage/Vehicles

Mileage Reimbursement (All Employee Groups).....	25
IRS Mileage Regulations on Mileage.....	26
District Vehicles (Ag Division).....	27

Technology/Social Media/Advertising

Website Blocking.....	28
District Social Media Use.....	29
District Social Media Account Creation.....	30
Electronic Message Centers & Marquees.....	31
Information on Data Security Breach Response.....	32

General

Copy and Mail Services.....	33
Food for Staff.....	37
Bond Security Financing Disclosures.....	38
Employee Payroll Overpayments.....	40
Gift of Public Funds.....	41
Gift Cards.....	43

Research

Approving Data/Research Requests.....	44
Conducting External Research at COS.....	45
Recording or Photographing Students.....	46

Student Services

Certificate Application..... 47

Management Guide to Evaluation of Probationary Classified Employees

10 Month Probationary Period – Classified Employees

- ✓ Classified employees are probationary during their first 10 months of employment with the District.
- ✓ While on probation, classified employees are “at-will” and can be released at any time.
- ✓ In contrast, once a classified employee has worked 10 months and 1 day, he/she becomes a “permanent” employee and can only be released from employment “for cause.”
- ✓ KEY: it is important to carefully evaluate classified employees during his/her probationary period to determine if their performance is satisfactory and warrants becoming a permanent employee.

Evaluations during the Probationary Period

- ✓ Even though probationary classified employees are “at will”, it is nevertheless important to evaluate their performance.
- ✓ Pursuant to the CSEA Master Agreement, probationary classified employees are to be evaluated on or before the completion of his/her 6th month of employment with the District.
- ✓ KEY: be honest and critical during your evaluation of probationary classified employees. If a decision is made to release a classified employee during his/her probationary period, ideally, the evaluations should reflect unsatisfactory performance.

Probationary Release

- ✓ If you decide it is in the best interests of the District to release a classified employee during his/her probationary period, contact the Dean of HR for processing.

Management Guide to Work Hours, Overtime and Comp Time

(Classified and Confidential Employees)

Fixed Hours

- ✓ Every classified and confidential employee shall have a “fixed, regular and ascertainable work schedule.”
 - Work schedule is established on job flyer.
 - Most work schedules are Monday through Friday, from 7:45 a.m. to 4:45 p.m.
 - Work schedule can be changed *if* negotiated.

Overtime and Comp Time – The Basics

- ✓ OT and comp time is anything over 8 hours per day or over 40 hours in any calendar week.
 - Note: Part-time employees may work before or after their normal work schedule without necessarily earning OT or comp time.
 - Example: an employee who normally works 4 hours per day is required to work 8 hours in a day is paid for 4 “extra” hours at “straight time” not at time and a half.
- ✓ Managers may require employees to work overtime.
 - However, note: if *required* to work overtime, an employee has the right to receive OT pay rather than earn comp time.
- ✓ Employees must receive pre-approval to work OT or earn comp time.
- ✓ Employees working unauthorized OT must get paid or earn comp time, but may be disciplined.

Overtime and Comp Time – The Intricacies (No Flex Time!)

- ✓ Any time worked before normal starting time or after normal ending time is considered OT or comp time.
 - Example: An employee who normally starts at 7:45 a.m. is required to begin work at 7:00 a.m.
 - The 45 minutes worked prior to normal work schedule is considered 45 minutes of OT or comp time.
- ✓ There is no “flex time.”
 - Example: A manager may not require an employee to start work 45 minutes early and end his/her work day 45 minutes “early.” Again, an employee’s work schedule is “fixed.”

Lunch and Breaks

- ✓ With a few exceptions (i.e. night custodians), COS employees are provided a 1 hour lunch break (“to be completely free of their work duties”) at the mid-point of their work day.
 - Good practice: Encourage those who like to “eat” at their desk to take their lunch elsewhere (i.e. break room). Do not interrupt employees with work-related questions/assignment of tasks during their lunch break. For the “stubborn” employees, document your efforts to establish a “work-free lunch to the employee” to prevent a later claim for back pay.
- ✓ All COS employees are provided one, 15-minute break per 4 hours worked.
- ✓ There is no “flex time” with regards to lunch and/or breaks (i.e. an employee may not take a ½ hour lunch and leave ½ hour earlier than he/she normally leaves work.

Attendance Reports

- ✓ Supervisor should verify employee’s attendance report and personally submit to Payroll.

Management Guide to Temporary Employees

(*All personnel requests must be approved by immediate supervisor and HR Dean)

COS Employees

- ✓ Every COS employee falls within one of the below categories:
 - Permanent Employee = full-time faculty member; manager; classified or confidential employee.
 - Temporary Employee = adjunct faculty member; substitute; short-term employee; professional expert; seasonal worker; or, student worker.
- ✓ This guide will focus on substitutes; short-term employees, professional experts and seasonal workers.

Substitute Employee

- ✓ Two types of substitute employees:
 - An employee who is hired to replace a classified employee who is temporarily absent (i.e. illness)
 - Cannot exceed 175 working days within fiscal year.
 - An employee who is filling a vacancy while COS is actively recruiting for a replacement.
 - Cannot exceed 45 working days.

Short-Term Employee

- ✓ An employee who is hired to perform a service which, once completed, will not be extended or needed on a continuing basis.
 - Cannot exceed 175 working days within fiscal year.
- ✓ Example: Accreditation Assistant to the Accreditation Liaison Officer.

Professional Expert

- ✓ Three criteria for being hired as a professional expert:
 - Employee must have a professional expertise that is not already found within the classified service.
 - The work to be performed shall be on a temporary basis.
 - Not subject to 175-day school year limitation.
 - The work must be done for a specific project.
 - Specific projects may include: one-time projects; work for which the ongoing need is uncertain because funding source is unpredictable or is demand driven.
- ✓ Examples: sign language interpreters; evaluators in Police Academy.

Seasonal Workers

- ✓ Employee hired to provide temporary services during peak times.
- ✓ Cannot exceed 75 working days during the fiscal year.
- ✓ Allowed in: Bookstore, Admissions & Records, Student Activities & Affairs, Accounts Receivable, Grounds, Maintenance, Hanford Center, Tulare Center, District Police, Welcome Center and the Assessment Center.

Management Guide to Progressive Discipline

(FICA)

Progressive Discipline

- ✓ Initially, the goal of progressive discipline should be to correct, not punish.
- ✓ Progressive discipline should become progressively more severe as problem persists.
- ✓ Steps of progressive discipline can be bypassed depending on the severity of the problem.
 - Example: Tardiness versus public insubordination.
- ✓ Traditional steps in progressive discipline include:
 - Counseling/oral reprimand;
 - Email;
 - Written letter of reprimand(s);
 - Suspension?
 - Demotion?
 - Termination proceedings.

Facts – First Paragraph

- ✓ Describe the problem. Factual recount of the problem.

Impact – Second Paragraph

- ✓ Describe the negative impact the problem has created for the department, co-workers and/or District.
 - Examples include: slows down service; co-workers must cover for inefficiency; lowers morale of co-workers; reflects poorly upon our College, etc.

Context – Third Paragraph

- ✓ Include any previous conversations you had with the employee that relate to this matter (includes team meetings).
 - Include employee admissions; promises by employee to perform better; rule violated.

Action – Final Paragraph

- ✓ Review expectations for future.
- ✓ Offer training or assistance, if necessary.

Sample FICA email

- F** You have been tardy to work seven times within the past ten work days.
- I** Your tardiness has a negative impact on our department in the following ways: it affects the morale of co-workers; when you are not here, work cannot be accomplished; and, finally, as we are a customer-service oriented department – our customers go untended when you are not present.
- C** Several weeks ago, I met with you to discuss your continued tardiness. At that meeting, I reminded you that work hours at COS are from 7:45 a.m. to 4:45 p.m. You acknowledged your tardiness and promised to get to work on time in the future.
- A** Effective immediately, you are directed to be at your COS workstation – no later than 7:45 a.m. every workday unless you make other arrangements with me. Please let me know if you have any questions or need clarification or if I can help in any other way.

Management Guide to Controlling and Preventing Excessive Absenteeism and/or Abuse or Misuse of Sick Leave

Basis for Discipline

- ✓ COS Board Policy 7365 provides that classified employees may be disciplined for “excessive absenteeism” and/or “abuse or misuse of sick leave.”
- ✓ California Education Code §87734 provides that faculty members may be disciplined for excessive absenteeism and/or abuse or misuse of sick leave under the theories: “Evident Unfitness for Service” or “Persistent Violation of Rules.”

When is Discipline Justified?

- ✓ Discipline is justified if the excessive absences or the abuse or misuse of sick leave creates an adverse effect on either the students or the efficiency of the department.

What is Excessive Absenteeism?

- ✓ Any time an employee uses all his/her regular sick leave for the year (14 sick days per year for a full-time, 12-month employee); the absences might be considered “excessive.”
- ✓ When the employee use all his/her regular sick leave year after year (continually on 50% pay)
- ✓ When the absences are in 1 day increments rather than “long term” absences.

What is Abuse or Misuse of Sick Leave?

- ✓ Taking leave for other than what it was intended. Common examples include:
 - Calling in sick after your vacation request was denied.
 - Making a habit of extending your weekend by missing either Monday or Friday.

How to get Control and Prevent?

- ✓ Progressive Discipline. *Examples* of progressive discipline include:
 - Informal Conversation(s).
 - Make sure you document dates of these informal discussions so you can use these in later written reprimands.
 - Evaluations.
 - Supervisors can evaluate employees “as needed.”
 - Written Reprimand.
 - Written Reprimand with unpaid suspension (1 day).
 - Written Reprimand with unpaid suspension (3 days).
 - Dismissal Proceedings.

Be Cautious of Protected Leave

- ✓ Cannot discipline employee if sick leave is for legitimate reasons, such as:
 - Workers comp.
 - Doctor’s notes.

Final Thought

- ✓ If you suspect an employee is excessively absent or misusing or abusing sick leave, contact HR.

Management Guide to Shared Supervision of Classified Employees & Counselors

Role/Responsibility of Provost in Employee Supervision/Evaluation

- ✓ Provost serves as site administrator responsible for all activities and day-to-day operations at the Center.
- ✓ All employees shall consult with the Provost before performing/scheduling/assigning work or services at the Center.
- ✓ Routine and/or District work calendars/schedules for services/meetings shall be developed in cooperation between the Provost and the District Department Supervisor (“Department Supervisor”).

Role/Responsibility of Department Supervisor in Employee Supervision/Evaluation

- ✓ Department supervisor maintains ongoing contact/communication with Provosts and consults on all requests for Center staff/counselors to engage in department-wide actions/responsibilities.
- ✓ Department supervisor monitors Center staff/counselor participation/engagement in required department-wide meetings and responsibilities.

Provost & Department Supervisor Shared Responsibility Requirements

- ✓ Employee work schedules, duties, responsibilities will be agreed upon between Department Supervisor and Provost and reviewed with the employee in a meeting/conference (annually if needed).
- ✓ As a general rule, employees assigned to Centers will comply with direction/supervision provided by Provosts.
- ✓ Provost is responsible for monitoring day-to-day actions including but not limited to punctuality, efficiency, effectiveness, cooperativeness, collegiality, attitude, customer service, interactions with students/staff, etc. If issues arise, the Provost shall notify the employee’s department supervisor.
- ✓ Provost may direct/supervise/coach employees in any aspect of their day-to-day work and provide written feedback/documentation as needed in accordance with the M.A. and with copies provided to Department Supervisor.
- ✓ Staff/faculty employed in central service departments (i.e. Student Services, Grounds, Custodial, Technology, M&O, etc.) and assigned to perform their daily work on a Center will be evaluated by their Department Supervisor in accordance with the respective M.A.
- ✓ The Department Supervisor will receive evaluation input/feedback from the Provost to be incorporated in the completion of the employee’s annual evaluation and/or any required personnel documentation.
- ✓ If the Department Supervisor and Provost cannot reach consensus on all elements of the employee evaluation and /or required personnel action, they will meet with the area Vice-President to help facilitate agreement.
- ✓ Both the Department Supervisor and Provost *shall* be in attendance when the evaluation/personnel actions are reviewed with the employee.

Management Guide to Checklist for New-Hires

Process – Preparing for New Hires in Advance

✓ **In May (if Academic Year New Hire) or 2 months before hire:**

- Supervisor will begin filling out the New Hire Checklist (below)

✓ **In May (if Academic Year New Hire) or 2 months before hire:**

- Supervisor will place any necessary work orders online:
 - Work order for computer set up, appropriate software, and access authorizations for this position (or for a new computer if workspace is a new office)
 - Submit email to [Computer Services](#) and a work order will be submitted for you (aka helpdesk@cos.edu)
 - If a new computer is being ordered, include Dean or Department budget FOAP to be used
 - Work order for any facilities issues that might need to be addressed
 - Submit to MaintenanceDirect –Work Orders
 - Go to: myschoolbuilding.com
 - Register: Account Number 99236864
 - Enter required fields - your member ID is your full COS email address- use a password you will remember
 - Fill out work order with all required fields and use the password “college” to submit
 - If you have any problems please watch this short training video <https://vimeo.com/173913728>

✓ **Important District Protocol:**

- Computers stay with the office/position; they do not move with employees who are changing positions with the District.
- New furniture/paint/carpet is not provided for new hires. Existing furniture will be used.
- If new furniture, paint, carpet or equipment is absolutely necessary:
 - Dean/Director may choose to fund a new computer, or new furniture, or new paint or carpet out of Dean/Director budget
 - Or if needed, a request may be made to the Vice President of Academic Services or of Administrative Services for use of the respective emergency furniture, fixture and equipment (FF&E) budget
 - If any of the above work, furniture, or equipment is planned, supervisor must coordinate purchase/delivery/work **no later than June 15 of each year (or no later than 8-12 weeks before hire date).**
 - *Many furniture manufacturers, such as Allsteel, require 8-12 weeks for delivery!*

Supervisor Checklist for New Hire (For Traditional Academic Year Timeline)

	Description	Suggested Date
	1. Identify all new hires (by position; <i>whether or not hired yet</i>) starting in Summer	May 1

2. Office location: Identify which office or office space will be assigned to each new hire	May 1
3. Office condition: Verify condition of the office/office space and sufficient furniture	May 10
4. Computer: Verify computer availability/laptop needs	May 10
5. Software: Submit Technology Work Order -email Computer Services at Helpdesk@cos.edu to prepare computer with needed software for the position (EIS, TracDat, Banner, Courseleaf, Canvas, DegreeWorks, etc); mirror prior or closest position	May 15
6. Authorizations: Verify the new hire receives the software or screen authorizations needed (mirror prior or closest position) a. It is recommended you provide a list or screen shots to tech services of the Banner Screens for which the employee will need access.	May/June or 1 month prior to hire
NOTE: Verify with Tech Services that the prior employee in respective position is removed from COS phone list for the specific desktop phone (including answering machine).	May/June
7. Paint/Carpet: If paint or carpet is planned out of Dean's budget or emergency budget (extreme cases only), submit Facilities Work Order (see instructions above)	May 15
8. Furniture/Equip: If new furniture is planned out of Dean's budget or emergency budget (extreme cases only), <u>order by May 15 and pay by June 15</u> (8-12 week delivery; use department CalCard or PO). Coordinate assembly with vendor/contractor.	May 15
9. Phone: Submit Tech Workorder (Computer Services -Helpdesk@cos.edu) for new phone, or correct name assigned to existing phone, and add employee to phone list (on start date)	May 31
NOTE: Verify with Tech Services that the prior employee in respective position is removed from COS phone list for the specific desktop phone (including answering machine)	May 31
10. Software Training: Set up any necessary software training for new hire: a. EIS/Banner - fiscal – contact Chief Accounting Officer b. EIS – Student Services and other – work with Department or Dean c. TracDat – (1) Program Review provides periodic training sessions throughout the year, (2) Outcomes and Assessments vary by Dept/Division, (3)TracDat provides a training video online, or (4) see COS TracDat training manual d. Banner – training from prior employee or colleagues is recommended, or attendance at related Ellucian Conference Training. e. Canvas – contact Distance Ed Coordinator or Division Chair f. DegreeWorks and SARS – Counseling Department as needed g. Courseleaf – Academic Services as needed	June 15
11. Parking: HR will give the new hire a letter explaining how to obtain their parking permit	When hired
12. Email: Human Resources will provide establishment of the new hire's email address by entering their information in Banner, and will notify the new hire of their email address	When hired
13. Keys: Make sure new hire has necessary keys – they will fill out the Key Request Form received from HR; please guide them to Police Department to submit form for keys	Start Date
14. Verify new hire enters his/her information in BannerWeb (Personal & Employee Info; specifically go to Personal Information/Update Addresses & Phones/School Campus Info)	At start or by Aug 10
NOTE: Verify prior employee in position has changed their Banner info if still with COS	Aug 10
15. Verify new hire is set up in Department Directory (Work with Tech WebMaster or VP)	Aug 10
16. Provide new hire with necessary safety training for the position (as documented in the Safety and Workplace Guidance/Safety Program Manual: COS.edu/About/HumanResources/Documents/COS Safety Manual pdf – page 40 & 41), and document on the Safety Orientation Form	At start
17. CalCard: If the position is previously designated for a CalCard, contact VP of Administrative Services to request a CalCard for the new hire	At start
18. If needed, have the new hire apply for a clearance to drive a COS vehicle through the Facilities Department (read AP 6530 sec. E). Two weeks is needed for clearance.	At start
19. Inform new hire of respective alarm codes if needed (ask Police Dept for code)	At start

Management Guide to Processing Employee Separations (i.e. Retirement / Resignation)

General

- ✓ When an employee gives notice of his/her upcoming separation from the District (i.e. retirement or resignation), the Office of Human Resources will work with the employee (and other appropriate entities) to make sure the following are completed:

Keys

- ✓ All keys issued to the employee will be collected and returned to District Police.
- ✓ If keys are not returned, the employee will be billed.

Department/Division of Assigned Work

- ✓ All supplies/materials must be returned to the office where the employee was assigned. This includes but is not limited to: Cal Cards, Laptops, iPads, uniforms, etc.
- ✓ Final grade verifications signed off (faculty).
- ✓ Make sure all relevant information (i.e. passwords) relayed to supervisor.

Bookstore/Learning Resource Center

- ✓ HR will check to make sure the separating employee does not have any outstanding obligations to either the Bookstore or the Learning Resource Center.

Exit Survey

- ✓ Upon their separation, HR will request the employee complete an exit survey soliciting information such as: reasons for leaving, most enjoyable/least enjoyable aspect of work, and recommendations for improvement at COS.
- ✓ Results of exit survey will be forwarded as appropriate for action.

Email Access/Banner Updated/Board Report

- ✓ Upon his/her separation, HR will notify Computer Services to disable computer/email access.
- ✓ Banner will be updated with employee's separation date.
- ✓ HR will place the separated employee on the Board Report with date of separation.

Management Guide to Processing Workplace Injuries

Workplace Injuries

- ✓ Employees suffering workplace injuries should notify their supervisor immediately.
 - Examples of injuries include: back injury; sprains; fractures; cuts; etc.
- ✓ Immediately upon learning of the injury, the supervisor shall notify and work with Human Resources (Linda Reis) to process the injury accordingly.
- ✓ Note: There are strict timelines for the reporting and processing of work-related injuries. Delays can compromise the rights of an injured employee and/or subject the District to penalties.

Processing...How “serious” is the injury?

- ✓ The severity of the injury will dictate how it is processed.
- ✓ If the employee does not miss work nor visits a doctor, the injury should be documented as “Incident Only.”
- ✓ If the employee misses work or goes to see a doctor, the injury will be processed as an official Workers’ Compensation Claim.

Incident Only

- ✓ Even seemingly minor injuries should be documented. Why? These injuries can develop into something more serious, thereby, necessitating the filing of a workers’ compensation claim.
- ✓ Rule of thumb = if an employee reports an “injury” to you... document it.
- ✓ Keenan and Associates recommends using the form “*Schools of Tulare County, Supervisor’s First Report of Injury/Illness/Accident*” as the “Incident Only” report. (This form is attached and, located on the HR webpage).
- ✓ After this form is filled out, submit it to HR where it will be kept on file.

Workers’ Compensation Claim

- ✓ A work-related injury that causes an employee to miss work or visit a doctor will trigger a workers’ compensation claim.
- ✓ If/when this happens...contact HR immediately. (*Workers’ compensation laws require the claim be filed within 24 hours of the injury).
- ✓ After reporting the injury to HR, the supervisor and HR will work together to process the required workers’ compensation paperwork. The paperwork consists of the form previously mentioned “*Schools of Tulare County, Supervisor’s First Report of Injury/Illness/Accident*” and a form titled “*Workers’ Compensation Claim.*” This form is also attached and can be found on the HR webpage.

*If in doubt, contact HR!

Management *Brief* Guide to the Americans with Disabilities Act (ADA) and Reasonable Accommodations

American with Disabilities Act (ADA) – The Basics

- ✓ COS must provide reasonable accommodations to an employee with a disability unless to do so would cause an undue hardship to the District.

What is a Disability?

- ✓ A physical or mental impairment that substantially limits one or more major life activities.
 - Examples – seeing; hearing; speaking; walking; performing manual tasks; learning, etc.

Role of Human Resources

- ✓ HR will handle any/all accommodations-related issues.
- ✓ Thus, as a supervisor, if you are asked about or feel accommodations are needed – **notify HR and HR will take over this process.**

When is COS required to “act?”

- ✓ An employee requests a reasonable accommodation.
- ✓ COS becomes aware of the need for an accommodation through a 3rd party or by observation.

Temporary Disability

- ✓ Employees with minor, non-chronic conditions (i.e. broken limbs) are not covered under the ADA.
- ✓ But note: we should still accommodate these employees if reasonable.
 - Example: temporary classroom change for someone in a wheelchair.

Common Types of Accommodations

- ✓ Making existing facilities accessible.
- ✓ Modified work schedule.
- ✓ Purchase of equipment.
- ✓ Providing reserved parking spaces.

Management Guide to Mandatory Child Abuse Reporting Requirements

Mandatory Child Abuse Reporting (California Penal Code and COS BP and AP 3518)

- ✓ The Law = All District employees must report to an appropriate agency when they have a reasonable suspicion that an abuse or neglect of a child may have occurred.

Who are Mandated Reporters?

- ✓ Everyone who works for COS are mandated reporters (managers, faculty, classified/confidential employees and temporary employees).
- ✓ Volunteers at COS are encouraged but not legally required to report their suspicions.
- ✓ Telling a supervisor does not satisfy the mandated reporter's obligation. The mandated reporter suspecting the child abuse must report his/her suspicions to an appropriate agency.

What Types of Child Abuse are Reportable?

- ✓ Physical abuse.
- ✓ Neglect.
- ✓ Sexual abuse.
- ✓ Emotional abuse.
- ✓ Wilful cruelty or unjustifiable punishment of a child.

When and How to Report?

- ✓ Report your suspicions immediately by phone AND a written follow-up report.
- ✓ By Phone to:
 - Visalia Police Department (734-8116)
 - Hanford Police Department (585-2540)
 - Tulare Police Department (684-4238)
 - Tulare County Sheriff's Office (733-6241)
 - Kings County Sheriff's Office 584-1431
 - Health & Human Services (800) (331-1585)
 - Do not contact COS District Police.
- ✓ By fax or email within 36 hours.
 - Submit a written follow-up report within 36 hours to the same agency you contacted by phone.
 - Reports can be located at the above agencies; COS District Police; or can be downloaded at: http://ag.ca.gov/childabuse/pdf/ss_8572.pdf.

Consequences of Not Reporting your Suspicions

- ✓ Failing to report is a misdemeanor.
- ✓ Could be subject to civil liability.

Management Guide to Requesting Staffing for Management, Confidential/Classified Service Areas

Service Areas that Participate in Program Review

- ✓ Management and Confidential/Classified service areas that are units tracked in the annual process of Program Review will request staffing in accordance with the processes/protocols described in program review and board policy and administrative procedure 3261, 3262 and 3263.

Service Areas that do not Participate in Program Review

- ✓ Management and Confidential Classified service areas that do not undergo Program Review will follow the process outlined below to request staffing:
 - New staffing requests will be developed through a collaborative process within the department.
 - The Area Vice Presidents and the President's Office compile a prioritized list of requests within their area, and develop a written rationale that is based on criteria and evidence.
 - The Superintendent/President will present the list of positions for discussion to the President's Senior Management. The Superintendent/President will develop his/her prioritized list of all classified positions and present it to the District Governance Senate for additional feedback.
 - He/she will then authorize the hiring of new or changed positions per the list. Any changes to the list are reported back to the area Vice Presidents. The Area Vice Presidents will report the final list to their constituency groups, and direct the supervising administrator to submit a HR-1 Personnel Request form to Human Resources.

Management Guide to the Reclassification of Employees

Introduction

- ✓ Reclassification of employees means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.
- ✓ Reclassifications affect working conditions and are, thus, negotiable.

Reclassification vs. Working Out-of-Class

- ✓ A reclassification is a “permanent” change in an employee’s job title, duties and salary.
- ✓ “Working out-of-class” is a temporary change in an employee’s job title, duties and salary.
 - Example = an employee covering the duties of a temporarily vacant position (i.e. long-term illness; vacancy due to retirement).

Initiation of Reclassification Requests

- ✓ Reclassification requests can be initiated by either the employee or the employee’s supervisor.

Timeline

- ✓ Employees must submit requests for their reclassification during the month of February.
- ✓ Supervisors can submit requests for reclassification for their employees anytime BUT, but new practice is to have such requests take place only during February.

Documents Needed to Process

- ✓ To consider a request for reclassification, the following items must be provided to HR:
 - Letter describing how and why the duties of the position has changed;
 - Statement from supervisor either supporting or not supporting reclassification;
 - Current job description;
 - Proposed job description – including proposed salary.

CSEA and District to Negotiate Reclassification Request

- ✓ District and CSEA shall negotiate reclassification request.
- ✓ HR shall notify relevant parties of outcome.

Management Guide to the 39 Month Rehire List

39 Month Re-Hire List – The Basics

- ✓ Classified employees who are laid off are placed on a “39 month rehire list.”
- ✓ Essentially what this means is that if a laid-off person applies for an open, classified position within 39 months of his/her being laid off, he/she *may* have rights to this position if:
 - He/she either previously held the same job title, or;
 - He/she meets the minimum qualifications (MQ’s) for the position (*even if the new position represents a promotion*).
- ✓ There are several common scenarios associated with the 39 month rehire list (see below):

Scenario 1: Same, Exact Position

- ✓ If someone is on the rehire list and the same, exact position (i.e. same job title, same % of work time that person previously held) opens up within 39 months of his/her layoff, that person gets the job (assuming he/she applies)...without having to interview.
- ✓ Seniority “wins” if there are multiple candidates for the position.

Scenario 2: Same Job Title but Hours Differ

- ✓ Question: What happens if a person (who is on the 39 month rehire list) applies for an open, classified position he/she previously held, but the hours of the position differ?
 - Example: A person was laid off from his 50% senior secretary position applies for an open, 100% senior secretary position.
- ✓ Answer: That laid off person gets the job over *external* candidates, but not necessarily over *internal* candidates. To illustrate:
 - No Internal Candidates = If the job title is the same, but the % of work time differs (*for example, when the person was laid off, he was 50%, but the “opened up” position is 100%*), the laid off employee gets the position if he/she applies for the position and IF there are no internal candidates.
 - Internal Candidates = If there are internal candidates (*for which this position would represent a “promotion”*) and a candidate from the 39 month rehire list applies for the vacant position, we interview for the position and the best candidate is hired.
- ✓ In both illustrations, if there is someone (who previously held the job title) from the 39 month rehire list who applies for the position, we do not consider external candidates.

Scenario 3: Different Job Title, but Laid Off Employee meets MQ’s

- ✓ Question: What happens if a person (who is on the 39 month rehire list) applies for and meets the MQ’s for an open, classified position within a job classification he/she has never held?
 - Example: a laid off senior secretary (range 26) applies for an open, administrative assistant position (range 29).
- ✓ Answer: That laid off person gets the job over *external* candidates, but not necessarily over *internal* candidates. To illustrate:
 - No Internal Candidates = If a laid off employee applies for a position he/she previously did not hold, he/she gets the position (assuming he/she meets MQ’s) IF there are no internal candidates.
 - Internal Candidates = If there are internal candidates and a candidate from the 39 month rehire list who meets MQ’s, we interview for the position and the best candidate is hired.
- ✓ In both illustrations, the position does not go external if there someone from the 39 month rehire list that is qualified and applies for the position.

Management Guide to Leaves (Classified Employees - CSEA)

Sick Leave – The Basics

- ✓ Full-time employees receive 1 sick day per month worked.
 - Example: An employee who works 12 months, 40 hours/week receive 12 sick days per year.
- ✓ Part-time employees receive a pro-rated amount.
- ✓ If sick or injured, employee must notify supervisor within 1 hour of start time (if possible).
- ✓ Absences longer than 5 consecutive days *may* require a doctor's note.

The following types of leaves are “drawn” from an employee’s accrued sick leave.

- ✓ Illness or injury (to the employee not to the employee’s family).
 - Pregnancy related issues.
- ✓ Personnel Necessity Leave.
 - 7 days per year.
 - Can be used for:
 - Death of employee’s immediate family.
 - As result of accident or illness involving employee’s person or property or employee’s immediate family’s person or property.
 - Example: *injury or illness to employee’s child.*
 - Court appearance (as litigant or witness).
- ✓ Bereavement Leave
 - 3 days for death of immediate family member.
 - 5 days *if* employee attends services out of state.
 - If supervisor suspects abuse, may require verification of death and/or travel out of state.

Classified Employees entitled to the following types of leaves without loss of pay.

- ✓ Jury Duty.
- ✓ Military Leave.
- ✓ Adoption leave (10 days).

100 days of half-pay

- ✓ Every fiscal year, employees receive 100 days of half-pay to use in event employee exhausts all of his/her regular sick leave.
- ✓ 100 days does not accumulate from year to year.
- ✓ Recent District practice has been not to allow employee to utilize vacation and/or comp time to “backfill” lost time.
 - Example: Do not let an employee use 4 hours of vacation time on the days where he/she is out on 100 days of half-pay so he/she can receive full-pay.
 - Rationale: Discourage abuse of 100 days of half-pay.
- ✓ May require physician’s note if employee is out on 100 days of half-pay.
 - Recent District practice has been to require doctor’s note only if employee out more than 5 days.

Note: Above guidelines do not cover: Vacations; Workers’ Comp; Family Medical Leave; or Catastrophic Leave. These areas are specialized and will be covered in another section.

Management Guide to Personal Necessity Leave (*COSTA, CSEA & COSAFA*)

COSTA – Personal Necessity Leave

- ✓ 6 days per year.
- ✓ Taken from faculty member's sick leave.
- ✓ Can be used for:
 - Bereavement.
 - Accident involving faculty member's person or property or faculty member's immediate family's person or property.
 - Court appearance (as litigant or witness).
 - Serious or critical injury to faculty member or faculty member's immediate family.
 - Religious holidays peculiar to faculty member's faith.
 - Adoption: when receiving child into home.
 - Paternity: when faculty member's child is born.
 - Four days of "Personal Business" – can be used for anything.

CSEA – Personal Necessity Leave

- ✓ 7 days per year.
- ✓ Taken from employee's sick leave.
- ✓ Can be used for:
 - Death of employee's immediate family.
 - Accident involving employee's person or property or employee's immediate family's person or property.
 - Court appearance (as litigant or witness).

COSAFA – Personal Necessity Leave

- ✓ 1 day per semester for each course taught.
 - 2nd day allowed (for each course taught), but this is "unpaid."
- ✓ Taken from adjunct faculty member's sick leave.
- ✓ Can be used for:
 - Serious illness or death of adjunct faculty member's immediate family.
 - Accident involving adjunct faculty member's person or property or adjunct faculty member's immediate family's person or property.
 - Court appearance (as litigant or witness).
 - "Personal business" – can be used for anything.

Management Guide to 100 days of Half-Pay (CSEA)

100 days of Half-Pay (CSEA Master Agreement §13.6 and Ed. Code §88196)

- ✓ On July 1st of each year, classified employees are provided 100 days of 50% pay which can be utilized upon the exhaustion of all other sick leave benefits.
- ✓ The 100 days do not accumulate from year to year.
- ✓ These days are exclusive of other paid leave (i.e. holidays).
 - Thus, an absent employee shall receive full-pay on holidays.

Upon Beginning 100 Days of 50% Pay

- ✓ Payroll shall notify HR when an employee begins 100 days of 50% pay.
- ✓ HR shall provide letter to the employee that indicates:
 - The employee has exhausted all his/her regular sick leave and any days he/she is absent due to illness/injury for the remainder of the fiscal year (July 1 through June 30) will be at 50% pay.
 - Available leave pursuant to the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) will run concurrent with the 100 days of 50% pay.
 - Begin discussion of reasonable accommodations (follow-up as necessary).
 - Upon the exhaustion of all available leave, upon request of the employee, the Board has the authority to grant additional paid or unpaid leave (BP 7340 and Ed Code 88195).
 - Apply early as Board only meets once a month.

Ending 100 days of 50% pay

- ✓ After the 100 days of 50% pay, HR shall notify the employee that:
 - He/she has exhausted all his/her available leave and thus, will be placed on the 39 month rehire list.
 - File an “employer-initiated” disability retirement application with either PERS or STRS on behalf of the employee.
- ✓ Payroll shall pay out any remaining vacation/comp time owed to employee.

**Management Guide to Healthy Workplaces
Healthy Families Act of 2014: Paid Sick Leave
(Students, Professional Experts, Seasonal, Short-term, Substitute, etc.)**

Entitlement

- ✓ Any employee who works 30 or more days within a year (12-month period) from beginning of employment is entitled to paid sick leave (effective July 1, 2015).
- ✓ Sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate.
- ✓ Employee can earn up to 3 days or 24 hours in a fiscal year (July thru June)
- ✓ Unused sick leave will roll over capped at 6 days or 48 hours
- ✓ Employee can request sick leave from employer either upon oral or written notification. For details, contact fiscal services.
- ✓ Employee is entitled to restored sick leave upon returning to employment within 12 months from original separation

Usage

- ✓ Employee may use accrued paid sick days beginning on the 90th day of employment
- ✓ Employee must have sick leave on the books in order to utilize
- ✓ Employee is limited to 3 days or 24 hours in a fiscal year (July thru June)

Time sheet & Report of Absence

- ✓ Employee submits timesheet noting sick leave taken
- ✓ Employee submits Report of Absence Form (under Forms/Payroll/Healthy Workplace) with timesheet (the two documents must be submitted to payroll together)
- ✓ Employer (Payroll Department) must keep record of sick leave earned and used for three (3) years

Please Note: Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against the employer who retaliates or discriminates against the employee.

Management Guide to Processing Grievances (CSEA)

Informal Resolution (Supervisor)

- ✓ Grievant discusses (not writes) the grievance with his/her immediate supervisor.
If grievant is not satisfied with proposed resolution, he/she may proceed to Step 1.

Step 1 – (Immediate Supervisor)

- ✓ If informal resolution is not successful, grievant may file, in writing, his/her grievance within 1 year of the grievance.
- ✓ Supervisor has 5 working days to respond in writing to the grievance.

Step 2 – (2nd Level Supervisor)

- ✓ If grievant is not satisfied with Step 1 outcome, he/she may submit the grievance to his/her 2nd level supervisor within 5 days.
- ✓ Within 5 days of receiving grievance, 2nd level supervisor shall meet with grievant.
- ✓ Following meeting, 2nd level supervisor shall write and submit his/her decision to grievant within 5 days.

Step 3 – (Superintendent)

- ✓ If grievant is not satisfied with Step 2 outcome, he/she may submit the grievance to Superintendent within 7 days.
- ✓ Within 7 days of receiving grievance, Superintendent (or designee) shall meet with grievant.
- ✓ Following meeting, Superintendent (or designee) shall write and submit his/her decision to grievant within 5 days.

Step 4 – (Board of Trustees)

- ✓ If grievant is not satisfied with Step 3 outcome, he/she may submit the grievance to Board of Trustees within 7 days.
- ✓ The Board shall meet with grievant at next, regularly scheduled Board meeting. At this meeting, grievant shall be given opportunity to present his/her grievance to the Board.
- ✓ Following meeting, the Board shall write and submit their decision to grievant within 5 days.

Management Step-by-Step Guide to Processing Grievances (COSAFA)

Informal Resolution – Step 1 (Dean/Director)

- ✓ Within 20 working days of the grievance (i.e. the action or incident that was allegedly in violation of the contract), the grievant shall meet with his/her immediate supervisor and attempt to resolve the problem informally.
- ✓ At this level, while the grievance does not need to be in writing, the immediate supervisor should write a summary of the meeting and respond to the grievant within 5 days of the informal meeting with the relevant facts and proposed resolution, if any.

Formal Procedure – Step 2 (Dean)

- ✓ If informal resolution is not successful, grievant may file (using Appendices D and E of the COSAFA Master Agreement), the grievance with his/her Dean within 10 days of the conclusion of the informal resolution process.
- ✓ Within 10 days, the Dean shall meet with the grievant.
- ✓ Following this meeting, the Dean has 10 days to respond in writing to the grievant.

Formal Procedure – Step 3 (Vice-President)

- ✓ If grievant is not satisfied with Step 2 outcome, he/she may submit the grievance to the appropriate Vice-President (or designee) within 10 days of receiving the Dean's response.
- ✓ Within 10 days of receiving grievance, the VP (or designee) shall meet with grievant.
- ✓ Following this meeting, VP (or designee) shall respond, in writing, his/her decision to the grievant within 10 days.

Formal Procedure – Step 4 (Superintendent)

- ✓ If grievant is not satisfied with Step 3 outcome, he/she may submit the grievance to Superintendent (or designee) within 10 days.
- ✓ Within 10 days of receiving grievance, Superintendent (or designee) shall meet with grievant.
- ✓ Following meeting, Superintendent (or designee) shall write and submit his/her decision to grievant within 10 days.

Formal Procedure – Step 5 (Mediation)

- ✓ If the grievant is not satisfied with the Superintendent (or designee's) decision, within 30 days, he/she may submit the grievance to non-binding mediation.

Formal Procedure – Step 6 (Board of Trustees)

- ✓ If the above mediation was unsuccessful, within 15 days, the grievant may appeal to the Board of Trustees.
- ✓ After receiving the grievance, the Board has 45 days to "act."
- ✓ If the Board does not act within 45 days, the Superintendent (or designee's decision in Step 4) shall become the final resolution to the grievance.

Management Step-by-Step Guide to Processing Grievances (*COSTA*)

Level 1 – Supervisor

- ✓ Within 30 calendar days of the grievance (i.e. the action or incident that was allegedly in violation of the contract), the grievant shall meet with his/her supervisor and attempt to resolve the problem informally.
- ✓ At this level, while the grievance does not need to be in writing, the supervisor should write a summary of the meeting and respond to the grievant with the relevant facts and proposed resolution, if any.

Level 2 – Vice President

- ✓ If a resolution cannot be reached at Level 1, the grievant may file a written grievance with his/her VP.
- ✓ Grievance must be filed within 10 days of the completion of Level 1.
- ✓ After receiving the grievance, the VP shall meet with the grievant within 10 days.
- ✓ Following this meeting, the VP shall provide his/her written decision and rationale to the grievant within 10 days.

Level 3 – Superintendent (Optional)

- ✓ If the grievant is not satisfied with the VP's decision, the grievant may appeal within 10 days to the Superintendent (or designee).
- ✓ If the grievant chooses to go to the Superintendent (or designee), the Superintendent (or designee) and grievant will meet within 10 days.
- ✓ Following this meeting, the Superintendent (or designee) shall provide his/her written decision to the grievant within 10 days.

Level 4 – Arbitration

- ✓ If not satisfied with the resolution at Level 4, the grievant has 10 days to submit the grievance to binding arbitration.

Management Guide to Mileage Reimbursement

CSEA

- ✓ There is no mention of “mileage reimbursement” within the CSEA contract.
- ✓ Past Practice (*which is acceptable to District*):
 - Classified employees do not receive mileage for driving to their assigned workplace.
 - Example: An employee (who lives in Visalia) assigned to Hanford campus does not receive mileage for driving to and from the Hanford campus.
 - If required to drive to a site other than their assigned workplace, classified employees have the right to receive mileage reimbursement (from point of origin or Visalia campus, whichever is less).
 - Example 1:
 - Scenario: An employee whose work assignment is in Tulare is required to attend a meeting in Visalia from 1 p.m. to 2 p.m. and then return to work in Tulare.
 - Answer: The employee receives mileage reimbursement for a round-trip (20 miles) to and from Visalia.
 - Example 2:
 - Scenario: An employee (who lives in Visalia) is asked to report to the Visalia campus for a meeting from 7:45 a.m. to 8:45 a.m. before traveling to Hanford (his/her assigned work place) for the rest of the work day.
 - Answer: The employee receives mileage reimbursement from his/her home to Visalia campus, but does not receive mileage from Visalia to Hanford.
 - Example 3:
 - Scenario: An employee (who lives in Tulare, but works in Hanford) is required to attend a meeting in Visalia at 4 p.m. The employee is not required to return to work in Hanford.
 - Answer: The employee receives mileage reimbursement from Hanford to Visalia, but does not receive mileage from Visalia to home.

COSTA

- ✓ The rule = any bargaining unit member whose assignment requires travel from one campus to another campus on the same day will be reimbursed for mileage to the other campus at the IRS reimbursement rate. Reimbursement shall be for a one-way trip only.
 - Example 1:
 - Scenario: An instructor commuting to his/her work site from home.
 - Answer: no mileage reimbursement.
 - Example 2:
 - Scenario: An instructor who teaches in Visalia in the morning and in Tulare in the afternoon.
 - Answer: The instructor is entitled to mileage from Visalia to Tulare.

COSAFSA

- ✓ Adjunct faculty who are required to travel from one campus to another campus on the same day for their teaching assignment will be reimbursed for mileage to the other campus at the IRS reimbursement rate. Reimbursement shall be for a one-way trip.
- ✓ Adjunct faculty required to travel as part of their adjunct assignment (i.e. Work Experience Coordination) will be reimbursed for mileage at the IRS reimbursement rate. The point of origin for calculating mileage for reimbursement shall be from the campus where he/she conducts the majority of his/her adjunct assignment.

Management

- ✓ See Board Policy & Administrative Procedure 7400

Management Guide to IRS Mileage Reimbursements - Procedures September 2016

Mileage Reimbursements are “Accountable Plans” under IRS Law (Publication 463)

- ✓ District reimbursements for mileage expenses for business purposes are reimbursed by the district under an IRS “accountable plan” and are referred to as transportation expense reimbursements. Business purposes include travel between campuses or to off-campus meetings. In a day’s work, an employee may be reimbursed for any business miles that exceed a normal day’s commute to and from their principal place of business (even if they do not start or end at their principal place of business that day).
- ✓ Tax-exempt mileage reimbursements are allowed under IRS law if they are an “accountable plan”. To be an accountable plan, your employer's reimbursement or allowance arrangement must include all the following rules:
 - Your expenses must have a business connection – that is, you must have paid or incurred deductible expenses while performing services as an employee of your employer
 - You must adequately account to your employer for these expenses within a reasonable period of time
 - You must return any excess reimbursement or allowance within a reasonable period
 - If you meet the three rules for accountable plans, your employer should not include any reimbursements in your income in box 1 of your Form W-2. However, if you submit your mileage reimbursement request later than 60 days after expenses have been incurred, your reimbursement does not meet the IRS “accountable plan” rules, and your reimbursement will be taxable.

Mileage Reimbursement Request Deadlines (IRS Publication 463)

- ✓ **Reasonable period of time.** The definition of reasonable period of time depends on the facts and circumstances of your situation. However, regardless of the facts and circumstances of your situation, actions that take place within the times specified in the following list will be treated as taking place within a reasonable period of time.
 - You receive an advance within 30 days of the time you have an expense.
 - You adequately account for your expenses within 60 days after they were paid or incurred.
 - You return any excess reimbursement within 120 days after the expense was paid or incurred.

Commuting

- ✓ Travel from a personal residence to a primary place of employment and/or back is considered non-business travel by the IRS, and is known as commuting to or from work. An employee who is reimbursed for a commute to or from their principal place of business is receiving a taxable reimbursement. The College of the Sequoias does not reimburse staff for commuting, except for rare occasions a CSEA member has been involuntarily transferred, and reimbursement is required by the CBA. In order to comply with Internal Revenue Service tax laws, such mileage reimbursements will be taxable and reported on the employee’s W-2. On the monthly mileage log, such CSEA member should note “commute” (if traveling from home to work) for this type of reimbursement.

Management Guide for all District Vehicles Assigned to the Ag Division

(COS Administrative Procedures 6530 & 6531)

Vehicle No.	District Vehicles Assigned to Agriculture Division
2	½ Chevy pickup
3	½ ton Ford pickup
7	¾ ton Ford 4-door pickup
10	½ ton Dodge 4-door pickup
11	¾ ton Ford Super Duty

Use of Vehicles

- ✓ All District policies and administrative procedures (6530 & 6531) apply to **faculty, staff and student** use of District vehicles (includes all pickups) assigned to the Agriculture Division.
- ✓ In order for District employees to operate vehicles assigned to the Agriculture Division, they must be cleared by the COS Transportation Department. Only those employees are authorized to operate District vehicles assigned to the Agriculture Division.
- ✓ Students **must** be cleared by District Transportation Department before they are permitted to operate District vehicles assigned to the Agriculture Division. Only those students are authorized to operate the vehicles.
- ✓ All District vehicles assigned to the Agriculture division will be parked and secured in the fenced enclosure located in the instructional units **on campus nightly** at the conclusion of their use (Vehicles are not for home to work use).
- ✓ The Faculty/staff driver is responsible for maintaining daily mileage log on Ag Division vehicles and for checking mileage on a vehicle before it is driven. If it is past its scheduled service mileage, driver must have service performed.
- ✓ All District transportation policies and administrative procedures apply to all faculty/staff using vehicles for overnight travel for any type of staff conferences/meetings and/or student events.
- ✓ Agriculture faculty and staff will work cooperatively when the use of District vehicles assigned to the Agriculture Division are needed for District-wide purposes.

Maintenance of Vehicles

- ✓ Immediately after use, driver **MUST** disconnect any trailer or implement attached to vehicle. Driver must clean and return implement to designated parking area.
- ✓ Driver is responsible for cleaning the interior of the vehicle (i.e., window is left down and pickup is dusty; floor mats are dirtied; trash or miscellaneous items are left inside.)
- ✓ Driver must clean the bed of a pickup after using it to haul brush, leaves, hay, etc.
- ✓ Driver or the staff supervisor of the student driver is responsible for returning each vehicle in a clean and serviced condition. Driver may obtain wash card from the Farm Instructional Unit Manager and return it with the receipt when complete. Wash card is only for District vehicles assigned to the Agriculture Division.
- ✓ When the gas tank drops to one-quarter (1/4) full, driver **must** fill tank before returning vehicle.
- ✓ All faculty/staff drivers must park vehicles in the fenced enclosure located at the instructional units.

Damage

- ✓ Drivers should immediately report any vehicle collision or damage to Farm Instructional Unit Manager and Division Chair.
- ✓ Driver is responsible to report any damage to District management and to follow through as directed with all repairs.

Management Guide to Website Blocking

Web Site Blocking

- ✓ To maintain the health of the District network, access to certain web sites is restricted. These web sites are blocked due to the propensity of malware, excessive traffic, or data theft. The district employs a device designed to block specific sites and categories of sites. The below are the categories that the District blocks:
 - Proxy Avoidance
 - Social/p2p/etc.
 - Personals/ Dating
 - Explicit Content
 - Chat/IM/GAMES/GAMBLING
 - Download Sites
 - Porn/Erotica
 - Video Sites
 - Malicious Outbound
 - Malicious Source

Web Sites Allowed

- ✓ From a district standpoint, some websites are globally allowed throughout all district locations, those websites are:
 - YouTube
 - Facebook
 - Instagram
 - Twitter
 - Pinterest
 - iTunes
 - Google plus
 - LinkedIn
 - Tumbler
 - Dropbox

Web Sites White Listing

- ✓ From time to time a site may be necessary for a particular curriculum. This site may or may not be in one of the categories that is generally blocked. A faculty member may request that a site be put on the “White list” of accessible sites. To accomplish this, the faculty member will forward the full site URL and reasoning behind the request to the appropriate Academic/Student Services Dean. The Dean will then review and either approve the request and forward on to the Dean of Technology Services or return the request to the faculty member as denied. The Dean of Technology receives requests then reviews the site with the System Administrator to ensure the health/security of the network is not compromised. If the site is deemed safe the System Administrator will place the site on the “White List.” Contact Technology Services for information regarding these sites.

Web Use Board Policies and Administrative Procedures

- ✓ The following policies and procedures outline the general concepts for use of district computers and the use of the web. These policies and procedures support the need to maintain a safe and secure network infrastructure.
 - [BP 3720 Computer and Network Use](#)
 - [AP 3720 Computer and Network Use](#)
 - [BP 3721 Website](#)
 - [AP 3721 Website](#)

District Social Media Use

Use of Official District Social Media

- ✓ The District encourages online, specifically social media, engagement as a constructive medium for dialogue between students, staff, faculty and our community.
- ✓ District-affiliated social media use should contribute to the District's mission as outlined in the Mission Statement
- ✓ This bulletin addresses the use of official District social media accounts by COS employees, students and followers, including comments, posts and other engagement by the public on those accounts.
- ✓ Due to the changeable nature of social media, this bulletin may be periodically updated.

Definition and Variety

- ✓ Merriam Webster defines social media as follows: "Social media comprises forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content."
- ✓ There exist multiple manifestations of online and mobile social networking (social networks, blogs, microblogs, wikis, content-sharing, messaging, forums and check-in services) served by myriad providers.
- ✓ Users are recommended to familiarize themselves with respective provider "Terms of Use" as the District will adhere to these policies.

Content Management

- ✓ Content communicated through official District social media accounts reflects upon the District and is therefore expected to be appropriate, ethical, professional and legal.
- ✓ Existing policies governing student and employee behavior apply to use of District social media accounts and links (for example, tags and hashtags).
- ✓ The District is not responsible or liable for content, information and views expressed by social media followers or third-party sites.
- ✓ Linking third-party content does not imply endorsement by the District of that site or content.
- ✓ The District reserves the right to remove any content that the District deems questionable, duplicative or misrepresentative of the District's mission.
- ✓ The District reserves the right to block and report users that repeatedly abuse District social media accounts or post content violating District policies.

Exceptions

- ✓ Classroom use of social media is addressed separately by Academic Senate.
- ✓ The District claims no association with or liability for individual personal social media accounts.

Reference

- ✓ For more information on account creation, see Management Bulletin "District Social Media Account Creation."
- ✓ Questions about this bulletin or District social media accounts should be directed to the District Marketing & Public Information Office (publicinfo@cos.edu, 559.730.3921).

District Social Media Account Creation

Account Creation

- ✓ District units or student organizations wishing to develop a social media presence are required to consult with the Marketing & Public Information Office before creating social media accounts, groups, pages or profiles.
- ✓ This helps ensure accounts are properly established, non-duplicative and adhere to District policies.
- ✓ Accounts are expected to follow recognized [social media best practices](#).
- ✓ Accounts that consistently fail to meet best practices are subject to review and remediation by the Marketing & Public Information Office.
- ✓ The District takes no responsibility for accounts created outside of these guidelines.
- ✓ Due to the changeable nature of social media, this bulletin may be periodically updated.

Definition and Variety

- ✓ Merriam Webster defines social media as follows: “Social media comprises forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content.”
- ✓ There exist multiple manifestations of online and mobile social networking (social networks, blogs, microblogs, wikis, content-sharing, messaging, forums and check-in services) served by myriad providers.
- ✓ Users are recommended to familiarize themselves with respective provider “Terms of Use” as the District will adhere to these policies.

Account Administrators

- ✓ Along with the appropriate staff or faculty representative(s), the Marketing & Public Information Coordinator and Webmaster will be administrators on all District-affiliated accounts and expect continuous access to account log-in information.
- ✓ Students are not to be account Administrators but may have Editor and other, secondary access.
- ✓ In cases where individuals leave the District or no longer have account maintenance responsibilities, access will immediately be revoked and/or log-in information changed.

Exceptions

- ✓ Classroom use of social media is addressed separately by the Academic Senate.
- ✓ The District claims no association with or liability for individual personal social media accounts.

Reference

- ✓ For more information on account use and content management, see Management Bulletin “District Social Media Use.”
- ✓ Questions about this bulletin or District social media accounts should be directed to the District Marketing & Public Information Office (publicinfo@cos.edu, 559.730.3921).

Management Guide to Electronic Message Centers & Marquees

Purpose

- ✓ Digital or Electronic signs, message centers and marquees (“Marquees”) on College of the Sequoias (COS) campuses are used to share events and information relevant to the District and District audiences.
- ✓ Marquee messaging is available at no charge to official COS departments, offices, organizations and student groups.

Content Management

- ✓ Marquees are managed by campus designees under the supervision of the Superintendent/President or campus Provost.
- ✓ These designees are responsible for Marquee oversight and content management and will post messages as deemed appropriate.
- ✓ Messaging requests should be directed to the respective campus designee who will review the request for adherence to these guidelines and will post the message if warranted.
- ✓ Designees may also post events without a direct request.

Disclaimer

- ✓ The District offers no guarantee with respect to the appearance of Marquee messages.
- ✓ Message appearance is subject to electronic, mechanical and physical space limitations of the Marquee.

Non-District Use Prohibited

- ✓ District Marquees are maintained as information sources and communication media exclusive to District goals and objectives.
- ✓ They are not to be used as commercial tools, nor will they be used to solicit any product or service of a commercial nature, or the services of individuals or any other for-profit or for-marketing entity.
- ✓ Messaging for non-COS purposes or events hosted at but not sponsored by COS is not permitted.

State Regulations

- ✓ Messages must conform to provisions of the [California Outdoor Advertising Act and the California Code of Regulations](#), which provide requirements for message timing, display and content.

For More Information

- ✓ For more information about Marquee use, messaging and regulations, refer to the District Marketing & Public Information Office (publicinfo@cos.edu, 559.730.3921).

**Management Guide to
Information or Data Security Breach Response**

Overview – District Response to Hacking, Data Information Breach, or System Failure

Severity Level	Description	Action required
LOW	<ul style="list-style-type: none"> ➤ Password compromises – single user ➤ Unauthorized access attempts ➤ Account sharing ➤ Account lockouts 	<ul style="list-style-type: none"> ➤ Notify District Help-Desk (email Computer Services – helpdesk@cos.edu)
MEDIUM	<ul style="list-style-type: none"> ➤ Hacking or denial of service attacks attempted with no impact on operations ➤ Widespread computer viruses easily handled by anti-virus software ➤ Lost laptop / smart phone, but no data compromised 	<ul style="list-style-type: none"> ➤ Notify immediate supervisor and District Help-Desk. ➤ Immediate supervisor to collect details of the incident and notify Technology Dean.
HIGH	<ul style="list-style-type: none"> ➤ Hacking or denial of service attack attempted with limited impact on operations ➤ Widespread instances of a new computer virus not handled by anti-virus software ➤ Possible breach of student information or personally identifiable info ➤ Some risk of negative financial impact 	<ul style="list-style-type: none"> ➤ If a breach of confidential information is suspected notify immediate supervisor and District Help-Desk. ➤ Immediate supervisor to collect details of the incident and notify Technology Dean. ➤ Technology Dean will document response actions taken
SEVERE / URGENT	<ul style="list-style-type: none"> ➤ Successful hacking or denial of service attack (takes a system down) ➤ Confirmed breach of personally identifiable (PI) information ➤ Significant operations impact ➤ Significant risk of negative financial or public relations impact 	<ul style="list-style-type: none"> ➤ If a breach of personally identifiable information or regulated information is suspected, notify immediate supervisor and District Help-Desk. Immediate supervisor to collect details of the incident and notify area Vice President and Technology Dean. Technology Dean will document response actions taken ➤ Technology Dean will notify campus and local law enforcement, the State Attorney General’s Office-Data Breach Reporting, and the Chancellor’s Office ➤ Once it has been determined that the information was, or is reasonably believed to have been, acquired by an unauthorized person, District will notify affected individuals within 10 business days.

For further details please review [Management Bulletin-Security Incident Response](#) document

Management Guide to Copy & Mail Services

College of the Sequoias Copy and Mail Department is located on the Visalia campus in the Blue Oak Building, next to the Facilities Office.

The College of the Sequoias Copy and Mail Services is a full-service print shop and mail service center that serves the Sequoias Community College District, including the Visalia, Tulare, Hanford and BICS campuses.

Copy and Mail Service Hours

Monday – Tuesday 7:45 a.m. to 6:00 p.m.

Wednesday – Friday 7:45 a.m. to 4:45 p.m.

Copy Services

Copyright Information

The College of the Sequoias Copy and Mail Services does not reproduce copyrighted materials without a proper copyright release from the publisher. If the copyrighted material is going in a Class Pack (that will be sold in the COS Bookstore), the publisher MUST understand that the Class Packs are being SOLD at the COS Bookstore. The copyright release must state that the publisher understands that the information will be sold.

For more information about copyright, the following site may answer some of your questions: <http://www.umuc.edu/library/libhow/copyright.cfm>.

Non Walk-up photocopy service:

Copy and Mail Services offers a turn-around time of up to two working days for regular jobs. This includes one-sided and two-sided copying, machine collating and stapling, and three-hole punching. Machine collating is limited to a maximum of three colors of paper. The maximum paper size for black & white or color toner-based photocopying is 11 x 17 inches. This size paper may require additional time. Services available that require an additional working day are cutting, folding, padding and booklet making. Booklets that are stapled along the fold could take up to an additional working week. Complete a photocopy request form, available at Copy and Mail Services and on the [website](#). See work order for details or contact the department copyandmail@cos.edu. Large format printing is available through the Public Information Office.

You may also utilize the Universal Send feature within your departmental copiers to send your hard copy documents to Copy & Mail Services along with the work order outlining the directions for print. In addition to this feature you can also email your documents to your personal email to archive your non-digital items for further submission.

Online Photocopy Requests:

Submit your work order and a scanned original from any District copier or send it from your computer using the email copyandmail@cos.edu. Turn-around time is up to two working days. Turnaround time for jobs submitted on weekends or after 4:00 p.m. on working days will begin on the following business day.

Walk-up black & white and color copy service (located on the Visalia campus):

Longer than normal wait times can be expected for walk-up copies at the Visalia campus during the busiest times of the year. The beginning of each semester, during midterms and finals are considered the busiest periods. This while-you-wait

service is designed for small jobs. If your job is large (over 250 total copied sheets), please fill out a Copy and Mail Order form and leave it in the basket for copying within two working days. Walk-up service offers:

- One-sided and two-sided copying and machine collating and stapling
- Paper sizes available are to 8.5 x 11, 8.5 x 14, 11 x 17
- Bond paper as well as card stock.
- Many paper color options

Originals must be camera-ready for walk-up service. It is not necessary to fill out a form for this service.

Helpful Hints for Copying Services:

1. Fill out the Work Order completely.
2. Allow as much time as possible for your order.
3. If there are special instructions, please inform a Copy & Mail Services employee.
4. Paper clip the originals. *Please do not submit stapled originals.*
5. When requesting color or special sized paper, please make sure you have the proper purchase order number and signature before submitting for duplication. We need to have a purchase order number and signature *before we can complete your order.*
6. If any printing sent to Copy & Mail is in violation of copyright law, we will return it to you.
7. All originals must be camera ready i.e.; no paste-ups, magazine tear-outs etc. In addition, *we do not copy from books or magazines.* Originals must be letter-sized. Each division has their own copy machine for making originals. Please utilize this service.
8. Please have clear originals to copy.
9. Each division has copy limits: 1,500 per person, per quarter. Please limit your rescue copies to not exceed 100 total sheets. Anything over 100 total sheets should be submitted to Copy & Mail Services.
10. Please place all service calls for your department copier personally. Service calls are placed to Stacey Garster 737-6169. There is a Ray Morgan Company team member to maintain District copiers and printers. He will deliver supplies. Please call 800-3996. His number is on each of your copiers/printers.
11. Copy and Mail Services will try to expedite all orders on a first-come, first-served basis. Please be patient, and leave work with ample time for completion.
12. If you email your documents to copyandmail@cos.edu or copy&mail@cos.edu and attach your files, please make sure your files are in one complete file. Do not ask Copy and Mail Services to combine files.

Mail Pick-Up and Delivery

Visalia Campus:

Mail is picked up from the mailroom and processed at the following times:

- 8:30-9:00 a.m. (any mail in the Visalia Campus outgoing boxes for Hanford or Tulare will be sent by courier to the respective campus the same day. Any mail received after 9 a.m. will be processed and sent by courier the following business day.)
- 11:30 a.m. -12:00 p.m. – US Mail disbursed into Visalia campus mailboxes
- 2:30-3:00 p.m. – Outgoing US Mail picked up from Mailroom
- 4:45 p.m. – Copy and Mail Services closes on Wednesday, Thursday and Friday
- 6:00 p.m. – Copy and Mail Services closes on Monday and Tuesday

Hanford Campus:

- Mail must be ready for pick up by 12:30 p.m. each day, and is generally picked up at the Hanford Campus between 12:30 -1:00 p.m. daily.
- Hanford mail will be delivered to the Visalia Campus between 2:00 – 2:30.
- Both internal mail and external mail (mail that needs to be processed by the US Postal Service or another carrier) will be processed at the Visalia Campus.

Tulare Campus:

- Mail must be ready for pick up by 12:30 p.m. each day, and is generally picked up at the Tulare Campus between 12:30 -1:00 p.m. daily.
- Tulare mail will be delivered to the Visalia Campus between 2:00 – 2:30.
- Both internal mail and external mail (mail that needs to be processed by the US Postal Service or another carrier) will be processed at the Visalia Campus.

Mailboxes

- For security reasons, students are not allowed in campus mail rooms.
- In Visalia, please have students deliver messages to the counter adjacent to the mailroom door in the hallway.
- In Hanford, please have students deliver a message to The Hub.
- In Tulare, please have students deliver a message to the front receptionist.

If you do not have a key to open a door to a campus mailroom, please complete a key request and submit it to District Police.

Visalia Campus:

Visalia mailboxes are located in the Sequoia Building, and every faculty member teaching in Visalia will have an assigned mailbox. Mailboxes are assigned at the beginning of each semester. If a faculty member does not have a mailbox at the beginning of the semester, please contact Academic Services which will, in turn work with the staff of Copy and Mail Services. Department boxes will be used for mail for classified staff members assigned to that department.

Hanford Campus:

Hanford mailboxes are located inside The Hub. All mail is delivered to the Hanford campus at approximately 1:00 p.m. daily. Mailboxes are assigned at the beginning of each semester, and all Hanford faculty and staff are assigned a mailbox. For faculty members who are only teaching in Hanford, this will be your ONLY mailbox. For outgoing mail, the boxes on the counter are well marked. If you do not have a mailbox or need additional information, please contact the Administrative Assistant to the Provost, and arrangements will be made.

Tulare Campus:

Tulare mailboxes are located in two areas on campus. For full-time faculty and staff, who choose to have their mail in Tulare, they can be assigned a mailbox in Building A. For fulltime or adjunct faculty who wish to have their mail delivered to Building B, there are mail slots located in Room-B-230 the faculty lounge and workroom area. Mail is distributed by 4 p.m. each day. All mail is delivered to the Tulare campus at approximately 1:00 p.m. daily. Mailboxes are assigned at the beginning of each semester, and all Tulare faculty and staff are assigned a mailbox. For faculty members who are only teaching in Tulare, this will be your ONLY mailbox. For outgoing mail, the boxes are located in Building A. If you do not have a mailbox or need additional information, please contact the Administrative Assistant to the Provost, and arrangements will be made.

Training Resource Center (“TRC”):

TRC mailboxes are located on the Visalia Main Campus in the Mail Room or can be sent via postal mail for direct delivery to the TRC Training Center (address 4136 N. Mooney Blvd, Tulare, CA).

Packages sent to the Warehouse should be delivered directly to the BICS Center at 4136 N. Mooney Blvd, Tulare, CA.

Helpful Hints for Mailing Services

1. You may send parcels via UPS through Copy & Mail Services. These parcels must be school related, and no personal packages will be handled through District Mail Services.
2. If you are mailing a parcel from Visalia, please bring your addressed, boxed packages to Copy & Mail Services and see an employee. If you need Air Service please let us know. We have packaging available for you.
3. If you are mailing a parcel from Hanford or Tulare, please use the Copy and Mail Package Request form located in The Hub (Hanford) or Front Desk Receptionist (Tulare).
4. All UPS parcels received by District Copy & Mail Services by 3:00 p.m. daily will be processed the same business day.
5. District mail which is to be sent via the Pre-Sort center to the United States Post Office must be delivered to the mailbox located in the Visalia mailroom no later than 2:30 pm for same day processing. Please ensure all flaps of the **envelopes are down**
6. Mail pieces of like material of 225 or more is considered Bulk Mail. Please use the bulk rate stamped envelopes available from the Warehouse (on the Visalia Campus). If a bulk rate hand stamp is needed, please see a Copy & Mail Services employee. Please let a Copy & Mail Services employee know the amount (number of pieces) of your mailing, as COS must give the pre-sort company an exact count. When completing a bulk mail, "or current resident" must be listed in the second field of the address. This is NOT an option.
Example: Joe Employee (or current resident)
915 S. Mooney Blvd
Visalia, CA 93277
7. All envelopes are accessible by filling out a supply requisition form. The supplies will be delivered to requester from the Warehouse.
8. If your department does a lot of mass mailings, please place your department name below the College of the Sequoias return address. When the envelopes are returned to campus with problems with the address, it is easier to return to the original sender without having to open and re-route.
9. Your department name **MUST ALWAYS** be below the return address of the college. Mailings will be returned to respective department if the return address is not listed. This is a regulation of the Post Office.

If you have any questions on mailings, please ask Copy and Mail Services!

Management Guide to Expenditures – Food for Staff

Food Purchases for Staff out of Categorical/Restricted Funds

- ✓ Food purchases are allowed with manager/supervisor approval out of categorical or restricted funds if allowed as a program expenditure by the granting agency
 - Should be minimal and infrequent to comply with IRS “De Minimis” rules
- ✓ All District categorical budgets and resources should be used in a conservative and efficient manner

Food Purchases for Staff out of Unrestricted General Fund

- ✓ Must have President, Vice President or Provost level approval
- ✓ Sign-in sheets and an agenda (for items of discussion) are required
 - Working breakfasts or lunches (must be optional for union members)
 - Site or department level staff meetings
 - Are considered “for the employer’s convenience” since work is accomplished
 - Will be paid out of department or division budgets
- ✓ Staff appreciation meals or department/division lunches should be paid out of personal funds
- ✓ Staff parties or holiday parties should be paid out of personal funds or donation funds

IRS Guidelines to Avoid a Taxable Fringe Benefit (IRS Publication 15-B)

- ✓ IRS allows “De Minimis Meals” to be excluded from an employee’s W-2. IRS *examples* are:
 - Coffee, doughnuts, soft drinks, water
 - Occasional meals provided to an employee to work overtime
 - Annual recognition event for employees
- ✓ IRS allows the value of meals furnished to an employee to be excluded from the employee’s W-2 if they are furnished for the employer’s convenience
 - E.g. working through lunch; working overtime

Miscellaneous Items of Interest

- ✓ Coffee and tea supplies for staff lounges should be personally funded through staff donations.
- ✓ Meal reimbursements for approved travel/conference events are allowed at established rates

Management Guide to Bond/Security Financing Disclosure Policies

Bond/Security Financing Disclosure Policies – The Basics

- ✓ The College of the Sequoias District has numerous bond issuances. It is required by the Securities and Exchange Commission (Rule 15c2-12) that annual disclosure reports are filed for each bond issuance. These reports are called Continuing Disclosure Statements.
- ✓ In addition, if any significant events occur, such events must be reported through filing with the Municipal Securities Rulemaking Board within ten (10) business days of occurrence.
- ✓ COS's current Financial Advisor has filed all of College of the Sequoias required disclosure statements since 2005. Prior Financial Advisors issued prior disclosure statements. Usually the financial advisor on a given issuance includes the cost of future disclosure reporting in their fees, and thus performs the service for the District.
- ✓ It is the Board's responsibility, when any new bonds or securities are issued, to ensure that any disclosure statement included in a Preliminary Official Statement or in the Official Statement (OS) is correct and accurate.
 - The Vice President of Administrative Services will work with the President/Superintendent to ensure accurate data is prepared and presented for the board's review.

What is a Continuing Disclosure Statement?

- ✓ The District has covenanted for the benefit of Bond Owners to provide certain financial information and operating data relating to the District no later than April 1 of each year, commencing April 1 following the issuance of bonds.
- ✓ The required annual reports include (Issuance certificate may ask for different components):
 - Annual financial statements (including annual financial & compliance audits)
 - Annual District budget
 - OPEB Benefits and Unfunded Liability
 - Assessed valuation
 - Certain Secured Property Tax Data as required
- ✓ Annual Continuing Disclosure Statements are reported and housed on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board.
- ✓ The Vice President of Administrative Services, in conjunction with the Chief Accounting Officer, is responsible to ensure that annual continuing disclosure statements are filed.

What significant Events must be Reported as they Occur?

It is the District's duty to disclose all material facts (facts that are important to an investor in making an informed investment decision). The District needs to disclose anything that a reasonable investor or prospective investor would consider important information in making investment decisions.

- It is the responsibility of the Vice President of Administrative Services to ensure that any significant events are reported as they occur.
- ✓ Any circumstance where the Issuer is "speaking to the market."
- ✓ Changes in credit ratings.
- ✓ Principal or interest payment delinquencies.
- ✓ Adverse tax opinions, or the issuance by the IRS of final determinations of taxability.
- ✓ Any event which causes a facility not to be available for beneficial use or occupancy by the District, when such facility was financed via bond or security proceeds.

- ✓ Bankruptcy, insolvency, or receiverships. For the District, this would denote not reaching the General Fund required minimum fund balance (5%, as deemed a “prudent fund balance” by the California Chancellor’s office). Another example could be significant budget cuts, or significant layoffs due to budget reductions.
- ✓ Other notices or determinations by the IRS with respect to the tax status of the bonds (or the security) or other events affecting the tax status of the bonds/security.
- ✓ Non-payment related defaults, if material.
- ✓ Any unscheduled draws on debt service reserves or credit enhancements (would reflect financial difficulties)
- ✓ Modification to the rights of the bondholders.
- ✓ Release, substitution, or sale of property securing repayment of the bonds/security, or of property purchased by bond proceeds.
- ✓ Dissolution of the District, or a merger of the District with another community college district.
- ✓ The appointment of a receiver or fiscal agent by the state Chancellor’s office for any reason.
- ✓ Failure of the District (Issuer) to provide annual financial information as required.

Management Guide to Employee Payroll Overpayments

Employee Overpayments

- ✓ On occasion, payroll overpayments occur due to incorrect information provided to payroll, or payroll/employee errors.

District's Responsibilities

- ✓ District must contact the employee within five (5) days of discovery of the error. The Payroll department will be the initial contact with the employee who has been overpaid (California Ed Code Section 88166).
- ✓ District must receive written permission from the overpaid employee granting the District approval to deduct the full amount of the overpayment from the employee's next payroll check or to promise to pay back the District within a certain time frame and have increments deducted each pay period until paid in full.
- ✓ District must receive the overpayment in full or the overpayment is considered a Gift of Public Funds (California Constitution, Article 16, Section 6).
- ✓ If the employee refuses to provide written permission to the District, the District shall set up an Accounts Receivable from the employee and the Payroll Department will adjust the employee's W-2 to reflect the correct amount of wages and taxes for the calendar year.
- ✓ The District will continue efforts to contact the employee to make restitution to the District for the overpayment. After two (2) weeks of continual calling or emailing, Fiscal Services will send a certified letter to the employee stating the employee has 45 days with which to make payment in full or be subject to collections.
- ✓ After the 45 day period, Fiscal will submit the employee to our external collection agency who in turn will begin calling and writing the employee. The collection agency will report the employee to the credit bureaus.
- ✓ If collections is not successful after a two (2) year period, the District will pursue taking the employee to Small Claims Court for any overpayment greater than \$1,000.

Employee Responsibilities

- ✓ Employee can pay the District back in full immediately upon discovering the error.
- ✓ If the employee is unable to repay the full amount in one check, the employee can make arrangements in writing to have increments deducted each month until paid in full.

Gifts of Public Funds

Gifts of Public Funds

- ✓ Gifts to students and staff are not allowed using District funds.
 - Certain gift cards or vouchers *are* allowable for students out of restricted funds – see management bulletin “Management guide to gift cards”
- ✓ Gifts and donations to organizations, students, staff or community members are not allowable because they are considered a gift of public funds. Any funds received as revenue by the District, or raised by students and staff of the District (under the District’s tax identification number and under its nontaxable status), are to be expended for District purposes only.
 - The California Constitution prohibits the gift of public funds to any individual, corporation, or other government agencies (Article 16, Section 6)
- ✓ State education code and federally funded education programs reference the term “reasonable and necessary” when determining the allowability of expenditures.

Awards for Employees

- ✓ AB 1730 repealed Ed Code Section 87015, which previously authorized community college districts to give “awards” to employees.
- ✓ Education Code Section 70902 authorizes the board to “initiate and carry on any program or activity...that is not in conflict with the purposes for which community college districts are established.”
 - I.e., a community college board may make awards to employees if it articulates a valid public purpose for such awards and sets policy that provides the procedures and criteria for awards.
 - The Board of Trustees of College of the Sequoias has **not** made any such determination to date.
- ✓ Meals, tangible gifts, flowers, and similar items or not allowable as awards to or acknowledgements of employees

CTE and Student Projects

- ✓ District Career Technical Education Programs often create equipment or projects that will later be sold. These items should be sold at a market rate using public auction or multiple bid processes.
- ✓ At times, certain CTE programs may have students work or create something that will ultimately benefit an outside agency or party.
 - District CTE programs should generally carry out technical training on district campus sites, and not provide labor or work for unrelated outside parties
 - If a District CTE program finds that it is in the best interest of the students to have the students perform “actual” technical work during school class or redirected hours for an outside party (such as laying cement, repairing an automobile, constructing a fence, etc.), District staff should research the value of the product or labor provided to the outside party, and that value should be charged to the outside party accordingly. The party may then pay the District program (pay to COS) directly, or pay the District program through a donation to the COS Foundation in the program’s name.

Clothing for Employees

- ✓ Required uniforms or attire necessary for the performance and duties of an employee's job may be purchased using District unrestricted funds, and not be considered a gift of public funds.
 - Examples are nursing scrubs, groundskeepers clothing specific for yard work, police uniforms, STEPS registration workers logo shirts (COS logo), etc.
- ✓ Athletics department staff logo shirts and jackets should be purchased using foundation athletics funds.
- ✓ If matching shirts for a department are desired by the management, they should be funded by personal funds, or foundation funds where available
 - An exception is categorically funded programs wherein shirts and jackets for employees and/or students *may* be an allowable expenditure out of the restricted program.

Other issues

- ✓ See Management Bulletin on Gift Cards for information regarding gift cards for employees or students
 - Gift cards for employees are not allowed, and gift cards for students are only allowed in certain circumstances out of certain restricted funds.
- ✓ See Management Bulletin on Guide to Expenditures – Food for Staff for food and meal questions
 - Employee appreciation meals are not allowed out of District funds.

Management Guide to Gift Cards

Gift Card Purchases out of Unrestricted General Fund

- ✓ Purchase of gift cards out of Unrestricted General Fund is not allowed
 - The California Constitution prohibits the gift of public funds to any individual, corporation, or other government agencies (Article 16, Section 6)

Gift Card Purchases out of Categorical/Restricted Funds for Students

- ✓ Gift card/transportation/gas/meal card or voucher purchases are allowed with Area Dean approval out of categorical or restricted funds **only** if allowed as a program expenditure by the granting agency
 - All District categorical budgets and resources should be used in a conservative and efficient manner
 - No gift cards to grocery stores or department stores are allowed due to inability to control what is purchased
 - Initial bulk purchase of gift cards must be approved in advance by Area Dean in writing, including acknowledgement of the allowability of the purchase out of categorical or restricted funds.
 - All gift cards/vouchers must be accounted for and reconciled monthly
 - All gift cards/vouchers should be treated like cash and kept in locked drawer

Monthly Reconciliation of Gift Cards for Students

- ✓ Create log of cards or vouchers purchased
- ✓ Log should include card number, and space for student name, signature, date, and Banner ID for each card given out
- ✓ At month-end, reconcile number of cards not signed for on log to number of cards remaining in office i.e. if log was for 50 cards originally and 30 cards have been given out, then 20 cards are unsigned for on log, and 20 cards are in office; this should be verified and dated by two signatures monthly (one being a supervisor/manager level) on the log
- ✓ Continue to use log until all cards are given out, reconciling it monthly
- ✓ Once all cards are given out, attach documentation of why the type of card purchased is allowable out of the funding source to the log sheet, and a copy of original bulk invoice purchase, including Dean's authorization, and file in current year grant/categorical file

Gift Cards for Employees

- ✓ Gift cards for employees must be purchased using Foundation funds; the Foundation must purchase these directly, and in turn donate them to the Department or Division planning to use them for employees
- ✓ Gift cards cannot be purchased for employees on District CalCards
- ✓ If District funds are used to buy gift cards for employees, our external audit firm has informed COS that the amount must be placed on the employees W-2 as taxable income
- ✓ Student clubs and ASB funds cannot purchase gift cards for staff, students, or others (2018 Associated Student Body Accounting Manual page 186)

Management Guide to Approving Data/Research Requests

Why are Research & Data Relevant and Important?

- ✓ Data analysis and data driven solutions are central to the COS Model for Integrated Planning and essential to advancing the District's mission. As such, all managers and supervisors who are responsible for approving Data/Research requests are expected to review, understand and offer input on requests.
- ✓ By approving the request, you are indicating that you have reviewed it and understand that it will require the use of District resources. Therefore, it is critical that managers and supervisors are actively engaged and cognizant of the Data/Research request process. Managers and supervisors should take the following guidelines into consideration prior to approving Data/Research requests.

Benefit to the District

- ✓ First, consider how the data request will benefit the District. Will the request help the District assess and accomplish its goals and objectives as outlined in the Master Plan, Annual Report on the Strategic Plan, and other key reports? Often, a significant amount of time and resources are used to complete requests and they should be expended on those that are most beneficial to the District.

Engagement

- ✓ Managers and supervisors are advised to be involved in the data request process prior to the submission of the request. It is important to have discussions with the requestor about the purpose of the request and plans for appropriate utilization of the data. This helps both the requestor and the manager/supervisor better understand what data are needed and how the data can improve effectiveness.

Alternatives

- ✓ Requestors should be encouraged to explore alternative methods to obtain the information/data needed. For example, everyone requests surveys! Although surveys are helpful, they are but one tool that can be used. Other data collection methods include reviewing internal documents and protocols and/or conducting individual or focus group interviews. It is also important to consider if there are already existing data that can be used. At times, requests may be made for data that have already been collected, which may require unnecessary and duplicated work.

Sense and Sensibility

- ✓ When reviewing the request, evaluate if it makes sense, meaning it is reasonable, logical, understandable, and practical. Determine if there is a clear relationship between the purpose of the request, research questions, and application/use of the data. For example, are the correct data being requested? Will the data answer the research questions and fulfill the intended purpose(s)? If the data request does not make sense, make sure it does prior to submitting it.

FERPA & Ethics (Identity Protection)

- ✓ Data reports may include sensitive/personally identifying information and references about the District's students, faculty and staff, and the privacy of these individuals must be protected. Any disclosure of the personally identifiable information to unauthorized parties violates the Family Education Rights & Privacy Act ([FERPA](#)). Thus, all users of the data must be informed and aware of FERPA, General Ethical Standards ([COS AP 3050](#)), and/or [Human Subjects](#) procedures ([COS AP 3290](#) & [COS BP 3290](#)). If requestors and data users are unaware of these guidelines, please direct them to the appropriate sources.

Management Guide to Conducting External Research at COS

The Basics

- ✓ Outside entities and individuals interested in conducting research at COS must obtain approval from the COS Office of Research, Planning and Institutional Effectiveness.
- ✓ On a case-by-case basis COS considers requests from outside entities interested in conducting research studies at our campuses. In order to protect the privacy of our students and employees, the District considers all research involving the use of humans as being subject to federal regulations regardless of the type of research being performed or the source of funding.

Be Aware

- ✓ Please be aware that research subjects/participants may not be recruited at COS, nor may data be collected, until the research project has:
 - 1) Institutional Review Board (IRB) approval from an accredited University/institution, and
 - 2) The request has been approved by:
 - a. the COS Office of Research, Planning and Institutional Effectiveness, and
 - b. the COS Institutional Review Board (COS IRB)

Approval Needed

- ✓ An approval from the COS Office of Research, Planning and Institutional Effectiveness to conduct external research must be obtained when:
 - 1) The researcher is not a COS employee, or
 - 2) The researcher is a COS employee, but the intended research project is not part of the person's responsibilities at the District (e.g., the person needs to collect data for a master's thesis or doctoral dissertation).

Does this replace COS IRB review?

- ✓ This approval process is neither intended to serve as, nor replace, review of a research project/proposal by an IRB board. Only research projects that have already been approved by an IRB board at an accredited University may be considered for approval to conduct external research at COS.

Management Guide to Recording or Photographing Subjects

Photographing, Videotaping or Otherwise Capturing Images

- ✓ Following are the requirements when photographing or videotaping someone on District grounds, at District events or otherwise for the purposes of Sequoias CCD.

Get a Signed Release.

- ✓ When capturing images (photographs, video or otherwise) of someone who will be named.
- ✓ When photographing or videotaping in a classroom setting.
- ✓ Use the Image Release Form provided at <http://intranet.cos.edu/department/presidentsoffice/pio/Templates/Forms/AllItems.aspx>
- ✓ Provide a copy of the signed release to the Marketing & Public Information Coordinator (kristenf@cos.edu)

Post Signs at Events

- ✓ When hosting an event, post signage in a prominent place.
- ✓ Use the Photo Disclaimer Sign provided at <http://intranet.cos.edu/department/presidentsoffice/pio/Templates/Forms/AllItems.aspx>
- ✓ The Marketing & Public Information Coordinator also has signs you can borrow for use at your event.

Images of Minors

- ✓ Do not use images of those recognizably under 18 years of age, regardless of posted signs.
- ✓ If there is a need to use an image of a minor, obtain a release signed by the parent.

Outside Parties

- ✓ If parties other than Sequoias CCD are using release forms in order to capture images, obtain a copy of their signed release.
- ✓ Also have the subject(s) sign our release.
- ✓ Use the Image Release Form provided at <http://intranet.cos.edu/department/presidentsoffice/pio/Templates/Forms/AllItems.aspx>
- ✓ Provide a copy of the signed release to the Marketing & Public Information Coordinator (kristenf@cos.edu)

Management Guide to Certificate Application

Certificates at COS

- ✓ Students may earn certificates in a number of COS programs.
- ✓ If a student believes he/she has met the requirements to earn a certificate, he/she must follow the below process to apply for the appropriate certificate.

Step 1 – Student completes an Application to Receive a Certificate

- ✓ Student must fill out an application to receive a certificate.
- ✓ Certificate applications are available online and hard copy.

Step 2 – Student submits Application for Certificate for Review

- ✓ After completing the application for a certificate, a student will submit his/her application to a “Transcript Evaluator” in Student Services.

Step 3 – Review of Application for Certificate

- ✓ To assist the Transcript Evaluator, academic and student services deans will make sure the Transcript Evaluator has up-to-date course substitutions for their respective areas.
- ✓ After an initial review and assuming there are no issues, a Transcript Evaluator has the authority to award a certificate.
- ✓ Occasionally, however, a Transcript Evaluator may encounter issues with a certificate application, such as a student missing required courses due to questions on a student’s catalog year rights; the student having incomplete or insufficient grades; and/or recent course substitutions that have not been relayed to the Transcript Evaluator.
- ✓ If such (or other) issues arise, the Transcript Evaluator shall contact the appropriate academic or student services dean for review and resolution.
- ✓ Following his/her review, the academic or student services dean shall report back to the Transcript Evaluator with a final decision.

Step 4 – Awarding of Certificate or Denial of Certificate

- ✓ If all requirements to earn a certificate have been met, the Transcript Evaluator will enter a certificate completion into Banner.
- ✓ A certificate will then be mailed to the student.
- ✓ If it is determined a student has not met the requirements to earn a certificate, he/she will be notified by Student Services.