



Feather River College

EMPLOYEE HANDBOOK

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RECEIPT FOR EMPLOYEE HANDBOOK

FOREWORD

Whether you have just joined our faculty or staff, or have been at Feather River College for a while, we are confident that you will find our community a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of Feather River College to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. This handbook does not confer any contractual right, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Specific terms and conditions of employment may be found in Board policies and applicable collective bargaining agreements.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. It will be your responsibility to participate with your exclusive representative, if applicable, or in your Senate to stay informed on policy changes.

Finally, some of the subjects described here are covered in detail in official policy documents, such as collective bargaining agreements, official Board policies, or administrative procedures. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits.

A.
INTRODUCTION

1. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Feather River College, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

2. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Feather River College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Feather River College expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment.

a. Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or

gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, marital status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

b. Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Feather River College (e.g., an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the workplace and in academic settings or outside the workplace, such as during trips, meetings and Feather River College social events.

c. Retaliation Is Prohibited

Feather River College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

See BP/AP 3410 & 3430 for details.

3. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Feather River College to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or any other characteristic protected by law. Feather River College prohibits and will not tolerate any such discrimination or harassment.

See BP/AP 3510 for details.

4. AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The College is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the College's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the College aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the College.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Feather River College encourages individuals with disabilities to come forward and request reasonable accommodation.

a. Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Feather River College might make to help overcome those limitations.

The College will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Feather River College's overall financial resources and organization, and the accommodation's impact on the operation of the College, including its impact on the ability of other employees to perform their duties and on Feather River College's ability to conduct operations.

Feather River College will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require Feather River College to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

5. DRUG FREE WORKPLACE

The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is prohibited in all employee and student areas, buildings, properties, facilities, service areas, of the Feather River College Community District and all non-District areas where college classes/instruction are conducted.

All employees are required to comply with this policy as a condition of their continued employment. Any violation of this policy will be cause for disciplinary action to and including termination of employment or may require an employee to participate satisfactorily in a substance abuse assistance or rehabilitation program.

Any employee convicted under a criminal drug statute for conduct in the workplace must report that conviction within five days to the Human Resources Department. Employees who use illegal substances or abuse legal substances in a manner, which impairs their performance, but may not result in criminal conviction, are likewise subject to disciplinary action.

The Feather River Community College District recognizes substance dependency as treatable and encourages employees with substance-dependency problems to take advantage of available assistance programs.

See BP/AP 3550 for details.

6. COMPLAINT PROCEDURE

a. Reporting an Incident of Harassment, Discrimination or Retaliation

Feather River College strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that is contrary to Feather River College's policy or who have concerns about such matters should file their complaints with their immediate supervisor, or any member of the Human Resources Department before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Feather River College's designated representatives.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, Feather River College strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Feather River College will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

b. The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

c. Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension with or without pay, or termination, as Feather River College believes appropriate under the circumstances.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in academic or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Feather River College prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

See BP/AP 3435 for details.

B. EMPLOYMENT

1. PRE-EMPLOYMENT REQUIREMENTS

a. Fingerprint Clearance

Prior to employment, prospective employees shall be required to complete a fingerprint clearance through the Department of Justice.

b. Tuberculosis Screening/Testing

All newly hired employees shall have on file a medical certificate or screening indicating freedom from tuberculosis.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are negative for tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter, to determine that they are negative for tuberculosis.

2. INITIAL EMPLOYMENT PERIOD

Congratulations, you have been selected among a highly competitive group of qualified individuals to become a member of Feather River College. Every new employee goes through an initial period of adjustment in order to learn about the College and about their job. During this time the employee will have an opportunity to find out if they are suited to, and like, their new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate their performance. The initial employment period varies according to the employment category e.g. academic or classified. For tenured track contract faculty the probationary period is up to four (4) years, by annual contract. For classified employees the probationary period is twelve (12) months. Administrators serve at the pleasure of the Board by annual contracts up to four (4) years in duration.

During this time, the new employee will be provided with training, guidance, and performance evaluations from their supervisor. He/she/they may be discharged at any time during this period, as provided by California Education Code; if their Supervisor concludes that they are not progressing or performing satisfactorily.

At the end of the initial employment period, the employee and their supervisor may discuss their performance. For tenure track faculty, tenure status may be granted by the Board of Trustees. For classified employees regular employment status is achieved.

See respective collective bargaining agreements and handbooks.

3. EMPLOYEE CATEGORIES

Based on the conditions of employment, employees of Feather River College fall into the following categories:

Academic:

- a. Full-time
- b. Part-time

Classified:

- a. Full-time
- b. Part-time

Administrator:

- a. Academic
- b. Classified

Non-Permanent:

- a. Short Term - employees performing specific duties that will not be needed on an extended or continuing basis.
- b. Interim - employees hired for a specified project or timeframe, either academic or exempt classified. These salaries are calculated on an annual basis.
- c. Substitute - any person employed to replace employees temporarily absent from duty, or vacant unit positions.
- d. Temporary - employees performing certificated work on a temporary basis; i.e. associate/adjunct faculty.
- e. Student Worker - employees serving in student worker positions

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay, except as provided by California Education Code. Their salaries are calculated on an annual basis.

Non-Exempt employees receive overtime pay or compensated time off in accordance with overtime policies. Their salaries are calculated on an hourly basis.

Part-time employees may be classified as exempt or non-exempt.

C. COMPENSATION

1. PAYMENT OF SALARY

Employees are initially placed upon and paid according to established salary schedules. Regular employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice on the last workday of the month. Short-term or substitute employees are paid by check on the 10th of the month. Direct deposit is highly encouraged and saves the college time and expense. To activate direct deposit, a Direct Deposit Authorization form from Human Resources may be obtained. The completed form must then be returned with a voided personal check to the Human Resources Department. Due to banking requirements it may take several weeks for activation of the direct deposit.

A statement of earnings for each pay period is available online to employees through MyFRC. Statements include:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

The amount of taxes withheld is affected by the number of exemptions claimed on your Federal Form W-4, Employee's Withholding Certificate and your CA form EDD (DE 4), Employee's Withholding Allowance Certificate. You may change your exemptions at any time by submitting updated copies to the Human Resources Department.

2. OVERTIME PAY

Depending on the College's work needs, employees may be asked to work overtime. Prior approval of a supervisor, however, is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

Non-exempt full-time employees are eligible for additional overtime pay for work performed beyond their regularly scheduled 40 weekly hours. Hours at Feather River College are generally 8 a.m. to 5:00 p.m., Monday through Friday.

3. PERSONNEL RECORDS

The Human Resources Department maintains files that contain a copy of employment documents as well as paperwork relating to employee benefits. It is the employee's responsibility to advise the Human Resource Department on changes in name, address, telephone number, marital status, dependents, beneficiaries of insurance benefits, persons to notify in case of emergency, etc.

All information in personnel files is college property, confidential and used only for employment-related purposes. Therefore, non-related employment materials should not be requested for inclusion. The college maintains employee records in accordance with applicable federal and state

requirements. Employees may review their personnel file (during business hours) by notifying the Human Resource Department.

With regard to information in personnel files, the Human Resource Department intends to respect the privacy of all employees. Requests for personal and payroll information are considered confidential and proprietary and handled appropriately. Generally, without specific written authorization and release from an employee, only their job title, verification of employment dates and job duties will be released outside the College by Human Resources staff.

D.
EMPLOYEE BENEFITS

1. HEALTH INSURANCE

Feather River College currently offers regular full-time and regular part-time employees who are employed by the College health coverage.

You have up to 30 days from your employment date to make your medical plan election. Once made, your election is generally fixed for the remainder of the plan year. However, if you undergo a qualifying event (as defined in the Plan document), you may make a mid-year change in coverage provided you do so within 30 days from the date of the qualifying event.

During open enrollment you are free to change your medical elections for the following plan year, whether or not you have a qualifying event.

The Human Resources Department will assist you in making the necessary arrangements for enrollment. A complete description of the plans is provided to each employee at the time of hire.

2. DENTAL INSURANCE

Feather River College currently offers regular full-time and regular part-time employees who are employed by the College dental coverage administered through Delta Dental.

3. VISION INSURANCE

Feather River College currently offers regular full-time and regular part-time employees who are employed by the College vision coverage administered through VSP.

4. FLEXIBLE SPENDING ACCOUNT

As part of the College's Cafeteria Plans, we currently offer an employee-funded Flexible Spending Account to regular employees through American Fidelity.

5. GROUP LIFE INSURANCE

The College offers regular employees an employer-paid basic group term life policy. The College also offers additional voluntary life insurance coverage which you may purchase.

6. DISABILITY

Disability coverage is offered to members through American Fidelity. The College does not participate in the California Disability Insurance Program.

7. WORKERS' COMPENSATION BENEFITS

The College is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor and the Human Resources Department.

8. RETIREMENT BENEFITS

Feather River College participates in CalSTRS and CalPERS. Full-time faculty participate in CalSTRS and part-time faculty members may elect to participate. Classified personnel participate in CalPERS. The College also contributes to each members retirement account.

E.
TIME OFF

1. VACATION

Time away from work to relax and pursue special interests is important to everyone. All employees, with the exception of faculty and temporary staff, are eligible for paid vacation. Eligible employees can earn up to 25 days of vacation per year depending on length of employment with a maximum accrual of 60 days. This vacation accrual and cap is pro-rated for less than full-time employees.

Employees should make their vacation requests as far in advance as possible. Based upon department needs, supervisors will attempt to grant an employee the vacation dates they request.

When a recognized holiday falls during a scheduled vacation, it is not counted as a vacation day.

If an employee is released or decides to leave employment within six months of hire there will be no vacation payout.

See respective bargaining agreements and handbooks for details.

a. Guidelines for Vacation Pay for Terminating Employees

Employees leaving Feather River College will be paid their unused vacation accrual on the regular pay cycle.

2. PERSONAL TIME

Feather River College provides personal time for employees. The use of personal time is outlined in respective collective bargaining agreements and handbooks.

3. HOLIDAYS

Feather River College recognizes the following holidays:

- Independence Day (Observed)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Holiday Recess: The last seven (7) week days prior to January 2, except when January 1 falls on a Sunday, then the 7 week days shall include January 2.
- Martin Luther King Jr's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day (Observed)
- Juneteenth

Where a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

4. BEREAVEMENT LEAVE

In the unfortunate event of a death in the immediate family, a leave of absence will be granted.

Employees should make their supervisor aware of their situation. In turn, the supervisor should notify Human Resources of the reason and length of the employee's absence.

Upon returning to work, the employee must record their absence as a Bereavement Leave on their B Form. Proof of death and relationship to the deceased may be required.

Immediate family members are defined in collective bargaining agreements and handbooks.

5. JURY DUTY

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. Employees will receive regular compensation during jury service but be required to surrender any monies received, except mileage, from jury duty to the District. An employee on jury duty is expected to report to work any day they are excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify their supervisor, as well as the Human Resources Department.

6. MILITARY LEAVE

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

7. TIME OFF TO VOTE

On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, schedules will be changed as to allow time to vote.

Supervisors will adjust employee's schedules as needed to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

8. ABSENCE DUE TO ILLNESS

To keep the College and each department running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability.

Feather River College recognizes, however, that an employee may occasionally be disabled by illness. As a result, the Absence Due to Illness policy is designed to provide protection to employees against loss of income during unavoidable illness.

All employees who are unable to perform their jobs due to illness or injury are eligible for paid sick leave based on the employee's classification. Less than full-time employees earn pro-rated sick time.

Employees unable to report to work due to illness must notify their supervisor as far in advance as possible. For absences three days or greater a written certification from a physician or licensed health care professional may be required.

See collective bargaining agreements or handbooks for details.

9. LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT ("FMLA")

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12 month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

a. Events Which May Entitle an Employee to FMLA Leave

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- i. the birth of the employee's child or to care for the newborn child;
- ii. the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- iii. to care for the employee's spouse, child or parent (but not in-law) with a serious health condition; and/or
- iv. the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

[NOTE: A more detailed definition of "serious health condition" can be found in the Department of Labor's Certification of Health Care Provider Form (Form WH-380-June 2020).]

b. Requests for FMLA Leave

An employee should request FMLA leave by completing the Certification of Serious Health Condition form and submitting it to the Human Resources Department.

10. CHILD CARE LEAVE POLICY

See collective bargaining agreements or handbooks for details.

11. LEAVE OF ABSENCE WITHOUT PAY

Should a situation arise that temporarily prevents an employee from working, they may be eligible for a personal Leave of Absence without pay. Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Human Resources Department in accordance with applicable collective bargaining unit agreements or handbooks.

F.
ON THE JOB

1. ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Because Feather River College depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance and punctuality are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report for classes or to work on time. Moreover, an employee must notify their supervisor as far in advance as possible if they expect to be late or absent. This policy applies for each day of their absence unless a medical verification is provided.

2. DRUG & ALCOHOL ABUSE

As stated in the Drug Free Workplace Policy the manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on the College premises is strictly prohibited. These activities constitute serious violations of college policies, jeopardize the College and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal.

See BP/AP 3550 for details.

3. APPEARANCE AND CONDUCT

Feather River College expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress.

The College calls for professional appearances and dress to succeed in its academic mission and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of the College require that employees maintain proper standards of conduct and respect for others at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or students, or who violate any of the College's policies, are subject to appropriate disciplinary action.

All instances of misconduct should be referred to the Human Resources Department immediately.

4. NEPOTISM POLICY

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- i. create a supervisor/subordinate relationship with a family member;

- ii. have the potential for creating an adverse impact on work performance or;
- iii. create the ability to recommend or influence personnel decisions for the family member.

This policy must also be considered when assigning or transferring an employee.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the College to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the College will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale.

See BP 7310 for details.

5. CONSENSUAL AMOROUS RELATIONSHIPS

The Feather River Community College District promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff, students, and volunteers must not be compromised. Consensual amorous relationships may be prohibited in certain instances.

See BP/AP 7320 for details.

6. VIOLENCE IN THE WORKPLACE

The College strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Human Resources Department. All complaints will be fully investigated.

The College will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including discharge.

See BP/AP 3510 for details.

7. ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The College strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on the College campus. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the College provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, the incident must be reported immediately to the employee's supervisor, and the Human Resources Department.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

8. OPEN DOOR POLICY

Feather River College promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. Feather River College is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

9. USE OF COLLEGE EQUIPMENT

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate supervisor. Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served. College equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from campus with proper authorization.

10. SMOKING POLICY

Feather River College is a tobacco and smoke free campus.

See BP/AP 3570 for details.

11. POLITICAL ACTIVITY

Employees shall not use College funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

California Education Code §7054.

12. COMPUTER USE POLICY

The College provides access to computers for official business and limited personal use. Email is a primary means of communication for employees at Feather River College and should be professional in tone and tenor. Email is not to be used for commercial purposes such as a house rental or a yard sale or for partisan political activities.

See BP/AP 3720 for details.

13. PARKING

Parking permits for employees are available from the Business Office. Employees may choose to pay the parking fee monthly or by one lump sum. Parking is authorized in designated spaces only. Parking tickets will be issued to those violating the parking policy.

See BP/AP 6750 for details.

14. PARTICIPATION IN COLLEGE GOVERNANCE

Feather River College employees are expected to participate in the College's participatory governance process. This process will mean that you will be participating in one or more committees while at the College. Participation in the College's governance process provides all members of the College community to participate in local decision making. If you are a member of either the Academic or Classified Senate you will have the opportunity to volunteer through the senate. Administrators are appointed to committees by policy.

See BP/AP 2510 for details.

15. PROGRESSIVE DISCIPLINE

All employees are expected to meet the College's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the College's policies and procedures.

If an employee does not meet these standards, the College may, under appropriate circumstances, take corrective action. Corrective actions may include oral or written warnings which may lead to suspension with or without pay, or dismissal.

The intent of a corrective action is to address problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the College's policies and procedures and/or other disciplinary problems.

In cases of gross negligence or egregious actions the College may choose to not take a progressive disciplinary approach and proceed directly to termination.

WRITTEN WARNINGS

The supervisor should discuss the problem and present a written warning to the employee in the presence of a Human Resources representative, and your representative if applicable. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and be provided an opportunity include any additional written comments of their own. A record of the discussion and the employee's comments should be placed in the employee file in the Human Resources Department.

16. DISMISSALS

Classified employee's not having attained regular status are "employees-at-will," meaning that no one has a property right, express or implied, to remain in the College's employ. Contract tenured track faculty have annual contracts until tenure/regular status is attained. Dismissals for cause for regular employees will follow a due process procedure such as a "skelly meeting" or an administrative legal procedure.

CAUSE FOR DISMISSALS

Any employee whose conduct, actions or performance violates or conflicts with the College's policies may be dismissed.

The following are some examples of grounds for dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, College property
- Unauthorized possession of dangerous weapons on campus
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive.

G.
LEAVING FEATHER RIVER COLLEGE

1. RESIGNATION

When an employee decides to leave for any reason, it is requested that the employee provide the College with a written two-week advance notice period. This written notice shall be official and binding when received by the President, a copy of which should be delivered to the Human Resources Department.

See BP/AP 7350 for details

2. POST RESIGNATION PROCEDURES

Exit Interview

Human Resources will provide separating employees with an exit interview questionnaire upon separation. Office keys or any additional College-owned or issued property must be returned to the Human Resources Department.

Final Paycheck

The final paycheck will be mailed or direct deposited during the next normal pay period.

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Feather River College's Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. In addition, I understand that this Handbook states Feather River College's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Feather River College for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____