

# COMPTON TARTARS



# HANDBOOK for CLASSIFIED EMPLOYEES

An Easy Guide to Understanding  
Personnel Policies and  
Procedures for Classified  
Employees



Classified Handbook  
Human Resources  
Compton Community College District  
Classified Personnel

7<sup>th</sup> Edition  
August 2008

10. Membership in the Communist Party.

- 11. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which would have precluded acceptance as eligible for assignment.
- 12. Abandonment of position (10 working days of unexcused absence).

Any person in the United States, even an illegal alien, has the right to due process. This is what makes this country great. The District makes sure that each employee can exercise this right in disciplinary action or any other personnel matter.

Provisional employees may be dismissed at any time, at the discretion of the hiring authority. Due process is not exercised, or the right of part-time employees.

**THE RIGHT TO DUE PROCESS**

If disciplinary action is taken:

- 1. It must be for cause
- 2. The cause must be backed up with written charges
- 3. The charges must be based on facts
- 4. The person charged has a right to read these charges and to respond before action takes place; and
- 5. The person has a right to appeal the charges to a higher authority

The right to due process is not fast, nor is it easy for anyone involved, but it's fair – and it's also precious. Use it and protect it.

**WHERE ARE THE REST OF THE ANSWERS?**

This guide is put out by the Human Resources Office of the Compton Community College District. Additional details about any of its contents can be obtained by calling 310.900.1600, extension 2144.

## **IF YOU ARE DISMISSED**

Any company or firm has the right to dismiss people who can not or will not do the job. The District has the same right. An employee can be dismissed for:

1. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty, discourteous treatment of the public or of fellow employees, or any other willful failure of good conduct tending to injure the public service, or any willful and persistent violation of the provisions of the Education Code or of rules, regulations, or procedures adopted by the Board of Trustees pursuant to it; provided that specific instances must be set forth as to any of the causes enumerated under this heading.
2. Dishonesty, habitual drunkenness, immoral conduct, or addiction to the use of narcotics.
3. Political activities engaged in by an employee during his assigned hours of employment.
4. Conviction of a serious crime by a court of law; a record of one or more convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading information on application forms or examination and employment records concerning material matters.
5. Frequent unexcused absence or tardiness.
6. Illness leaves, when habitually taken for trivial indispositions.
7. Continuing illness of a disabling nature after the exhaustion of illness leave and leave of absence privileges.
8. Failure to report for review of criminal records or for health examination after due notice.
9. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.

# **EASY GUIDE**

# **HANDBOOK FOR**

# **CLASSIFIED EMPLOYEES**

“clown around”.

4. Be brief but thorough.
5. When transferring a call, let the caller know you are transferring the call to someone who can handle it.
6. If the receiving party is busy, ask the caller:
  - a. “Do you care to wait?”
  - b. “May I take a message?” or
  - c. “Could Mr./Mrs. \_\_\_\_\_(the party asked for ) return your call?”
7. Do not put the caller on “hold” too long. Check back often to let the caller know that you’re working on his/her request.
8. Always thank the party for waiting and for calling.

### **SEPARATIONS**

#### **IF YOU RESIGN**

If you end your employment with the District, you should give notice at least two weeks before your last work day so that:

1. Arrangements can be made to fill your job
2. An appointment can be made with someone in the Human Resources Office for an “exit interview” to tell you about carry-over rights and benefits, and
3. The Payroll Department can fill out forms so you’ll get all the pay you have coming.

#### **IF YOU RETIRE**

If you are retiring, the forms must be filled out at least 90 days before your last work day. People do not retire often enough to know how to do it right. Ask the Human Resources Office to tell you how to get help from a PERS/STRS representative.

#### **IF YOU ARE LAID-OFF**

Like any business, the District can lay people off if there isn’t enough work or money to pay them. People are laid off according to their seniority in affected classifications. The last person hired (measured in hours of paid time, excluding overtime) is the first laid off. Persons laid off have re-employment rights in their class above all other applicants for a period of 39 months; again, according to seniority, the last one laid off is the first hired back.

line of duty.

## HANDBOOK FOR CLASSIFIED EMPLOYEES

### **IN CASE OF AN EMERGENCY**

Learn as soon as possible from your supervisor what to do in emergencies involving pupil or employee accidents, disasters, civil defense, vandalism, fire or loiterers on or near campus grounds.

Do not hesitate to ask the name or business of any person found on the grounds or in the buildings who may be a stranger. Report any questionable person to your supervisor. The community depends on you for the safety of its people.

### **BE CAREFUL WITH YOUR KEYS**

If you are issued keys to offices or buildings, use extreme caution against their loss and **NEVER USE THEM TO LET UNAUTHORIZED PERSONS ENTER A BUILDING**. When you end your employment with the District, all keys and other District property must be turned in to the Office of Human Resources.

### **PERSONAL MAIL AND CALLS**

Take care of your personal business away from the office and have all personal mail sent to your home.

Incoming personal calls should be for emergencies only. Outgoing personal calls should be made on public phones so that no business lines are tied up with private calls.

### **DISTRICT PROPERTY**

Supplies and equipment are for District business only. Good care and proper handling of expensive equipment will prolong its life.

### **TELEPHONE TECHNIQUES**

Many jobs at Compton Community College District require a person to answer telephones. The following techniques can make this task easy and present a pleasant image to the public.

1. Try to answer the first ring, whenever possible.
2. Identify yourself and your department. ("Personnel Department, this is Betty")
3. Be friendly and courteous, but business-like. Don't try to

## **INTRODUCTION**

### **THE MERIT SYSTEM**

The Merit System (Civil Service) was established by the Congress of the United States of America to replace the "spoils" system concept of rewarding political supporters with public jobs. In most cases, public employees of long-standing and good work records were dismissed without cause or due process in order to make way for a new administration. In an effort to eliminate partisan preference hiring, Civil Service Laws have been passed to establish Personnel Commissions to formulate and enforce selection procedures.

The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing for compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

## **YOU SHOULD READ THIS**

This booklet provides a simplified outline of the policies, rules and procedures for classified personnel. The information is based on practices in use at the time of printing. The official rules, or any negotiated agreement with employee organizations, shall take precedence if they are in conflict with this handbook.

## **THE CLASSIFIED PERSONNEL**

The Classified Personnel of the District are those employees in positions which do not require teaching credentials (licenses to teach). There are five general areas of service:

- Area 1 Clerical, Fiscal, Secretarial, and Related Classes
- Area 2 Printing and Data Processing, and Related Classes
- Area 3 Instructional and Related Classes
- Area 4 Maintenance and Operations, and Related Classes
- Area 5 Athletics and Related Classes

## **CLASSIFIED MANAGEMENT, CONFIDENTIAL AND SUPERVISORY PERSONNEL**

Classified Managers are those who occupy administrative positions. Confidential personnel are those who are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. Supervisory personnel are first line managers.

## **EMPLOYMENT PRACTICES AND PROCEDURES**

### **SPECIAL REQUIREMENTS FOR EMPLOYMENT**

Before a person can be employed in the district, he or she must do the following:

1. Complete a District application
2. Pass the application screening process
3. Participate in an examination process with a passing score
4. Rank in the top three eligibles on a certified Eligibility List
5. Participate in the interview process being selected
6. Accept offer made by the appointing authority
7. Be accepted and appointed by the Board of Trustees
8. Complete new employee processing:
  - LiveScan Processing (District paid)
  - Drug Screening (District paid)

you see something that interests you. You can get a copy from the Human Resources Office. Any personal notices you wish to put on the bulletin board must go through your supervisor first.

## **PUBLICATIONS**

There are several publications and leaflets containing information about Compton Community College District. Check with your supervisor to see which may apply to your particular job.

## **EQUAL OPPORTUNITIES FOR ALL**

It has been pointed out that Compton Community College District hires and promotes people without regard to race, creed, color, age, national origin, sexual preference, political beliefs, union activities, union affiliations, marital status, religion, gender, or physical handicap. Individual merit, fitness and ability – that is what really counts.

To give direction in carrying out this idea, the District has developed an Equal Opportunity Program which requires cooperation and understanding for everyone, particularly in recruiting and training minorities and women for promotion. Your supervisor will be happy to discuss this program with you.

## **PERFORMANCE EVALUATION**

Your performance on the job will be periodically reviewed by your supervisor. This is called an “evaluation” or “performance rating” and includes ratings on the quality and quantity of your work, your work habits and attitudes, and how you get along with others.

During your probation period, these evaluations will be made twice. If your work is satisfactory, a recommendation will be made for you to be permanent. Thereafter, evaluations will be made on a yearly basis. Each report will be discussed with you by your supervisor, and you will be able to ask questions and make comments on the report. A copy will be given to you and the original will be filed in your personnel folder in the Human Resources Office.

## **IF YOU ARE INJURED**

If you are injured, no matter how slightly, report the accident immediately to your supervisor and/or Human Resources, who will make a written report and see that you receive first aid. Any injury to a student or visitor should receive the same prompt attention. The District carries insurance which covers you if you are injured in the

Neatness counts and makes for good working conditions. Keep your work area as neat as possible, especially at the close of the day. Check with your supervisor about sticking or posting things such as schedules or cartoons on walls and equipment. There are bulletin boards for this purpose.

### **YOUR WORK HABITS**

Regardless of the nature of your job, the main ingredients for your success are courtesy and cooperation, whether your contact is with the public, co-workers or students.

Report to work and complete your assignments promptly. Habitual tardiness or absence places a burden on your fellow workers and may lead to disciplinary action. If it is necessary for you to leave before quitting time, let your supervisor know ahead of time.

If you are going to be absent, it is important that your supervisor know so that arrangements can be made for a substitute. Advance notice should be given whenever possible. However, in an emergency, tell your supervisor at the earliest possible moment. Any unauthorized absence is grounds for dismissal but it is considered abandonment of position or an automatic resignation to be absent ten days without permission.

If instructions given to you are not clear, ask for clarification. Be sure you understand how the work is to be done, when you are expected to finish it, and which jobs must be done first.

Try for accuracy over speed, especially on a new job or with unfamiliar material. If you do make a mistake, accept correction graciously, find out what was wrong, and learn from your mistakes.

All overtime must be ordered and authorized by your supervisor before it is worked and should be recorded exactly as worked.

Your supervisor determines the number of employees to be off at one time for rest periods. Take this time to relax. If you do not use the rest period, you can not use it to get off early or lengthen your lunch period, nor may it be used to make up lost time.

### **BULLETIN BOARDS**

Bulletin boards contain important information for you. Be sure to find out where these are and check them often for information. Job openings and opportunities are posted there. Do not remove these if

- Tuberculin skin test
- W-4 Withholding Form
- I-9 Employment Eligibility Verification
- Oath of Allegiance
- Warrant Recipient Designation
- Emergency Contact Information

### **EMPLOYMENT AND PROMOTION PROCESS**

#### **JOB POSTINGS**

Competitive examinations are held in order to get the best person for each job. Requirements are listed in job announcements which are posted throughout the community. Compton Community College District, El Camino Community College District, Compton Educational Center web page, and California Community College Registry.

#### **MERIT SYSTEM TESTS**

Examinations consist of only two of four independent parts; written, performance, technical evaluation, and oral. Seniority credit earned by promotional candidates is given and scores are ranked on an eligibility list for each classification. Eligibility lists are in effect for one year, unless exhausted.

#### **PROVISIONAL EMPLOYEES**

Provisional employees, or part-time Classified employees, are not required to take a Merit System test to occupy a part-time position. Insofar as possible, you should meet the minimum qualifications of the classified position you occupy.

Provisional employees are exempt from the benefits and burdens of “permanent” classified employees. This includes:

1. Paid vacation
2. Sick leave benefits
3. Salary advancement
4. Seniority credit
5. Appeal protection against arbitrary disciplinary action
6. Retirement benefits

## PROBATION

Once you are selected for a classified position, you will serve a 6-month or 130-working day period of probation during which your supervisor will give you any necessary training and help so that you have a good chance for job success. During the third and fifth month of probationary service you will be evaluated by your supervisor. A new employee may be dismissed during the probationary period without the right to appeal.

A probationary period must be served for every new classification to which you are appointed whether it is your first job with the District or one which you have reached by promotion.

After successful completion of the probationary period, you will become “permanent” and be entitled to all rights and benefits such as:

1. Paid vacation
2. Sick leave benefits
3. Salary advancement
4. Seniority credit
5. Appeal protection against arbitrary disciplinary action
6. Retirement benefits

## WELCOME ABOARD

When you're hired and fully “processed” by the Human Resources Office, you will receive a copy of your Personnel Status Notice which indicates your status with the Compton Community College District. The following instructions should be furnished to you by your supervisor when you report to work for the first time:

1. Work hours, including lunch and relief times
2. How to record your time
3. Whom to call if you must be absent
4. Job responsibilities: what is to be done, who will assign your work, who should receive your completed work, and who will answer questions about your work
5. Where and how supplies are obtained
6. When and where you will get your pay check
  - a. Pay dates for Classified employees are the 10<sup>th</sup> and 25<sup>th</sup> of each month.
  - b. Pay dates for Provisional employees are the 10<sup>th</sup> of each month.

## EMPLOYEE RELATIONS

### HOW YOU FIT INTO THE ORGANIZATION

You have joined a team of men and women who are working toward a better education for every citizen of our community. Whatever your job, your contribution is necessary and appreciated. Your welfare and peace of mind are important to your District and your supervisor.

One of the District's traditions has always been its policy of treating people with respect, dignity, and understanding without regard to race, creed, color, age, national origin, sexual preference, political beliefs, union activities, union affiliations, marital status, religion, gender, or physical handicap.

### A WORD ABOUT YOUR SUPERVISOR

Your supervisor is your key link to management. He or she will work with you to help you become effective on the job and will try to let you know exactly what is expected of you, keeping you posted on new policies and procedures.

When you want advice on a problem or an answer to a question, your supervisor will be able to help you. If not, he or she will find the answer or direct you to another place where the matter may be taken care of. Any questions you may have about your employment or pay can be answered by people in the Human Resources Office or the Payroll Department. The Human Resources Office is located in the module northwest of the Vocational Education Building, southwest of the Child Development Center. Payroll is located in building “C”, room C-37; or dial extension 2144 for Human Resources and 2125 for Payroll.

### YOUR PERSONAL CONDUCT AND APPEARANCE

Personal conduct and appearance will reflect upon you, your school, your department, your District, and your work. A neat appearance, pleasant personality and good character can be a real credit. Your own good judgment will be your best guide, and here is what employee organizations have said: “The appearance of employees should at all times reflect habits of good grooming and personal hygiene. Clothing should be appropriate for the task being performed.”