

MiraCosta College  
Classified Senate  
Policies and Procedures

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## **I. Committees**

### **I.A. Classified Salary Committee**

#### **Policy**

The Classified Salary Committee is responsible for negotiating the salary agreement for Classified employees. Membership is chosen to ensure broad representation of divisions and campuses.

#### **Procedure**

1. Responsibilities
  - a) Negotiate salary agreement
2. Membership
  - a) Chair – chosen from the membership of the previous year’s committee
  - b) Past Chair – the immediate past chair of the committee
  - c) Four (4) Members at Large
    - i. Must be regular, permanent Classified employee
    - ii. Chosen by the Classified Senate President with input from the Classified Senate Council
    - iii. Chosen to ensure broad representation of divisions and campuses
  - d) Resource Persons
    - i. Classified Senate President
    - ii. Business Services Administrator
3. Timeline
  - a) No later than September to December – prior to the start of salary negotiations
  - b) Committee meets to gather information and plan negotiating strategies during the final year of salary agreement
  - c) January to March – Negotiations begin to take place with Administration
  - d) April – Proposed agreement presented to Classified Senate Council for approval
    - i. If approved, agreement is placed on the Board of Trustees agenda in May
    - ii. If rejected, the committee may request one of two things:
      1. Returns to negotiations with Administration and present new proposal to Classified Senate Council
      2. Put proposal to a full Senate vote for approval
    - iii. The committee will continue step d.ii. until an agreement is reached
  - e) May to June – Proposed agreement goes to the Board of Trustees for approval
    - i. If approved, new agreement will go into effect July 1 of that year, or immediately if approved after July 1
    - ii. If rejected, committee will return to step d.ii. until an agreement is reached

## **I.B. Classified Staff Development Committee**

### **Policy**

The Classified Staff Development committee is responsible for planning regular, ongoing staff development activities, including Staff Development Days in the Spring, for Classified employees. Workshops cover training needs, personal and professional growth and development, and employee benefits information sessions.

### **Procedure**

1. Responsibilities
  - a. Develop and solicit ideas for new workshop offerings
  - b. Coordinate the finding/hiring of workshop presenters
  - c. Schedule and coordinate room and A/V equipment use for workshops
  - d. Maintain workshop calendar online
  - e. Evaluate workshop viability
2. Membership
  - a. Chair
  - b. 2-4 Members at Large
  - c. Resource
    - i. Director of Human Resources

## **I.C. Classified Travel Committee**

### **Policy**

When funds are available, the Classified Travel Committee reviews requests from Classified employees who need funds to travel for staff development purposes such as seminars, conferences and workshops. The Classified Travel committee considers requests on a first-come, first-serve basis until the funds are exhausted. The Classified Travel Committee reviews requests and will notify requestors whether their request for funds has been approved or denied.

### **Procedure**

1. Membership
  - a. Chair
  - b. Three Classified employees, one from each campus
2. Process
  - a. A completed Request for Funds form, completed Travel Request form, and all registration materials are submitted to the Chair
  - b. The Chair convenes the committee to determine if the request meets one of the three criteria:
    - i. Career Goals
    - ii. Personal Growth and/or Enrichment
    - iii. Job Enhancement
  - c. If criteria is met and funds are available, Chair will notify Requestor of approval and releases funds
  - d. After travel is complete, Requestor submits Activity Evaluation form to Chair
3. Limits
  - a. Each year, a per-person/per-year limit will be set relative to the amount of funds available
  - b. Funds will be distributed on a first-come/first-serve basis
  - c. Only regular, permanent Classified employees are eligible for funds; Classified Administrators are not eligible to use these travel funds

## **I.D. Election Committee**

### **Policy**

The Election committee is responsible for conducting the annual Classification Review Committee (CRC) and Classified Senate Council (CSC) elections in November and May, respectively, as well as any special elections called by the Classified Senate Council.

### **Procedure**

1. Responsibilities
  - a) Conduct CRC, CSC and any Special Elections of the Classified Senate
  - b) Oversee the nomination process, ensuring eligibility of all candidates
  - c) Oversee pre-election and election activities:
    - i. Organize candidate forums
    - ii. Provide candidate information to voters
    - iii. Create and maintain the accuracy of ballots
    - iv. Ensure eligibility of all voters
    - v. Tally votes and announce election results
2. Membership
  - a) The committee shall consist of at least four (4) Classified Senate members
    - i. Chair
    - ii. Three (3) members
      1. At least two (2) members must be members of the Classified Senate Council, not running for re-election
  - b) Members shall be appointed by the Classified Senate President
  - c) Appointments must be ratified by the Classified Senate Council
  - d) Membership must be determined no later than six (6) weeks prior to the election
3. Timeline
  - a) Regular CSC and CRC elections
    - i. Six (6) weeks prior to the semester's CSC General Meeting:
      1. Committee requests from Human Resources a list of employees eligible to run
        - a. All permanent classified employees are eligible
        - b. Temporary employees, probationary employees and Classified Managers are not eligible
      2. Committee requests from Human Resources a list of employees eligible to vote
        - a. All permanent and probationary monthly employees, Classified Managers and contract employees are eligible to vote
      3. Committee sends out Call for Nominations
        - a. Call for Nominations will last for two (2) weeks
        - b. Nominations shall be accepted by Committee members via email, phone or campus mail
        - c. Nominations for CSC shall be for all Officer and Senator positions

- d. Nominations for CRC shall be for all vacant positions
  - ii. Four (4) weeks prior to the CSC General Meeting:
    - 1. Committee members shall contact all nominees
      - a. Committee members shall inform nominees of their nomination via phone, with a follow up email using the scripts provided for consistency
      - b. Nominees may choose to refuse their nomination
      - c. Nominees who do not respond, will be left off the ballot
      - d. Nominees may only run for one position
  - iii. Three (3) weeks prior to the CSC General Meeting:
    - 1. Individuals accepting nominations shall:
      - a. Write a brief biography (templates are available)
      - b. Provide a picture (Candidates may contact Media Services to have a picture taken)
  - iv. Two (2) weeks prior to the CSC General Meeting:
    - 1. Candidate biographies and pictures shall be posted on the CSC website
  - v. Friday through Thursday prior to the CSC General Meeting:
    - 1. The Committee shall post the election online and notify all eligible Classified Senate members that polls are open for one week
    - 2. A paper ballot is an option, and can be printed from web and mailed to election committee members
  - vi. CSC General Meeting
    - 1. The Committee shall tally the votes and present the results
      - a. For CSC positions
        - i. Candidates receiving the highest number of votes for each Officer position shall be declared the winner.
        - ii. The seven candidates receiving the most votes for Senator positions shall be declared the winners.
      - b. To establish a pool for CRC positions, Classified Senate members vote for three nominees for each vacant position on CRC. Two alternates are also elected to serve should a vacancy occur on the committee.
- b) Special CS Elections
- i. The Classified Senate Council, in consultation with the Election Committee Chair, shall establish an appropriate timeline, using the regular election timeline as a guide
  - ii. The timeline shall be approved by a consensus of the Classified Senate Council

## **I.E. Employee Recognition Committee**

### **Policy**

The Employee Recognition Committee is responsible for soliciting nominations for and selecting Individual and Team Spotlight Award winners, twice yearly. See Policy and Procedure III.F for a description of the Spotlight Award.

### **Procedure**

1. Responsibilities
  - a. Each semester solicit nominations for Individual and Team Spotlight Awards.
  - b. In August and January of each year, prior to All College Day, meet to select up to three recipients in both categories,
    - i. The committee shall make selections based on nominations submitted by individuals and groups at the college
    - ii. Recipients must demonstrate outstanding effort that has had a positively impact on:
      1. a single department
      2. a small number of employees
      3. campus-wide
  - c. Chair presents awards (See III.F for award descriptions) at All College Day each semester
2. Membership
  - a. Classified Senate President, Chair
  - b. Immediate Past President
  - c. 1 Member at Large

## **I.F. Holiday Party Committee**

### **Policy**

The Holiday Party Committee is responsible for planning and putting on the annual Holiday Party in December for all college staff. The Holiday Party is an opportunity for faculty, staff and administrators to get together and celebrate the holidays and each other. Each year at the Holiday Party, the Outstanding Employee of the Semester for Fall is announced and retiring Classified employees are recognized.

### **Procedure**

1. Responsibilities
  - a. Secure a location for the party
  - a. Plan the annual Holiday Party held in December
  - b. Secure donations for door prizes
  - c. Maintain budget to ensure ticket sales cover all costs of the event
2. Membership
  - a. Chair (Volunteer or appointed by President)
  - b. At least three (3) Members at Large selected by Chair
  - c. Resources
    - i. Classified Senate President
3. Timeline
  - a. July/August – Secure a location
  - b. November
    - i. Develop agenda to include recognition of retirees and Outstanding Employee of the Semester
    - ii. President requests release time for Classified employees
    - iii. Secure door prize donations
  - c. December – Party is held on a Friday afternoon prior to winter break

## **I.G. Outstanding Employee Committee**

### **Policy**

The Outstanding Employee committee is responsible for soliciting nominations for and selecting the recipient of the fall and spring semester's Outstanding Employee Award.

### **Procedure**

1. Responsibilities
  - a. Solicit nominations for the award
  - b. Select the recipient of the award each semester
2. Membership
  - a. The committee shall consist of four (4) members
    - i. Chair – Classified Senate President
    - ii. Immediate Past Classified Senate President
    - iii. Classified Senate Representative
    - iv. Superintendent/President
3. Timeline
  - a. In November and April, the Classified Senate President shall call for nominations for the Outstanding Employee award
  - b. Nominations shall be accepted for a minimum of two weeks
  - c. At least two weeks prior to the Holiday Party in the fall semester or the End of the Year Luncheon in the spring semester, the Classified Senate President shall convene the committee to make a selection
  - d. A plaque shall be ordered for presentation at the appropriate college wide function (see CS P&P III.E.)
4. Process
  - a. The committee shall follow Classified Senate P&P III.E.
5. Selection Criteria
  - a. Specific Criteria Areas:
    - i. Quality of Work: Assignments completed in a timely manner; finished products show a high degree of professionalism; work shows quality and a commitment to excellence.
    - ii. Extra Effort: Participation in activities outside of the job description; flexible and accepting of change.
    - iii. Positive Attitude: Works with enthusiasm; willing to accept and give constructive criticism; attitude and appearance reflect positively on the institution.
    - iv. Cooperation with Others: Works well with other employees; has outstanding working relationships with students, faculty, staff and friends of the College.
    - v. Professional Growth: Shows a commitment to professional growth and development by attending conferences, participating in workshops, and/or enrolling in job-related courses.
    - vi. Outstanding Ideas: Contributes to and enhances the College's programs and services with innovative and outstanding ideas.

- b. Breadth of nominators may be taken into consideration
  - i. Nominators are from departments other than the nominees
  - ii. Nominators include faculty, staff and administrators
- c. Nominee must not have received the Outstanding Classified Employee Award.

## **II. Financials**

### **II.A. Dues**

#### **Policy**

Dues are collected in order to conduct the business of the Classified Senate. Classified Senate members are encouraged to pay dues annually. Each August, preceding the All College Day program, the CSC holds an annual dues drive to collect dues from the general membership of the Classified Senate; however, dues are accepted year-round.

#### **Procedure**

1. Annual dues are established by the CSC By-Laws (Article 3, Section 3.2)
2. Dues Incentives
  - a. Classified Senate Council purchases dues incentives, when necessary.
    - i. Mail to members paying via automatic payroll deduction.
    - ii. Give to members paying in person.
3. Collecting Dues
  - a. Automatic Payroll Deduction
    - i. An Automatic Payroll Deduction form shall be made available to any member wishing to pay dues via automatic deductions from their paycheck.
    - ii. Members may choose 12-month, 10-month, or yearly deductions.
      1. Annual dues will be divided by the number of months selected.
      2. Members may choose to contribute more than the standard deduction.
  - b. Dues Drive
    - i. Treasurer obtains updated Classified Senate member list from Human Resources.
      1. Members include all regular (both probationary and permanent) monthly (not temporary/hourly) classified employees, classified administrators, and contract employees of MiraCosta Community College District per Article 3, Section 3.1 of the CSC By-Laws.
    - ii. Treasurer identifies, on list, members who are currently paying dues through automatic payroll deductions.
    - iii. Set up dues table and accept dues prior to All College Day program.
      1. Verify if member is paying dues via automatic payroll deduction or has paid for the year.
      2. All members paying in person receive a receipt.
  - c. Other
    - i. Dues may be paid at any time of the year by contacting the CS Treasurer.
    - ii. Dues may be paid via automatic payroll deduction, cash, or check.

## **II.B. Emergency Loan**

### **Policy**

The Classified Senate Emergency Loan program is designed to provide emergency, no interest loans of up to \$500 to regular Classified employees in times of need.

### **Procedure**

1. Employee requests loan
  - a. Employee completes Request for Emergency Fund Advance for Regular Classified Staff form (available online) and submits to Human Resources for employment verification.
  - b. Human Resources verifies employment status and income, and submits completed form to Treasurer.
2. Generating Payment
  - a. Treasurer and President approve loan and generate loan payment to employee.
  - b. Treasurer completes Loan Repayment form and attaches it to original Request for Emergency Fund Advance for Regular Classified Staff form.
3. Loan Repayment
  - a. Treasurer sends payment reminder to employee one week before due date, noting on the Loan Repayment form any correspondences with employee regarding the loan.
  - b. Treasurer reports on outstanding loans at each CSC meeting, never mentioning names of loan recipients.
  - c. If non-payment occurs past sixty (60) days of the issuance of the loan, Treasurer contacts employee to reschedule repayment. President or Vice President must approve revised schedule.
  - d. If non-payment occurs beyond approved rescheduled repayment, Treasurer contacts Human Resources for further action.

### **Terms and Conditions**

Requestor must meet the following criteria:

1. The requestor must be a regular Classified employee and have been employed by MiraCosta in a regular Classified position for at least one year.
2. Emergency loan amounts cannot exceed the amount earned per month by the employee.
3. The amount of emergency loans may vary but shall not exceed \$500.00 per request.
4. No employee is eligible for additional emergency loans for six (6) months following the final payment of a previous loan regardless of the previous loan amount.
5. Length of repayment shall be within sixty (60) days but must begin within 30 days from the date of the loan. Any rescheduling of the repayment dates past these dates must be approved by the President or Vice President. Both the employee and President or Vice President will initial the payment change on the original application.

6. Due to the limited amount of funds available, emergency loans are exclusively for the personal, unforeseen financial hardship of the employee requesting the loan.
7. In the event any repayment of the loan is not made on or before five (5) days following its due date, the employee shall pay an additional late fee (currently \$10.00 per month) and interest on any unpaid amounts at the rate of 18% per annum.
8. The Classified Senate Council reserves the right to suspend the loan program at any time based on the financial condition of the CSC at the time.

## **II.C. Financial Transactions**

### **Policy**

On a regular and ongoing basis, the Treasurer issues payments for Classified Senate purposes and receives payments for donations, dues, events and other miscellaneous items. To ensure proper handling of Classified Senate monies, signatories on the account shall be the President, Vice President, Treasurer, and Secretary and shall follow the procedures outlined below.

### **Procedure**

1. Check Issuance
  - a. After payment is approved through the CS budget or by vote of the Classified Senate Council a check in the approved amount is prepared for signature.
  - b. Two authorized signatures are required.
  - c. The check is recorded in the check register and in the CSC financial software.
2. Reimbursements
  - a. Receipts or invoices must accompany all requests for reimbursement.
  - b. The Treasurer verifies the total amount to be reimbursed and issues a check.
  - c. The original receipt is placed in the Treasurer's notebook, noting the number of the check issued.
3. Payment Receipts
  - a. Upon receipt of checks or cash, the Treasurer (or designee) issues a receipt which is forwarded to the payee.
  - b. The Treasurer records the payment in the CSC financial software and prepares the payment for deposit by stamping them on the reverse side for deposit.
4. Deposits
  - a. Each check and cash payment is recorded in the Dues and Deposits worksheet (include account number if applicable, total of payment, check number if applicable, reason for payment and name of payee), totaling the check and cash categories separately.
  - b. One copy of the Dues and Deposits worksheet, excluding the reason for payment and name of payee, are taken to the bank along with the deposit.
  - c. Deposit slip and supporting documents are attached to full version of Dues and Deposits worksheet and placed in the Treasurer's notebook.
5. Monthly Financial Statement
  - a. The Treasurer prepares a financial statement of income, expenses and accounts receivable each month.

### **III. Programs**

#### **III.A. Buy a Book**

##### **Policy**

The Buy a Book program is designed to provide a remembrance for members of the immediately family\*of employees and/or employees who have passed. For those wishing to participate in the program, a donation is made to the Library Information Hub for the purchase of a book, the subject matter specific to the individual who has passed, with an inserted bookplate remembering that individual.

The Secretary for the Classified Senate Council is responsible for processing Buy a Book materials.

##### **Procedure**

1. Secretary sends Buy a Book letter to MCC employee (or employee's family if Buy a Book is for the employee) asking them to provide name and subject for Buy a Book program.
2. Employee returns letter to Secretary.
  - a. If letter is not received within six months, Secretary sends a reminder letter to employee (or employee's family if Buy a Book is for the employee).
3. Secretary requests approval of purchase from President.
4. President approves payment of \$50.00.
5. Secretary sends approval of payment to Treasurer and requests check be generated.
6. Treasurer generates payment (\$50.00) and sends check to Secretary.
7. Secretary forwards payment and a copy of the returned letter to the Library Information Hub's Technical Services Librarian for book and bookplate ordering.
8. Secretary receives notification from Library Information Hub indicating the book has been purchased.
9. Secretary records purchase on Classified Senate spreadsheet.
10. Employee is notified of book purchased by Technical Services Librarian.

\*Immediate family is defined as spouse, parents, children, siblings (including step relations).

### **III.B. Hospitality**

#### **Policy**

The Hospitality program is designed to acknowledge significant events in employees' lives.

#### **Procedure**

1. Secretary sends cards for the following:
  - a. Employees who are admitted to the hospital
  - b. Employees whose illness or accident keeps them home for one week or more
  - c. Employees who lose a member of their immediate family\*
  - d. Birth or adoption of a child
  - e. Marriage
  - f. Other significant events
2. Secretary sends \$20.00 Gift Certificates/Cards for the following:
  - a. Employees who are hospitalized for more than three days
  - b. Employees whose illness or accident keeps them home for more than two weeks
3. Funerals – in the event of the death of a Classified employee, Secretary shall send one of the following gifts:
  - a. Flowers purchased in the amount of \$100.00
  - b. A donation of \$100 to an organization of the family's choice
4. Secretary records gifts on the Classified Senate spreadsheet.

\*Immediate family is defined as spouse, parents, children, siblings (including step relations).

### **III.C. The Gold Circle Club**

#### **Policy**

Established through Board Policy VI.I and Procedure VI.1-02.b, retired Classified employees who meet simple requirements in years of service and age are eligible for membership in the Gold Circle Club. Members of Gold Circle enjoy ongoing rewards in recognition of their service and to maintain an enduring connection with MiraCosta.

Gold Circle Club membership shall be granted to retired or retiring classified employees of the College who are at least 50 years of age and have been employees of the College for at least ten (10) years. Gold Circle members will receive appropriate recognition and may be granted other benefits such as college parking, library "friend" status and free or reduced-price admission to athletic, performing arts and scholarly functions.

All employees who retire during or at the end of the 1987-88 fiscal year and thereafter will be eligible for consideration for Gold Circle Club membership. Employees who retired prior to 1987-88 may apply for consideration or may be nominated for consideration by a current employee.

#### **Procedure**

1. The President contacts Human Resources for a list of retirees eligible for Gold Circle membership in October of each year.
2. The President submits the list of eligible retirees for Board approval in November.
3. Gold Circle members will be recognized the year of their retirement at an appropriate college event.
4. Gold Circle status includes:
  - a. Free admission to the End of Year Luncheon or Holiday Party in the year of retirement (paid by Classified Senate).
  - b. An unframed, un-matted, art print (currently watercolor art prints by former MiraCosta artist, Kris Nugent).
  - c. A framed certificate of appreciation of years of service, signed by the CS President.
5. After Board approval, the President provides newly inducted Gold Circle members with a packet which may include, but is not limited to:
  - a. Gold Circle Club Membership Letter
  - b. Gold Circle Membership Card
6. Using their Gold Circle membership card, members may obtain:
  - a. One free parking sticker per year
  - b. A library card with Friend status
  - c. Staff pricing to an athletic, theater, and other function
  - d. One free admission per year to an athletic, theater, and other function
  - e. Email account

### **III.D. Lodestar THIS PROGRAM IS TEMPORARILY SUSPENDED**

#### **Policy**

The Lodestar program is designed to help new Classified employees get better acquainted with MiraCosta College during their first year, by pairing them up with an experienced MiraCostan outside of their department who is available to introduce them to people at MiraCosta and to answer questions new employees may have or guide them in the right direction to get answers. As part of the Lodestar program, the Classified Senate Council deploys a Welcome Wagon to welcome new employees to MiraCosta College.

#### **Procedure**

1. Obtain names, departments, and start dates of new permanent Classified employees from Human Resources or Governing Board Agendas
2. Assign Lodestar to new employee
  - a. Contact Lodestar with new employee info
  - b. Fill out Lodestar card
3. Within one month of start date, schedule Welcome Wagon visit
4. Lodestar follows up with new employee:
  - a. Within one month of initial visit
    - i. Offers campus tour
    - ii. Answer questions about campus processes – Who to ask/Where to go
  - b. At least once each semester following Welcome Wagon.
5. Lodestar assignments shall last one calendar year
6. At the conclusion of the calendar year, the new employee will be asked to complete an evaluation of the program and the Lodestar

### **III.E. Outstanding Employee Award**

#### **Policy**

The Outstanding Employee award was established through Governing Board Policy VI.I to recognize exceptional Classified employees. The award takes into account quality of work, extra effort, positive attitude, cooperation with others, professional growth and outstanding ideas.

Nominations are considered in November and April by a Classified Senate subcommittee consisting of the Classified Senate President, Immediate Past President, one Classified Senate member who must be a previous Outstanding Employee Award recipient, and the college Superintendent/ President. One Classified employee will be selected to receive the Outstanding Employee Award each semester and each honoree will be appropriately recognized at a college-wide function.

#### **Procedure**

1. Each semester, the President calls for nominations for that semester's Outstanding Employee award
2. Nominations are submitted online, via the established nomination form
3. Once the nomination period has closed, the Committee meets to select the Outstanding Employee per the established policies and procedures
4. After making a selection:
  - a. President notifies the Director of Fiscal Services with the name of the recipient in order to process an award check (\$500)
  - b. An award plaque is ordered by the committee
  - c. The award presentation is planned
5. The award is presented at a college-wide function, typically:
  - a. Holiday Party in the Fall semester
  - b. End of the Year Luncheon in the Spring semester
6. In addition to the award check and plaque, the recipient is also entitled to a reserved parking spot of his/her choice for the ensuing six (6) months (January-June or July-December).

### **III.F. Spotlight Award**

#### **Policy**

The Spotlight Awards for Outstanding Service, Individual and Team Projects, recognize outstanding effort that may affect only a single department or small number of employees or that may have campus-wide impact. Nominations for both types of awards are to be made by self or peers whenever employees feel an employee or project is eligible.

#### **Procedure**

1. Prior to nomination consideration each August and January, the President sends out a college-wide reminder regarding Spotlight Award nominations
2. Nominations are submitted online, via the established nomination form
3. Once the nomination period has closed, the committee meets to select the Spotlight Award winners per the committee's established criteria
4. Award Types
  - a. Spotlight Award for Team Projects
    - i. Nominations made by self or peers for jobs well done by a group of two or more employees (teams may include non-Classified)
    - ii. Award is a certificate of appreciation and the team's choice of one of the following, ordered from Premier Food Services and delivered to their worksite:
      1. Bagels and coffee
      2. Pizza and soda
      3. Cookies and milk/coffee
    - iii. Up to three awards may be given in this category
  - b. Spotlight Award for Individual Outstanding Service
    - i. Nominations made by self or by peers for outstanding service by a classified employee to students or fellow employees
    - ii. Each winner will receive:
      1. A \$25 gift card
      2. A coupon for one hour of release time, to be pre-arranged with their supervisor
      3. A framed certificate of recognition
      4. A complimentary enrollment in a MCC Community Services class – up to \$80 value
      5. Eligibility for a drawing at fall All College Day for a cash prize; there will be only one \$100 prize awarded per year
    - iii. Up to three awards may be given in this category
5. Awards are presented each semester at All College Day

### **III.G. Welcome Wagon**

#### **Policy**

The Welcome Wagon program is designed to help new Classified employees get better acquainted with Classified Senate and to give new employees a better understanding of the college environment.

#### **Procedure**

1. President obtains names, departments, and start dates of new permanent Classified employees from Human Resources or Governing Board Agendas.
2. President assigns new employees to one of the seven Classified Senate Council Senators.
3. Within one month of start date, assigned Senator schedules a Welcome Wagon visit to employee's worksite.
4. Welcome Wagon visit:
  - a. Members of the Welcome Wagon arrange a visit to the employee's worksite when convenient.
  - b. New employee is presented with "welcome basket" which may include:
    - i. CSC Logo Item
    - ii. CSC Brochure and Dues Form
    - iii. Additional items as deemed appropriate
  - c. Provide short explanation of Classified Senate and invite new employee to attend a meeting
  - d. Introduce CS website to new employee
  - e. Visit should take 5-10 minutes