CHAPTER: Personnel – All Employees

Benefits Philosophy

IV.C

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All benefits specified by law or authorized by the Board shall also be provided to all faculty/staff working in regular positions. A benefit-eligible position is defined as one which is regular and ongoing or temporary with categorical funding or a strategic planning activity that is expected to continue for one year or more with an assignment of 20 hours/50 percent (50%) FTE or more per week.

Temporary faculty who substitute in benefit-eligible positions for a minimum of one semester, or temporary staff who substitute in benefit-eligible positions for a minimum of six months, or strategic planning assignments of 196 days or more shall receive health benefits from the beginning of the assignment. When the length of the temporary substitute assignment is unknown at the outset, benefits shall become effective on the first of the seventh month and shall continue to receive said benefits for the duration of the temporary assignment.

Regular, part-time classified employees who are temporarily assigned additional hours outside their usual job classification for six months or longer that when combined with their regular hours equal 20 or more hours per week shall become eligible to receive health benefits on the first of the seventh month and shall continue to receive said benefits for the duration of the temporary assignment.

Regular, part-time classified employees who are temporarily assigned additional hours in their usual job classification for 20 consecutive work days that when combined with their regular hours equal 20 or more hours per week shall become eligible to receive health benefits on the following month.

Regular, full and part-time classified employees who accept a temporary change of assignment of 20 or more hours per week as part of a one or two-year strategic planning activity shall be eligible to receive health benefits effective the first of the month following the beginning of the assignment and shall continue to receive said benefits for the duration of the temporary assignment.

Employment in two or more different, regular, non-benefit eligible positions qualifies an employee occupying these positions for benefits if the combined total hours of the positions are 20 or more per week.
When two or more positions are combined to equal 20 hours per week or more, the cost of providing the benefits will be prorated and charged to the departments in which the positions occur.

Should one of the positions be eliminated or reduced, resulting in the employee working fewer than 20 hours per week, the district will no longer be responsible for providing such benefits. Or, if the employee chooses not to occupy one of the positions any longer, resulting in that person working fewer than 20 hours per week, the district will no longer be responsible for providing such benefits. In either case, however, the employee may choose to participate in COBRA.

In order to protect the flexibility of scheduling courses to meet student needs, some regular positions are limited to 15 hours per week in order that one person may fill no more than one slot, although other position slots with the same title may be vacant. Examples of this are ESL Instructional Aide, position numbers 1001, 1002, 1003, 1004, etc.

In times of financial exigency, the president may waive the policy and allow one person to fill more than one slot. Should this result in an individual's working more than 25 hours within one week, the district will assume the costs of providing benefits as if the position were a benefits' eligible one.

1. **Health and Welfare Insurance Coverage**

   The District's contribution for health and welfare benefits will be maintained at level equal to or exceeding the average contributions paid for such benefits in California community colleges. Costs for coverage which exceed the District's contribution shall be borne by the employee. Information on the benefits currently provided are available from the Human Resources Office.

   An employee who is on an approved leave of absence may continue his/her benefits throughout the leave. However, he/she is ineligible to receive the District's contribution toward the cost of such coverage unless he/she is on Family Leave (FMLA) and/or remains in at least fifty percent (50%) pay status. Pay shall include all compensation received by the employee for sick leave, sabbatical leave, vacation and/or time worked.

   The District's Fringe Benefit Committee shall be informed of all changes which affect employee health and welfare benefits and shall be given the opportunity to make recommendations on their implementation, whenever appropriate.

2. **Tax-sheltered Annuities** (See Procedure IV.C-02)

   The Board authorizes contract amendments for employees to tax shelter part of their salary with companies who offer bona fide programs which adhere to all state and federal regulations. In addition, all companies are required to submit a hold harmless agreement which shall be subject to board approval. It shall be the employee's responsibility to accurately complete a worksheet of TSA contributions to ensure that all laws and regulations regarding maximum contributions are satisfied.
The employee must provide written authorization to the District to effectuate such amendments. Authorization to deduct may be revoked at any time by the employee upon written notice to the District. It shall also be the employee's responsibility to notify the company when contributions are stopped.

3. **Health Improvement Program**

From time to time all regular employees shall have the opportunity to participate in the district-sponsored Health Improvement Program offered by the County Department of Education. The program is to be a part of the District's risk management effort to reduce job related injuries, health care costs, and absenteeism and is to be funded from the District's account with the San Diego County Schools Workers' Compensation Joint Powers Authority.

All participation by employees shall be voluntary. Employees shall be required to make a "good faith" deposit of $25, which shall be refunded upon successful completion of the program. Employees shall be allowed release time to participate in health evaluation and counseling sessions and in the seminars associated with the program.

4. **Professional Development Enrollment-Fee Reimbursement** (See Procedure IV.C-04)

The District shall budget up to $10,000 annually to reimburse employees for enrollment fees paid for courses completed to further their professional development. The level of funding available for this purpose will be determined during the budget development cycle.

A maximum of $500 per year may be granted to an employee who meets the qualifications and follows the procedures developed by the Superintendent/President in consultation with employee organizations.
CHAPTER: Personnel – All Employees

Individual Activities

IV.E

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1. Soliciting, Selling or Collecting

No soliciting, selling or collecting for a commercial enterprise or for personal gain shall be conducted by members of the staff on district property.

Announcements placed in the MiraCostan, the staff newsletter, and flyers posted according to procedure shall be the only means of soliciting for charitable organizations, with the exception of direct solicitations for United Way/CHAD and fund-raising activities sponsored by student, employee, adjunct or affiliated organizations. The staff newsletter also may make space available for advertising personal items for sale by employees.

2. Political Activity

Employees have the same citizenship rights and responsibilities as all citizens. However, employees shall neither engage in political activities during school hours, except during non-duty time, nor use students for political propaganda purposes.

Employees shall not use district supplies or equipment for political or non-school related activities.

3. Conflict of Interest

It is the policy of the Governing Board that employees of the District shall avoid situations which could result in a business, professional, or personal conflict of interest. The following standards of conduct are provided for guidance:

- No employee shall accept or solicit any gifts, favor, or service that might reasonably tend to influence him/her in the discharge of duties.

- No employee shall use his/her position to secure special privileges or exemptions for him/herself or others.
• No employee shall disclose confidential information gained by reason of his/her position or otherwise use such information for personal gain or benefit.

• No employee shall transact or influence the transaction of any district business with any business entity in which he/she or an immediate family member owns a substantial interest or is an officer, agent, or member.

• No employee shall influence or attempt to influence employment decisions involving an immediate family member.

4. Non-District Employment

No employee shall engage in any non-district employment which interferes with employee’s time or ability to perform assigned duties. No faculty member shall instruct or tutor for compensation, other than provided by the District during the school year, any student who is a student in the District.