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SECTION A: GENERAL PROVISIONS

A.1.0 Purpose and Status of Manual

A.1.1 Employee Manual and District Policies and Procedures

This manual sets forth the philosophy, purpose, policies, and procedures for classified employees of the MiraCosta Community College District. Its intention is to provide basic information on current policy and procedure and it is meant to be read in conjunction with Board policy and state and federal law. If there is a conflict with the information provided herein, local, state, or federal law and Board of Trustees policy shall prevail.

In addition to the contents of this manual, classified employees should also make themselves familiar with the details of various Board policies and administrative procedures in Chapter 3, “General Institution”, that pertain to all employees, regarding nondiscrimination, harassment, workplace violence, drug-free workplace, etc., as well as those portions of Chapter 7 designated with a “.3”, which apply specifically to classified employees.

This manual also includes negotiated working conditions and compensation agreements between the MiraCosta College Classified Senate (hereinafter “Senate” or “Classified Senate”) and the MiraCosta Community College District (hereinafter “District”). The District and the Classified Senate agree that the terms of these agreements shall be modified only through collegial meet and confer, except where otherwise provided by law or by mutual agreement. Confidential classified employees shall be represented by the Confidential Employee group for purposes of wages, hours, and working conditions via the collegial meet and confer process.

Refer to [Board Policy 7140: Collegial Negotiation and Collective Bargaining](#).

The Board of Trustees (hereinafter “Board”) has the ultimate authority in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for superintendent/president action under which the District is governed and administered. This manual shall be signed by the superintendent/president, the representatives appointed by the Classified Senate, and the Director of Labor Relations & Title IX Coordinator and presented to the Board for approval.

Any grievance related to the content of this manual shall be processed according to the grievance process outlined in section N of this manual.

A.1.2. Timeline and Procedure for Updating the Employee Manual

This manual will be updated in accordance with the following process:

The District and the Classified Senate agree that the Classified Employee Manual is under continual review by the Employee Manual Subcommittee (EMS) for clarity, missing information, needed negotiations, etc. This procedure sets forth the process for updating both negotiated and non-negotiated items.