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4 **CLASSIFIED EMPLOYEES, NON-MANAGEMENT**
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7 The San Bernardino Community College District seeks a qualified and diverse administration,
8 faculty, and staff dedicated to student success. The District is committed to an open, inclusive,
9 and lawful, hiring process that supports the goals of diversity and equal opportunity providing
10 equal consideration and opportunities for all qualified candidates. The goal of every hiring
11 process is to select the most qualified candidate who best meets the needs of our students both
12 directly and indirectly.

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14 The administration, faculty, and staff recognize the importance of an effective hiring process that
15 reflects mutual professional responsibility and interest in achieving the common goal of hiring
16 outstanding employees who will enhance the learning experience for all students and fulfill the
17 mission and goals of the College and the District.

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19 Hiring faculty, classified and confidential staff, and administrators is accomplished through
20 screening Committees which produce a recommendation from the President or other appropriate
21 administrators, to the Chancellor who recommends the candidate to the Board for employment.

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23 All Short-Term, Full-time Faculty, Classified, Confidential, Management, and Academic
24 Management positions being requested to be filled in the District must be approved by the Vice
25 Chancellor of Human Resources & Employee Relations or Designee and the Board of Trustees
26 prior to the start of employment with the District.

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28 All Substitute, Professional Expert, Student Workers, and Adjunct Faculty must be approved by
29 the Vice Chancellor of Human Resources or Designee prior to the start of employment with the
30 District.

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32 **RECRUITMENT AND HIRING**
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34 **HIRING QUALIFICATIONS**
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36 The San Bernardino Community College District has established the following hiring qualifications
37 for all classified positions:
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39 **Employment Testing**
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- 41 1. The Office of Human Resources will administer skills testing to all applicants for classified
42 positions requiring job-related skills proficiency. The Director of Human Resources will
43 select the appropriate testing instruments for those positions that require skills testing.
44 Objective criteria will be used to establish performance levels or capabilities measured by
45 employment tests. Testing instruments will be evaluated periodically for currency and
46 relevancy.
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- 48 2. Any test or skill demonstration must be administered to the candidates in a consistent
49 manner. An individual who has a known disability, which prevents them from taking the
50 test or performing the skill demonstration, may request accommodation. Reasonable
51 accommodations may include, but are not limited to, use of adaptive equipment or aids,
52 modification of the methods for providing instructions, or substitution of another method
53 for evaluating the knowledge, skills and abilities.
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- 55 3. Only those that pass the employment tests will be included in the Qualified Applicant
56 Pool.

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GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill new or vacant positions must be processed through the appropriate Administrator, College President, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee.

B. Online Employment Application Process

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

C. Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

D. Job Announcements

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications which the District wishes to utilize shall be reviewed by the appropriate Administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate Administrator and the Office of Human Resources and must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum Qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. *Title 5, Title VII, EEO and ADA*).

E. Pre-Screening Process

112 The Office of Human Resources will pre-screen the applications to ensure that applicants meet
113 minimum qualifications and requirements as set forth in the position announcement and, on that
114 basis, will certify the pool of applicants.

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116 In the event of the equivalencies, the Screening Committee will make the equivalency
117 determination.

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119 **F. The Screening Committee**

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121 1. The Screening Committee shall review the applications meeting minimum
122 qualifications to make recommendations for interview.
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124 2. The appropriate Administrator in consultation with the Office of Human Resources
125 will designate the composition of the Screening Committee to ensure appropriate
126 representation from the affected department.
- 127
128 3. The Screening Committee for Classified positions shall have no less than three (3)
129 and no more than seven (7) members who have been trained by the Office of Human
130 Resources.
- 131
132 4. All Screening Committee members must receive training on equal opportunity,
133 diversity, and the employment process for each Screening Committee on which they
134 serve. Such training will be provided by the Office of Human Resources.
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136 5. The majority of the members shall be those with applicable knowledge in the job
137 category or classification with at least one member being directly from the affected
138 department.
- 139
140 6. Every Screening Committee shall have at least one management member and one
141 *California Schools Employee Association (CSEA)* appointee and when appropriate
142 an appointee from the Academic Senate.
- 143
144 7. The appropriate Administrator of the vacant position will appoint or request as
145 appropriate, the remaining members of the Screening Committee. Each Screening
146 Committee will also include an Equal Employment Opportunity representative
147 designated by the Office of Human Resources.
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149 8. The Equal Employment Opportunity representative's role and responsibility is to
150 maintain confidentiality and ensure the hiring process remains fair and equitable.
- 151
152 9. Every effort must be made to incorporate broad representation on every Screening
153 Committee to bring a variety of perspectives to the screening process.
- 154
155 10. The appropriate Administrator of the vacant position submits the membership of the
156 Screening Committee to the Office of Human Resources for approval.

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158 **G. Interview Process**

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160 1. In cases where fewer than three (3) candidates are invited for 1st level interview, the
161 Screening Committee Chair shall provide written justification to the Office of Human
162 Resources.
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164 2. The Screening Committee develops job related interview questions. All questions will
165 be reviewed by the Vice Chancellor of Human Resources & Employee Relations or
166 Designee. All interview questions are confidential.

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3. The Screening Committee will determine the candidates, date, and time to interview.
 4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate Administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
 5. The 1st level interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
 6. All Screening Committee members must sign a Confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
 7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation, unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.
 8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate and rank the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to the next level.
 9. The Supervisor may participate on the 1st level interviews based on the recommendation of the appropriate Administrator. In unique situations where the only representative of the affected department is the Supervisor, the Office of Human Resources will assess the particular circumstance.
 10. The Screening Committee will recommend at least three (3) candidates to the appropriate Administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3); unless fewer were interviewed or unless the Screening Committee presents written justification for submitting fewer than three (3) for 2nd level interview.
 11. Second-level interviews will be conducted on all finalists by the appropriate Administrator or Designee.
 12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the 2nd level interview, as determined by the appropriate Administrator or Designee.

209 **H. Selection Process**

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211 The appropriate Administrator or Designee shall select one of the finalists, who is best qualified to
212 fill the position and shall recommend such person to the Chancellor.

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214 The appropriate Administrator or Designee will submit an online notification to the Office of
215 Human Resources to forward the selection to the Board of Trustees for approval.

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217 **I. Reference Check**

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219 Upon receipt of the selected candidate, the Office of Human Resources will conduct reference
220 check in accordance with the policies and principles of Equal Employment Opportunity.

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222 The Office of Human Resources will contact the successful candidate to make a provisional offer
223 of employment, contingent upon passing the Department of Justice clearance, pre-employment
224 physical, and Board of Trustee approval.
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226 Once the successful candidate has accepted the offer, the Office of Human Resources will notify
227 the unsuccessful candidates in writing of non-selection.
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229 **EMPLOYMENT REQUIREMENTS**

230 All classified employees will be required to comply with all federal, state, and local requirements for
231 employment.
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234 **A. Fingerprints**

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236 1. Each person employed in a position not requiring certification qualifications shall,
237 prior to employment, have two 8" x 8" finger-print cards bearing the legible rolled
238 and flat impressions of such person's fingerprints together with a personal
239 description of the employee prepared by a local public law enforcement agency
240 having jurisdiction in the area of the school district. The cost of the fingerprinting
241 shall be borne by the employee.
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243 2. Substitute and temporary employees employed for less than a school year are
244 exempted from the fingerprint requirement.
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246 **B. Examination for Tuberculosis**

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248 1. New Employees:

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250 All employees must file with the Personnel Office a certificate of evidence showing
251 the employee was examined and found free from active tuberculosis. This evidence
252 must be filed prior to the date of the original employment. An intradermal tuberculin
253 test is provided free of charge at each college's Health Services Office. Any charge
254 for an exam by an outside agency will be borne by the employee.
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256 2. Renewals

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258 a. Thereafter, all employees shall be required to undergo an x-ray of the lungs
259 or an approved intradermal tuberculin test that, if positive, shall be followed
260 by an x-ray of the lungs every four years. Intradermal tests are available as
261 described above.
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263 b. Notice of renewal requirements shall be the responsibility of the District
264 Personnel Office and will be mailed to the home 45 days prior to the
265 expiration date.
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267 c. Adequate release time from the employee's workstation will be allowed to
268 comply with this requirement.
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270 d. Failure to comply with this policy may result in immediate suspension
271 without pay until such time as the employee under-goes such examination
272 and presents evidence thereof to school officials.
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274 e. Requests for exemptions for religion or other reasons will not be approved.
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276 f. The tuberculosis provisions shall not apply to those employees not
277 requiring certification qualifications who are employed for any period of time

278 less than a school year whose functions do not require frequent or
279 prolonged contact with pupils.

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281 **C. Loyalty Oath**

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283 All employees will be required to sign the legally prescribed oath of allegiance upon
284 employment with the District.

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286 **D. Employment Eligibility Verification I-9**

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288 All new employees are required to satisfy the requirements of the Employment Eligibility
289 Verification Form I-9.

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291 **E. Pre-employment Physical Examination**

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293 1. As a condition for initial employment, candidates for maintenance, custodial,
294 grounds, and security positions will be required to take a pre-employment physical
295 examination. An applicant, who because of a medical condition is able only to
296 perform the prescribed duties of the assigned classification in a manner that would
297 endanger his/her health or safety and the safety of others, will not be eligible for
298 employment.

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300 2. The District will select the examining physician. All costs incurred for the medical
301 examinations shall be borne by the District.

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303 **F. Classified employees shall be employed under a set of Rules and Regulations and not**
304 **under a yearly contract.**

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306 1. Probationary Period

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308 The probationary period shall be a period of nine months for classified bargaining
309 unit members and twelve months for confidential and supervisory employees.

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311 2. Status of Permanent Employee

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313 No person in the regular classified service shall be suspended, demoted, or
314 dismissed except for reasonable cause designed by these rules as detrimental to
315 the efficiency of the service or the welfare of the District. Nothing in these rules shall
316 be construed to prevent layoffs for lack of work or lack of funds.

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318 3. Definitions

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320 a. Suspension means either temporary removal of an employee from his/her
321 position with loss of pay as a disciplinary measure, or his/her removal
322 preliminary to investigation of charges pending demotion or dismissal.

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324 b. Demotion means reduction of an employee from a given class (or group of
325 similar positions combined under a common title) to a class having a lower
326 salary rate.

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328 c. Dismissal means separation, discharge, or permanent removal of an
329 employee from his position for cause in accordance with the provisions of
330 the Education Code and these rules.

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332 4. **Causes for Suspension, Demotion, or Dismissal**

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One or more of the following causes may be grounds for suspension, demotion, or dismissal of any person employed in the classified service.

- a. Incompetency or inefficiency in the performance of the duties of his/her position.
- b. Insubordination including, but not limited to, refusal to do assigned work.
- c. Carelessness or negligence in the performance of duty or in the care or use of District property.
- d. Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.
- e. Dishonesty.
- f. Drinking alcoholic beverages on the job, or reporting to work while intoxicated.
- g. Addiction to the use of narcotics.
- h. Personal conduct unbecoming an officer or employee of the District.
- i. Engaging in political activity during assigned hours of employment.
- j. Conviction of any crime involving moral turpitude.
- k. Arrest for sex offense as defined in the Education Code.
- l. Repeated and unexcused absence or tardiness.
- m. Abuse of illness leave privilege.
- n. Continuing illness of a disabling nature after the exhaustion of illness leave and leave of absence privileges.
- o. Falsifying any information supplied to the school district including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- p. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate state or local governmental agency.
- q. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any members of the public.
- r. Willful or persistent violation of the Education Code or rules of the governing board.
- s. Any willful failure of good conduct tending to injure the public service.
- t. Abandonment of position.

390 u. Advocacy of overthrow of federal, state, or local government by force,
391 violence, or other unlawful means.

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393 v. Membership in the Communist Party.

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395 5. **Hearing Procedure**

396 Any regular employee who is suspended, demoted, or dismissed from the
397 classified service shall be given immediate notice of the cause therefore. Within
398 a reasonable time from the effective date of the disciplinary action, the employee
399 may make request for a hearing and shall be given notification of the date of
400 such hearing in sufficient time to permit said employee to prepare an appeal. A
401 hearing shall be conducted by the governing board or its designated
402 representative. At the conclusion of the hearing, the decision to sustain or deny
403 the appeal shall be made by the governing board.

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407 References:

408 Education Code Sections 87013 and 88024; Penal Code Section 11077.1

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410 ADOPTED: 4/8/10