

# **Employee Reference Guide**

*Updated February 2024*



# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **Welcome**

Whether you are a new employee or have worked at Mt. SAC for many years, this Employee Reference Guide for the School of Continuing Education (SCE) Division is a compilation of information that we hope is helpful to you to have in a single, unified division reference, and will be a quick and easy 'go-to resource' when you need it and throughout your employment.

You are encouraged to spend time and become familiar with the contents even if you have reviewed prior versions of this Reference Guide because sometimes we have to "unlearn" things we thought we knew.

This reference guide refers you to and provides links to your respective collective bargaining agreements (CBA), also commonly called your "contract," when appropriate. Please note that CBAs, salary schedules, classified job descriptions, and other helpful information can also be accessed through the Human Resources web page under the "Resources" tab at: <http://www.mtsac.edu/hr/forms.html>. It is highly recommended that you bookmark this link for your convenience and ease of access.

In addition to this published version of the handbook, there is an online version of this document that will allow you to directly link to source documents and identify contact persons if you have questions.

Mt. San Antonio College  
**School of Continuing Education**  
Building 40, Room 104  
(909) 274-4220

If you are an individual with a disability and need a greater level of accessibility for this document, please contact our office at (909) 274-4220.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### A Special Note to Readers

This Employee Reference Guide is designed to acquaint you with general information related to your employment with Mt. SAC in the School of Continuing Education Division. **This document is not intended as a replacement for any of these source documents. It is not a contract and should not be construed as creating contractual obligations.**

The SCE Division Administrators and/or District Administrators reserve the right to amend, supplement, or rescind the information in this reference guide at any time at its sole and absolute discretion. **Subsequent revisions to this document could cause conflicting statements. If such a situation arises, the actual policies, rules, regulations, procedures, and collective bargaining agreements will always be the official documents upon which a ruling will be based or an interpretation made.**

Before making a decision to take advantage of any of the employment related benefits or opportunities outlined in this reference guide, you are advised to refer to the actual source document(s) defining the benefit or opportunity.

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# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### MT. SAC'S BEGINNINGS

**The Mt. San Antonio Community College District** was created in December 1945 when voters of four local high school districts approved the formation of a community College district. Initially named Eastern Los Angeles County Community College, the institution was later renamed after Mt. San Antonio, after the imposing, snow-capped mountain (popularly known as Mt. Baldy) prominently visible in the distance above the campus. The 421 acre College site was originally part of the 48,000 acre La Puente Rancho. During World War II, the facility was converted into an army hospital and later a Navy hospital. Mt. SAC opened in the fall of 1946 with 635 students occupying a few Spanish-tiled buildings and temporary Navy barracks. From its humble beginnings, the College now serves over 60,000 individuals from diverse backgrounds and generations. The College District boundaries encompass the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina. Mt. SAC has emerged as a leader in education not only in the San Gabriel Valley, but in the state. It is the largest, single-campus community College district in California.

### HISTORY OF SCHOOL OF CONTINUING EDUCATION

**The Mt. SAC School of Continuing Education (SCE)** is among the largest noncredit program in the state of California. SCE has experienced dramatic change and tremendous growth in its 50+ year history. Established in 1971, the program was initially named the Community Services Department and was to provide cultural, educational and recreational programs. Since then, there have been seven name changes. In 1978, Community Services was reclassified from a department to a division and the first dean was appointed. The newly re-titled Community Education Division expanded to incorporate community enrichment, fee-based classes and new areas of adult education including Basic Skills, English as a Second Language, Older Adult, Parent Education, Disabled Education, and Health and Fitness.

By the late 1980s, there was an increased focus on entrepreneurship and economic development. In 1993 the Community Education Center (CEC) was established on the main campus and over the next few years grew to include programs such as High School Equivalency preparation, Adult Basic Education, Adult High School Diploma, and High School Referral. Then in 2002 all noncredit programs were placed under the larger umbrella of the Instruction Team.

A renewed emphasis on career education and workforce development in the early 2010s prompted a name change to Continuing Education to reflect the breadth of programs offered and common terminology used by the California Community College system. In 2015, the restructuring of the Division to better align with its growing scope and state requirements prompted the adoption of the current name of School of Continuing Education. In 2021, SCE marked its 50<sup>th</sup> anniversary with a restructure that led to a Cabinet-level executive leadership position that reports directly to the College President.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### ADMINISTRATION & GOVERNANCE

#### OUR BOARD OF TRUSTEES



#### **The Mt. SAC Board of Trustees:**

*(top row, from left)* Dr. Manuel Baca, Mr. Robert F. Hidalgo,  
Mr. Peter Hidalgo, Mr. Gary Chow

*(bottom row, from left)* Judy Chen Haggerty, Esq., Mr. Jay F. Chen, Ms. Laura Santos

**The Board of Trustees** is empowered by the California State Constitution to be the policy-making body of the College. The Board consists of seven elected community members representing seven districts and one Student Trustee.

#### District

The local College District boundaries encompass the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina.

#### Meetings

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month in Founders Hall at 1100 North Grand Avenue, Walnut, CA. The closed session portion of the meetings begin at 6:00 p.m., with the public session following at 6:30 p.m. Special meetings may be called, as needed. Agendas and minutes are available. For more information, call (909) 274- 4250.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### ADMINISTRATION & GOVERNANCE

#### OUR PRESIDENT & CEO



**Dr. Martha Garcia** is the 10<sup>th</sup> President/CEO of Mt. San Antonio College, as well as the second female President. She is driven to serve students, whose experiences often reflect her own.

Dr. Garcia was the first in her family to pursue higher education, getting her start at a community college. Her parents, both from Mexico, worked as farmworkers so their children could have better opportunities in life. Dr. Garcia is committed to the transformative power of higher education and student-centered leadership. The values she learned from her parents – hard work,

perseverance, honesty, and respect – guide and inspire her.

Prior to joining Mt. SAC, Dr. Garcia was the Superintendent/President of College of the Desert (COD). Before joining COD, Dr. Garcia served as Superintendent/President of Imperial Valley College in Imperial, California, where she developed numerous programs to remove barriers to student success. In her 21 years at Imperial Valley College, Dr. Garcia also served as Vice President of Student Services, Acting Vice President of Academic Services, and Special Projects Coordinator overseeing Career Education programs. She was named one of the 2018 Distinguished Woman of the Year by Assemblyman Eduardo Garcia.

#### Open Office Hours

Each month, employees receive an email listing Dr. Garcia's upcoming open office hours. During these open office hours, employees are invited to visit Dr. Garcia's office in Founders Hall and talk to her about anything related to the College. No appointment is necessary, and there is no need to call ahead. Meeting will be first-come first-served and, if people are waiting, there is a request to keep discussions to 10 minutes. This information is also posted on the President's website.

#### Contact Information

Dr. Garcia may be reached during business hours at:

(909) 274-4250

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### ADMINISTRATION & GOVERNANCE

#### INSTITUTIONAL ORGANIZATIONAL STRUCTURE

Leadership takes many forms at Mt. San Antonio College. Our faculty, staff, and students help guide the direction of campus initiatives through elected positions. All campus group—faculty, staff, managers, and students—play a key role in making Mt. San Antonio College the best community college. To help the College succeed and operate efficiently, Mt. SAC has many different administrative and governing offices and entities.

**Learn More:** Click on any highlighted title below:

**Board of Trustees:** Our Board is the ultimate policy-making body of the College.

**President's Office:** The President/CEO oversees implementation of Board policies and is responsible for the overall administrative governance of the College.

**Accreditation:** Mt. SAC is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). In addition, SCE holds accreditation from the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC).

**Academic Senate:** Our Academic Senate is responsible for helping to develop and making recommendations regarding our curriculum, degree requirements, grading policies, program development, faculty development, and more. Members are elected among faculty.

**Associated Students:** Mt. SAC's student government body is known as the Associated Students. Its elected officers are the voice of our student population and help foster leadership in our campus community.

**Classified Senate:** This group communicates the opinions and needs of our classified employees to the college's Board and administration to ensure they can achieve their professional goals at Mt. SAC. Members are elected among classified staff.

**Divisions:** There are five divisions in the College: Administrative Services, Human Resources, Instruction, School of Continuing Education, and Student Services. These 5 divisions ensure the College runs smoothly and students are properly supported with excellent services. The Vice Presidents of the five divisions report to the President.

**Committees:** We have governance, operational, and senate committees, each with specific functions.

**Foundation:** The Mt. SAC Foundation is a nonprofit organization that provides the college and its students with resources that enrich our students' experiences. The Foundation supports everything from scholarships to athletics.

**Union Representation:** The Union Representation works with the college to help ensure the needs of our faculty and staff are being met.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### INSTITUTIONAL MISSION, VISION & CORE VALUES

#### **MISSION STATEMENT**

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training, empowering students to attain success in an ever-evolving diverse, sustainable, global society. The College pledges to serve students so they may achieve their full educational potential for lifelong learning, for attaining certificates and associate and bachelor's degrees, for employment, and for the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement; advancing civic engagement and environmental responsibility; enhancing personal and social well-being; developing information and technological literacy, communication, and critical thinking; and enriching aesthetic and cultural experiences.

#### **VISION STATEMENT**

Mt. San Antonio College strives to be a fully student-centered and welcoming campus that provides our diverse community an educational experience which is anti-racist, integrated, connected, and technologically advanced with unique and distinguished programs in an expansive and sustainable environment. We will devote energy, thoughtfulness, and passion to provide leadership in community college teaching, programs, and services. We will provide quality educational programs and support services by advancing student achievement and equity within a climate of integrity and respect through our core values. We will consistently exceed the expectations of our students, our staff, and our community.

#### **CORE VALUES**

**Integrity:** We treat each other honestly, ethically, and respectfully in an atmosphere of trust.

**Equity and Diversity:** We value diversity in all aspects of the human condition. We pursue equity by empowering each person to achieve their success.

**Community Building:** We collaborate in responsible partnerships through open communication, caring, and a cooperative spirit.

**Student Focus:** We address the basic human and academic development needs of students and the community both in our planning and in our actions.

**Social Justice:** We serve the whole person by choosing restorative justice over discipline, offering wellness and behavioral support instead of exclusion, and actively creating an atmosphere of safety and support.

**Anti-racism:** We are actively and unapologetically anti-racist in all aspects of our work.

## EMPLOYEE REFERENCE GUIDE

### School of Continuing Education (SCE) Division

**Accessibility:** We embrace universal design to ensure our campus and services can be utilized by people of all abilities.

**Lifelong Learning:** We promote the continuing pursuit of learning through equal access to high-quality teaching and support services.

**Positive Spirit:** We work harmoniously, show empathy, and take pride in our work.

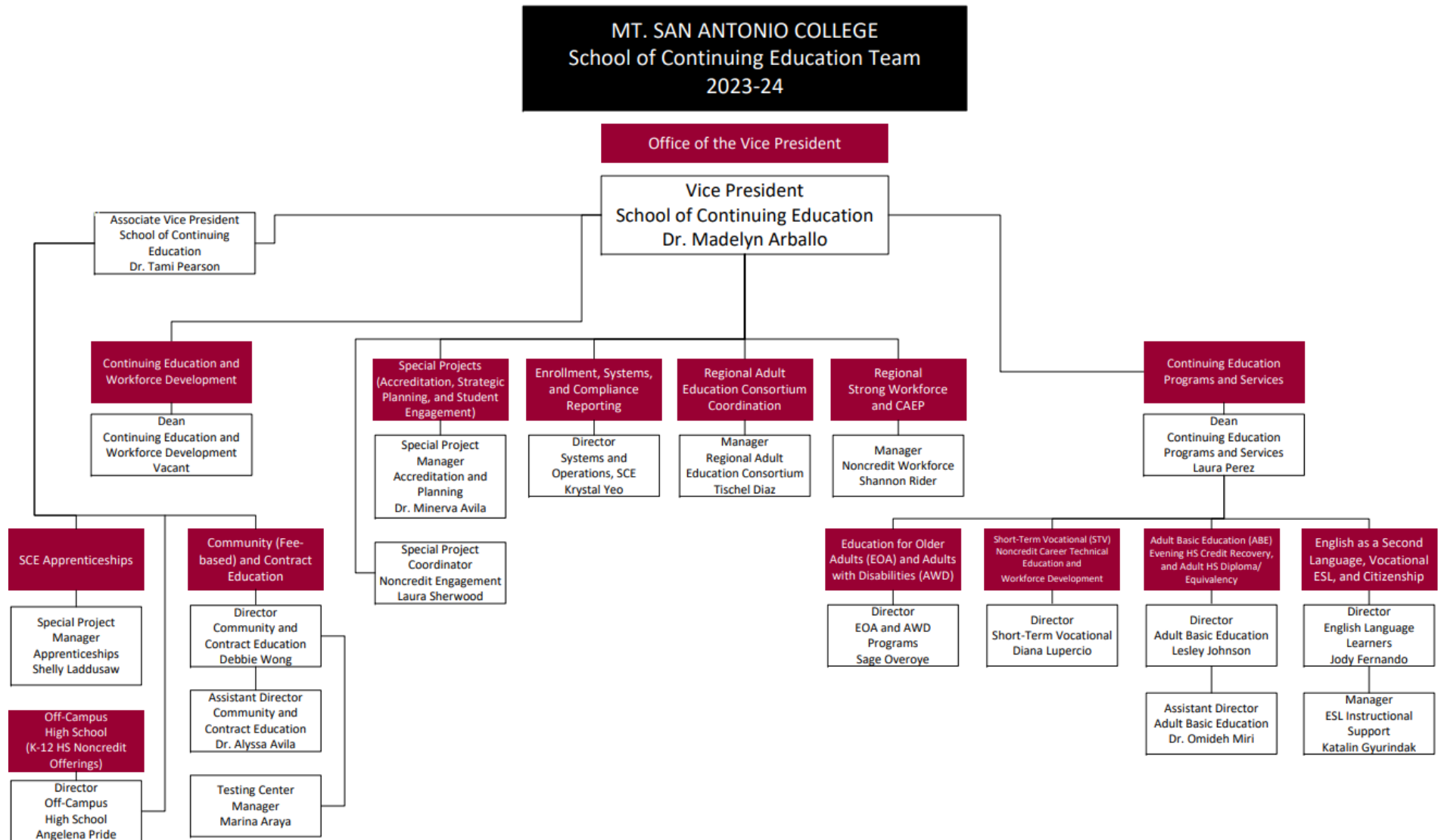
**Effective Stewardship:** We maintain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funds.

**Sustainability:** We value environmentally conscious practices, and prioritize the planning and implementation of activities that improve the environment.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education Division

### SCHOOL OF CONTINUING EDUCATION: ORGANIZATIONAL STRUCTURE





# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **SCHOOL OF CONTINUING EDUCATION: VISION, INSTITUTIONAL LEVEL OUTCOMES (ILOs), AND GOALS**

#### **SCE VISION**

The School of Continuing Education will support students in enhancing and advancing their lives through accessible, equitable, and innovative educational opportunities.

#### **SCE INSTITUTIONAL LEVEL OUTCOMES (ILOs)**

Institutional Level Outcomes (ILOs) are a global type of Student Learning Outcome (SLO). They are interdisciplinary statements about what all students should know, understand, and be able to do by the time they complete their planned program. ILOs provide the foundation for a comprehensive assessment of all programs across the School of Continuing Education.

#### **Communication**

Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.

- Comprehending, analyzing, and responding appropriately to oral, written, and visual information.
- Reading and understanding the content and purpose of written material.
- Speaking or signing to increase knowledge, foster understanding, or promote change.
- Developing and expressing ideas in writing with clarity and fluency.

#### **Critical Thinking**

Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.

- Analyzing content, meaning, and purpose from a variety of texts or materials.
- Developing informed conclusions based upon the collection, examination, and synthesis of evidence.
- Computing and analyzing multiple representations of quantitative information and/or data, including graphical, formulaic, numerical, verbal, and visual.
- Designing, implementing, and evaluating strategies to answer questions or achieve goals.



# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **SCHOOL OF CONTINUING EDUCATION: VISION, INSTITUTIONAL LEVEL OUTCOMES (ILOs), AND GOALS**

#### **SCE INSTITUTIONAL LEVEL OUTCOMES (ILOs) CONT'D**

##### **Information and Technology Literacy**

Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.

- Locating, evaluating and choosing credible textual and other sources for information.
- Interpreting the social, legal, and ethical uses of information.
- Researching data and drawing conclusions based on an analysis of that data.
- Using technologies to communicate, solve problems, and complete tasks.

##### **Personal, Social, Civic, and Environmental Responsibility**

Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.

- Setting, evaluating, and monitoring academic, career, financial, and personal goals.
- Interpreting and managing physical and mental health needs.
- Developing self-awareness in the areas of personal development, learning styles, and decision-making strategies.
- Recognizing and respecting the beliefs, opinions, and values of other individuals and cultures.
- Being informed about and participating in local, state, national, and global communities.
- Evaluating environmental conservation and sustainability.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### Communication

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# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCHOOL OF CONTINUING EDUCATION: VISION, INSTITUTIONAL LEVEL OUTCOMES (ILOs), AND GOALS

#### SCE GOALS

These goals are aligned with College Goals and Division Vision and are generated with input from faculty. They guide Division planning and assessment.

1. **Advocacy and Partnerships:** Advocate for noncredit and community education students to remain a critical part of the California community college mission through partnerships, as well as community, regional and state involvement.
2. **Data:** Ensure equity, access, completion, and success of educational goals for all students.
3. **Teaching and Learning:** Expand and support innovation in teaching, learning, academic support, and management within SCE.
4. **Student Support:** Increase access to high quality student services to support student goals and promote pathways for a diverse noncredit population.
5. **Communication:** Increase effectiveness and consistency of communication among stakeholders.
6. **Fiscal Stability:** Ensure fiscal stability and effective use of resources.

# EMPLOYEE REFERENCE GUIDE

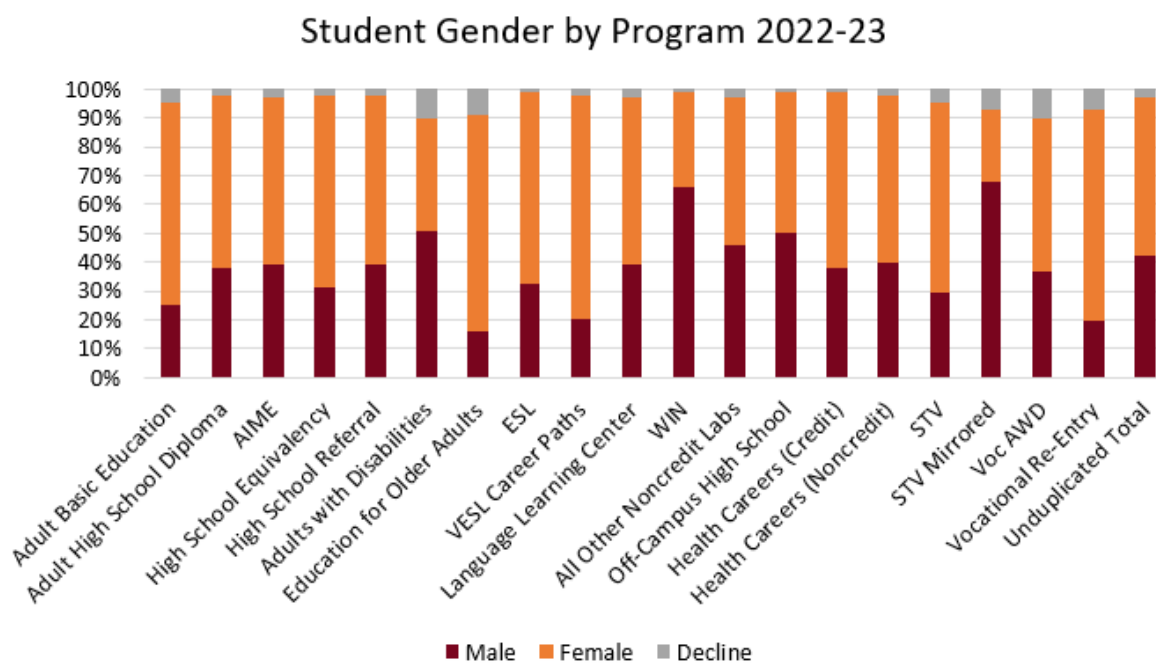
## School of Continuing Education (SCE) Division

### ABOUT OUR STUDENTS

The School of Continuing Education's student body of over 40,000 is diverse in race, ethnicity, gender, and age.

### SCE STUDENT DIVERSITY

#### Student Gender by Program



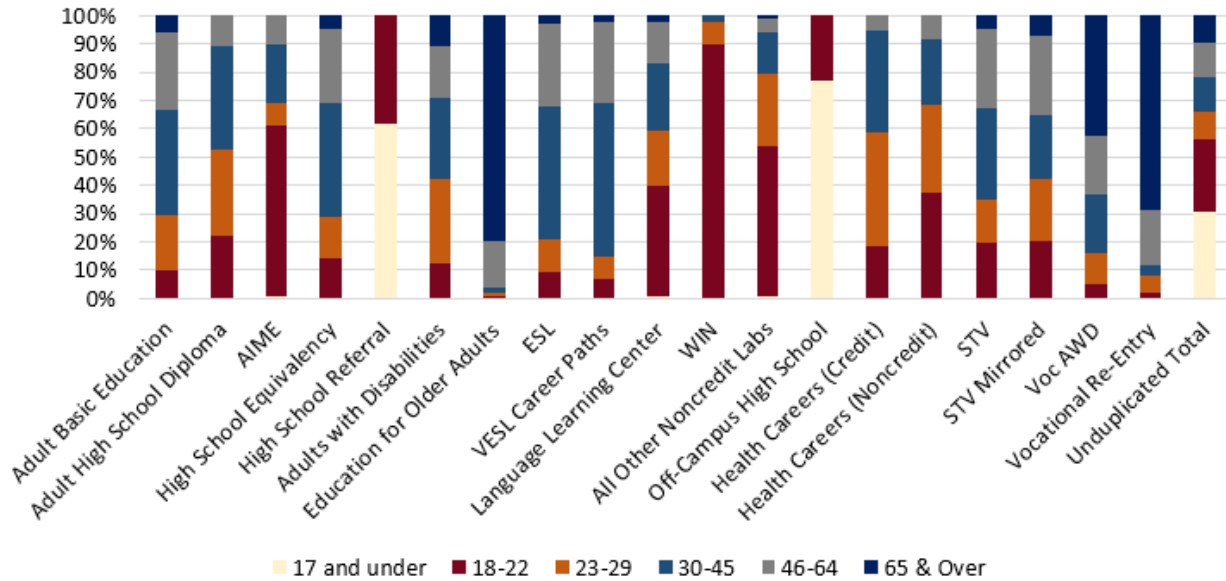
Source: ARGOS Report SFR0086 "ACS WASC: School of Continuing Education by Gender within Program"

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### Student Age by Program

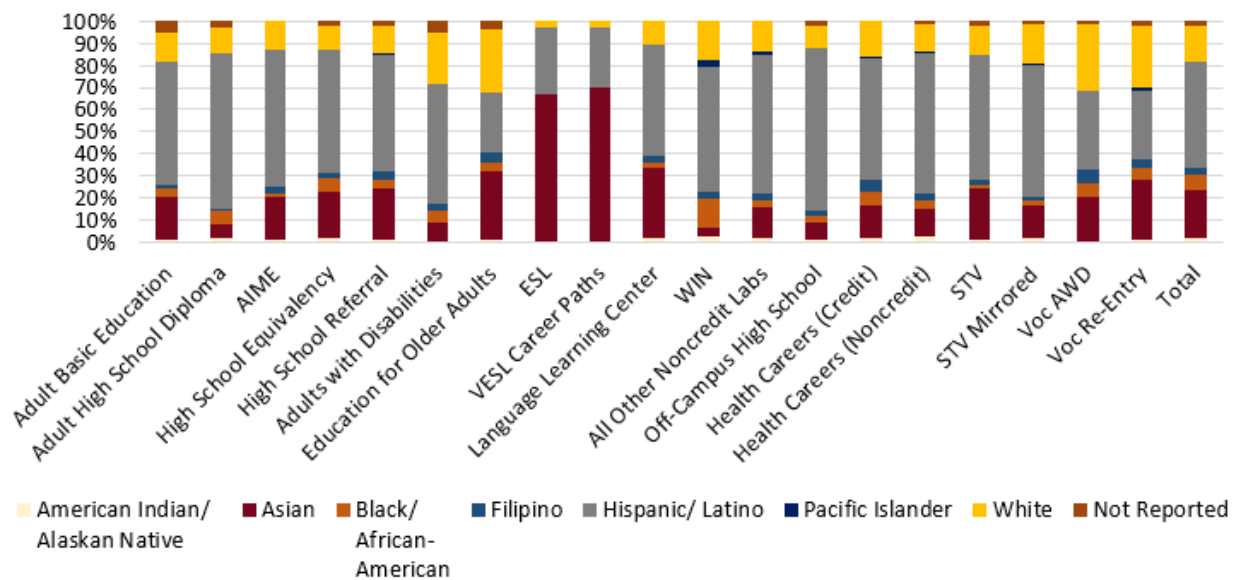
Student Age by Program 2022-23



Source: ARGOS Report SFR0087 "ACS WASC: School of Continuing Education by Age Range within Program"

### Student Ethnicity by Program

Student Ethnicity by Program 2022-23



Source: ARGOS Report SFR0088 "ACS WASC: School of Continuing Education by Ethnicity within Program"

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCE STUDENT ACHIEVEMENT DATA

Student success is at the core of Mt. SAC's mission, vision, and ILOs, and SCE evaluates that demonstrates student achievement using a variety of methods and metrics. One method of evaluating student achievement is through noncredit progress indicators, or more simply stated, noncredit grades. The three grading options are Pass (P), No Progress/Pass (NP), and Satisfactory Progress (SP).

#### SCE Progress Indicators by Program

#### ***SCE Progress Indicators by Program 2022-23***

	Progress						No Progress <sup>1</sup>					
	Pass		Satisfactory Progress		Total Progress		No Pass		Dropped OR No Grade		Total No Progress	
	N	%	N	%	N	%	N	%	N	%	N	%
ABE	844	46	957	52	1801	98	-	-	46	2	46	2
AIME	264	49	262	49	526	98	10	2	2	<1	12	2
AHSD	411	18	1795	80	2206	98	36	2	5	<1	41	2
HSE	306	31	674	69	980	100	-	-	-	-	-	-
HSR	2127	46	2030	44	4157	91	425	9	5	<1	430	9
AWD	211	8	2283	83	2494	90	36	1	226	8	262	10
EOA	7506	33	14862	65	22368	98	93	<1	406	2	499	2
ESL	6199	44	3692	26	9891	69	660	5	3686	26	4346	31
VESL	1163	56	233	11	1396	67	120	6	576	28	696	33
OCHS	23905	82	-	-	23905	82	2989	10	2298	8	5287	18
NC Health	858	74	69	6	927	80	64	6	163	14	227	20
STV	550	80	13	2	563	82	67	10	59	9	126	18
STV Mirrored	166	64	-	-	166	64	60	23	35	13	95	36
Voc AWD	2601	41	3138	49	5739	90	315	5	295	5	610	10
Voc Re-Entry	844	46	957	52	1801	98	-	-	46	2	46	2
Total Records	264	49	262	49	526	98	10	2	2	<1	12	2

Source: ARGOS Report SHR0014 "Noncredit Student Hours/Grades by Term & Attribute"

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCHOOL OF CONTINUING EDUCATION: ACCREDITATION

The School of Continuing Education (SCE) holds a six-year status of accreditation as an adult school by the Accrediting Commission for Schools (ACS). ACS is part of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA). As a division of Mt. San Antonio College, SCE is also accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC).

SCE's initial ACS WASC application was completed in 2009. In the spring of 2012, SCE completed a self-study, and received a visit from a team of peers from different adult schools within the ACS WASC system. Most recently, as part of the continuous accreditation process and cycle of assessment, planning, implementing, monitoring, and reassessment, SCE completed a self-study and is preparing for a WASC team visit scheduled to take place in April 2024.

**Learn More:**

<https://www.mtsac.edu/sce/about/accreditation.html>

### FREQUENTLY ASKED QUESTIONS

#### ***What is accreditation?***

Accreditation is the process of external quality review used by schools and colleges. It confers an academic legitimacy that communicates to the public and higher education community that SCE is a trustworthy institution of learning.

#### ***What is WASC?***

It is an acronym for the Western Association of Schools and Colleges (WASC). The Accrediting Commission for Schools (ACS), the accrediting institution for SCE, is under WASC.

***Why do we maintain a postsecondary education accreditation for our school?*** SCE has an embedded adult education (Postsecondary) program and has a six-year status of accreditation from ACS WASC. Accreditation by ACS WASC is essential for high school course credits to be certified as A-G approved by the University of California system. This certification is also mandated for National Collegiate Athletic Association (NCAA) recognition of SCE's high school courses. SCE, as a part of Mt. SAC, is included in the College's accreditation through ACCJC.

#### ***How are faculty and staff involved in the accreditation process?***

A critical outcome of the accreditation self-study is the involvement and collaboration of all faculty and staff. Employee participation in accreditation involves assessing student progress, studying student and community data, gathering and examining evidence regarding the quality of the instructional program for students with respect to WASC criteria, and providing feedback on program strengths and areas of growth.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCHOOL OF CONTINUING EDUCATION PROGRAMS

#### **SCHOOL OF CONTINUING EDUCATION (SCE) DIVISION OFFICE**

A resource for information regarding all SCE Programs.

Location: Building 40, Room 104  
Phone: (909) 274-4220  
Office Hours: MTWTh: 8:00 a.m. - 6:00 p.m.  
Friday: 8:00 a.m. - 5:00 p.m.

#### **ADULT BASIC EDUCATION (ABE)**

##### **Adult Basic Education Center**

Adult Basic Education (ABE) offers educational, vocational, and support services to adult and high school students. ABE is committed to providing excellent basic skills coursework and comprehensive supportive services. Individuals can receive assessment, career and academic counseling, educational advisement, and career development. Students can also earn a high school diploma and prepare for the high school equivalency (GED/HiSET) as well as the military entrance exam (ASVAB). The instructional programs and services are intended to transition students into college or employment.

**Learn More:**

Online at <https://www.mtsac.edu/sce/abe/>

Location: Building 30  
Phone: (909) 274-4845  
Email: [abeinfo@mtsac.edu](mailto:abeinfo@mtsac.edu)  
Office Hours: MTWTh: 8:00 a.m. – 5:00 p.m.  
Friday: 8:00 a.m. - 4:00 p.m.

##### **Adult Basic Education Learning Center**

The Adult Basic Education Learning Center offers a variety of services including basic skills courses, high school equivalency preparation (GED/HiSET), Armed Services Vocational Aptitude Battery (ASVAB) exam preparation, assessment services, and computer literacy courses in a variety of software programs including Microsoft Office. Courses in the Adult Basic Education Lab are designed to strengthen basic skills in reading, writing, and mathematics. A cap and gown graduation is held on the Mt. SAC campus each June to honor students receiving their High School Equivalency certificates. ABE courses are open to the public.

Location: Building 30, Room 111  
Phone: (909) 274-4935  
Office Hours: MTWTh: 8:00 a.m. - 8:00 p.m.  
Friday: 8:00 a.m. - 4:00 p.m.



# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **SCHOOL OF CONTINUING EDUCATION PROGRAMS**

#### **ADULT BASIC EDUCATION (ABE)**

##### **Adult High School Diploma**

Adult students can earn credits toward completion of a high school diploma under the guidance of instructors, counselors, and support staff. Coursework is offered in small group instruction, computer-aided instruction, and individual study. A cap and gown graduation is held on the Mt. SAC campus each June to honor students receiving their high school diploma.

Location: Building 30, Room 38A  
Phone: (909) 274-4937  
Office Hours: MTWTh: 8:00 a.m. - 8:30 p.m.  
Friday: 8:00 a.m. - 4:00 p.m.

##### **High School Referral**

High School Referral is a self-paced, guided-study program designed to allow high school students the opportunity to take "A-G" approved classes to earn a higher grade or recover credits. Credentialed teachers supervise the classroom and provide individual instruction and support. **Classes are also offered online.** Students must be currently enrolled in high school and have both parental and counselor consent to enroll. Upon course completion, credits earned may be transferred to the student's local high school to fulfill graduation requirements.

Location: Building 30, Room 115  
Phone: (909) 274-4937  
Office Hours: MTWTh: 8:30 a.m. - 8:30 p.m.  
Friday: 8:00 a.m. - 4:00 p.m.

##### **WIN – Academic Support Program for Student Athletes**

The WIN program is a study hall/tutorial service that is specifically designed to address student athlete academic and athletic requirements. The WIN's goal is to prepare students to maintain academic eligibility, graduate, and transfer to a four- year institution. Emphasis is placed on improving students' basic skills (Math and English) and increase course success and retention through interaction with tutors, resources (computer lab), and staff support.

Location: Building 45, Room 1430  
Phone: (909) 274-4239  
Office Hours: MTWTh: 9:00 a.m. - 5:00 p.m.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCHOOL OF CONTINUING EDUCATION PROGRAMS

#### **COMMUNITY AND CONTRACT EDUCATION (CCE)**

**Community Education** offers a variety of unique and innovative fee-based classes and programs. These include career and professional development programs, motorcyclist training, financial planning workshops, CPR and first aid classes, sports and fitness, and special programs for kids and youth. Students do not earn college credit when they complete Community Education courses. As a self-supporting program, Community Education is funded through fees charged to every participant.

Courses include:

- › Professional Development
- › College for Kids
- › CPR and First Aid
- › Financial Planning and Investing
- › Makeup artistry
- › Medical Billing
- › Motorcyclist Training
- › Sports and Fitness
- › Swim
- › Water Technology

**Contract Education** is offered through the Workforce Training Center that provides customized performance-based training, assessment, and consulting services designed to assist business, industry, and other organizations to improve the quality of their products and services and to increase their competitiveness in domestic and international markets. Courses are funded through fees specific to each contract.

Courses include:

- › Bookkeeping Preparation
- › Supervisory Training
- › Welding
- › Machining
- › MS Excel
- › Social Media and Marketing
- › Team Management

**Learn More:** Online at <http://communityed.mtsac.edu/>

Location: Building 40, Room 101  
Phone: (909) 274-4220  
Email: [commedreg@mtsac.edu](mailto:commedreg@mtsac.edu)  
Office Hours: MTWTh: 8:00 a.m. - 6:00 p.m.  
Friday: 8:00 a.m. - 4:00 p.m.

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **SCHOOL OF CONTINUING EDUCATION PROGRAMS**

#### **EDUCATION FOR OLDER ADULTS (EOA)**

Courses offer lifelong education that provides opportunities for personal growth and development, community involvement, skills for mental and physical well-being, and economic self-sufficiency. Courses are designed for older adult learners age 55+ years but anyone age 18+ years can enroll. Courses are conducted both on campus and at various senior and community centers throughout the Mt. SAC District.

**Learn More:** Online at: <https://www.mtsac.edu/sce/eoa/>

Location: Building 40, Room 138  
Phone: (909) 274-4192  
Email: EOA @mtsac.edu  
Office Hours: MTWThF: 8:00 a.m. - 4:30 p.m.

#### **EDUCATION FOR ADULTS WITH DISABILITIES (AWD)**

Courses are designed to provide instruction that leads to increased skills that will enable students with intellectual/developmental disabilities to become more independent and to successfully integrate into college, social and community settings and employment. Classes are conducted both on campus and at various community centers throughout the Mt. SAC District.

**Learn More:** Online at: <https://www.mtsac.edu/sce/awd/>

Location: Building 40, Room 138  
Phone: (909) 274-4192  
Email: EOA @mtsac.edu  
Office Hours: MTWThF: 8:00 a.m. - 4:30 p.m.

#### **Vocational Re-Entry EDUCATION (VRE)**

Adults of any age can take these vocational courses in technology, microenterprise, and creative product design to develop skills that can lead to a means of supplemental income. Through these courses, students gain skills to enter or re-enter college or the workforce.

**Learn More:** Online at: <https://www.mtsac.edu/sce/eoa/>

Location: Building 40, Room 138  
Phone: (909) 274-4192  
Email: EOA @mtsac.edu  
Office Hours: MTWThF: 8:00 a.m. - 4:30 p.m.

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **SCHOOL OF CONTINUING EDUCATION PROGRAMS**

#### **ENGLISH AS A SECOND LANGUAGE (ESL)**

The ESL program is designed to help students strengthen their English communication skills in order to transition to college credit programs, gain opportunities for job advancement, and become active and participating members in their community. Classes range from basic literacy (Pre-Level 1) to advanced (Level 6) English Proficiency. Students are placed according to their English abilities and progress through a sequence of courses. Core Level classes focus on integrated skills (grammar, listening, speaking, reading, and writing) while supplemental courses in Speaking, Writing, Citizenship Preparation, and TOEFL Preparation assist students with specialized goals. Additionally, ESL offers VESL Career Paths, a two-semester program designed to facilitate the noncredit-to-credit transition of advanced level ESL learners. Classes are offered all year long with day, evening, and weekend options.

**Learn More:** Online at <https://www.mtsac.edu/sce/esl/>

Location: Building 66, 1st Floor  
Phone: (909) 274-5235  
Email: [eslreg@mtsac.edu](mailto:eslreg@mtsac.edu)  
Office Hours: MTWTh: 8:30 a.m. - 7:00 p.m.  
Friday: 8:30 a.m. - 12:00 p.m.

#### **Language Learning Center (LLC)**

The Language Learning Center (LLC) offers a wide variety of language learning software, videos, DVDs, and recordings to improve listening, speaking and pronunciation skills for the following languages: American Language, Arabic, Chinese, ESL, French, German, Italian, Japanese, Sign Language, and Spanish. Open enrollment is available throughout the semester. ESL students may register in the ESL registration office in Building 66, lower level.

**Learn More:** Online at <http://www.mtsac.edu/lc/>

Location: Building 77, Room 1005  
Learning Technology Center South Entrance, 2nd Flr  
Phone: (909) 274-4580  
Email: [langlab@mtsac.edu](mailto:langlab@mtsac.edu)  
Office Hours: Vary by term

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCHOOL OF CONTINUING EDUCATION PROGRAMS

#### **OFF-CAMPUS HIGH SCHOOL (OCHS)**

The Off-Campus High School (OCHS) Program serves over 35 high schools with most operating during the summer session. The courses are general education high school courses, offered on high school campuses, and primarily taught by each of the high schools' teachers.

Location: Building 38, B-2  
Phone: (909) 274-6117  
Office Hours: MTWTH: 8 a.m. – 4:30 p.m.  
Friday: 8 a.m. – 4 p.m.

#### **SHORT-TERM VOCATIONAL (STV)**

Certificates in a variety of vocational programs with high employment potential are available through the STV. Certificates of Completion have been approved by the Chancellor's Office. Some of these certificate programs mirror those offered through the credit programs of the College, are favorably recognized by business and industry, and are frequently used as a requirement for professional advancement.

**Learn More:** Online at <https://www.mtsac.edu/sce/stv/>

#### **Short-term Vocational programs include:**

- Acute Care Nurse Assistant
- Certified Home Health Aide (HHA)
- Certified Nursing Assistant (CNA)
- Electronics Systems Technology – Cabling and Wiring (EST)
- Emergency Medical Technician (EMT)
- Essential/General Office Skills
- Floral Design
- Personal Care Aide (PCA)
- Manufacturing and Electrical Systems
- Medical Secretary
- Physical Therapist Aide
- Solar Panel Technology
- Trades Pre-Apprenticeship
- Welding Basics

#### **Mirrored programs include:**

- Accounting
- Agricultural Sciences
- Architecture
- Business Management
- Computer and Network Technology
- Electronics
- Human Resources Management
- Interior Design
- Photography
- Welding

Location: Building 40, Room 109  
Phone: (909) 274-5757  
Email: [STV@mtsac.edu](mailto:STV@mtsac.edu)  
Office Hours: MTWThF: 8:00 a.m. – 4:30 p.m.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### SCHOOL OF CONTINUING EDUCATION PROGRAMS

#### **SCE's TECHNOLOGY SUPPORT**

SCE Tech Support staff provide technical support to SCE students, faculty, and staff at both on and off campus locations.

The SCE Tech Support:

- › coordinates the SCE Student Online Support (SOS) support to offer live, one-on-one assistance to SCE students needing assistance with the online application, Mt. SAC portal, Canvas, Mountie mail, Zoon, and course software;
- › installs, maintains, and supports enterprise desktop computer systems and their peripherals;
- › provides consulting services to the SCE community to assist with defining and purchasing their technology needs;
- › manages the implementation, integration application delivery, and support of instructional technologies in the classrooms, computer labs, learning resource centers, testing centers and administrative offices; and
- › strives to provide friendly, fast, and efficient support for all SCE technology including client/server networks, digital imaging systems, desktop computers, and voice/data communications systems.

The SCE Tech Support also provides a variety of training opportunities for students, faculty, and staff, such as:

- › Instructional management tools in the computer lab such
- › Bright-link projection systems in the classroom and computer labs
- › Smart Classroom Technology
- › Specialized instructional software for student and faculty
- › Best practice equipment utilization in office settings

#### **Contact Information:**

<b>Inquiry Type</b>	<b>E-mail</b>	<b>Phone</b>
SCE Student Support Online (SOS)	scehelp@mtsac.edu <a href="https://www.mtsac.edu/sce/tech.html">https://www.mtsac.edu/sce/tech.html</a>	Ext. 4400 Ext. 6100
Classroom and Computer Labs Support and Technical Questions	scehelp@mtsac.edu	Ext. 4400
Banner, Argos	helpdesk@mtsac.edu	Est. 4357

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### CAMPUS SAFETY

**For emergencies dial 911.**

For non-emergencies dial (909) 274-4555

Topics covered on the Mt. SAC Police and Campus Safety web pages include:

- › Active shooter
- › Crime alerts
- › Evacuating campus
- › Emergency preparedness
- › Campus escorts
- › Parking
- › Clery Act compliance

**Learn More:** <http://www.mtsac.edu/safety/>

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### EMPLOYEE SUPPORT SERVICES

#### EMPLOYEE BENEFITS

Mt. San Antonio College offers a competitive and excellent benefits package providing:

- Medical, dental, and vision benefits for **eligible\* employees** and their dependents.
- Lifetime medical benefits are also available for **eligible\* employees**.
- Life insurance coverage of \$75,000 is also provided for each **eligible\* employee**.
- The District also offers to **eligible\* employees** a variety of voluntary supplemental plans such as:
  - Term Life Insurance
  - Long Term Care
  - Section 125 - Flexible Spending Accounts
  - Tax Shelter Annuities - 403(b)

\*Note: Temporary short-term hourly, professional experts, and student assistants are typically not eligible for the above benefits.

**Learn More:** <http://www.mtsac.edu/hr/benefits/index.html>

#### EMPLOYEE ASSISTANCE PROGRAM (EASE)

EASE (Employee Assistance Service for Education) is a specialized program available to all Mt. SAC employees, and immediate family members, paid for by the District. EASE offers confidential help (no charge to you) for matters such as:

- Family troubles with spouse or children
- Emotional distress
- Drug/alcohol problems
- On-the-job anxieties and stress
- Grief, loss, and transitions

**Learn More:** [https://www.mtsac.edu/hr/benefits/pdf/EASE\\_Flyer.pdf](https://www.mtsac.edu/hr/benefits/pdf/EASE_Flyer.pdf)



# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### EMPLOYEE SUPPORT SERVICES

#### STUDENT HEALTH CENTER SERVICES FOR EMPLOYEES

##### Who Can Receive Services

###### Adjunct Faculty

- Adjunct faculty are eligible to receive limited medical services.
- Picture identification, such as a Mt. SAC faculty badge or driver's license, must be presented at each visit.
- Adjunct faculty may receive services between hire and termination dates only.

###### Employees

- Employees are eligible to receive services funded by the District such as routinely-scheduled tuberculosis (TB) testing.
- The Hepatitis B Immunization series is offered to employees identified by the Bloodborne Pathogens Program as high-risk for blood and body fluid exposure.
- Picture identification, such as a Mt. SAC faculty or staff badge or driver's license, must be presented at each visit.
- Employees may receive services between hire and termination dates only.

##### General Information

**This service provides evaluation and treatment** of minor illnesses and injuries; sexual health services such as routine gynecological and testicular examination, sexually transmitted infections screening, pregnancy tests, birth control pills, emergency contraception and condoms; tuberculosis (TB) testing and immunizations; routine blood and urine tests, and some over the counter medication such as Tylenol, Motrin, are available.

**This service does not replace a primary care medical provider.** As such, treatment is not available for chronic conditions (diabetes, high blood pressure, asthma, hormone therapy, thyroid disorders, etc.)

**First aid only is provided for work-related injuries and illnesses.**

- Services are only available when classes are in session. Closed weekends and holidays.
- Appointments required for most services. Walk-in nurse visits available. Fee required for some services; e.g. lab test, medication. Cash only.
- General Information Phone: 909.274.4400

Locations	Days/Hours of Service
Student Health Services - 67B	Monday – Thursday: 8:00am - 7:00pm Friday: 8:00am - 4:30pm
Student Health Services - 9E (Satellite Office, 2nd Floor)	Monday – Thursday: 9:00am - 5:00pm Friday: 9:00am - 12:00pm

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **EMPLOYEE SUPPORT SERVICES**

#### **WELLNESS CENTER SERVICES FOR EMPLOYEES**

##### **Free Use for Mt. SAC Employees!**

To participate in fitness activities, all Mt. SAC employees or retirees must first register at the Exercise Science/Wellness Center to participate in fitness activities. The Wellness Center is located in building 720-2200.

Free access to:

- Cardio Circuit Room
- Baseline fitness testing and program design
- Personal training
- Lap Swimming

##### **Learn More:**

Contact: Lorraine Jones, Health/Fitness Coordinator  
Location: Exercise Science/Wellness Center  
Phone: (909) 274-5439  
Email: [ljones@mtsac.edu](mailto:ljones@mtsac.edu)

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### HOURS OF WORK, TIME AWAY FROM WORK, AND RELATED MATTERS

#### WORK SCHEDULES

Employee work schedules are established to meet division and departmental operating needs and may vary within each department.

#### **Classified Employees (Unit A/CSEA 262)**

##### *Regular Work Schedules/Hours*

- Most full-time classified employees work a standard 8-hour workday (see Alternative Work Schedules below). Part-time employees will have hours assigned that are consistent with their assignment.
- On occasion, it may be necessary to change an employee's hours or shift. When this occurs, the provisions of applicable collective bargaining agreement or policies will be followed.

##### *Alternative Work Schedules*

- Alternative work schedules may be established upon request of an employee and subject to the approval of the immediate manager. Such schedules may include but are not limited to 4/10, 9/80, and temporary flexible scheduling to allow unit members to attend professional growth training.

##### *Lunch Periods*

- Classified staff are entitled to an uninterrupted lunch period after being on duty for four (4) hours. The length of time for such lunch period shall be for a period of no longer than one (1) hour or no less than one-half (1/2) hour and shall be scheduled for full-time employees at or about the midpoint of each work shift.
- **Please note that lunch periods and rest periods cannot be combined to shorten the workday.**

##### *Rest Periods*

- Rest periods/breaks, insofar as practicable, shall be in the middle of each work period at a rate of 15 minutes per four hours worked.
- Specific rest periods may be designated when the operations of the District require someone to be present at the work site at all times, and shall be mutually agreed upon between employee(s) and their immediate manager.
- Employees assigned to a 4/10 work schedule are entitled to two 20-minute rest periods.

##### *Overtime*

- The regular workday or workweek may be extended on an overtime basis when such is necessary to carry on the business of the District.
- Unit members shall not work overtime without their immediate manager's prior approval.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### HOURS OF WORK, TIME AWAY FROM WORK, AND RELATED MATTERS

#### TIME AWAY FROM WORK

##### College Holidays (AP7342)

Official College holidays are established upon approval by the Board of Trustees. Designated holidays are determined through the annual State and federally approved holidays and in conjunction with the College's master calendar development process.

A list of holidays and dates designated as paid holidays for regular, salaried classified employees, supervisors, and managers can be accessed from the Human Resources web page under the "Resources" tab/District Holidays.

**Learn More:** [http://www.mtsac.edu/hr/resources/2017-18\\_approved\\_holidays.pdf](http://www.mtsac.edu/hr/resources/2017-18_approved_holidays.pdf)

##### Leaves of Absence (BP 7340)

There are several types of leaves of absence that are available to District employees. **Not all leaves are available to every employee.** For the same type of leave, the eligibility requirements—nature of benefits, length of leave, effect on compensation, and other specific provisions related to a leave—may differ depending on the applicable employment or bargaining agreement. Because of this complexity, this section is intended to only give a broad overview of the types of available leaves.

- **Bereavement leave.**
- **Family Illness Leave.** Under the provisions of the California Labor Code Section 233, during each calendar year, employees may use earned and available sick leave up to fifty percent (50%) of their annual accrual rate of sick leave to attend to the illness of a child, parent, spouse, or registered domestic partner of record.
- **Family and Medical Leave Act (FMLA).** It is the intent of the District to comply with the Family Medical Leave Act of 1993—a federal law requiring covered employers to provide *eligible* employees with up to 12 weeks of unpaid, job-protected leave per year for qualified medical and family reasons. Qualified medical and family reasons include: personal or family illness, family military leave, pregnancy, adoption, or the foster care placement of a child. It also requires that their group health benefits be maintained during the leave.
- **Illness leave (sick leave)** for all classes of permanent employees.
- **Industrial illness/accident leave.**
- **Jury service or appearance as a witness in court.**
- **Leave for service as an elected official** of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated.
- **Military service.**
- **Pregnancy leave.**
- **Sabbatical leaves for faculty.**

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### HOURS OF WORK, TIME AWAY FROM WORK, AND RELATED MATTERS

#### TIME AWAY FROM WORK

##### Leaves of Absence (BP 7340) (Cont'd)

- **Sick leave for temporary employees** not represented by a collective bargaining unit who work for 30 or more days within a year from the commencement of employment (California Labor Code Sections 245-249).
- **Use of illness leave for personal necessity.**
- **Vacation leave** for classified employees, administrators, supervisors, and managers.

**Learn More:** [BP 7340 Leaves](#)

[AP 7351 Sick Leave for Temp Employees Not Represented](#)

OR use the [HR "Resources" tab to view the union collective bargaining agreements](#)

#### Vacation

Requests for vacation are subject to the review and approval of an employee's supervisor. Employees are expected to give their supervisors advance notice of their intention to use vacation in accordance with the respective contract or employment agreement.

#### Classified Employees

All Classified employees shall earn paid vacation time under the provisions of the respective bargaining unit contract. To be eligible to earn vacation, Classified employees must be in paid status during the month equal to fifty percent (50%) or more of the total hours required by their assignment.

Probationary Classified employees shall be eligible to accrue and use vacation during their initial six (6) months of employment. However, vacation shall not be deemed earned until completion of the initial six (6) months of employment.

The maximum number of hours a Classified employee may accrue at any time shall be equal to twice the number of hours the employee earns in any one fiscal year. Should vacation hours reach beyond the maximum allowed accrual, the excess hours shall accrue as sick leave not to exceed forty-eight (48) hours per fiscal year.

#### Management and Administrators

The vacation earning rate for employees who are assigned to positions designated as management or administrators are outlined in their individual employment contracts.

**Learn More:** [Use the HR "Resources" tab for links to the union collective bargaining agreements](#) OR refer to your individual administrator or management employment contract.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### PAYROLL AND TIME REPORTING

#### PAYROLL FUNCTIONS, PAY DATES AND PAYROLL FORMS

The Payroll Department is primarily responsible for processing the payment of wages for over 4,500 employees annually. In addition, the department is responsible for:

- › Calculating and withholding payroll taxes, retirement contributions and other payroll deductions.
- › Reconciling and filing quarterly federal and state tax returns with the Internal Revenue Service (IRS) and Employment Development Department (EDD).
- › Reporting payroll data to the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS).
- › Calculating and maintaining employee leave balances.
- › Calculating and withholding wage garnishments.
- › Preparing, issuing and filing Form W-2 Wage and Tax Statements annually.
- › Preparing, issuing and filing Form 1095-C Employer-Provided Health Insurance Offer and Coverage statements annually.
- › Ensuring compliance with federal, state and local regulations in addition to District policies, procedures and collective bargaining agreements.

**General pay dates** by employee type are listed below; however, they can be accessed online at <http://www.mtsac.edu/payroll/paydates.html>

- › **Adjunct:** 10th of the month
- › **Auxiliary Services Employees:** 10th of the month
- › **Hourly Employees (Short-Term Hourly, Student Assistant, Professional Expert, Substitute-Non Academic, and Fee-Based):** 15th of the month
- › **Overload:** End of the month
- › **Permanent Employees:** End of the month

**Payroll forms** that can be accessed online are listed below, and can be accessed online at <http://www.mtsac.edu/payroll/forms.html>

- › Tax withholding
- › Direct deposit
- › Time Sheets
- › Time Off Request & Reporting

**Learn More:** For Payroll contact information: <http://www.mtsac.edu/fiscal/staff.html#payroll>

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### PAYROLL AND TIME REPORTING

#### TIME SHEETS

The following employee types are required to submit Monthly Timesheets:

- › Regular classified staff
- › Counselors and substitute instructors
- › Some summer programs are exceptions and instructors may need to submit timesheets
- › Short-term (hourly) employees, student workers, and professional experts are required to submit monthly timesheets

Teaching faculty (instructors) with an assigned course as the Teacher of Record are not required to submit timesheets.

Submit all timesheets to the designated area in the program office.

Be sure to review your timesheet for accuracy prior to submission, as inaccurate timesheets will be returned for revision, which may cause a delay in pay.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### PROFESSIONAL DEVELOPMENT, TRAINING, AND EDUCATIONAL OPPORTUNITIES

#### ALL EMPLOYEES

Professional and Organizational Development (POD) supports Mt. SAC programs and services by providing professional learning opportunities for all employees.

- **POD offers year-round professional learning activities for employees** – To register, go to the POD Calendar and login with your Mt. SAC Portal username and password. **To view a calendar of all upcoming POD opportunities:**

**Learn More:** <https://prodweb.mtsac.edu/prodapex/f?p=205:30:0::NO>

- **POD Conference and Travel Funding** – The Professional Development Council may approve up to \$1800 per employee until all funds for the academic year are exhausted. Employees may apply multiple times until they have reached the \$1800 threshold. If three (3) or more employees are attending the same conference a group application must be submitted. Requests must be received at least four (4) weeks prior to the start of the conference. Application for funding does not guarantee approval.

**Learn More:** <http://www.mtsac.edu/pod/conference-and-travel/forms.html>

- **Online Training** –You can access free unlimited training on a wide variety of courses across topics, disciplines, and technologies through Lynda.com and the Professional Learning Network.

**Learn More:** <http://www.mtsac.edu/pod/training/online.html>

#### CLASSIFIED RESOURCES

- **CPD-Day** is a day-long event planned by the Classified Professional Development Committee (CPDC) and the Office of Professional & Organizational Development (POD). Its goal is to offer to Mt. SAC classified employees a variety of learning experiences.

**Learn More:** <http://www.mtsac.edu/pod/programs/cpd-day.html>

- **The Great Staff Retreat** is a staff development opportunity that provides employees with inspiration and professional growth. It provides an opportunity to employees for time away from their jobs, with full compensation, to communicate ideas and issues with other employees facing similar job situations.

**Learn More:** <http://www.mtsac.edu/pod/programs/great-staff-retreat.html>

- **Professional Growth Benefit credit** is awarded to Classified employees that count toward a lower division benefit. Professional growth activities, such as formal workshops, seminars, or other training directly related to the unit member's job, may be counted toward earning the lower division benefit referenced in 20.01.1of the CBA.

**Learn More:** [http://www.mtsac.edu/hr/262/2017-20\\_CSEA262-CBA\\_Y1.pdf](http://www.mtsac.edu/hr/262/2017-20_CSEA262-CBA_Y1.pdf)



# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### PROFESSIONAL DEVELOPMENT, TRAINING & EDUCATIONAL OPPORTUNITIES

#### FACULTY RESOURCES

- **The New Faculty Seminar** is a year-long program designed to promote professional growth for our new class of full-time faculty. The seminar covers topics such as tenure and portfolio process, campus processes and governance, campus resources for faculty, classroom management strategies and much more.

**Learn More:** <http://www.mtsac.edu/pod/resources/salary-and-leaves.html>

The New Faculty Seminar also provides foundations in areas such as evidence-based teaching, curriculum, course design, improving student success, and reducing achievement gaps. Simultaneously, the seminar fosters connection between faculty across disciplines and builds awareness of opportunities for involvement in campus-wide activities and governance. And finally, a significant component of the program consists of information and support toward making your first probationary year a success as you begin your work towards tenure.

**Learn More:** <http://www.mtsac.edu/pod/programs/new-faculty-seminar.html>

- **Faculty FLEX Days** - Two days of each academic year are designated as FLEX (flexible) days to provide faculty time to participate in professional development activities that are related to staff, student, and instructional improvement.

**Learn More:** <http://www.mtsac.edu/pod/programs/flex-day.html>

#### MANAGEMENT RESOURCES

- **Management Professional Development Reimbursement** - Per the Meet and Confer Agreement between the District and Management Employees approved by the Board of Trustees on September 9, 2015, Management employees may use \$4,000 annually to pay for tuition reimbursement, licensures, and/or other certifications.

**Learn More:** [http://www.mtsac.edu/pod/resources/mgmt\\_tuition\\_reim.html](http://www.mtsac.edu/pod/resources/mgmt_tuition_reim.html)

- **The Management Retreat** is an opportunity to engage in Mt. SAC leadership transformation, reaffirming the commitment to building a shared value system and supporting one another in professional growth and wellness. The retreat allows leadership to practice and develop skills that strengthen leadership and positively influence the health and productivity of Mt. SAC's management culture.

**Learn More:** <http://www.mtsac.edu/pod/programs/management-retreat.html>

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **WORKPLACE EXPECTATIONS**

All School of Continuing Education employees share the responsibility of ensuring a proper and safe learning environment for students. The following policies and guidelines apply to faculty, staff, student assistants and other temporary employees.

#### **ATTENDANCE**

Punctuality and regular attendance are essential to ensure optimal productivity and customer service. All employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance. Your manager is always available to assist with questions or concerns.

##### **Absences**

While absences and emergencies will occur, your presence is important to program effectiveness and students' progress. Please attempt to schedule personal necessities and appointments outside of your work schedule. For specific guidelines regarding absences and leaves of absences, refer to faculty and classified CSEA contracts.

**Learn More:** Use the HR "Resources" tab for links to the various online union collective bargaining agreements <http://www.mtsac.edu/hr/forms.html#>

#### **CAMPUS ESCORT SERVICE**

Mt. SAC's Department of Police and Campus Safety offers safe escorting on campus to all faculty, staff, and students from 6:30 p.m. to 10:10 p.m.

- Campus Escort stations are located at various campus locations.
- Campus Escorts can be identified by their I.D. badges.
- Call (909) 274-4555 to arrange for a Campus Escort.

#### **CHILDREN ON CAMPUS AND CLASSROOM VISITORS AND OTHER ATTENDEES**

Often, students will ask to bring their children or a friend to visit your class. While on the campus of Mt. San Antonio College, children under 12 years of age, who are not approved for enrollment in special programs or community services, must be directly supervised at all times by a responsible adult.

Classroom activities are intended to benefit those students officially registered for the class. Others (visitor, personal care attendant, educational project, and/or employee) are permitted to attend a regularly scheduled class meeting only in accordance with AP 4700.

Unauthorized classroom visitors and other attendees to a regularly scheduled class meeting should not be allowed to stay in the classroom.

**Learn More:** [BP 3930](#) and [AP 4700](#)

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### WORKPLACE EXPECTATIONS

#### COLLEGE COMMUNICATIONS

##### Electronic Communication (Email)

- All Mt. SAC faculty and staff are assigned an email address upon hire. You must complete and submit an E-mail Account Request Form. The person authorizing the access must submit this form to Information Technology (IT) Support Technician (Daryl Nagamine). New email accounts are usually created within five business days of receiving the request. You will need to pick up your account information from the IT Help Desk in Bldg 23 and sign an Email Usage Agreement. Please call x4357 to confirm that your paperwork is ready before going to the Help Desk.
- All Mt. San Antonio College-related email communications must be conducted using an email address assigned by the College. This restriction is necessary because email originating at the College may contain proprietary information regarding students, staff, or internal College business. The College is responsible for the security of this information and cannot assume that other email providers will provide adequate levels of data backup, security, and virus protection.
- It is expected that you will monitor your email daily.
- The campus routinely sends "Announce All" memos that may be urgent notices or important information such as parking regulations or updated holiday schedules. Each program also uses this Mt. SAC account to send or request information that may be time-sensitive.
- **Faculty:** Please provide your Mt. SAC email address to your students.

##### Office Mail / Mailboxes

- A mail box/folder is provided for employees in many programs. They are located in the program or Division office.
- Check your mail box/folder daily and remove new items so that office personnel will know you are receiving your mail.

##### Voicemail

You will be issued a voicemail by Mt. SAC. It is processed by the Information Technology Help Desk in Building 23.

- **Faculty:** Please provide this information to your students and be sure to check your voicemail regularly!
- **For employees with an assigned land-line:** To access voicemail from your own extension dial x4000.
- **To access your voicemail from another extension on campus:** Dial x6555; then enter your mailbox number, followed by the \* key.
- **For employees issued a voicemail only or to access voicemail from home or cell phone:** Dial (909) 274-6555; then enter your mailbox number followed by the \* key.

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **WORKPLACE EXPECTATIONS**

#### **CUSTOMER SERVICE**

Whenever possible get to know our students, greet them when they come in, and make them feel comfortable. A simple hello, good afternoon, or thank you can go a long way.

A conscious effort should be made to assist each student in finding what he or she needs and/or in resolving a problem.

All students and community members should be treated in a courteous manner at all times. Even in tense situations there is no excuse for being rude to a student, even an irate one.

#### **FOOD/BEVERAGES AND SPECIAL EVENTS IN CLASSROOMS**

In general, covered beverage containers and bottled drinks are allowed in the classroom but NOT at computer stations. Any food brought into the classroom needs to be cleaned up and disposed of before leaving the classroom.

When planning a special event in your class (such as, holidays, culture days, or last day of semester celebrations), please keep them as low-key as possible.

- Be aware of the noise level and disruption to adjacent classes or residential neighbors.
- If food is involved, please notify your program leader in advance.
- Make sure clean-up is accounted for in your planning.
- Do not encourage outside forms of entertainment (DJs or karaoke machines) or students bringing family members who are not registered as Mt. SAC students.

#### **IDENTIFICATION BADGE**

Photo ID badges should be carried with you whenever you are on Campus. You are encouraged to wear it while serving in your official capacity.

Instructors teaching in off-campus facilities are required to wear this ID while class is in session.

#### **PROFESSIONAL DRESS**

The manner in which staff present themselves is reflected in the respect given to them by students and the community. Just as an overall attitude contributes to a productive learning and working environment, so do appropriate dress and grooming. To this end, it is important to appear neat and clean.

Please wear clothing that demonstrates your high regard for education and presents an image consistent with the position and job responsibilities you hold.

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **WORKPLACE EXPECTATIONS**

#### **USE OF PERSONAL CELL PHONE DURING THE WORKDAY**

During the workday personal cell phones should be placed in a silent mode. Save those casual personal phone and texting conversations for after work hours or your break. However, there are a very few calls that cannot wait, and your supervisor will be understanding about having to answer a personal call when there is a family emergency.

If you choose to make a personal call while on break or lunch, please be considerate of students and other nearby staff. Calls should be made outside of the classroom or office area.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### PERFORMANCE EVALUATION PROCESS

Please refer to the appropriate Faculty and Classified Collective Bargaining Agreements for complete contract language regarding the evaluation process specific to your position.

**Learn More:** Use the [HR "Resources" tab for links to the union collective bargaining agreements:](http://www.mtsac.edu/hr/index.html#)  
<http://www.mtsac.edu/hr/index.html#>

### **CLASSIFIED EMPLOYEES**

Regular, timely and effective performance evaluations of all classified employees:

- acknowledges the employee's value to the College and provide a framework for positive discussion with unit members regarding their contributions to the College, professional development, and recognition of specific contributions to accomplishing the College's mission and goals;
- ensures that classified staff and managers engage in regular conversations regarding the job performance and provide opportunities for encouraging improvement; and
- provides the College with the opportunity to ensure the effectiveness of its human resources in alignment with accreditation standards.

### **NEW FACULTY**

All new faculty will participate in the faculty evaluation process during your first semester. The process consists of a classroom visitation, student evaluations, and a summary of evaluation. After these steps are completed, you will meet with the academic manager, review all documents, sign and receive a copy for your records.

### **NONCREDIT ADJUNCT FACULTY**

Adjunct faculty without rehire rights are evaluated on a four (4)-year cycle.

Professors without rehire rights will be evaluated on a four (4)-year process that begins the first semester of their employment.

### **NONCREDIT ADJUNCT FACULTY WITH REHIRE RIGHTS**

The evaluation of adjunct professors with rehire rights and partial contract professors will be conducted on a four (4)-year process. The process will consist of student evaluations and classroom visitations.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### LEAVING EMPLOYMENT WITH THE COLLEGE

#### **RESIGNATION**

Employees desiring or electing to resign will notify their direct administrators and complete an official resignation form available in Human Resources. Prior to leaving employment with the College, the employee shall complete an exit meeting with Human Resources and then turn in any College property including equipment and keys. The College President/CEO shall accept the resignation of any employee and shall approve the effective date of the resignation. Resignations accepted by the College President/CEO are considered final and may not be rescinded.

**Learn More:** <http://www.mtsac.edu/governance/trustees/apbp/AP7350.pdf>

#### **RETIREMENT**

**CalPERS Members:** Service retirement is a lifetime benefit. You can retire as early as age 50 with five years of service credit unless all service was earned on or after January 1, 2013. Then you must be at least age 52 to retire. There are some exceptions to the 5-year requirement. If you are employed on a part-time basis and have worked at least five years, or you are also a member of a reciprocal retirement system, contact CalPERS directly to find out if an exception applies to you.

**Learn More:** <https://www.calpers.ca.gov/>

**CalSTRS Members:** If you are nearing age 50 or are within a few years of your projected retirement date, review your current financial status to plan for your final career years and retirement. The first step to take in planning for retirement is to learn more about your CalSTRS benefits by gathering information that will help you create a solid plan for a successful retirement. CalSTRS offers many ways to learn about your benefits, including tools, resources and services to assist you throughout the planning process.

Click on Learn More to go to the CalSTRS website. **Learn More:** <https://www.calstrs.com/>

**Partial Contract Retirement Option:** A full-time faculty member who has been employed by the District for at least 25 years may, prior to retirement, request to enter into a partial, post-retirement contract starting after the 180-day waiting period with the District

for up to three years. **Learn More:** [http://www.mtsac.edu/hr/faculty/2017-19\\_year1\\_faculty\\_cba.pdf](http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf)

#### **RE-INSTATEMENT (RE-EMPLOYMENT)**

If a person is reemployed by the College within 39 months after the date of previous separation, his/her accumulated sick leave allowance, service credit for vacation allowance, and service credit for longevity pay shall be reinstated.

These reemployment rights shall not apply to former employees who were previously terminated for unsatisfactory services under provisions of Board Policy or those who voluntarily left the College to accept other employment.

**Learn More:** <http://www.mtsac.edu/governance/trustees/apbp/AP7366.pdf>

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### OVERVIEW OF DISTRICT EQUAL OPPORTUNITY EMPLOYMENT (EEO), NONDISCRIMINATION AND PROHIBITION OF HARASSMENT POLICIES & PROCEDURES

#### COMMITMENT TO DIVERSITY

The strategic and academic goals of the College are deeply rooted in a strong commitment to advancing and enhancing the equity, diversity and cultural proficiency of the campus community. By valuing and managing the concerns of a diverse community, the College is able to attract and retain an exceptional workforce and student body. The EEO Programs Office develops and implements programs that encourage and support diversity and inclusion within the College community and is responsible for:

- Advocating behaviors which support the values of treating all persons with dignity and respect
- Promoting the fair and equitable treatment of all persons
- Providing a mechanism for members of the College community to raise and resolve questions and concerns

You may contact any of the following employees in Human Resources in Building 4:

**Ryan Wilson**

Director, Equal Employment Opportunity (EEO), Title IX, and Leaves  
Phone: (909) 274-5423

**Sophia Salazar**

Administrative Specialist II, EEO Programs Phone:  
(909) 274-5870  
Email: [ssalazar@mtsac.edu](mailto:ssalazar@mtsac.edu)

**Joanne Franco**

Human Resources Analyst Phone:  
(909) 274-5484  
Email: [jfranco@mtsac.edu](mailto:jfranco@mtsac.edu)



# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **OVERVIEW OF DISTRICT EQUAL OPPORTUNITY EMPLOYMENT (EEO), NONDISCRIMINATION AND PROHIBITION OF HARASSMENT POLICIES & PROCEDURES**

#### **NON-DISCRIMINATION POLICY STATEMENT**

Mt. San Antonio College provides opportunities for the pursuit of excellence for all students and staff through its educational programs and services. The purpose of all programs, services, activities, conferences, and college-endorsed competitions is to enrich the quality of human life. The College will provide open access to a college education and all support services without regard to sex, gender, gender identity, gender expression, race, color, religious creed, national origin, ancestry, age (over 40 for employment related matters), marital status, physical or mental disability (including HIV & AIDS), sexual orientation, or Vietnam Era Veteran Status or any other category protected by federal or state law in its educational programs. The lack of English language skills will not be a barrier to admission. The policy is enforced by the College and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975. The College is an equal opportunity employer.

The College has identified Ryan Wilson, Director of Equal Employment Opportunity (EEO), Title IX, and Leaves, as the designated responsible employee for receiving all complaints of discrimination, harassment, and retaliation, and the designated coordinator under the ADA/Section 504, Title IX and the Age Discrimination Act. Inquiries regarding compliance with these statutes, and complaints may be directed to:

Ryan Wilson  
Director, Equal Employment Opportunity (EEO), Title IX, and Leaves  
Phone: (909) 274-5423  
Building 4, Room 1460

#### **Learn More:**

The full Non-Discrimination Board Policy (BP 3410) and Administrative Procedure (AP 3410) can be viewed online at <http://www.mtsac.edu/governance/trustees/apbp/index.html>

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **OVERVIEW OF DISTRICT EQUAL OPPORTUNITY EMPLOYMENT (EEO), NONDISCRIMINATION AND PROHIBITION OF HARASSMENT POLICIES & PROCEDURES**

#### **PROHIBITION OF HARASSMENT (DISCRIMINATION, HARASSMENT, AND RETALIATION)**

Mt. San Antonio College, in accordance with applicable federal and state laws and District policies, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services). The District also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking. This nondiscrimination policy covers admission, access, and treatment in District programs and activities.

Sexual, racial, and other forms of harassment are defined as follows: conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to District programs or activities, that the person is effectively denied equal access to the District's resources and opportunities on the basis of an individual's race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veteran status, physical or mental disability, or perceived membership in any of these classifications.

**Learn More:** [BP 3430](#) and [AP 3430](#) Prohibition of Harassment

#### **New Web-Based HR and Student Services Reporting Forms**

Human Resources and Student Services are now providing web-based reporting forms for reporting unlawful discrimination, harassment, retaliation, sexual misconduct, dating and domestic violence, stalking, student misconduct, and student behavior and wellness team referrals. You can find links to the reporting forms and more information on each reporting option below.

#### **Human Resources - Unlawful Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, Stalking**

Mt. SAC prohibits students, employees, and third parties from engaging in unlawful discrimination, harassment, retaliation, sexual misconduct, dating and domestic violence, and stalking. In an effort to encourage timely reporting, increase the accessibility of reporting options, and remain resolute in Mt. SAC's commitment to address and eliminate such behavior, the web-based unlawful discrimination complaint form will complement the paper-based unlawful discrimination complaint form currently available in Human Resources. The web-based unlawful discrimination complaint form is available on the Mt. SAC Human Resources website at <http://www.mtsac.edu/discriminationcomplaint>.

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### OVERVIEW OF DISTRICT EQUAL OPPORTUNITY EMPLOYMENT (EEO), NONDISCRIMINATION AND PROHIBITION OF HARASSMENT POLICIES & PROCEDURES

#### **Student Life - Student Misconduct**

Any general student misconduct, subject to discipline, should be reported. Student Misconduct Reports will be transitioning from paper/e-mail reports to electronic submissions. Electronic reporting will enable all staff to submit a misconduct report from anywhere that has an internet connection. We hope that this user-friendly, electronic process will improve efficiency and communication as we provide a fair, prompt, and equitable means to address violations of the Standards of Conduct. The new electronic form can be accessed at:

<http://www.mtsac.edu/studentmisconductreport>.

#### **Behavior & Wellness Team**

The Behavior & Wellness Team (B&WT) will continue to receive electronic referrals in the same manner as it continues to assist students who need extra care and guidance while guiding the campus community in effectively assessing and addressing concerning and/or threatening behavior. The updated Behavior & Wellness referral form can be accessed at <http://www.mtsac.edu/behavior-and-wellness/referral.html>.

If you have any questions regarding the web-based reporting forms feel free contact the following individuals:

Office	Name	Phone / Email
Human Resources	▪ Ryan Wilson, Director, EEO, Title IX, and Leaves	909-274-5423 ryan.wilson@mtsac.edu
Behavior & Wellness Team	▪ Connie Gutierrez, Dean, Access & Wellness	909-274-5640 connie.gutierrez@mtsac.edu

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **OVERVIEW OF OTHER DISTRICT POLICIES & PROCEDURES PERTINENT TO ALL MT. SAC EMPLOYEES**

#### **USE OF TECHNOLOGY & INFORMATION RESOURCES AND EMPLOYEE ACCEPTABLE USE AGREEMENT**

##### **Information Security Standard Practices**

Mt. San Antonio College collects and maintains a wealth of information. Some of this information is to be guarded, some of it is to be disseminated to the students and surrounding community. Information security involves the protection of information from unauthorized use, disclosure, modification, or destruction, whether accidental or intentional.

##### **Conditions of Use**

Employees must also consider the open nature of information transferred electronically and should not assume an absolute guarantee of privacy or restricted access to such information. Mt. San Antonio College reserves the right to monitor all use of the College network and computers to assure compliance with appropriate policies. Mt. San Antonio College will exercise this right only for legitimate College purposes including, but not limited to, ensuring compliance with this procedure and the integrity and security of the system.

The College supports and endorses the fundamental principles and the right of freedom of expression and endeavors to ensure appropriate confidentiality of communication. Nevertheless, all users should be aware that they have no guarantee of privacy or security when using College technology systems and tools. The College strives to provide the highest degree of privacy and security possible when transferring data but disclaims responsibility if security measures are circumvented and the information is compromised.

[Learn More:](#)

[AP 3720](#)

[Privacy Statement](#)

[Mailing List Purpose and Usage Statement](#)

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **OVERVIEW OF OTHER DISTRICT POLICIES & PROCEDURES PERTINENT TO ALL MT. SAC EMPLOYEES**

#### **DRUG FREE ENVIRONMENT AND DRUG PREVENTION / ALCOHOLIC BEVERAGES**

The College is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education community resources, and referrals.

Counseling and resources are available to students in the Student Health Center. Resources and referrals for the campus community are available in the Student Health Center and the Human Resources office.

##### **Prohibition of Drugs**

The manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on College property, during College-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the College.

##### **Alcoholic Beverages**

The possession, sale, consumption, or furnishing of alcoholic beverages is controlled by the California Department of Alcohol and Beverage Control. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. It is unlawful to sell, furnish, or provide alcoholic beverages to a person under the age of 21. The possession of alcoholic beverages by anyone under 21 years of age in a public place or a place open to the public is illegal.

The campus has been designated “drug free,” and only under certain circumstances is the consumption of alcoholic beverages permitted. The possession, sale, or the furnishing of alcoholic beverages on campus is governed by California state law and this procedure. Such laws are strictly enforced by the Director of Public Safety.

Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is also a violation of this procedure for anyone to consume or possess alcoholic beverages in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance procedures or laws may be subject to sanctions by the District, as set forth in Board Policy, Student Code of Conduct, Code of Ethics, and/or other applicable policies.

[Learn More:](#)

[AP 3550](#) Drug Free Environment and Drug Prevention

[AP 3560](#) Alcoholic Beverages

# EMPLOYEE REFERENCE GUIDE

## School of Continuing Education (SCE) Division

### OVERVIEW OF OTHER DISTRICT POLICIES & PROCEDURES PERTINENT TO ALL MT. SAC EMPLOYEES

#### MANDATED REPORTER RESPONSIBILITIES UNDER THE CALIFORNIA LAW

Employees of Mt. SAC are considered a 'mandated reporter.'

Please be aware that the student roster indicates a mark next to student names of those who are under the age of 18.

The School of Continuing Education offers a wide variety of learning experiences to students of all ages. As part of our work we interact with families throughout the community and therefore must be mindful of the possibility that we may be called upon to report suspected abuse. If you are confronted with suspected child or elder abuse, please ask for support from your manager, supervisor or a counselor.

#### General Definitions

- › **Child:** Person under age 18. (Penal Code § 11165)
- › **Elder:** Person age 65 or older. (Welfare & Inst. Code § 15610.26)
- › **Dependent Adult:** Person between ages 18 and 64 with a physical or mental limitation that restricts his or her ability to carry out normal activities or protect his or her rights. Includes all people between ages 18 and 64 who have been admitted as an inpatient to a 24 hour health care facility. (Welfare & Inst. Code § 15610.23)
- › **Mandated Reporter:** Employee who is required by law to report a particular category or type of abuse to the appropriate law enforcement or social service agency.

#### CHILD ABUSE REPORTING

Mt. San Antonio College recognizes the responsibility of its staff under the California Child Abuse and Neglect Reporting Act to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department (Penal Code Section 11165.9). Mt. SAC's Department of Police and Campus Safety is not a child protective agency. Mandated reporters include faculty members, educational managers, and classified staff. Volunteers are not mandated reporters but are encouraged to report suspected abuse or neglect of a child.

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **CHILD ABUSE REPORTING CONT'D**

Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse (Penal Code Section 11166(a)).

**Learn More:** [AP 3518 Child Abuse Reporting](#)

### **REPORTING OF SUSPECTED ABUSE OR NEGLECT RELATING TO ELDERS OR DEPENDENT ADULTS**

All employees who work with Mt. SAC students 65 years of age or older are considered “mandated reporters” for elder abuse.

According to California law, mandated reporters are required to report suspected/ alleged abuse and neglect of an elder or dependent adult to the police or Adult Protective Services immediately and file a mandated reporter form within 48 hours of submitting an oral report.

Elder abuse occurs when an adult (over the age of 65) is endangered by physical, sexual or financial abuse, abandonment, isolation, abduction, neglect, or self-neglect resulting in injury or risk of harm.

Reporting can be very stressful, and the best course of action includes getting support from your manager, supervisor, or a Continuing Education counselor.

**Learn More:** [ARTICLE 3. Mandatory and Nonmandatory Reports of Abuse \[15630 - 15632\]](#)

### **POLITICAL ACTIVITIES**

Employees shall not use College funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. District policy prohibits political activity during an employee’s working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

**Learn More:** [BP 2716 Political Activity](#)

# **EMPLOYEE REFERENCE GUIDE**

## **School of Continuing Education (SCE) Division**

### **SMOKING ON CAMPUS**

To provide a healthy, productive working and learning environment:

- smoking is prohibited on campus
- the sale and advertising of cigarettes and tobacco products, in any manner, is prohibited on District property, and includes free samples distributed by vendor or event sponsors
- advertising and sponsorship of District events by tobacco companies will not be permitted
- students and employees have access to information regarding programs that reduce tobacco product use or support cessation efforts

**Learn More:** [BP 3565](#) and [AP 3565](#) Smoking on Campus

### **STUDENT CONFIDENTIALITY**

According to the Family Educational Rights and Privacy Act Regulations (FERPA) students over the age of 18 and parents of students under the age of 18 must consent to disclosures of personally identifiable information contained in the student's education records.

- A request by a student or parent for the release of educational records must be done in writing, in person. Proof of identity must be presented.
- When leaving voicemail at the home of a student be careful that the content of the message is simple and does not disclose personal student information or the reason for your call.
- Do not disclose a student's schedule or the location of a student's classroom. If someone claiming to be a family member seems to have a legitimate and urgent need to contact the student, work through a program supervisor, who can reach the student in a confidential manner.
- Call a supervisor or Campus Police/Security for assistance if someone becomes aggressive in attempting to discover a student's location.

### **WORKPLACE VIOLENCE PLAN**

The Board is committed to providing a College work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence. It shall be inappropriate and unacceptable to engage in violence or make threats of violence in an attempt to intimidate, prevent work from being completed, or in any way interfere with providing a safe workplace. Any person who violates this policy will be subject to appropriate and immediate disciplinary action.

**Learn More:** [AP 3510](#) Workplace Violence Prevention