

CHAPTER X

ARTICLE I

PERSONNEL SERVICES

10101. UNSOLICITED WRITTEN DEROGATORY COMMUNICATIONS. The Chancellor shall establish and maintain administrative regulations directing the manner in which the president of a college or any member of the administrative staff shall deal with unsolicited written communications in which employees are criticized for or charged with inadequate or improper performance of duties, unlawful act, or act of moral turpitude. Any communications, which are considered to be critical of an employee's performance of duties or character, shall be evaluated and processed in a manner to safeguard the rights of the employee, the welfare of the students, and the interests of the District. Such regulations shall include directions regarding the circumstances under which such communications shall be brought to the attention of the employee and circumstances under which the communications shall be retained or destroyed.

Amended 11-26-85

10103. OATH OF ALLEGIANCE - NEW EMPLOYEES. All new employees, including the unclassified service, shall be required to take and subscribe to and properly file the oath or affirmative required by Section 3, Article XX of the Constitution of the State of California within nine months before they enter upon the duties of their employment. In the case of intermittent, temporary, emergency, or successive employments, such oath shall be effective for all successive periods of employment which commence within one calendar year from the date of such subscription.

10103.10 Filing an Oath. The oath or affirmation of each employee shall be filed with the Division of Human Resources.

Amended 11-26-85

10103.11 Compensation - Reimbursement.  
No compensation for services nor reimbursement for expenses incurred shall be paid to any employee unless such employee has taken and subscribed to the oath or affirmation required by Board Rule 10103.

Amended 11-26-85

10104. INFORMATION REGARDING EMPLOYEES. The Chancellor shall establish the procedures to be followed in the compilation, classification, and dissemination of information regarding employees.

Amended 11-26-85

10105. EMPLOYMENT RECORDS OF EMPLOYEES. Employment records of all employees shall be established and maintained by the Division of Human Resources.

Amended 11-26-85

10105.10 Fingerprints of Applicants for Positions. Prior to receiving an appointment to any position, each classified employee, as required by Education Code Section 88024, shall furnish the Division of Human Resources complete sets of fingerprints of both hands in accordance with procedures established by the Division of Human Resources. The District may make such use of the fingerprints as may be necessary in order to insure identification of said applicant.

Adopted 04-21-70

Amended 11-26-85

10105.11 Changes in Names of Employees. Any employee whose name is changed by marriage or other legal procedure shall immediately register a change in name, in accordance with procedures published by the Division of Human Resources.

Only the legal name of an employee shall be used while such employee is in the service of the District.

Amended 11-26-85

10105.12 Performance Evaluation of Non-Faculty Unit Certificated Employees. Certificated employees who are not members of the faculty unit are to be evaluated as to their performance in their assigned duties according to uniform procedures determined by the Chancellor and described in Personnel Guides distributed to all colleges and offices. The performance of acting, temporary, substitute and probationary employees shall be evaluated annually. Regular employees shall be evaluated as to their performance at least once every two years.

Adopted 04-21-70

Amended 11-26-85

10106. CERTIFICATION OF EMPLOYEES. Each certificated employee, as the term is used in these Board Rules, shall hold a Los Angeles County Certificate, in full force and effect during his/her employment, which authorizes the specific service to be performed as required by pertinent sections of the Education Code and regulations of the Board of Governors, California Community Colleges.

Amended 11-26-85

10106.10 Credential Records. The Division of Human Resources responsible for seeing that proper certification, in full force and effect, is held by each employee for initial assignment. College presidents or division heads shall be responsible for seeing that proper certification is held by each employee for all assignments subsequent to the initial assignment.

Amended 11-26-85

10107. SUBPOENAS. The Chancellor shall establish the procedure to be followed in connection with the subpoena of employees, students and District records.

Amended 11-26-85

10108. NEPOTISM. The Chancellor shall be authorized to establish for the certificated service administrative regulations governing the assignment of close relatives to the same office or college or under the same administrative head.

Amended 11-26-85

10109. PROBATIONARY PERIOD FOR CERTIFICATED EMPLOYEES. The probationary period for certificated employees shall be in accordance with pertinent provisions of the Education Code.

Service on Saturday shall be included in computing the service required to become a permanent employee only when such service is part of a regular assignment.

Amended 11-26-85

~~10113. NORMAL RETIREMENT AGE. Certificated and classified service employees who hold regular status with the District may continue their employment, unless terminated by action of the Board of Trustees, until normal retirement date which is the end of the fiscal year in which the employee attains age 70. Employment thereafter shall be from year to year as authorized by Board Rule 10111.~~

Adopted 09-14-77  
Amended 03-03-82  
Repealed 06-13-07

10118. FOUR-CONSECUTIVE-DAY WORKWEEK. Classified service employees may be assigned to work ten hours per day, four consecutive days per week, in accordance with procedures developed by the Chancellor.

EC 88031

Adopted 12-10-80

10125. WORKERS' COMPENSATION INSURANCE. The Los Angeles Community College District will be self-insured for the costs of Workers' Compensation claims. The District shall conform to all applicable local, State and Federal laws as they regard Workers' Compensation.

Adopted 06-19-85

10126. DELEGATION OF AUTHORITY TO SETTLE CLAIMS. To insure that District employees who have suffered industrial accidents or injuries received timely medical attention and appropriate payments, the authority to obligate the District to settlement of Workers' Compensation claims is delegated to the Chancellor, or designee, as follows:

- A. All non-litigated Workers' Compensation claims (i.e. claims not ordered by the Workers' Compensation Appeals Board or as a result of proceedings preliminary to such actions).
- B. All litigated claims not to exceed \$50,000 inclusive of all medical, legal, temporary and permanent disability payments and other costs incidental to the case.

Adopted 06-19-85