DEFINITIONS, GENERAL

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

ACT or THE ACT: The Act shall mean those sections of the Education Code of the State of California contained in Articles 1 through 4, Chapter 3, Division 10.

ALLOCATION or ALLOCATE refers to the act of assigning a position to its appropriate class based on the duties performed.

ANNIVERSARY DATE: The date upon which an employee is granted an earned salary increment. This is the first day of the pay period next following the successful completion of the established probationary period. The anniversary date affects salary.

BOARD OF TRUSTEES: Used to denote the Board of Trustees of the Santa Barbara Community College District.

CLASS means a group of positions sufficiently similar with respect to their duties and responsibilities that the same title can reasonably be used to designate each position in the class; that substantially the same tests of fitness may be used; that substantially the same qualifications may be required; and that the same schedule of compensation may be made to apply with equity.

CLASS SPECIFICATION is a written description of a class consisting of a title, a definition, examples of duties, and employment standards.

CLASSIFIED SERVICE: All noncertificated positions to which the Act applies and which are not excepted by the Act.

DEMOPTION: A change in assignment, voluntary or otherwise, of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.

EMPLOYMENT DATE: Whenever any employee is appointed and begins working in a position on or before the 15th day of the month, his initial employment date shall be the first day of that month during which he was employed. If the employment commences on or after the 16th day of the month, his initial employment date shall be the first day of the month following the date of his employment. The employment date affects benefits.

PERMANENT EMPLOYEE: An employee who has completed a probationary period for the specific class to which he is assigned.

PERMANENT POSITION: A position established for a continuing and indefinite or unlimited period of time or for a fixed period in excess of 12 consecutive months.

POSITION: A group of duties and responsibilities assigned by competent authority requiring the full or part-time employment of one person on a permanent basis. A position can only be established, changed, or abolished by the Board of Trustees of the Santa Barbara Community College District.

PROBATIONARY PERIOD is the trial period, as established by the Board of Trustees, immediately following an original or promotional appointment to a permanent position. Probationary periods do not apply to position reclassifications.

Amended Section (Permanent Position) Board Meeting 12/13/73.
Promotions

1331.10 An employee who receives a promotion to a class allocated to a higher salary range shall be placed on the step of the new salary range that will guarantee not less than a 5% salary increase.

1331.11 A new anniversary date is established at the time the promotion becomes effective.

1331.12 The employee will serve a twelve-month probationary period in the new class, but further advancement on the new salary range will occur only on the new anniversary date.

1331.13 During the probationary period the employee serves in the new class, he retains permanency in the original class from which he was promoted.

1331.14 For the purpose of this rule, appointment of an employee to a class with a salary range equal to his current range shall not be considered a promotion and shall not warrant a salary increase.

Salary on Demotion

Any employee who is demoted for disciplinary reasons to a position in a class with a lower salary range shall have his salary reduced to the nearest salary step in the range for the lowest class which provides a salary decrease. In cases of demotion for other than disciplinary reasons, and for good cause, the Board, upon recommendation of the Superintendent, may fix the salary of the demoted employee at any step within the appropriate salary range. In either case, his salary anniversary date shall not change, and a time limit shall be set on his demotion.

Salary on Transfer

Any employee who is transferred from one position to another position in the same class, or to another position in a class having the same salary range, shall be compensated at the same step in the salary range as he previously received, and his salary anniversary date shall not change.

Salary on Position Reclassification

The salary of the incumbent of a position which is reclassified shall be determined as follows:

1334.10 If the position is reclassified to a class having the same salary range, the salary and anniversary date of the incumbent shall not change.

1334.11 If the position is reclassified to a class which has a higher salary range, then the incumbent shall be placed on the step of the new salary range that is the same as the step the employee was on in the previous range.

Amended Section
1331.12 - Board Meeting 12/13/73
IN-SERVICE STATUS AND TRAINING

PROBATIONARY PERIOD

1511 Duration of Probation

All original and promotional appointments in the classified services shall be subject to the serving of a probationary period, which shall be considered a part of the examining process.

1512 Length of Probationary Period

1512.10 The regular probationary period shall be twelve consecutive months. The probationary period shall be indicated on the job specification sheet when a position is open. During the probationary period, a granting of any leave of absence without pay exceeding fifteen calendar days shall cause the probationary period to be extended by the length of the leave of absence less the first fifteen days.

1513 Reports of Performance on Probationers

The department head of a probationer shall file with the Personnel Department, on the prescribed form, a report of performance at the beginning of the fourth, eighth and eleventh months for those serving a 12 month probationary period. (This does not prevent a supervisor from evaluating an employee at any time). Copies of these performance reports shall be given to the employee.

Amended Sections 1512.10 & 1512.11 - Board Meeting 5/10/73
Amended Section 1513 - Board Meeting 5/24/73
Amended Section 1512.10 - Board Meeting 11/29/73
Deleted Section 1512.11 - Board Meeting 11/29/73
Amended Section 1513 - Board Meeting 12/13/73
1514 Rejection of Probationary Employee

1514.10 It shall be the duty of the department head at any time during the probationary period to reject a probationer if his conduct capacity, moral responsibility, integrity, or work performance is found to be unsatisfactory.

1514.11 Rejection of an employee during a probationary period is accomplished by filing by the department head with the Personnel Dept. of any performance report due and report of separation for the probationary employee.

1514.12 A permanent employee in the classified service who vacated his position to accept a probationary promotion to a class in a higher level and who is rejected during the probationary period shall be reinstated to his former class of position unless the reasons for which he was terminated from the promotional position were such as to constitute cause for dismissal under these rules.

1514.13 An employee removed for any reason from a position not in the classified service who immediately preceding such appointment held a position in the classified service shall be eligible for the reinstatement to a vacant position in the class in which he served, unless his removal from the classified position was for reasons which would have constituted cause for dismissal under these policies.

1514.14 Upon the completion of the probationary period, an employee shall be considered to have permanent status if the department head reports to the Personnel Dept. that the services of the employee have been entirely satisfactory.

1515 Rights of Probationary Employees

1515.10 A new employee who is suspended or dismissed during his initial probationary period shall be notified in writing of the action taken and the charges against him. He shall not have the right of appeal.

1515.11 An employee who has permanent status in the classified service and who has been promoted to a higher class may be demoted during the probationary period to his former class. He shall be notified in writing of the action and the charges against him but shall have the right of appeal.

Amended Section 1512 - Board Meeting 5/10/73
Amended Section 1513 - Board Meeting 5/24/73
Deleted Section 1514.14 - Board Meeting 12/13/73
Amended Section 1515.15 and re-numbered as Section 1514.14 - Board Meeting 12/13/73
1341.10 For the purpose of this section, "continuous service" shall mean employment for 10 or more calendar months of each school year.

1341.11 A new employee of the classified service shall not be eligible to take more than twelve days, or the proportionate amount to which he may be entitled, until the first day of the calendar month after completion of twelve months of continuous service with the Santa Barbara Community College District. Under certain circumstances and only upon written approval of the Administrative Dean, Business Services, a vacation may be granted an employee during his probationary period. Each regular full-time employee shall be entitled to vacation leave with pay, subject to the following provisions:

a. From the employment date of full-time service, classified employees earn one working day credit for each calendar month, or major fraction thereof, of employment.

b. After the completion of the fourth year of full-time continual service, employees shall earn 1 and 1/4 working days of credit for each calendar month, or major fraction thereof, of employment but must complete the fifth year at employment date to earn 15 days.

c. After the completion of the ninth year of full-time continual service, classified employees start earning 1 and 1/2 days of credit for each calendar month, or major fraction thereof, of employment but must complete the tenth year at employment date to earn 18 days.

d. After the completion of fourteen years of full-time continual service, classified employees shall start earning 1 and 2/3 working days of credit for each calendar month, or major fraction thereof, of employment but must complete 15 years at employment date to earn 20 days.

e. After completion of the twentieth year of full-time continual service, classified employees at employment date will earn 22 working days of credit per year.

f. After completion of the twenty-fifth year of full-time continual service, classified employees at employment date will earn 25 working days per year.

1341.12 It is the policy of the Santa Barbara Community College District that vacation be taken annually; however, vacation credit may be accumulated to a total not exceeding that which the employee could earn in 15 months, except that, upon written approval of the Administrative Dean, Business Services, vacation credit may be accumulated to a total not exceeding that which the employee could earn in two years. A maximum of 20 vacation days may be taken by employees with 60 months or less of continuous service; a maximum of 30 days vacation may be taken by employees with more than 60 months of continuous service.

Amended Section
1341.11 - Board Meeting 12/13/73

1341.13 Whenever a vacation period includes any declared holidays (other than Saturdays and Sundays), it shall be extended by a number of days equal to said included holidays.
1342.11 Full-time employees shall be entitled to one day leave of absence for illness or injury with full pay for each calendar month of service or major fraction thereof. Employees shall accumulate sick leave for personal illness or injury or illness or injury of a member of his immediate family at the rate of one day for each calendar month of service or major fraction thereof during the fiscal year.

1342.12 For members of the classified service, "immediate family" means mother, mother-in-law, father, father-in-law, grandmother or grandfather of the employee or the spouse of the employee, spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate household of the employee.

1342.13 Classified employees serving less than a fiscal year or on less than a full-time basis shall be entitled to sick leave in proportion that the time worked bears to a fiscal year of full-time service.

1342.14 A new employee of the district shall not be eligible to take more than twelve days, or the proportionate amount to which he may be entitled under Education Code Section 13651.1 or 13651.6, until the first day of the calendar month after completion of twelve months of active service with the district.

1342.15 Interpretation of the above paragraphs of these rules and regulations shall be in accordance with Education Code Section 13651.1.

1342.16 Unused sick leave provided above shall be accumulated from year to year with no cumulative limit.

1342.17 Legal holidays, Saturdays and Sundays shall not be counted as any part of said sick leave unless the employee is obligated to work on such days.

1342.18 On the employment date each year, each permanent employee of the classified service shall be entitled to additional sick leave in an amount that when added to his accumulated sick leave as specified above and referenced in Education Code Section 13651.6, shall not exceed 100 working days. Such days of paid sick leave in addition to those required by Education Code Section 13651.6 shall be compensated at the rate of 50% of the employee's regular salary. The paid additional sick leave as herein authorized shall exclude all other paid leave, holidays, vacation and compensating time, to which the employee may be entitled.

Amended
Section 1342.18
Board Meeting 12/14/72
Amended Section 1342.14 - Board Meeting 12/13/73
1531 Each department head shall provide for at least an annual evaluation of all permanent employees in his department in achieving the standard of work performance required. This evaluation shall include a discussion between the employee and his immediate supervisor for the purpose of determining goals and evaluating progress toward better performance and personal development. A memorandum record of the results of these discussions shall be forwarded to the employee, the department head, and the Personnel Dept. by the supervisor on forms prescribed by the Personnel Dept.

1532 Each employee shall be given a copy of the evaluation form prepared by his supervisor regarding his progress. Copies of these reports shall be available only to the supervisor, the department head, the Administrative Dean, Business Services, the Personnel Dept., the Superintendent, and the Board of Trustees.

1533 All employees shall be evaluated by their immediate supervisors in accordance with the following schedule:

a. Probationary employees - at least at the beginning of the fourth, eighth and eleventh months of service.

b. Permanent employees - at least once a year.

Amended Section 1533 - Board Meeting 5/24/73
Amended Section 1533.a - Board Meeting 12/13/73