Elements
of
Proposed Rules and Regulations
For
Administration of Management, Confidential
and Supervisory Classified Employees
of the
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1347 Leave of Absence for Study

1347.10 Full-Time Leave of Absence for Study

1. A full-time leave for study without pay for a maximum length of one year may be granted by the Board of Trustees to a permanent employee who has worked for the District for seven consecutive years when it has been determined by the Superintendent-President to be in the best interests of the District.

2. The employee will submit to the Superintendent-President, via the Supervisor, (1) a letter requesting leave along with written justification for undertaking the educational program (2) an outline of the work to be accomplished and (3) the name of the educational institution where the course work will be taken and (4) the effective dates of the leave.

3. One month prior to the ending date of the leave, the employee shall notify in writing as to the intent to return to employment at the end of the leave. Failure to return at the agreed time may cause the employee to be terminated when the leave ends.

4. The number of employees on leave of absence from a specific department will be based upon the needs of the department affected, as determined by the supervisor and administration.

5. Authorized leave of absence without pay shall not be construed as a break in service or employment and rights accrued at the time the leave is granted shall be retained by the employee; however, vacation credits, sick leave credits, increases in salary, and other similar benefits shall not accrue to a person granted such leave during the period of absence. An employee returning from a leave of absence without pay shall receive the same step in the salary range he or she received when the leave of absence began. Time spent on such leave without pay shall not count toward service for increases within the salary range, and the employee's salary anniversary date shall be postponed one calendar month for each month, or major fraction thereof, of leave taken.

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6. Certain aspects within the District Fringe Benefit package (such as the health insurance) may be continued in specific cases as the employee's expense with no District contribution.

1347.11 Part-Time Leave of Absence for Study

1. A part-time leave for study without pay may be granted to an employee upon request to the supervisor and the Director of Personnel Services with the approval of the Superintendent-President, and the Board of Trustees.

The following conditions shall be given consideration:

a. The course or training session is a part of a program approved by the supervisor and the Director of Personnel Services to improve the employee's performance in the position held;

b. The employee and supervisor can work out a schedule so that the department's work load will not be adversely affected by the employee's absence;

c. Additional funds will not be required.

2. The employee will submit to his or her supervisor a letter requesting part-time leave outlining the course to be taken and stating justification for undertaking the program. The supervisor, if the request is supported, will forward, in writing to the Director of Personnel Services;

a. The employee's work schedule, adjusted to a maximum of five hours in a week, and indicating the employee's "make up" time which will satisfy the department's operating needs;

or

b. The employee's work schedule, reduced for the time involved to take the course with a corresponding loss of pay.

3. The employee's letter and the written approval of the Superintendent and notice of the action of the Board of Trustees will be forwarded to the Personnel Department for inclusion in the employee's personnel folder.

4. The number of employees on part-time leave from a specific department will be based upon the needs of the department affected, as determined by the supervisor and administration.
1550 GRIEVANCE PROCEDURE

1550.10 Definitions

1550.11 A "grievance" is an allegation by a grievant that he/she has been adversely affected by a violation of written Board policies. Actions to challenge or change the policies of the District as set forth in the rules and regulations or administrative regulations and procedures must be undertaken under separate legal processes. Other matters for which a specific method of review is provided by law, by the rules and regulations of the Board of Trustees, or by the Administrative regulations and procedures of this college district are not within the scope of this procedure.

1550.12 A "grievant" may be any classified employee of the District covered by the terms of these Rules and Regulations.

1550.13 A "day" is any day in which the central administrative office of the Santa Barbara Community College District is open for business.

1550.14 The "immediate supervisor" is the lowest level supervisor designated as management having immediate jurisdiction over the grievant who has been designated to administer grievances.

1550.20 Informal Level

1550.21 Before filing a formal grievance, the grievant should attempt to resolve it by an informal conference with his/her immediate supervisor.

1550.30 Formal Level

1550.31 Level I

Within ten (10) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing on the appropriate form to his/her immediate supervisor.

This statement shall be a clear, concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

The supervisor shall communicate his/her decision to the employee in writing within ten (10) days after receiving the grievance. If the supervisor does not respond within the time limits, the grievant may appeal to the next level.

Within the above time limits either party may request a personal conference.

1550.32 Level II

In the event the grievant is not satisfied with the decision at Level I, he/she may appeal the decision on the appropriate form to the Administrative Dean (or Assistant Superintendent, Business Services, if in that department) within ten (10) days.
This statement should include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

The appropriate Administrative Dean (or Assistant Superintendent, Business Services) shall communicate his/her decision within ten (10) days after receiving the appeal. Either the grievant or the appropriate Administrative Dean (or Assistant Superintendent, Business Services) may request a personal conference within the above time limits. If the appropriate Administrative Dean (or Assistant Superintendent, Business Services) does not respond within the time limits, the grievant may appeal to the next level.

1550.33 Level III

If the grievant is not satisfied with the decision at Level II, he/she may within ten (10) days appeal the decision on the appropriate form to the Superintendent/President or his designee.

This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.

The Superintendent/President or his designee shall communicate his decision to the grievant within ten (10) days.

1550.34 Level IV

If the grievant is not satisfied with the decision at Level III, he/she may within ten (10) days appeal the decision on the appropriate form to the Board of Trustees.

This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.

The Board of Trustees, or their designee, shall communicate their decision to the grievant within ten (10) days.

1800 EMPLOYER - EMPLOYEE RELATIONS

1810 General Provisions

The Board of Trustees is governed as are employees by the provisions of the Educational Employment Relations Act as contained in Chapter 10.7 of Division 4 of Title I of the Government Code.

1820 (Reserved)