

# Chapter 7

## Human Resources

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## **Commitment to Diversity**

**AO 7100**

Adoption Date: April 26, 2002

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The Auxiliary is committed to employing qualified administrators, and staff members who are dedicated to program success. The Board recognizes that diversity fosters cultural awareness, promotes mutual understanding and respect. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, diversity, and action, and provide equal consideration for all qualified candidates.

# Delegation

**AO 7110**

Adoption Date: April 26, 2002

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The Board delegates authority to the Director to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations, Board policies, and procedures have been followed, subject to ratification by the Board.

# Nepotism

**AO 7310**

Adoption Date: April 26, 2002

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The Auxiliary does not prohibit the employment of relatives or domestic partners as defined by Family Code Section 297, et seq., in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions. Immediate family means spouse, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Section 297, et seq.

The Auxiliary will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

The Auxiliary retains the right to place, reassign, or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involving other potential conflicts of interest.

# Fingerprinting

**AO 7320**

Adoption Date: April 26, 2002

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All contract employees shall be required to have fingerprints taken within ten (10) days of employment. The fingerprint cards will be forwarded to the Department of Justice to ascertain if the applicant or employee has any record of previous arrests or convictions.

Substitute and temporary employees employed for less than a school year may be exempted from this policy.

# **Bloodborne Pathogen Exposure Control**

**AO 7333**

Adoption Date: April 26, 2002

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The Board shall provide a safe and healthy work environment for all Auxiliary employees by minimizing exposure to bloodborne pathogens and maintaining a Bloodborne Pathogen Exposure Plan in accordance with Cal-OSHA General Industry Safety Order (GISO) 5193 "Bloodborne Pathogens."

The complete plan is on file at the office of the Director.

## Health Examinations

AO 7335

Adoption Date: April 26, 2002

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The Director may require medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such preemployment medical examinations shall be required only after a conditional job offer has been made, and shall be required of any candidate for a position for which a preemployment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination on the basis of the candidate's age or disability.

The Board authorizes the Director to require any employee to undergo a physical or mental examination at any time it appears to be in the Auxiliary's interest to obtain verification of an employee's fitness for duty. Such medical examinations shall be at the Auxiliary's expense and shall be conducted by a physician chosen by the Auxiliary.

# Resignations

**AO 7350**

Adoption Date: April 26, 2002

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The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

The Board hereby delegates to the Director the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. When accepted by the Director, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.



# Political Activity

**AO 7370**

Adoption Date: April 26, 2002

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Employees shall not use Auxiliary 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. This 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.

# Voluntary Salary Reductions

AO 7385

Adoption Date: April 26, 2002

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An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- Participation in a deferred compensation program;
- Paying premiums on any policy or certificate of group life insurance, or disability insurance, or legal expense insurance, or any of them;
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The Auxiliary shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

The Director shall develop procedures to assure any payroll reduction in accordance with this policy will conform with applicable federal and statutory requirements.

# Travel

**AO 7400**

Adoption Date: April 26, 2002

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The Director is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the Auxiliary.

The Director shall establish procedures regarding the attendance of other employees at conferences, meetings, and other activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Board delegates to the Director authority to approve employee travel within the United States, Mexico, and Canada to attend educational conferences or meetings.

With the exception of Mexico and Canada, all travel outside the United States must be approved in advance by the Board.