

Section Eleven

General Personnel Administration

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**Section Eleven—General Personnel Administration
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: None

Procedures: None

Appendices: None

Policy

SECTION ELEVEN

GENERAL PERSONNEL ADMINISTRATION

11A **Compensation Philosophy Statement** *(Added July 13, 2006)*

11A1 **Umbrella Statement--Compensation** programs will be designed and administered to support the District in its mission to provide outstanding educational programs and services that are responsive to the educational needs of diverse students and communities. The foundation of all compensation programs will be a commitment to attract, retain, and reward the quality and quantity of employees needed to meet the District's mission. The compensation programs will be based upon principles of fairness, equity, accountability, and established standards of responsibilities and job performance. The compensation programs will be administered with sound fiscal discipline.

11A2 **Component Statements**

11A2A The Board will be accountable for the establishment of the compensation philosophy and for its periodic review to ensure that there is continued alignment between the District's mission, goals, human resources objectives, and compensation philosophy. Implementation of compensation programs within the philosophy is a delegated authority of the Chancellor.

11A2B The compensation program will be based on consistent principles of equity throughout the District. This will allow for multiple pay plans to reflect both the teaching and non-teaching business of the District.

11A2C Establishing the value of compensation for faculty will reflect both the qualifications and experience of the incumbent, as well as the teaching role. Establishing the value of compensation for classified staff and management team employees will reflect both the internal value of a position and the value placed on that role in the appropriate market. The internal value will be measured through the sound and consistent application of a proven method of job classification evaluation.

- 11A2D** The primary pay delivery mechanisms for faculty will be based on the educational qualifications of the incumbent and the years of service with the District. This does not preclude the District from establishing other bases for pay delivery. While recognizing that service and tenure yields valued experience, the primary pay delivery mechanisms for classified staff and management team employees will be based on pay for differences in job content (knowledge, accountability, and complexity/problem-solving); satisfactory performance; demonstration of behavioral competencies.
- 11A2E** All aspects of compensation (base salary, benefits and if applicable, lump sum payments and allowances) will be considered as a total compensation package for District employees.
- 11A2F** Total compensation, as defined above, will be targeted at a competitive level when compared to the appropriate labor markets. For faculty, this will include other educational institutions in defined geographic locations and of similar size. For classified staff and management team employees, this will include other educational institutions in defined geographic locations and similar size, as well as other public sector employers and private sector employers in defined geographic locations. Compensation will be targeted at such a level as to allow the District to attract and retain the quality and quantity of employees it needs to meet or exceed its goals and objectives.
- 11A2G** While recognizing the role of Bargaining Units, the District is committed to ensuring that its salary structures are up-to-date through market surveys. There will be a planned approach to ensure that internal equity is maintained.
- 11A2H** Compensation will be affordable within the overall fiscal accountability of the Board and in the best interests of the District as an employer and provider of services.

11B **Personnel Transactions** *(Added April 1, 2004)*

- 11B1** The Chancellor shall nominate or recommend employees, and the Board shall employ from those who have been nominated or recommended by the Chancellor. It shall be the responsibility of the Chancellor to employ and retain well-qualified, competent staff members. The Chancellor may authorize interim employment and payment prior to Board action to accommodate payroll processing; however, Board action is required to ratify employment at the next regularly scheduled Board meeting.
- 11B2** The suspension or dismissal of an employee of the District shall be made by the Board on the Chancellor's recommendation. The

Chancellor may suspend an employee at any time until the next meeting of the Board under provisions of the law.

- 11B3** The Chancellor is authorized by the Board of Trustees to accept the resignation of any employee. The Chancellor may delegate this responsibility by written designation to District Officers or College Presidents.

11C **Student Employment** *(Added December 9, 2004)*

- 11C1** For the purposes of this policy a student worker must be currently enrolled in six (6) units or more per semester.

- 11C2** Student work should be integrated as part of an academic program or curriculum requirement.

- 11C3** Student workers are not part of the classified service and are not covered by the collective bargaining agreement between the District and its classified employees.

- 11C4** Student workers shall not supplant or replace classified employees. (The Kern Community College District will comply with Education Codes 69950 – 69967 in terms of student employment.)

- 11C5** Student workers shall be compensated according to the Kern Community College Student Worker Salary Schedule (see **Appendix 11C5** of this manual).

- 11C6** Student workers are not eligible for district-paid benefits, except for workers' compensation.

11D **Equal Employment Opportunity and Unlawful Discrimination** *(Revised December 17, 2009)*

11D1 **Equal Employment Opportunity in the Employment of Personnel**

It shall be the policy of the Kern Community College District that equal opportunity to seek, obtain, hold, and advance in employment in the District shall be afforded to all who qualify without discrimination because of race, color, ethnic group identification, ancestry, religion, national origin, sex (gender), sexual orientation, age, and/or physical or mental disability. Appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of personnel. Additional efforts will be made to recruit, develop, and to promote qualified members of groups that are underrepresented in the District workforce, even if that underrepresentation cannot be traced to particular discriminatory actions on the part of the District.

- 11D1A** The District will continuously review its policies, procedures, practices, pool and workforce statistics, and any other factor

that might contribute to workforce imbalance or adversely impact employment opportunities of members of protected groups.

11D1A1 The District will annually review the Equal Employment Opportunity Plan and revise as appropriate to address any problems with regard to recruiting a diverse workforce on the schedule provided by the State Chancellor's Office.

11D1A2 Information regarding Equal Employment Opportunity will be made available annually to the staff and community.

11D1A3 The District's Human Resources Department will continue to assure reasonable accommodation for applicants and employees with disabilities upon request.

11D1A4 Pre-employment physicals or drug testing shall be conducted only following an offer of employment. This offer of employment is conditioned on the employee either passing these tests, or providing proof of disability [as defined in the Americans with Disabilities Act (ADA)]. The District will provide reasonable accommodation upon request to applicants and employees in accordance with Federal Americans with Disabilities Act (ADA).

11D1A5 Whenever possible the names, titles, office locations, and office telephone numbers of individuals serving as liaisons of Equal Employment Opportunity programs, Equal Employment Opportunity officers, receivers of unlawful discrimination complaints, responsible personnel, ADA coordinators, and others responsible for Equal Employment Opportunity functions shall be identified and made public to employees and students.

11D1B The Board of Trustees recognizes and accepts its responsibilities under the California Education Code and the California Code of Regulations (Title 5) to:

11D1B1 Assume overall responsibility for the success of the District's effort to achieve Equal Employment Opportunity.

- 11D1B2** Approve the District and College Staff Availability Data as well as any revisions; and assure that these are submitted to appropriate agencies in a timely fashion.
 - 11D1B3** Assure that in all employment procedures for all positions there is no unlawful discrimination.
 - 11D1B4** Provide a supportive environment free of cultural bias for all staff and students.
- 11D1C** An Equal Employment Opportunity Advisory Committee shall be established to advise the District on personnel matters relating to equal employment opportunities.
- 11D1C1** The Equal Employment Opportunity Advisory Committee will review Staff Availability Data and other relevant data for the purpose of advising the District and assisting in its commitment and goals in achieving equal employment opportunities.
 - 11D1C2** Composition of the Equal Employment Opportunity Advisory Committee shall approximate a balance between District employees and Community members and shall provide for wide representation, including ethnic minorities, women, and the disabled whenever possible.
 - 11D1C3** The District Equal Employment Opportunity Advisory Committee members shall be appointed by the District Equal Employment Opportunity Officer and shall serve for a period of three (3) years. The Committee shall meet at least once in every calendar year.
- 11D1D** The following District officers shall be responsible and accountable for providing District-wide leadership in Equal Employment Opportunity:
- 11D1D1** The Vice Chancellor, Human Resources shall assume administrative responsibility for implementation of the Equal Employment Opportunity Policy.
 - 11D1D2** The Vice Chancellor, Human Resources or his/her designee shall be responsible for the

ongoing administration of this policy. This ongoing administration, in cooperation with the College Equal Employment Opportunity officers, shall include:

- Monitoring the employment process to ensure that selection or elimination of candidates for employment is based on job-related criteria.
- Providing Multi-college District Staff Availability Data, as it is made available to the District from the California Community Colleges Chancellor's Office.
- Initiating action to correct any identified Equal Employment Opportunity concerns.
- Receiving, investigating, and seeking resolution of unlawful discrimination complaints. (See **Procedure 11D4A**)

11D1D3 The faculty and staff of this District shall be responsible and accountable as follows:

11D1D3A Foster and promote a positive environment and overall hospitable atmosphere to staff and students of all cultures and heritages, encouraging the appreciation and value of diversity to the College communities.

11D1D3B Act on behalf of the District in recruitment and selection of personnel. In this capacity, faculty and staff shall comply with all applicable state and federal laws and regulations.

11D1E The District and Equal Employment Opportunity Officer(s) shall conduct periodic internal auditing, reporting, and evaluating of the effectiveness of the Equal Employment Opportunity Program.

11D1E1 The Equal Employment Opportunity Liaisons shall compile an annual workforce and utilization analysis of District personnel and

shall use the data to recruit a diverse applicant pool and workforce.

11D1E2 College Equal Employment Opportunity Liaisons shall monitor the ethnicity and gender make-up as well as data concerning promotions of positions on a continual basis.

11D1F The District and Colleges shall provide faculty/staff in-service training on diversity.

11D1F1 Each College's Human Resources Department is responsible for providing training to all staff on Equal Employment Opportunity programs and issues.

11D1F2 The District's Equal Employment Opportunity Advisory Committee shall work cooperatively with Human Resources to effectively utilize Equal Employment Opportunity funds allocated to the District.

11D1G The District shall pursue hiring practices, which effect Equal Employment Opportunity policies.

11D1G1 All employment practices will be based on job-related factors, considering seniority only where required by law.

11D1G2 Recruitment for positions shall include verifiable efforts to attract a diverse applicant pool.

11D1G3 The Human Resources Department, in consultation with the screening committee chair, shall determine the adequacy of the applicant pool relative to its protected class composition.

11D1G4 Each College will maintain a standard procedure for selecting qualified applicants. College procedures must conform to the following:

11D1G4A Applicants will be screened by the screening committee for minimum qualifications.

11D1G4B To the extent possible, the screening committees are to

represent the ethnic and cultural diversity of our community. All members shall vote on selections.

11D1G4C Screening committees are to be trained by a Human Resources Director or Manager in appropriate selection and interviewing techniques and in Equal Employment Opportunity programs and procedures. Selection and interviewing will conform to these techniques and procedures. The Human Resources Director or Human Resources Manager shall work with the screening committee chair to ensure that the employment process complies with the District's Equal Employment Opportunity Policies.

11D1G4D A reasonable number of candidates as determined by the College President or designee are to be interviewed for each position.

11D1G4E All materials related to the selection process for a position shall be incorporated into a single file and be maintained for at least three (3) years.

11D2 **Unlawful Discrimination**

All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful discrimination, including that which is based on any of the following statuses: national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics. *(Added December 17, 2009)*

11D2A

Sexual Harassment

11D2A1 The Board of Trustees of the Kern Community College District will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the Kern Community College District that members of the college community, including visitors, guests, and contractors, may not sexually harass another person employed or contracted to do business by or on District property.

11D2A1A For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or physical conduct or oral/written communication of an intimidating, hostile, or offensive sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or a student's status in a course, program, or activity; or
- Submission to or rejection of such conduct is used as a basis for employment decisions or as a basis for academic or other decisions affecting a student; or
- Such conduct has the purpose or effect of substantially interfering with an employee's work performance or a student's educational experience, or creates an intimidating, hostile or offensive working or academic environment.

11D2A2 The Kern Community College District is committed to maintaining a working and educational environment free of sexual harassment.

11D2A3 When an allegation of sexual harassment is brought to the attention of a supervisor, whether reported by the individual who is the subject of the alleged harassment, or by a witness, the supervisor shall report the allegation to the College Human Resources Manager. The College Human Resources Manager shall investigate the allegation according to **Procedure 11D4A**.

11D2A4 An employee or student may be subject to disciplinary action for violation of this policy.

11D3 **Students and Staff with Disabilities**

11D3A The Kern Community College District shall adhere to the wording and the spirit of the Federal Americans with Disabilities Act (ADA) and accompanying laws and regulations that protect persons with disabilities in the State of California.

11D3A1 The Kern Community College District shall consider or retain for employment all qualified individuals who satisfy the requisite skills, experience, education, and other job related requirements and can perform the essential functions of the position with or without reasonable accommodations. Pre-employment physicals or drug testing shall be conducted after an offer of employment has been made. This offer of employment is conditioned on the employee either passing these tests, or providing proof of disability [as defined in the Federal Americans with Disabilities Act (ADA)]. The District will provide reasonable accommodation upon request to applicants and employees in accordance with the Federal Americans with Disabilities Act (ADA).

11D3A2 The District's goal is to remove barriers to ensure that all qualified employees or students with disabilities are not excluded from or denied the benefits of services, programs, or activities because District

facilities are inaccessible or unusable. The District, in terms of existing structures or new construction, shall make every reasonable effort to remove existing architectural barriers to the disabled and/or provide architectural access.

11D3A3 To the best of its ability, the District shall also furnish disabled students and staff with appropriate aids and instructional services in order to provide an equal opportunity to participate in the services, programs, or activities conducted by the Colleges.

11D3A4 The District shall designate a coordinator for the ADA related activity at each of its Colleges. The coordinator shall monitor compliance efforts, investigate complaints, complete an initial ADA self-evaluation, and update this evaluation at least every three (3) years.

11D3A5 The ADA complaint procedure to be utilized shall be that described in **Procedure 11D4A**.

11D3B **Access to Electronic and Information Technology**
(Added February 2, 2006)

11D3B1 Whenever the Kern Community College District enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the equipment or services purchased shall comply with, or be capable of conversion to meet accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunication products, video or multimedia products, and self-contained closed products such as copiers, and desktop and portable computers.

11D3B2 The District will negotiate with vendors with the intention of having them certify to the following provisions:

11D3B2A “The vendor warrants that the products or services to be provided under this agreement comply with, or be capable of conversion to meet, the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Kern Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach, and be grounds for termination of the agreement.”

11D4 **Discrimination Complaint Process**

11D4A The Kern Community College District shall provide an expeditious and effective process for resolution of complaints of unlawful discrimination by staff and students. This process, as described below, will apply to discrimination based on race, color, ancestry, religion, sex (gender), sexual orientation, national origin, age, ethnic group identification, and/or physical or mental disability. In accordance with State law, the District shall accept complaints filed within one (1) year of the alleged discrimination. See **Procedure 11D4A** of this Manual for the guidelines to the Unlawful Discrimination Complaint Process.

11D4A1 Where complaints are filed directly with State and Federal agencies, the District Vice Chancellor, Human Resources or his/her designee will investigate and respond to the complaint in the manner provided by the agency and in accordance with the process provided for in **Procedure 11D4A**.

11D4A2 When complaints are filed directly with the College or District, the Vice Chancellor, Human Resources shall be responsible for ensuring District compliance with rules and regulations adopted by the California Community Colleges and will assure that the College or District investigation shall be completed within ninety (90) calendar days.

11E **Code of Ethics** *(Revised June 12, 2008)*

The Kern Community College District recognizes that a commitment to the highest ethical and professional standards on the part of all persons associated with the District is necessary to fulfilling our mission and realizing our vision, which are policies of the District. This code of ethics is based on two (2) fundamental principles.

- The first is recognition of the dignity of all persons, which respects the inherent value and worth of each person. The second principle is a commitment to fulfilling our obligations to others using fair and honest means. All associates in the Kern Community College District, faculty, students, management, classified staff, and trustees, as well as volunteers and vendors, each bear personal responsibility for their own ethical behavior and for the ethical stature of our organization. We are committed to fulfilling the Kern Community College District's mission. While we recognize the relationship between law and ethics, we further understand that legal requirements are necessary but not sufficient, and we endeavor always to do what is right and just, even when no one is watching, compelling, or evaluating our actions.

11E1 **Respect for Persons and Academic Freedom**

11E1A The inherent dignity of all persons requires that we conduct ourselves with civility in all circumstances of our professional lives. This means that we do not participate in or accept, condone, or tolerate physical or verbal forms of aggression, threat, harassment, ridicule, or intimidation. The District is an institution of higher education and especially values a spirit of free inquiry and free speech. The District encourages the expression of a range of points of view, but we expect all expressions of content to be conducted in a manner respectful of persons. The District nurtures an atmosphere of mutual respect by treating everyone with dignity, even when the values, beliefs, or behavior of a person or group is different from our own. The District recognizes this foundation of mutual respect to be the basis of civil discourse in an academic environment.

11E1B The District further protects the dignity of persons by maintaining the boundaries of both necessary and appropriate

confidentiality, and by prohibiting the exploitation of all persons through sexual harassment or financial, professional, or any other form of exploitation. The District seeks to develop policies, procedures, and practices which are both compassionate and fair. In order to assure that we are fair in our policies, procedures, and practices regarding the dignity and worth of persons, the District specifically prohibits discrimination based on race, color, ethnic group identification, ancestry, religion, gender, sexual orientation, national origin, age, and physical or mental disability. While this prohibition is necessary, it is the genuine valuing of diversity that serves to create the general atmosphere in which persons can thrive and realize their potential.

11E2 Fairness and Honesty

11E2A The District desires to participate in a healthy work environment which emphasizes the achievement of our common purpose and the development of our potential as individuals and as an organization.

11E2B The District will actively work to build the trust necessary to conduct its mission through open, honest, and fair practices and communications at all levels.

11E2C The District values and practices the sharing of information, transparency of policy, and consistency of practice in all its dealings.

11E2D The District does not tolerate or condone dishonest practices, such as lying, stealing, plagiarizing, cheating, or deliberate misrepresentation of self, program, or information.

11E2E The District does not tolerate the misappropriation of resources of any kind, either through misuse of property, time, equipment, or systems, or through inaccurate reporting which results in personal or group gain.

11E2F The District develops and uses systems for the prohibition of bias, and for the reporting of conflict of interest, including conflicts resulting from work relationships in which employees have more than one (1) role in relation to another person, resulting in social pressures on professional conduct.

In those circumstances where such conflicts cannot be avoided and/or are considered minor in scope, we will commit to open and transparent consultation with supervisors and colleagues in order to protect individual rights, professional reputations, and the ethical reputation of our institution.

11E2G The District will engage in self-monitoring and open information sharing to assure fairness in the distribution of resources necessary to support its mission.

11E3 Competence

11E3A The Kern Community College District recognizes the importance of competence to the effectiveness and trustworthiness of its endeavors. The District maintains currency in all areas of responsibility and seeks and uses feedback for improved performance, while also recognizing and celebrating performance achievements. The District is aware of and will behave in accordance with the policies and practices of its various professional associations and share these practices with students and colleagues.

11E3B The District will further acknowledge and seek intervention related to impediments to competent performance, including but not limited to continuing education needs, drug and alcohol abuse, and physical or mental impediments to competent performance of our duties. The District will use appropriate systems to support rehabilitation and/or accommodation.

11E4 Conclusion

11E4A The Kern Community College District celebrates its existence as a unique institution for the realization of human potential in the geographic area it serves and through the global connections fostered by its online programs.

11E4B The District prizes most highly the education and achievements of students, and the fostering of lifelong learning throughout its organization.

11E4C The District allows this value not only to direct our positive behavior and limit our potentially negative behavior, but to inspire us with a sense of shared purpose and a willingness to cooperate with one another in developing the highest potential in individuals and communities.

11E5 The Binding Nature of Ethical Standards of Kern Community College District

11E5A This statement of ethics articulates mutual expectations related to the employment or participation in providing services in the District, including service on the Board of Trustees and community advisory boards, and as volunteers and contracted service providers.

11E6 Definitions

Bias – a partiality that prevents objective consideration; influence in an unfair way.

Civil Discourse – engagement in courteous and polite conversation intended to enhance understanding; a moral interaction that presupposes ethical standards.

Civility – courtesy; politeness.

Competence – the act of performing tasks and roles to an expected standard based on the possession of required skills, knowledge, qualifications, or capacity.

Dignity – bearing, conduct, or speech indicative of self-respect or appreciation of the formality or gravity of an occasion or situation; the quality or state of being worthy of esteem or respect.

District – the Kern Community College District (referred to as “we” or “our”) is a political subdivision of the State of California and includes all Colleges, Centers, satellites, online, and all sites and persons governed by the Kern Community College District Board of Trustees.

Ethical standard – the principles and norms of proper professional and moral conduct concerning the rights and duties of professionals themselves and their conduct toward others.

Ethical Stature – The reputation for achieving and maintaining the highest level of professional and moral conduct.

Ethics – a system of moral principles; moral principles, as of an individual; a set of principles of right conduct.

Exploitation – the act of using another for personal gain; the practice of treating someone badly

Inherent – existing in someone or something as a permanent and inseparable element, quality, or attribute; existing as an essential constituent or characteristics; intrinsic.

Just – guided by truth, reason, justice, and fairness; done or made according to principle; equitable; property.

Reputation – the estimation in which a person or thing is held by others; the state or situation of being held in high esteem.

Right – in accordance with what is good or proper; in conformity with fact, reason, truth, or some standard or principle; correct in judgment, opinion, or action.

11F **Wellness of Employees**

11F1 The Kern Community College District is committed to the development and maintenance of physical and mental health of all its employees. Accordingly, the District encourages physical and mental wellness activities on behalf of employees.

11F2 In order to assure that employees are physically capable of performing their assigned job responsibilities and task, the District requires that candidates, as a condition of employment, under consideration to fill positions in the following areas take and pass a pre-employment physical examination:

- Child Care
- Food Service
- Custodial
- Maintenance
- Grounds
- Security
- Mechanical Skilled Workers
- Bus Drivers

A candidate who is not physically capable of performing the requirements of the job will not be hired for the position. The physical examination will be provided at District expense. See **Procedure 11F2** of this Manual for the listing of Position Classifications for Mandatory Physical Examinations.

11G **Drug-Free Workplace**

11G1 The Kern Community College District is committed to the development and maintenance of a drug-free environment in accordance with the Drug-Free Workplace Act. Accordingly, the District will not tolerate any unlawful activity such as the possession, use, manufacture, distribution and/or dispensation of a controlled substance on District owned or controlled property.

11G1A Substances as referred to in this policy statement include any and/or all of the following:

- Illegal Drugs.
- Legal drugs (either by prescription or over-the-counter) if illegally possessed or misused or overused to such an extent as to cause the impairment of job performance.
- Other mind altering chemicals, materials or substances.

- Intoxicating beverages.

A description of the health risks associated with the use of these controlled substances shall be posted on all bulletin boards at the three (3) Colleges and the District Office.

11G2 Violation of this prohibition by employees may result in disciplinary action, up to and including dismissal. In addition, violation may constitute an infraction of the California Education Code and other State laws and may result in immediate suspension without pay in the event criminal charges are filed. As a condition of being employed to work under any federal grant received this District, employees are required to abide by the terms of this statement. These employees are further required to notify the Campus or District Personnel officer of any conviction for a criminal drug statute violation occurring in the workplace within five (5) days after such conviction.

11G3 In accordance with the District's focus on wellness, the District expects employees to cooperate with supervisors in remedying performance problems associated with drug and alcohol use and to encourage other employees and students to seek help with drug and alcohol problems.

11G4 Employees with a substance abuse problem may receive assistance through the District Employee Assistance Program. This service is part of the health care program provided by the Kern Community College District.

11G5 In order to encourage a drug-free work force, the Kern Community College District requires that, as a condition of employment, all individuals to fill positions in the following areas take a drug screen test as part of their pre-employment physical examination.

- Child Care
- Custodial
- Maintenance
- Grounds
- Security
- Mechanical Skilled Workers
- Bus Drivers
- Allied Health Instructors

The drug screen will be provided at District expense. Any employee candidate testing positive for drugs will not be hired by the Kern Community College District. See **Procedure 11G5** of this Manual for the listing of Position Classifications for Mandatory Drug Screening. *(Revised November 19, 1992)*

11G6 If the Kern Community College District has a contractual arrangement with an outside organization and the outside organization requires drug screening of the Kern Community College District employees in that

contractual program, these employees must submit to and pass a drug screen. *(Added November 19, 1992)*

11G7 Pursuant to Federal Code of regulations Part 382, Department of Transportation, the Kern Community College District has established **Procedure 11G7(a-c)**, of this Manual, to help prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by District employees who drive commercial motor vehicles. The District requires the following alcohol and controlled substance testing for drivers and applicants.

- Pre-employment
- Random
- Reasonable suspicion

No driver found to have an alcohol concentration of .02 or higher or who tests positive for controlled substances shall be allowed to perform safety sensitive functions and may not be allowed to continue employment with the Kern Community College District. *(Added January 18, 1996)*

11H **Employees with Chronic Communicable Diseases or Infectious Conditions**

11H1 An employee with identified chronic communicable disease or infectious condition shall be permitted to continue in the workplace whenever, through reasonable accommodation, the employee is physically and mentally capable of fulfilling his/her duties satisfactorily and so long as the best available medical evidence indicates that continued employment does not present a health and safety threat to themselves or to others.

11H2 Employment decisions by the Board of Trustees will be made after using available public health department guidelines concerning the particular disease or condition, the physician's recommendation, the law and the factual assessment of the following:

- the risks associated with how the disease or condition is transmitted;
- the risks associated with how long the carrier is infectious;
- the risks associated with the disease's or condition's potential harm to others;
- the risks associated with the probability of the disease or condition being transmitted in the work setting; and
- whether, after taking into account the above, the College can reasonably accommodate the individual who carries the disease

or condition without incurring undue financial or administrative burdens.

- 11H3** Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.
- 11H4** The District shall respect the right of privacy of any employee who has a chronic communicable disease or infectious condition. The employee's medical condition shall be disclosed only to the extent necessary and permitted under law to minimize the health risks to others.
- 11H5** Employees with chronic communicable disease or infectious condition shall remain subject to Board of Trustees policies, including the applicable current collective bargaining agreement.
- 11H6** The District shall provide an educational program for employees to communicate the sources, transmittal and prevention of the major chronic communicable diseases and infectious conditions.

111 **Automated External Defibrillator Program** *(Added July 9, 2009)*

- 1111** Training shall be provided in the use of Automated External Defibrillator devices in compliance with the Health and Safety Code of the California Code of Regulations, Title 22, Sections 1797.107 and 1797.190, and the American Heart Association Cardiopulmonary Resuscitation Guidelines. (See **Procedure 111** of this Manual)

Only those individuals who have successfully completed and maintained their certification in Automated External Defibrillator Training Standards established by the District may use the Automated External Defibrillator units.

1112 **Definitions**

- 1112A** Automated External Defibrillator (AED) – A life saving device capable of cardiac rhythm analysis which will charge and deliver a shock after electronically detecting and assessing ventricular fibrillation or pulseless rapid ventricular tachycardia. The Automated External Defibrillator is a user-friendly portable device that is lightweight and small in size.
- 1112B** Cardiopulmonary Resuscitation (CPR) – A means of establishing and maintaining adequate respiration and circulation. This is done by ensuring the patient has an open airway through the use of rescue breathing. Circulation is maintained by means of closed chest cardiac compressions.
- 1112C** Sudden Cardiac Arrest (SCA) – A condition in which the victim is unconscious, apnea (not breathing), or has agonal breaths

(false breaths) and pulseless, and does not show signs of circulation.

11I2D Contracted Agency – The Contracted Agency refers to the Agency that the Kern Community College District has contracted with to provide required training and administration of the Automated External Defibrillator Program.

11J **Safety** (Revised May 19, 1994)

11J1 The Kern Community College District is committed to establishing and maintaining a safe and healthful workplace for all employees and students. The prevention of accidents and prevention of exposure to a hazardous environment will be accomplished by means of a Board of Trustees approved Injury and Illness Prevention Program containing the following elements:

- Identification of the person or persons responsible for implementing the program.
- A system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.
- Methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner.
- An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.
- A system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
- A system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.
- Correction of unsafe and unhealthy conditions and work practices in a timely manner based on the severity of the hazard.
- Training of: (a) all employees when the training program is first established, (b) all new employees, (c) all employees given a new job assignment, and (d) employees whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the District receives notification of a new or previously unrecognized hazard.

- Maintenance or appropriate records of steps taken to implement and maintain the program.

11J2 The District Chancellor or designee and the respective College Presidents are responsible for ensuring compliance with the Kern Community College District Injury and Illness Prevention Program.

11J3 Through the District Injury and Illness Prevention Program, the District shall provide employees with information about Bloodborne Pathogen exposure. The District shall provide protection from blood or Other Potentially Infectious Materials (OPIM).

11J4 All machines in instructional and maintenance shops shall be operated in accordance with the recommendations of CAL OSHA. Particular care shall be given to the proper use of the safety devices installed on these machines.

11J5 Eye protective devices must be worn by students and instructors in courses in which the individual is engaged in, or observing an activity or the use of hazardous substances likely to cause injury to the eyes.

11K **Security** *(Revised May 19, 1994)*

11K1 The Kern Community College District is committed to establishing and maintaining a secure workplace for all employees, students, and campus guests.

11K2 Each College and the District Office shall have a security program as approved by the Board of Trustees.

11K3 Security notification requirements will be fulfilled by means of a student right-to-know and campus security program as follows:

- Compile records of incidents and arrests for crimes of violence, **hate violence (criminal and non-criminal)**, theft or destruction of property, illegal drugs, or alcohol intoxication.
- Compile hate violence data to include a description of the act, victim characteristics, offender characteristics and make available the data on request to any employee or student or applicant.
- Post and distribute: the availability and location of security personnel; methods for summoning security personnel; any special safeguards for particular facilities or activities; and any actions taken in the preceding eighteen (18) months to increase safety and any changes in safety to be made during the next twenty-four (24) months.

Procedure

Unlawful Discrimination Complaint Process

*In the event of the notification of an unlawful discrimination complaint, pursuant to **Policy 11D4**, with the College, the process shall be as indicated below:*

As is indicated in **Policy 11D4**, this process covers alleged unlawful discrimination on the basis of age, race, color, national origin, gender, disability, religion, sexual orientation, marital status, or other forms of unlawful discrimination. Complaints may be filed within one (1) year of the alleged unlawful discrimination.

- 1) Any student or employee who feels that he or she is being unlawfully discriminated against is encouraged to informally notify and resolve the complaint with any of the following Responsible Personnel:
 - Instructor
 - Advisor or Counselor
 - Department/Division Chair
 - Dean or Vice President
 - Title IX Coordinator
 - College Human Resources Manager or District Human Resources Director

- 2) Any student or employee who feels that he or she is being unlawfully discriminated against is entitled to file a formal complaint with any of the following Responsible Personnel for resolution:
 - College Vice President
 - College Human Resources Manager or District Human Resources Director
 - Vice Chancellor, Human Resources

- 3) Supervisors shall take immediate action to report and/or remedy any perceived unlawful discrimination based on age, race, color, national origin, gender, disability, religion, sexual orientation, marital status, or other forms of unlawful discrimination.

- 4) At any point in the investigation, the student or the employee has the right to involve more than one (1) of the persons listed above.

- 5) The responsibilities of the person to whom the complaint has been made will include a written description of the complaint as described by the complainant. Based on the information in the complaint, the recipient of the complaint will implement one (1) of the following courses of action:
 - Informal Complaint Procedure, or
 - Formal Complaint Procedure

Informal Complaint Procedure

The purpose of the informal complaint process is to allow an individual who believes he/she has been unlawfully discriminated against to resolve the issue through a consultation process rather than the more formal investigative process provided by the College. The steps of the informal procedure are:

- 1) If the complainant believes that discussions of alleged unlawful discrimination with the alleged perpetrator/respondent or his/her supervisor would be unproductive or inappropriate, the complainant should consult with the Responsible Personnel or designee who shall ascertain as much detail as possible including date(s), time(s), description of incident(s), party(ies) involved, witness(es), etc.
- 2) The Responsible Personnel or designee will counsel the complainant regarding the Unlawful Discrimination Complaint procedure. Complainant shall be advised that the informal procedure is not a pre-requisite for filing a formal Unlawful Discrimination complaint. [California Code of Regulations, Section 59327(2)]
- 3) The complainant's allegation of unlawful discrimination shall be kept as confidential as possible by the Responsible Personnel or designee and shall be used only to provide a factual basis for resolving the complaint.
- 4) Within ten (10) days of receipt of the informal complaint, the Responsible Personnel or designee shall contact the alleged perpetrator/respondent in an attempt to resolve the matter informally. The alleged perpetrator/respondent will be asked to respond to the allegations.
- 5) Within ten (10) days of discussing the matter with the alleged perpetrator/ respondent, the Responsible Personnel or designee will review the statements of both the complainant and the alleged perpetrator/respondent and meet individually with each party, and if necessary, meet with witnesses in an attempt to resolve the matter.
- 6) Steps One (1) through Five (5) of this informal procedure shall not exceed the ninety (90) days afforded to complainants filing a formal complaint. [California Code of Regulations, Section 59336]

Possible Outcomes of the Informal Complaint Procedure

- 1) If the matter is resolved, the Responsible Personnel or designee will put the resolution in writing and meet with both parties who will review and sign the agreement.
- 2) If the parties agree there has been no unlawful discrimination and are satisfied with the resolution, the documents connected with the allegation shall be destroyed by the Responsible Personnel or designee and the complaint will be considered resolved.

Possible Outcomes of the Informal Complaint Procedure (continued)

- 3) If the parties agree that unlawful discrimination has occurred, but are satisfied with the resolution, then the documentation connected with the allegations and resolution will be placed in an employee's official personnel file in the District Office of Human Resources and shall be considered sealed after a period of three (3) years.
- 4) If, after negotiations between the parties, it becomes clear to the Responsible Personnel or designee that an informal resolution cannot be reached, he/she will convey the determination to both parties. The Responsible Personnel or designee will also inform the complainant of the right to file a formal unlawful discrimination complaint under this procedure.

Formal Complaint Procedure

- 1) The complainant shall initiate the formal complaint procedure by filing a complaint in writing on the District's Unlawful Discrimination Formal Complaint form.
- 2) Within ten (10) days of receipt of the formal complaint, the Responsible Personnel or designee shall contact the alleged perpetrator/respondent in an attempt to resolve the matter informally. The alleged perpetrator/respondent will be asked to respond to the allegations.
- 3) Within ten (10) days of discussing the matter with the alleged perpetrator/respondent, the Responsible Personnel or designee will review the statements of both the complainant and the alleged perpetrator/respondent and meet individually with each party, and if necessary, meet with witnesses in an attempt to resolve the matter.
- 4) Both parties have a right to be accompanied by a representative at each step in this procedure and shall have the right to present documentary evidence and witness statements.
- 5) Within ninety (90) days of receiving the formal complaint, the following shall be completed:
 - a) Investigation of the unlawful discrimination complaint.
 - b) A written administrative determination letter to both the complainant and alleged perpetrator/respondent specifying the following:
 1. All behaviors that were alleged to constitute the unlawful discrimination.

Formal Complaint Procedure (continued)

5) (b) (continued)

2. A decision that the unlawful discrimination complaint is substantiated or unsubstantiated.
 3. A description of any corrective action to be taken by the College or District administration. Notice of the complainant's appeal rights.
- 6) Only if the investigation substantiates the alleged unlawful discrimination the written administrative letter shall be placed in the perpetrator's personnel file. The administrative letter placed in the perpetrator's official personnel file in the District Office of Human Resources shall be considered sealed after a period of three (3) years.
 - 7) If complainant is not satisfied with the results of the administrative determination, he/she may submit a written appeal to the Board of Trustees within fifteen (15) days of the date of notice of the administrative determination. The Board shall review the original complaint, the investigative report, administrative determination, and the appeal, and shall issue a decision within forty-five (45) days after the filing of the appeal.
 - 8) For complaints filed by students, if the complainant is not satisfied with the Board's decision, he/she may file an appeal with the State Chancellor's Office as prescribed in the Education Code. Students may also file a complaint with Office for Civil Rights of the U.S. Department of Education (OCR) during any step in the unlawful discrimination investigative process.
 - 9) Within one hundred and fifty (150) days after receiving a written formal complaint, the District will forward to the State Chancellor's Office the results of the investigation as described in this Procedure.
 - 10) For complaints filed by employees, the employee may file a complaint with the Department of Fair Employment and Housing or the Equal Opportunity Commission during any step in the unlawful discrimination complaint investigative process.

Reviewed and Recommended by
Chancellor's Cabinet
November 18, 2008

Reviewed and Recommended by
District Consultation Council
October 27, 2009

Pre-Placement Physical Assessment Testing

The Kern Community College District Human Resources Office will coordinate all arrangements for pre-placement assessment testing with a provider, including communication on any follow-up resulting from an employee candidate's pre-placement physical assessment test.

Following is the procedure for arranging pre-placement physical assessment testing:

- 1) The Human Resources Office from a District college will contact the District Personnel Office to initiate a request for pre-placement physical assessment testing.
- 2) The District Human Resources Office will contact a provider to arrange an appointment for the employee candidate.
- 3) The District Human Resources Office will receive verbal results of the pre-placement physical assessment test and convey the results to the College Personnel Office.
- 4) The District will provide reasonable accommodation to applicants and employees in accordance with the ADA.

Candidates for the following positions will undergo pre-placement assessment testing:

Bus Driver

- Bus Driver

Child Development

- Child Daycare Center Assistant
- Child Development Center Teacher

Classified Management

- Director, Custodial and Grounds Operations--Bakersfield College
- Director, Plant Operations and Building Trades--Bakersfield College
- Director, Maintenance and Operations--Cerro Coso College
- Director, Maintenance and Operations--Porterville College

Custodial

- Athletic Complex Manager
- Facility Custodial Coordinator
- Custodian II
- Custodian I

Food Service

- Food Service Manager
- Cook/Baker
- Manager--Cerro Coso College
- Food Service Assistant I
- Food Service Assistant II
- Food Service Assistant III
- Stock Clerk

Grounds

- Grounds Maintenance Supervisor
- Groundswoker I
- Groundswoker II
- Horticulture Laboratory Technician

Maintenance

- Facilities Electrician
- Facilities and Grounds Maintenance Supervisor
- Maintenance Worker
- Plant Engineer
- Skilled Craftsworker

Mechanic

- Automotive Technician
- Automotive/Plant Equipment Technician

Miscellaneous Classified Position(s)

- Aerobics Facilitator
- Delivery Clerk
- Receiving Clerk

Security

- Campus Guard
- Safety Assistant/Dispatcher
- Security Officer I
- Security Officer II
- Security, Sergeant of

Approved by Chancellor's Cabinet
December 19, 1991

Revised November 9, 1992
Effective November 19, 1992

Revised March 21, 1995
Revised November 9, 1999
Revised March 6, 2001

Pre-Placement Drug Testing

The Kern Community College District Human Resources Office will coordinate all arrangements for pre-placement drug testing with a provider, including communication on any follow-up resulting from an employee candidate's pre- placement drug screen.

Following is the procedure for arranging pre-placement drug testing:

- 1) The Human Resources Office from a District college will contact the District Human Resources Office to initiate a request for pre- placement drug test.
- 2) The District Human Resources Office will contact a provider to arrange an appointment for the employee candidate.
- 3) The District Human Resources Office will receive verbal results of the pre-placement drug test and convey the results to the College Personnel Office.

If the candidate tests positive for any of the drugs screened, that candidate will not be hired by the Kern Community College District.

Candidates for the following positions will undergo pre-placement drug testing:

Allied Health Instructors

- Nursing-ADN
- Nursing-VN
- Radiological Technology
- Psychiatric Technician

Bus Driver

- Bus Driver

Child Development

- Child Day Care Center Assistant
- Child Development Center Teacher

Custodial

- Athletic Complex Manager
- Facility Custodial Coordinator
- Custodian I
- Custodian II

Grounds

- Grounds Maintenance Supervisor
- Groundswoker I
- Groundswoker II
- Horticulture Laboratory Technician

Maintenance

- Facilities Electrician
- Facilities and Grounds Maintenance Supervisor
- Maintenance Worker
- Painter
- Plant Engineer I
- Skilled Craftsworker

Mechanic

- Automotive Technician
- Automotive/Plant Equipment Technician

Miscellaneous Certificated Position(s)

- College Nurse

Miscellaneous Classified Positions

- Aerobics Facilitator
- College Nurse
- Delivery Clerk

Security

- Campus Guard
- Security Officer I
- Security Officer II
- Security, Sergeant of

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Revised March 6, 2001

Alcohol and Controlled Substances Testing

Procedure 11G7 shall be applicable only to employees who hold a commercial driver's license which is necessary to perform job related duties such, as but not limited to, operating a commercial motor vehicle for the Kern Community College District.

Definitions pursuant to **Procedure 11G7** are as follow:

- 1) **Alcohol** is the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
- 2) **Alcohol use** is the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
- 3) **Breath alcohol technician (BAT)** is an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).
- 4) **Commercial motor vehicle** is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - a) Has a gross combination weight of twenty-six thousand, one (26,001) or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than ten thousand (10,000) pounds,
 - b) Has a gross vehicle weight rating of twenty-six thousand, one (26,001) or more pounds,
 - c) Is designed to transport sixteen (16) or more passengers, including the driver, or
 - d) Is of any size and is used in the transportation of hazardous materials requiring placards.

- 5) **Screening test** (aka initial test) in alcohol testing, is an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it is an immunoassay screen to eliminate *negative* urine specimens from further consideration.
- 6) **Confirmation test**, for alcohol testing, is a second test that provides quantitative data of alcohol concentration following a screening test with a result of 0.02 grams or greater of alcohol per two hundred, ten (210) liters of breath. For controlled substances testing, it is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy.
- 7) **Covered employee** is an employee subject to the requirements of applicable Federal law and policy. Covered employee is an employee who holds a commercial driver's license which is necessary to perform job related duties such as, but not limited to, operating a commercial motor vehicle.
- 8) **Driver** is any person who operates a commercial motor vehicle. For the purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.
- 9) **Evidential breath testing** (EBT) device is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's *Conforming Products List of Evidential Breath Measurement Devices* (CPL).
- 10) **Medical review officer** (MRO) is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
- 11) **On-duty time**, as that phrase is defined by Federal regulations and this procedure, means all of the time from the time a covered employee begins to work, is required to be in readiness to work, until the time he or she is relieved for work and all responsibility for performing work.

- 12) **Performing** (a safety-sensitive function) is any period in which the driver is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.
- 13) **Refusal to submit** (to an alcohol or controlled substance test) is when a driver (a) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement of breath testing; (b) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or (c) engages in conduct that clearly obstructs the testing process.
- 14) **Safety-sensitive function**, for purposes of this procedure, shall mean any of the functions defined in Title 49 of the Code of Federal Regulations. More specifically, safety-sensitive functions include all functions performed by a covered employee during on-duty time and include:
 - a) All time at a carrier or shipper plant, terminal, facility, or other property waiting to be dispatched, unless the driver has been relieved from duty by the employer,
 - b) All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs) or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time,
 - c) All time spent at the driving controls of a commercial motor vehicle,
 - d) All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth),
 - e) All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded,
 - f) All time spent performing the driver requirements associated with an accident, or

14) (continued)

- h) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

On-duty time also includes:

- i) All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the testing requirements.

15) **Screening test** (aka initial test) in alcohol testing is an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it is an immunoassay screen to eliminate *negative* urine specimens from further consideration.

16) **Substance abuse professional** is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Prohibited Conduct

- 1) No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, while having an alcohol concentration of 0.02 or greater.
- 2) No covered employee shall remain on duty, or operate a commercial motor vehicle, while that employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- 3) No covered employee shall use alcohol during on-duty time while performing safety-sensitive functions.

Prohibited Conduct (continued)

- 4) No covered employee shall perform safety-sensitive functions within four (4) hours after using alcohol.
- 5) No covered employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test.
- 6) No covered employee shall refuse to submit to any test required by law or this procedure.
- 7) No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, when the covered employee uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substances does not adversely affect the driver's ability to safely operate a commercial vehicle. Covered employees are required to report any therapeutic drug use to their department supervisor. Drivers may also be required to provide the District with a written statement from a physician stating that the medication does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Transportation

- 1) If an applicant or covered employee produces a test result indicating an alcohol concentration equal to or greater than 0.04, that employee shall be transported to his or her residence by the Employer.

Compensation

- 1) A covered employee who fails a required test shall not receive his or her normal compensation for hours during which the employee is prohibited by Federal law, and this procedure, from performing a safety-sensitive function. Failure is defined as a verified positive result by an MRO for controlled substances and/or an alcohol concentration of .02 or greater. The employee may not utilize sick time, vacation or compensatory time during the period the prohibition is in place.

Consequences of Prohibited Conduct

- 1) No covered employee shall return to duty or remain on duty to perform safety-sensitive functions if the covered employee has engaged in conduct prohibited by this procedure.
- 2) Every covered employee who is subject to the requirements of this procedure conduct shall be advised of the resources available to that employee in evaluating and resolving problems associated with the misuse of alcohol and controlled substances.

Testing Procedures

All tests conducted pursuant to this procedure shall comply with the requirements of applicable Federal law. See **Procedure 11G7(b)**.

Pre-employment Testing

- 1) Prior to employment in a position, which requires performance of safety-sensitive functions for the Kern Community College District, the employee shall undergo testing for controlled substances.
- 2) The Kern Community College District shall not allow any covered employee to perform safety-sensitive functions unless the covered employee has produced a controlled substance test result indicating a verified negative test result.
- 3) The District shall pay for the costs associated with pre-employment testing.
- 4) The Kern Community College District reserves the right not to employ an applicant who has received an alcohol and controlled substances test indicating a verified positive test result.

Previous Employment Information

- 1) Upon application to a covered position, applicants will be required to sign a release authorizing the Kern Community College District to obtain testing information from the applicant's previous employers. The applicant's signature on the release shall be a condition of employment.
- 2) The information shall include: any alcohol test results with a concentration greater than .04, any positive controlled substances test results, and any refusals to be tested.
- 3) The information shall be obtained from the applicants previous employers from the past two (2) years.
- 4) Upon offering an applicant a position, the Employer shall obtain the required information. The Kern Community College District shall endeavor to obtain the information within fourteen (14) days.
- 5) Should the information reveal that the applicant is not eligible to perform safety-sensitive functions (pursuant to 49 CFR pt. 382.413 (g)), the Employer shall withdraw the employment offer.

Post-Accident Testing

- 1) As soon as practicable following an accident involving a commercial motor vehicle, the Kern Community College District shall test the following individuals for alcohol and controlled substances: (1) any covered employee who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; and/or (2) any covered employee who receives a citation under state or local law for a moving violation arising from the accident.

For the purposes of this procedure, an accident is defined as an incident involving a commercial motor vehicle in which there is either a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene.

- 2) If the alcohol test is not administered within two (2) hours following the accident, the Kern Community College District shall document the reasons the test was not promptly administered. If the alcohol test is not administered within eight (8) hours following the accident, the Employer shall cease attempts to administer the test and shall document the reasons the test was not administered.
- 3) If the controlled substances test is not administered within thirty-two (32) hours following the accident, the Kern Community College District shall cease attempts to administer the test and document the reasons the test was not administered.
- 4) Drivers who are subject to post-accident testing shall remain readily available for such testing or may be deemed by the Kern Community College District to have refused testing.

Random Testing

- 1) The Kern Community College District shall randomly select covered employees for alcohol and controlled substances testing during each calendar year, in accordance with applicable Federal law. The minimum annual percentage rate for random alcohol testing shall be twenty-five percent (25%) of the average number of covered employees, until further notification is received from the Federal Department of Transportation. The minimum annual percentage rate for controlled substances testing shall be fifty percent (50%) of the average number of covered employees, until further notification is received from the Federal Department of Transportation.
- 2) The selection of covered employees for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, every covered employee shall have an equal chance of being tested each time selections are made.
- 3) The Kern Community College District shall ensure that the random tests are unannounced and that the dates for administering the random tests are spread reasonably throughout the calendar year.
- 4) A covered employee shall be subject to random testing at the following times: while the covered employee is performing safety-sensitive functions, just before the covered employee is performing safety-sensitive functions, or just after the covered employee has ceased performing such functions. Every covered employee who is notified of selection for random testing shall cease to perform safety-sensitive functions and shall immediately proceed to the test site according to established procedures for notifying appropriate supervisory personnel.
- 5) Substitute employees, if they are also covered employees, are subject to random testing.

Substitute drivers will be required to sign a release authorizing the District to release testing information/results to other school districts for which the driver is employed. Substitute drivers will be required to sign the release as a condition of being placed on the District's substitute driver list.

Random Testing (continued)

- 6) In the event a covered employee who is selected for a random test is on vacation or off-duty, the Kern Community College District will keep the original selection confidential until the driver returns. Testing of the selected employee will commence according to the procedure outlined in number four.

Reasonable Suspicion Testing

- 1) The Kern Community College District shall require a covered employee to submit to an alcohol or controlled substances test, as appropriate, when the Kern Community College District has reasonable suspicion to believe that the employee has engaged in prohibited conduct.
- 2) The Kern Community College District's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, and/or body odors of the covered employee.
- 3) Reasonable suspicion testing is permitted only if the required observations are made during, just preceding, or just after the period of the workday that the covered employee is performing a safety-sensitive function or required to be in compliance.
- 4) The observation and determination that a reasonable suspicion exists will be made by a supervisor trained in detecting the symptoms of alcohol misuse and use of controlled substances as per the regulations. The training shall consist of at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substances use. The observations shall be documented and signed by the official who made the observations within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.
- 5) If the alcohol test is not administered within two (2) hours following the determination that a test is required, the Kern Community College District shall document the reasons the alcohol test was not promptly administered. If the alcohol test is not administered within eight (8) hours, the Kern Community College District shall cease attempts to test and document the reasons the test was not administered.

Reasonable Suspension (continued)

- 6) Notwithstanding the absence of a reasonable suspicion alcohol test, no employee shall remain on duty requiring the performance of safety sensitive functions if the Kern Community College District has reasonable suspicion to believe that the employee is impaired by alcohol, until:
 - a) An alcohol test is administered and the driver's alcohol concentration measures less than .02; or
 - b) Twenty-four (24) hours have elapsed following the determination that reasonable suspicion exists.

Discipline and Term

- 1) Any employee who engages in prohibited conduct shall be subject to disciplinary action up to and including termination.

Employee Information

- 1) The Kern Community College District shall distribute this procedure to every covered employee, on an individual basis, prior to the start of alcohol and controlled substances testing. The Kern Community College District shall also distribute this procedure to every covered employee hired after the adoption of the procedure, and to every covered employee transferred into a position requiring possession of a commercial driver's license.
- 2) Employees will be required to sign a statement acknowledging receipt of the procedure.
- 3) The person responsible for answering employee questions concerning this procedure shall be the Assistant Chancellor, Personnel Services.

Procedure 11G7(a) (continued)

Records Retention

The Kern Community College District shall retain all records in accordance with applicable Federal law, as set forth in **Procedure 11G7(c)**.

Effect

This policy and procedure shall take effect January 1, 1996.

Approved by the Chancellor's Cabinet
December 5, 1995

Alcohol and Controlled Substances Testing Procedures and Policy

Introduction

The Kern Community College District shall implement and enforce the procedures for transportation workplace testing as set forth in 49 CFR Part 40. These procedures include, but are not limited to, the following information. In all cases, the requirements of 49 CFR Part 40 shall be followed. Comprehensive Drug Testing (CDT) shall administer the testing on behalf of the District.

Controlled Substances Testing

Applicable Drugs

- (1) Employees subject to controlled substances testing shall be tested for the following substances:
 - Marijuana
 - Cocaine
 - Opiates
 - Amphetamines
 - Phencyclidine (PCP)
- (2) Although the specimen will not be analyzed specifically for adulterants, the lab may conduct adulteration checks (PH, specific gravity or creatinine). The lab is permitted to check for adulterants as per Federal Department of Transportation (DOT) guidelines.

Specimen Collection Procedures

- (1) The collection shall take place in a secure location to prevent unauthorized access during the collection process.
- (2) The specimen shall be kept in sight of the employee and the collection site person until it is sealed and ready for shipment.

Controlled Substances Testing (continued)

- (3) Employees shall have individual privacy when providing a specimen except when:
- (a) The employee presents a specimen that is outside the accepted temperature range and he/she refuses to have an oral body temperature measurement, or the body temperature measurement varies more than 1^o C OR 1.8^o F from the specimen temperature,
 - (b) The collector observes the employee attempting to adulterate or substitute the specimen, or
 - (c) The employee's last provided specimen was determined to be diluted.
 - (d) The employee has previously has a verified positive test.

In (a) and (b) above, the employee must provide a specimen under direct observation. In (c) and (d) above, the employer **may** require a direct observation collection.

- (4) The following specific procedures will be followed during the collection process:
- (a) The employee must submit identification to the collector. The collection shall not proceed until a positive identification is made.
 - (b) The employee will not be required to undress, or to change into an examination gown. Only outer garments should be removed, i.e., jackets, etc.
 - (c) The donor shall be required to wash his/her hands prior to urination, and shall not have access to any water sources until the specimen has been collected.
 - (d) A bluing agent shall be added to the toilet bowl and the donor may flush the toilet only after releasing the specimen to the collector.
 - (e) The specimen must be at least forty-five (45) ml to be acceptable.
 - (f) The collector must measure the specimen temperature within four (4) minutes of urination to determine sample acceptability

Controlled Substances Testing (continued)

- (5) If the donor cannot provide a sufficient volume of urine, he/she shall remain at the collection site and be provided not more than twenty-four (24) ounces of fluids to drink. The donor shall have a period of up to two (2) hours to produce an acceptable sample.
- (6) The specimen shall be divided into two (2) parts. The collector shall pour thirty (30) ml of urine from the specimen bottle into a second specimen bottle, to be used as the primary specimen. The remainder of the urine, at least fifteen (15) ml, shall be poured into another container to be used as the split sample.
- (7) Both samples shall be shipped in a single shipping container with the appropriate chain of custody forms.
- (8) The collector and donor must be present together to complete the following process:
 - (a) Seal and label the specimen bottle,
 - (b) Donor initials the bottle label or seal, and
 - (c) The chain of custody forms must be signed and dated.
- (9) If an employee refuses to cooperate with the collection process the collector shall notify the employer representative and note the non-cooperation on the custody and control form.

Split Sample

- (1) If the test result of the primary specimen is positive, the employee may request that the Medical Review Officer (MRO) direct that the split specimen be analyzed.
- (2) The split sample analysis will be conducted by a DHHS-certified laboratory who will analyze the sample for presence of the drug(s) for which a positive result was obtained in the primary sample.
- (3) If the result of the test of the split sample fails to reconfirm the presence of the drug(s) or drug metabolites(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation to the District.

Controlled Substances Testing (continued)

- (4) After the MRO notifies the employee of a positive result for the presence of a drug(s) in the primary sample, the employee has up to seventy-two (72) hours to request analysis of the split sample.
- (5) All costs associated with the analysis of the split sample shall be the responsibility of the employee. If the analysis of the split sample results in a cancellation of the test, the District shall reimburse the employee for the cost of the split sample analysis.
- (6) In the event the outcome of a test is cancellation, the driver shall be returned to duty and no further action against the employee shall be taken. Any lost time and/or compensation shall be returned to the employee.

Inability to Provide Adequate Urine

- (1) If the employee fails to provide an adequate sample, he/she shall provide the District with an evaluation from a licensed physician designated by the District, who is acceptable to the District, concerning the employee's ability to provide a sample.
- (2) If the physician determines there is a valid medical reason precluding the employee from providing adequate urine, then the employee's failure shall not be deemed a refusal to test.
- (3) If the physician is unable to determine a valid medical reason, the employee's failure to provide adequate urine shall be considered a refusal to test.

Alcohol Testing

Testing Procedures

- (1) The test shall take place in a secure location that affords visual and aural privacy to prevent unauthorized persons from seeing or hearing test results.

Alcohol Testing (continued)

- (2) When an employee enters the testing location, the Breath Alcohol Technician (BAT) will require him/her to provide positive identification. The test shall not proceed until positive identification of the employee is made.
- (3) An individually-sealed mouthpiece shall be opened in view of the employee and then attached to the testing unit.
- (4) The employee shall be required to blow forcefully into the mouthpiece for at least six (6) seconds or until an adequate amount of breath has been obtained.
- (5) The employee shall be shown the result both on the testing unit and the recording form. The employee shall verify both results are the same. If a result printed by the testing unit does not match the displayed result, the BAT shall declare the test invalid.
- (6) If the result of the screening test is less than 0.02 breath alcohol concentration no other testing will be conducted.
- (7) If the result of the screening test reflects an alcohol concentration of 0.02 or greater, a confirmation test shall be performed.
- (8) Prior to conducting the confirmation test the employee may not eat, drink, or place anything in his/her mouth. If possible, the employee should not belch during the waiting period. The confirmation test shall be conducted no less than fifteen (15) minutes and no more than twenty (20) minutes from the screening test.

The fifteen (15) minutes waiting period is provided for the employee's benefit. This time period allows for the dissipation of any mouth alcohol, thereby helping to prevent an artificially high reading.

- (9) In the event the screening and the confirmation test results do not match, the confirmation results will be considered the final results.
- (10) If the employee refuses to sign the breath alcohol testing form or fails to provide an adequate amount of breath without a valid medical reason, the District may determine the circumstance to be a refusal to test.

Alcohol Testing (continued)

Inability to Provide Adequate Breath

- (1) If the employee fails to provide an adequate amount of breath he/she shall provide the District with an evaluation from a licensed physician, who is acceptable to the District, concerning the employee's medical ability to provide adequate breath.
- (2) If the physician determines there is a valid medical reason precluding the employee from providing adequate breath then the employee's failure shall not be deemed a refusal to test.
- (3) If the physician is unable to determine a valid medical reason, the employee's failure to provide adequate breath shall be considered a refusal to test.

Approved by the Chancellor's Cabinet
December 5, 1995

Alcohol and Drug Testing Regulations for Commercial Motor Vehicle Drivers

Retention of Records

This section explains which controlled substance and alcohol test records must be completed and maintained, where they must be maintained and for how long. All records shall be maintained in a secure location with controlled access.

Document To Be Maintained	Period Required To Be Maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater Verified positive controlled substance test results Refusal to submit to required alcohol or controlled substance tests Required calibration of Evidential Breath Testing Devices (EBT's) Substance Abuse Professional's (SAP's) evaluations and referrals Annual Calendar year summary	5 years
Records related to the collection process (except calibration) and required training	2 years
Negative and cancelled controlled substance test results Alcohol test results indicating a breath alcohol concentration less than 0.02	1 year

Types of records required to be maintained

- (1) Records related to the collection process:
 - Collection logbooks (if used)
 - Documents related to the random selection process
 - Calibration documentation for EBT's
 - Documentation of Breath Alcohol Technician (BAT) training
 - Documentation of reasoning for reasonable suspicion testing
 - Documentation of reasoning for post-accident testing
 - Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing
 - Consolidated annual calendar year summaries

- (2) Records related to the driver's test results:
 - Employer's copy of the alcohol test form, including results
 - Employer's copy of the drug test chain of custody and control form
 - Documents sent to the employer by the Medical Review Officer
 - Documentation of any driver's refusal to submit to a required alcohol or controlled substance test
 - Documents provided by a driver to dispute results of test

- (3) Documentation of any other violation or controlled substance use or alcohol misuse rules

- (4) Records related to evaluations and training:
 - Records pertaining to substance abuse professional's (SAP's) determination of driver's need for assistance
 - Records concerning a driver's compliance with SAP's recommendations

- (5) Records related to education and training:
 - Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse
 - Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials
 - Documentation of supervisor training
 - Certification that training conducted under this rule complies with all requirements of the rule

Types of records required to be maintained (continued)

(6) Records related to drug testing:

- Agreements with collection site facilities, laboratories, MROs, and consortia
- Names and positions of officials and their role in the employer's alcohol and controlled substance testing program
- Monthly statistical summaries of urinalysis (40.29(g)(6))
- The employer's drug testing policy and procedures

Location of records:

All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the employer's principal place of business within two (2) business days after a request has been made by an authorized representative of the Federal Highway Administration.

For example: Specific records may be maintained on computer or at a regional or terminal office, provided the records can be made available upon request from FHWA within two (2) working days.

Automated External Defibrillator Program Procedures

In the event of Sudden Cardiac Arrest, the procedures for the use of an Automated External Defibrillator device, pursuant to **Policy 111** of the Kern Community College District, shall be as indicated below:

1. Emergency Procedures

A designated District or College Liaison who receives a report of or encounters a possible Sudden Cardiac Arrest victim shall do the following:

- a. Immediately call 9-1-1, then notify the designated District or College Liaison who will respond with the nearest Automated Defibrillator device to the scene. [See **Appendix 111(b)**]
- b. Provide first aid, including use of Automated External Defibrillator, as needed, until relieved by paramedics.
- c. Collect information for completion of Contracted Agency Injury/Illness Report. All reports are submitted through the designated District or College Liaison chain of command.

2. Post Automated External Defibrillator Deployment Procedures

The designated District or College Liaisons who deploy an Automated External Defibrillator device shall do the following:

- a. Data collection:
 - Complete the Contracted Agency Injury/Illness Report form.
- b. Event Automated External Defibrillator Data Download:
 - In every event in which an Automated External Defibrillator is deployed and used, even if a no shock decision is made (electrode pads applied), the designated District or College Liaison deploying the Automated External Defibrillator shall notify the Contracted Agency of the deployment. A Contracted Agency employee will be deployed to the scene to conduct the mandatory on-site downloading of data from the Automated External Defibrillator. Do not return the Automated External Defibrillator to its original location until all pertinent event information has been downloaded, and the data card and Automated External Defibrillator has been restocked and inspected for further use.

3. Roles and Responsibilities

a. Contracted Agency

The Contracted Agency refers to the Agency that the Kern Community College District has contracted with to provide required training and administration of the Automated External Defibrillator Program.

b. Program Medical Director

The Program Medical Director, provided by the Contracted Agency, oversees the Automated External Defibrillator Program for the Kern Community College District. This includes ensuring that the training content is of high quality and the proper procedures are followed. The Program Medical Director is also responsible for reporting to the Kern Community College District Program Liaison any changes in legal requirements related to the Automated External Defibrillator training and use.

c. Contracted Agency Coordinator

The Contracted Agency Coordinator oversees the Automated External Defibrillator Program and coordinates the development and maintenance of the Automated External Defibrillator Program by ensuring compliance with all legal requirements. The Contracted Agency Coordinator has the responsibility of reviewing and maintaining all Automated External Defibrillator equipment inspection records provided by the designated District or College Liaison.

d. Program Oversight/ Program Liaisons

The site Liaison responsibility will be assigned to an administrator for overall management and administration of the Automated External Defibrillator at the District or College site. The Kern Community College District shall contract with a professional services agency to provide program and medical oversight, training, and on-call services. Each site will assign one primary Liaison and a back-up Liaison.

e. District Program Liaison

The Kern Community College District Program Liaison shall be the Director, Human Resources and shall be the responsible person for ensuring Kern Community College District compliance with inspection procedures for Automated External Defibrillator equipment as established in the Automated External Defibrillator Standard Operating Procedures Manual. Any discrepancies in the Automated External Defibrillator equipment shall be reported to the Contracted Agency Program Medical Director immediately.

The District Program Liaison shall ensure that the designated College Liaison's Automated External Defibrillator certification is kept current by coordinating with the Contracted Agency Coordinator to receive any required and refresher training. The Kern Community College District Program Liaison shall facilitate required training and provide Automated External Defibrillator inspection documentation to the Contracted Agency Coordinator for Contracted Agency records.

4. Automated External Defibrillator Daily Check List [See [Appendix 11I\(a\)](#)]
 - a. An Automated External Defibrillator Daily Check List shall be maintained and kept with each Automated External Defibrillator device. [See [Appendix 11I\(a\)](#)]
 - b. Each designated District and College Liaison will ensure that each available Automated External Defibrillator in their area of responsibility is checked daily and the results so noted on the Automated External Defibrillator Daily Check List.
 - c. If an Automated External Defibrillator is not available for use, i.e. closed office, vehicle not in use, etc., it need not be checked. The reason for not checking the Automated External Defibrillator must be noted on the Automated External Defibrillator Daily Check List at the next check.
 - d. At the completion of each month, each Automated External Defibrillator Daily Check List will be sent, original by mail and copy by fax, to the Kern Community College District Program Liaison. The Kern Community College District Program Liaison will ensure the forms are completed and forwarded to the Contracted Agency Coordinator who provides training for the program.

Reviewed and Recommended by
Chancellor's Cabinet
January 27, 2009

Reviewed and Recommended by
District Consultation Council
April 21, 2009

Appendix

Student Salary Schedule - Jul 1, 2002

**KERN COMMUNITY COLLEGE DISTRICT
STUDENT WORKER SALARY SCHEDULE
EFFECTIVE JULY 1, 2002**

STUDENT WORKER I	STUDENT WORKER II	STUDENT WORKER III
\$6.75 per hour	\$7.00 per hour	\$7.25 per hour

Based on California minimum wage law effective January 1, 2002 increasing the minimum wage to \$6.75/hr.

GUIDELINES FOR PLACEMENT

Student Worker I

A new Student Worker will usually be assigned this classification, except where the Colleges clearly define the position as one requiring substantial skills and responsibilities. Under these circumstances, the colleges may assign the student to a Student Worker II or III.

Student Worker II -

At the discretion of the college, certain positions may be defined as having skills and responsibilities that merit initial assignment at Level II.

A student assigned to a position at the level of Student Worker I who satisfactorily completes one year of work at that level, may be assigned by the colleges to Student Worker II level.

Student Worker III

At the discretion of the college, certain positions may be defined as having skills or responsibilities that merit initial assignment at Level III.

A student assigned to a position as Student Worker II who satisfactorily completes one year of work at that level, may be assigned by the college to the Student Worker III level.

Approved by the District Student Services Committee - Oct 10, 1996

Approved by the Board of Trustees Jan 10, 2002

Appendix 11I(a)

AED DAILY CHECKLIST			MONTH/YEAR:	
Site Name			Primary Liaison:	
Site Address:			Backup Liaison:	
Site Phone:				
Type of Unit: Portable *		Wall Mounted *	Electrode Expiration Date:	
Specific Location of Unit:				
SERIAL # OF AED:			SDCC PD AED #	
Month Date	Green Light		Initials & ID number of person Performing Check	Comments (Optional)
	Yes	No		
1	*	*		
2	*	*		
3	*	*		
4	*	*		
5	*	*		
6	*	*		
7	*	*		
8	*	*		
9	*	*		
10	*	*		
11	*	*		
12	*	*		
13	*	*		
14	*	*		
15	*	*		
16	*	*		
17	*	*		
18	*	*		
19	*	*		
20	*	*		
21	*	*		
22	*	*		
23	*	*		
24	*	*		
25	*	*		
26	*	*		
27	*	*		
28	*	*		
29	*	*		
30	*	*		
31	*	*		

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Submitted By (Signature of AED Program Liaison)

Date Submitted

Reviewed and Recommended by
Chancellor's Cabinet
January 27, 2009

Reviewed and Recommended by
District Consultation Council
April 21, 2009

**KERN COMMUNITY COLLEGE DISTRICT
AUTOMATED EXTERNAL DEFIBRILLATOR
LOCATION**

AED #	Location	Type/Serial number
1	Kern Community College District First Floor 2100 Chester Avenue Bakersfield, CA 93301	
2	Kern Community College District Second Floor 2100 Chester Avenue Bakersfield, CA 93301	
3	Bakersfield College BC – Public Safety Car 1801 Panorama Drive Bakersfield, CA 93301	
4	Bakersfield College BC – Public Safety Car 1801 Panorama Drive Bakersfield, CA 93301	
5	Bakersfield College BC – Public Safety Car 1801 Panorama Drive Bakersfield, CA 93301	
6	Bakersfield College BC – Student Health Center 1801 Panorama Drive Bakersfield, CA 93301	
7	Bakersfield College BC – Fitness Center – Gym 1801 Panorama Drive Bakersfield, CA 93301	
8	Bakersfield College BC – Renegade Room 1801 Panorama Drive Bakersfield, CA 93301	
9	Bakersfield College BC – Campus Center 1801 Panorama Drive Bakersfield, CA 93301	

AED #	Location	Type/Serial number
10	Bakersfield College BC – Public Safety Car 1801 Panorama Drive Bakersfield, CA 93301	
11	Cerro Coso Community College Indian Wells Valley IWV – Main Building 3000 College Heights Blvd. Ridgecrest, CA 93555	
12	Cerro Coso Community College Indian Wells Valley IWV – M&O Building 3000 College Heights Blvd. Ridgecrest, CA 93555	
13	Delano College Center Science and Technology Bldg. Main Building - Atrium 1450 Timmons Avenue Delano, CA 93215	
14	Porterville College PC – Student Health Center 100 East College Avenue Porterville, CA 93257	
15	Porterville College PC – Administration Building 100 East College Avenue Porterville, CA 93257	
16	Eastern Sierra Center – Bishop Main Building 4090 W. Line Street Bishop, CA 93514	
17	Mammoth Lakes Center Main Building 101 College Parkway Mammoth Lakes, CA 93546	
18	Kern River Valley Main Building 5520 Lake Isabella Blvd. Lake Isabella, CA 93240	

Reviewed and Recommended by
Chancellor's Cabinet
January 27, 2009

Reviewed by
District Consultation Council
April 21, 2009