

College Council: Policy and Procedure Review

2-10-2022

BP 3507 COVID-19 Vaccination Requirements – This policy is still under review and may be presented at the meeting.

AP 3507 COVID-19 Vaccination Requirements - This procedure is still being revised to conform with masking requirement updates and will be presented at the February 10, 2022 College Council meeting or before.

[AP 7235 Probationary Period Confidential Supervisory and Classified Employees](#) - Revision initiated by administration (HR) changing probationary period from one year to six months.

[AP 7236 Substitute and Short-Term Employees](#) - Revision initiated by administration (HR) for short-term employee services days not to exceed: changed from 194 to 165 days.

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

Status Update – Policies and Procedures Currently Under Review

Administrative – Under Review

AP 3225 Institutional Effectiveness
AP 3420 Equal Employment Opportunity
AP 3434 Responding to Harassment Based on Sex Under Title IX
AP 3435 Discrimination and Harassment Investigations
BP 3550 Drug and Alcohol-Free Environment and Drug and Alcohol Abuse Program
AP 3725 Information and Communications Technology and Accessibility Acceptable Use
BP 4020 Program and Curriculum Development
AP 4020 Program Curriculum and Course Development
BP/AP 4106 Nursing Programs
BP 4250 Academic Probation Dismissal and Readmission
AP 4250 Probation
AP 5015 Residence Determination
AP 5020 Non-Resident Tuition
BP/AP 5035 Withholding of Student Records
BP/AP 5050 Student Success and Support Program
BP 6340 Bids and Contracts
BP 6800 Industrial Safety
BP 7100 Commitment to Diversity
BP 7120 Employment Recruitment
BP 7130 Compensation
BP 7160 Professional Development
BP 7236 Substitute and Short-Term Employees
BP 7250 Educational Administrators
BP 7345 Catastrophic Leave Program
BP 7600 District Police

Academic Senate – Under Review

AP 4023 Course Approval

AP 4260 Prerequisites Co-requisites and Advisories

AP 4400 Community Service Courses

AP 5015 Residence Determination

AP 5017 Responding Inquiries of Immigration Status nation (NEW)

AP 5040 Student Records and Directory Information

AP 5050 Student Success and Support Program

AP 5130 Financial Aid

AP 5530 Student Grievances

BP 4260 Prerequisites and Co-Requisites and Advisories

BP 4400 Community Service Courses

BP 5010 Admissions and Concurrent Enrollment

BP 5130 Financial Aid

AP 5010 Admissions

BP 4250 Academic Probation Dismissal and Readmission

Human Resources

Revision initiated by administration (HR) changing probationary period from one year to six months.

Nikki H. on 12-02-2021

AP 7235 PROBATIONARY PERIOD – CONFIDENTIAL AND SUPERVISORY EMPLOYEES

Reference:

Education Code Section 88013

As permitted by statute, the probationary period is ~~one-year~~ six months for confidential and supervisory employees.

This Administrative Procedure also shall apply to classified managers whose employment is not held by an employment agreement under Education Code section 72411 or pursuant to Title 5 as an interim employee.

Office of Primary Responsibility: Human Resources

Date Approved: January 18, 2011

Date Revised: November 13, 2018

Date Reviewed/Revised:

Human Resources

Revision initiated by administration (HR) for short-term employee services days not to exceed: changed from 194 to 165 days. Nikki H. on 12-02-2021

AP 7236 SUBSTITUTE AND SHORT-TERM EMPLOYEES

Reference:

Education Code Section 88003

Classified Substitute Employee

- A. Any person employed to replace any classified employee who is temporarily absent from duty.
- B. If the District is engaged in a procedure to hire a permanent employee to fill a vacancy, one or more substitute employees may be hired for not more than 60 calendar days. Exceptions will be addressed with the appropriate bargaining unit.

Short-Term Employee

- A. Any person employed to perform a service for the District upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.
- B. The Education Code allows the employment of short-term employees outside the Classified Service under specified conditions:
 - 1. The person can only be employed to perform a short-term service, upon the completion of which, the service will not be extended, ~~and~~.
 - 2. Short-term employee services shall not exceed ~~194~~ 165 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.
 - 3. Short-term employees may not exceed 37.5 hours per week. Short-term and substitutes may be granted overtime only with the authorization of their manager.
 - 4. Commercial temporary employment agency services may be used.
 - 5. No short-term employee may be assigned or allowed to begin work prior to the completion of appropriate Human Resources requirements.

Academic Substitute Employee

- A. Any person employed to replace any academic employee who is temporarily absent from duty.
- B. Substitute employees may be hired as needed.

Exceptions to these provisions which are not set forth in law may be granted by the Superintendent/President or designee.

Also see BP/AP 7270 ~~titled~~ Student Workers and AP 7212 ~~titled~~ Temporary Faculty

Office of Primary Responsibility: Human Resources

Date Approved: July 19, 2011 (*Replaces~~d~~ College of Marin Policy 5.0009*)

Date Revised: December 11, 2012

Date Reviewed/Revised: