Mt. San Antonio College Management Handbook

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Welcome

Mt. San Antonio College has been providing quality education and services to our nearby communities since 1946. The College is committed to providing learning opportunities to all types of learners through educational excellence and quality services.

As management team members, you play an integral role in facilitating student success and the efficient operation of the College. Your efforts help shape the institutional culture and can have a significant impact upon the institutional mission. We value your efforts, expertise and dedication to the College, its students, and staff.

This handbook has been compiled to acclimate you with the policies and procedures that govern what we do and the services that are available to assist you in your managerial pursuits.   We look forward to partnering with you in making your stay at Mt. SAC rewarding for you, and your staff and students that you reach.

Please use this Handbook as a general guideline. If more detailed information is required, please refer to the sources listed for the full text regarding policies, procedures or rules that apply.

Section 1 - Philosophy & Leadership

Management staff of the Mt. San Antonio Community College District consist of all educational and classified employees compensated on the management salary schedule. Positions on this schedule are those that have been designated by the Board of Trustees. Classification of management positions as "educational" or "classified" shall be based upon state laws relative to minimum qualification requirements and established job duties and responsibilities as determined by the Board of Trustees.

1.1 Role Expectations for Management

The role of the management staff at Mt. San Antonio College is to implement College policy, regulations, and procedures, and to make policy recommendations to the President and Board of Trustees in cooperation with persons in their supervision. Managers also have the responsibility for continuous quality improvement, unit operations, and contract management. Management staff perform job functions as listed in written position descriptions. Management plays a critical role in opening and maintaining channels of communication and in modeling professional behavior. Managers are campus and community leaders and often serve as spokespersons of the College to the community.

Managers must understand the role of the community college and be able to adapt to the changing needs of students and the community, federal and state regulations, and uncertain budgets. Managers are members of a team, which requires mutual understanding and respect of all areas of the College.

The duties and responsibilities of each management position shall be determined by recommendation of the President and approval of the Board of Trustees.

Managers that supervise employees shall continually evaluate the work performance of all employees under their supervision with the objective of increasing efficiency.

1.2 College Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

1.3 College Vision

Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

1.4 College Core Values

- **Integrity:** We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- **Equity and Diversity:** We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.
- **Community Building:** We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus:** We address the needs of students and the community both in our planning and in our actions.
- **Lifelong Learning:** We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit:** We work harmoniously, show compassion, and take pride in our work.
- **Effective Stewardship:** We sustain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funding.

1.5 Board of Trustees

1.5.1 Purpose of the Board of Trustees

The purpose of the Mt. San Antonio College Board of Trustees, as the policy-making body of the College, shall be to set forth such policies as are necessary to govern the conduct of the College and shall define procedures essential to the effective execution of such policies as set forth in

Board Polices Chapter 2. Policy may be amended, suspended or repealed at any regular Board meeting by vote of the majority of the Board of Trustees.

Individual Board members are only authorized to become involved in administrative action of procedures by formal action of the Board of Trustees.

1.5.2 Board Meetings

Regular meetings of the Board of Trustees are held on the second Wednesday of each month at 6:30 p.m. at the College in Founders Hall. The calendar of meetings is confirmed and distributed by the President's Office.

Special or Emergency Board meetings may be called by the President of the Board or by a majority of the members of the Board under special circumstances as permitted by the Brown Act. Notice of such meetings shall be posted at least 24 hours before the time of the meeting.

1.5.3 Board Agenda Items

All agenda items should be submitted to the appropriate Vice President at least two (2) weeks prior to the Board meeting agenda due dates. Check with the appropriate Vice President for more specific Board agenda due dates. Late items will be held over to the next scheduled Board meeting.

The agenda must be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings.

Section 2 - Administration, Governance, and Organizational Structure

As a large not-for-profit organization, Mt. San Antonio College is made up of several administrative departments and academic divisions. The College operates under a governance structure in which broad participation from all segments of the College is encouraged and expected.

Various campus leaders and organizations ensure that Mt. San Antonio College operates efficiently. All campus groups — faculty, staff, and students — play key roles in this collective and important effort to ensure the College's stability and our students' success. To learn more, visit the Administration & Governance website at https://www.mtsac.edu/governance/.

2.1 Administration and Governance

The college administration is responsible for the daily operations of the college, instructional activities, and community outreach.

The President & CEO oversees implementation of Board policies and is responsible for the overall administrative governance of the College.

The Board of Trustees is empowered by the California State Constitution to be the policy-making body of the College.

2.2 Organizational Structure

To learn more about the structure of the College, visit the organizational chart online at https://www.mtsac.edu/governance/orgcharts/.

2.2.1 Administrative Services

Administrative Services provides the campus with essential services to ensure the ongoing operations of the college and is responsible for virtually all non-instructional support services. To learn more, visit their website at https://www.mtsac.edu/adminservices/index.html.

2.2.2 Instruction

Instruction provides the campus with academic services, curriculum development, course catalog design, faculty member support, and eight instructional divisions to deliver excellent undergraduate studies for our students. To learn more, visit their website at https://www.mtsac.edu/instruction/index.html.

2.2.3 Student Services

Student Services provides direct student support designed to meet the unique and varied needs of all students. There are both general and specific services and support programs available, ranging from Admissions and Financial Aid to Counseling, Transfer and Career Services, and Student Health. **Student Services** has formed learning communities like Bridge to specialized support services like EOPS/CARE, CalWORKs, ACCESS, TRiO programs, Veterans Resource Center, Dream Center, and REACH Foster Youth. Student activities available include Associated Students government, over 50 student clubs and organizations, and student leadership development activities. Students are encouraged to participate in campus life by engaging in support services and becoming involved in campus activities. To learn more, visit their website at https://www.mtsac.edu/studentservices/.

2.2.4 Human Resources

Human Resources oversees the College's workforce and employee programs and is committed to attracting and retaining a highly skilled and talented workforce to fulfill the College's mission of educational excellence. Human Resources provides recruitment, academic employee qualifications, manages leaves of absences, ensuring compliance with nondiscrimination and EEO regulations, administrative hearings, contract negotiations, employee medical and fringe benefits, and provides interpretation and guidance to administrators and others in areas of negotiated agreements, board policies and administrative procedures. To learn more, visit their website at https://www.mtsac.edu/hr/.

2.3 Participatory Governance

Mt. SAC embraces participatory governance, giving a voice in the decision-making process to the administration, faculty, classified staff, and students.

Participatory governance is defined as joint responsibility, authority and decision making through the collaboration of administrators, faculty, staff, and students for the purpose of providing quality college programs. Appropriate members of the College shall participate in planning for the future and in developing policies, regulations and recommendations under which the College is governed and administered.

The Academic Senate is responsible for making recommendations to the administration and for communicating with the governing board on policy development and implementation with respect to academic and professional issues. The Academic Senate and the College President are to reach mutual agreement demonstrated by written sign-off on issues recognized as academic and professional in nature and will adhere to Title 5, Subchapter 2, Academic Senates, Sections 53200-53204.

In accordance with Title 5, Section 53203(f), the appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the College President/CEO or their designee, by the Academic Senate.

In accordance with Education Code section 70901.2, the exclusive representative of Classified employees shall appoint the representatives for the respective CSEA unit members for designated councils, committees, task forces, and other groups. The Classified Senate, representing all College and Auxiliary Services employees, also make appointments to designated councils, committees, task forces and other groups.

2.4 Committees

The committee structure at Mt. SAC is designed to empower individuals and groups to make decisions and recommendations that are in the best interest of the College by responding to the College core values and goals. It has been designed to take advantage of the collective expertise of the committee members that are closest to the issues at hand. The committee structure has been segmented into four types of committees: Governance Committees, Academic Senate Committees, Operational Committees, and Task forces.

A Governance Committee is any organization or group of people who participate in the short and long term global planning of the College. Functions of these bodies include recommending rules, procedures, direction, and processes.

An Operational Committee is any group of people who participate in the short and long term planning of individual departments or cross-department groups. These bodies recommend and make decisions affecting local projects and operations.

An Academic Senate Committee is any organization or group of people whose primary function is to make recommendations with respect to academic and professional matters as mandated by law.

A Task Force is any group of people assembled to accomplish a specific charge, which must be completed by a specific date.

The purpose, function, and membership of each committee can be found on the College website at https://www.mtsac.edu/governance/committees/.

2.5 Management Steering

The Management Steering Committee serves as an advisory group to the College President. All recommendations and requests are submitted to the President for review and consideration. The purpose of the Management Steering Committee is to gather information and research on management staff needs and concerns, make recommendations on management salary and fringe benefits, and make recommendations on content in the Management Handbook.

2.5.1 Purpose

The Management Steering Team serves as the representative body with the District for management employees on all matters. The Management Steering Team reports directly to the College President.

2.5.2 Function

1. To facilitate and guide meet and confer with the President annually on behalf of management employees.
2. To facilitate representation of management employees in employment and evaluation issues.
3. To guide MPDC on professional learning activities related to management.
4. To organize and set the agenda for quarterly Management Meetings.
5. To meet regularly with the President to discuss management issues.

2.5.3 Membership

The Management Steering Committee consists of two (2) managers representing the Instruction Team, two (2) managers representing Student Services, two (2) managers representing Administrative Services, and classified management and three (3) mangers representing managers at large.

All members are selected by the Management Steering Committee. Each member will serve a two (2) year term. The Chair of the Committee will be elected by the members. In the case when there is no volunteer from the specific areas, the position will not go vacant, but may be filled with someone from a different area.

Section 3 - Management Development

3.1 Orientation

3.1.1 Management Orientation

The Division of Human Resources provides an orientation covering benefits and retirement for all new managers. In addition, the supervising manager will provide one-on-one department/unit-related training.

Furthermore, during their first year of management employment all new managers will participate in the Management Onboarding Program (MOB). Through the experience they will reflect on their role within the College, understand the resources available to support their work, and engage in meaningful leadership learning activities. This program includes a one-day New Manager Orientation, bi-monthly training, and leadership intensives.

3.2 Mentoring

3.2.1 On-Campus Mentoring

The Management Steering Committee organizes an informal mentoring program for managers. Both mentors and protégés volunteer for the program and are matched based on the mentor's area of expertise and the protégé's need. Contact any management steering member for information.

3.2.2 ACCCA Mentor Program

One of the most popular manager mentoring programs outside of Mt. SAC is offered through the Association of California Community Colleges Administrators (ACCCA). The program operates on an annual basis and protégés must apply to be considered. Managers who complete this program are eligible to apply for reimbursement of program costs through use of their Management Professional Development Tuition Reimbursement.

3.2.3 SanFACC Mentor Program

This program is sponsored by the San Gabriel/Foothill Association of Community Colleges (SanFACC). It seeks to build both individual and regional leadership capacity for employees interested in entering or advancing in community college management. Participants are paired with mentors from neighboring colleges already serving in an administrative role and are enriched by experiencing the best practices and lessons learned from colleagues across the region. Mt. SAC managers may participate as either mentees or mentors. Contact the Director of Professional and Organizational Development for information.

3.3 Professional Development

The College is committed to providing managers with meaningful, relevant, and ongoing opportunities for professional growth.

3.3.1 MPDC Training Meetings

The Management Professional Development Committee (MPDC) holds monthly team meetings to provide management training with the exception of the President's quarterly meetings and the month of July. It is highly recommended that managers arrange schedules in order to attend. The Executive Assistant to the President publishes the agenda and dates for these meetings.

3.3.2 President's Quarterly Meeting

The President of the College holds management team meetings four (4) times a year. It is highly recommended that managers arrange schedules in order to attend. The Executive Assistant to the President publishes the agenda and dates for these meetings.

3.3.3 Professional and Organizational Development

Managers are encouraged to participate in workshops and seminars through Mt. SAC's Professional and Organizational Development (POD) Department. POD is committed to improving the success of students and promoting excellence in manager performance through collegially planned, high-impact, outcome-driven learning opportunities that support the College's mission and strategic goals.

A variety of topics are offered including performance management, hiring, delegation, change management, HR law, emotional intelligence, transformative leadership, and more. Contact POD at ext. 4504 or https://www.mtsac.edu/pod/ for more information.

3.3.4 Online Training

All managers have access to on-demand online learning through the California Community Colleges Vision Resource Center. This resource provides access to Lynda.com and Skillsoft, as well as professional learning resources and communities. Login at https://visionresourcecenter.cccco.edu/.

3.3.5 Peak Leadership Summit (Management Retreat)

All managers attend the annual Peak Leadership Summit (Management Retreat). The retreat supports the management team's commitment to building a shared value system and supporting one another in professional growth and wellness. It focuses on development of skills that strengthen leadership and positively influence the health and productivity of Mt. SAC's management culture.

3.3.6 Management Professional Development Reimbursement

Per the Meet and Confer Agreement between the District and Management Employees approved by the Board of Trustees on September 9, 2015, Management employees may use $4,000 annually to pay for tuition reimbursement, licensures, and/or other certifications for professional development. Per the Meet and Confer Agreement between the District and

Management Employees approved by the Board of Trustees on October 10, 2018, Management employees may utilize their tuition reimbursement funds for professional development to participate in Association of California Community College Administrator's Administration 101 and Administration 102 programs. Claim forms for this benefit are found on the POD website.

3.3.7 Management Conference and Travel Funding

Per the Meet and Confer Agreement between the District and Management Employees Management Employees are each provided $2,000 annually in conference and travel funding to their department account. At the end of the fiscal year, managers may transfer any unused portion of their conference and travel funds into a general management professional development account to support all management professional development.

Section 4 - Information Management

4.1 Campus Information Systems

All managers of Mt. San Antonio College have access to College owned equipment for the purpose of conducting the business of the College. Computers, telephones and other equipment will be made available to newly appointed managers. Access to information and information systems will be based upon the manager's need to know, and the duties and responsibilities of the management position.

Mt. SAC's Information Technology (IT) department is responsible for all systems and applications programming to enhance and maintain the College's administrative information systems, database administration services, learning management systems, web and portal services, infrastructure, telecommunication and network security, data center support operations, and provides documentation and end-user training for administrative systems.

4.1.1 Directory Information and Switchboard

The Mt. SAC Switchboard is the IT Department and provides telephone operator services. For year-round self-service directory information, refer to the Online Campus Directory at http://www.mtsac.edu/directory/ for all phone numbers for department information or services from various College entities. The Switchboard is available from 8:00am to 4:30pm.

4.1.2 IT Help Desk

The Mt. SAC IT Help Desk is available to assist with most computer, telephone, software and technology related questions and requests. You may receive technology support by phone, by visiting the Help Desk, or via on-site service calls from IT.

Phone support with remote assistance is available Monday through Thursday from 7:30 am to 10:00 pm, and Friday from 7:30 am to 7:00 pm, please call extension 4357 (HELP).

Walk-up support hours at building 23 is available from 8:00 am to 4:30 pm

Support for non-urgent issues are also available online at https://help.mtsac.edu or via email at helpdesk@mtsac.edu. The IT Help Desk aims to respond to online and email requests within one business day. For urgent or issues, please call the IT Help Desk at extension 4357.

The IT Help Desk provides the following services and assistant with these processes:

- Access to Banner, the College's ERP (enterprise resource planning) system Student, Finance, Human Resources, Financial Aid, and Class and Course information.
- E-mail accounts and access to the Internet
- Access to Argos for data reports
- Installation or support for Mt. SAC computer equipment
- Service for telephone equipment or voice mail access
- Access to shared folders and other file services
- Support for LMS (Canvas), web and portal services
- Printers and other technology peripherals
- "Loaner" equipment if your Mt. SAC computer is out of service
- Updates to Mt. SAC website content (Omni Update)

4.2 Home Technology Stipend

Managers will be provided an annual stipend of $1,000 paid in monthly increments for home technology use for work relation purposes effective July 1, 2018 (approved Oct 10, 2018 at the Regular Meeting of the Board of Trustees). Consistent with College practices, Management Employees includes Executive Management.

4.3 Resource References

There are several formal reference guides that can assist a manager as to the policies, procedures and information about the College. The first document is the Mt. San Antonio College Board of Trustees Policies that establishes lines of policy and responsibility for the Board of Trustees, the College President / CEO, and other school employees in the operation of the College. Visit https://www.mtsac.edu/governance/trustees/policies.html to review Board Policies & Administrative Procedures.

The Mt. San Antonio College Administrative Procedures delineates procedures for all major functions of the College for operational and management purposes. These regulations and procures are reviewed and updated on a regular basis.

The Mt. San Antonio College Institutional Self-Study Report in Support of Reaffirmation of Accreditation is an excellent resource for how the College operates and provides useful information regarding the history and demographics of the College. This document is available through the President's Office or the Mt. SAC web site under accreditation info.

Many other sources of information are available through the various departments and divisions, including the Schedule of Classes, the College Catalog, Campus Directory, Academic Senate, Classified Senate and other department or division specific resources.

Section 5 - Personnel Management

The Division of Human Resources (HR) is the primary office for keeping employee personnel records. Departments or Divisions may keep basic employee records for departmental use, but the Division of Human Resources maintains official employee records.   Managers should direct employees wishing to examine their personnel records to HR. HR houses all official and disciplinary communication with regard to employees. See Administrative Procedure 7145 for details on appropriate use of personnel files.

5.1 Assessment of Personnel Needs

Managers will assess the personnel needs of their area. If it becomes necessary to fill a position (new position, replacement, or substitute for person on leave), the manager will file a notice of open position with their appropriate Vice President or the President. The President or Vice President will notify the Division of Human Resources of the intention to fill the open position. Refer to Board Policy 7120 for detailed information regarding employee recruitment and hiring.

5.2 Hiring

The process of recruiting, screening, interviewing, selecting and hiring is defined and delineated in Administrative Procedures 7120-7135.

5.2.1 Employee Orientation and Onboarding

It is the responsibility of a supervising manager or designee to orient new employees to their work place, duties and responsibilities. The Division of Human Resources will assist in the orientation to the College and present the new regular employee with a copy of the appropriate collective bargaining agreement.

5.2.2 Employee Separation

Inform the Division of Human Resources of all employee separations, including resignations and retirements. HR will assist the manager with the exit process, including the recovery of assets, the remove of user access to campus resources, and appropriate separation paperwork.

5.3 Evaluations

5.3.1 Management Evaluations

The goal of performance evaluation is to improve effectiveness and promote continuous learning and development. Constructive feedback for improvement should be clear and helpful to achieve that goal. If a performance improvement plan is necessary, it should include specificity of area(s) for improvement, criteria for meeting satisfactory marks, a reasonable

timeline, and any applicable supportive assistance to facilitate the evaluatee's performance improvement.

The Management Employees Evaluation will be performed within the contract period by the supervising manager no later than three (3) months before the contract renewal deadline, unless the supervising manager deems it necessary to do so annually. The evaluation process will consist of the Self-Evaluation completed with input from peers and/or direct reports together with goals and objectives. The peers and direct reports should include faculty and/or classified staff as applicable to the management assignment.

5.3.1.1 Self-Evaluation

The administrator shall identify a minimum of five (5) peers/faculty and/or staff in consultation with the evaluating administrator. The peers and direct reports may provide feedback anonymously through the online Peer Direct Report Evaluation Form. If the administrator has no direct reports, then faculty and/or staff that the administrator works with on semi-regular basis will be identified. Any areas marked as below satisfactory (a rating of 3 or 4) must contain comments on how to improve, criteria for meeting satisfactory marks, and a reasonable timeline. The administrator will use the input to complete their Self-Evaluation. Additionally, the administrator should reflect on the progress made towards goals and objectives from the previous evaluation. Finally, if applicable, the administrator should comment on their work with students learning outcomes and how that work has contributed to improved students learning.

5.3.1.2 Evaluation of Administrative Employees

After the administrator submits their Self Evaluation to their immediate manager / evaluator, the evaluator will complete the Administrative Employee Evaluation Form. A meeting will be held with the administrator to review the evaluation and set goals and objectives for the following evaluation period. This meeting should be held within a month of receiving the Self-Evaluation.

5.3.1.3 Goals and Objectives

At the evaluation meeting, the administrator and their evaluator will review and set up goals and objectives for the following evaluation period.

5.3.2 Evaluations of Employees

The collective bargaining agreements established with each bargaining unit delineates the evaluation process of faculty or classified personnel. Please refer to the current Agreements between Mt. San Antonio Community College District and the Faculty Association, California School Employees Association (CSEA) Chapter 651, and California School Employees Association (CSEA) Chapter 262 for the appropriate handling of evaluations depending upon the bargaining unit with which the employee belongs. The collective bargaining agreements for all units and

other resources are available through the Human Resources website at
https://www.mtsac.edu/hr/.

5.4 Legal Issues

5.4.1 Equal Opportunity & Nondiscrimination

The College is committed to equal opportunity in educational programs, employment and access to institutional programs and activities. The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

5.4.2 Diversity

The College is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides outstanding role models for all students. The Board of Trustees is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates

The College is committed to promoting diversity campus wide through its student body as well as its employees. One of Mt. San Antonio College's core values is diversity. This value states, "We respect and welcome all differences, and we foster equal participation throughout the campus community." The College maintains a commitment to diversity through the recruitment and retention of employees and students that reflect the diversity of the communities in the College. Every effort is made to initiate and establish specific activities and programs designed to meet the College's diversity goals and objectives, to foster equal participation, and to ensure a campus climate that welcomes and respects differences.

5.4.3 Sexual Harassment

The College is committed to providing an academic and work environment free of sexual harassment as defined in Administrative Procedure 3430. Any manager who knows of or reasonably should have known of harassing conduct, including gender-based discrimination, sexual harassment, sexual assault, domestic violence, dating violence, or stalking shall immediately notify the College's Title IX Coordinator of such information at (909) 274-4225. Refer to Board Policies and Administrative Procedures 3410, 3430, 3435, and 3540 for additional information.

5.4.4 The Hiring Process

When recruiting, screening, interviewing and/or recommending a person for a position, it is necessary to focus on the job-related qualifications of the candidate and how those qualifications relate to the position. All stages of the hiring process must adhere to the provisions of the Equal Employment Opportunity (EEO) Plan and the Board Policies and Administrative Procedures concerning recruitment and hiring.   Please contact the Division of Human Resources for guidance on the hiring process.

5.4.5 Grievances

A grievance is defined as a formal written allegation filed by a unit member and/or Association that a violation of the collective bargaining agreement occurred.

Managers involved in a grievance should contact Human Resources management for support and refer to the appropriate collective bargaining agreement to review and understand the grievance procedures particular to the unit member involved.

5.4.6 Interpretation of Legal Opinions

Managers needing assistance with interpretation of personnel concerns and guidance in areas of negotiated agreements, board policies and administrative procedures should reach out to Human Resources for assistance. Please contact Human Resources at extension 4225.

5.5 Personnel Polices

5.5.1 Management Employee Rights

One (1) personnel file of each management employee shall be maintained by the Division of Human Resources. A management employee shall have the right to review materials in their personnel file during regular work hours.

Any person who places written material or drafts written material for placement in a management employee's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in the personnel file shall indicate the date of such placement.

Material derogatory (covered in the Education Code, Section 87031) to a management employee's conduct, service, character, or personality shall not be entered in an employee's personnel file unless and until the employee and their immediate manager is given notice and an opportunity to review, comment, and to have such comments attached to the material in question. The employee shall be given a copy of the material, shall acknowledge that they read such material by affixing their signature and the date on the actual copy to be filed, with the understanding that their signature signifies only that they read the material and does not necessarily indicate agreement with its contents.

5.5.2 Vacations

Vacation days are earned at the beginning of each month. Managers earn two (2) vacation days each month. Managers may accumulate a maximum balance of 48 vacation days. Excess vacation time will be converted to sick time at the end of each month when accumulated vacation time exceeds 48 days. Managers have the ability to convert any number of accrued vacation days to sick days, at will. This is contingent upon approval by CalPERS and CalSTRS granting service credit at no cost to the College.

All requests for vacation shall be in writing, using the Vacation Request Form available on the College website at https://www.mtsac.edu/payroll/forms.html, and shall be submitted to the appropriate supervising manager. Management employees shall schedule their vacations with the prior approval of the appropriate supervising manager. The supervising manager is responsible for submitting the approved vacation request form to the Payroll Department in a timely manner.

5.5.3 Standard Work Week

All Mt. SAC Managers are exempt, non-hourly employees, and are expected to complete their work with a minimum of a 40-hour workweek, with work expected to be performed on Campus. If a management employee works from home, such work must be an infrequent occurrence that has preapproval by the supervising manager.

5.5.4 Leaves of Absence

5.5.4.1 Absence Reporting Norms

All management absences must be reported to the supervising manager. If the absence is less than four (4) hours, then the immediate manager can determine if this can be considered flex hours, or if it must be reported to payroll depending on the impact of the 40-hour workweek.

Flex-time should be infrequent and not an attempt to alter the standard workweek.

If the absence is four (4) or more hours, then it must be reported to payroll on the Management Absence Report form. Each work area should have one person responsible for collecting Absence Report Forms and submitting them to Payroll.

5.5.4.2 Types of Absence

Sick Leave: Full-time management personnel shall earn sick leave credit at the rate of one (1) day per calendar month. Sick leave is earned at the beginning of each month. Sick leave may be used for absence due to personal illness, injury, quarantine, parental leave, purposes of bonding, foster care, or adoption. Essential treatments, examinations for diagnostic purposes, and other absences directly related to an employee's health may be allowed as sick leave.

If a manager does not take the full amount of sick leave allowed during the year, the amount not taken shall be accumulated from year to year.

A signed Management Absence Report, Form P-115, stating illness as a reason for absence, shall normally be satisfactory proof of the proper use of sick leave; however, a statement by a licensed physician or licensed practitioner may be required by Human Resources.

Managers shall contact their supervising manager or designee as soon as the need to be absent is known. Contact shall be made each day thereafter, no later than the start of the normal working hours for the manager.

An employee who has been absent due to illness, injury, or quarantine for more than five (5) consecutive working days shall submit to the Division of Human Resources a signed statement from a licensed physician or licensed practitioner indicating they are able to resume their College responsibilities.

Management employees hired after July 1, 2014 have the ability to transfer any sick leave that they accrued as an employee at any University of California (UC) or Cal State University (CSU) prior to their full-time employment with the College.

Court Subpoena/Jury Duty: A management employee may be absent from duty, without loss of salary, in order to appear as a witness in a court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. A copy of any official order to appear must be submitted to verify the absence along with a signed Management Absence Report. In the case of jury duty, an official court form signed by the court clerk verifying the days and hours of duty rendered must be submitted. When a fee is payable, other than mileage reimbursement, the amount of such fee shall be signed over to the College. The employee shall receive their regular salary due for the period of absence.

Bereavement Leave: A management employee shall be entitled to a maximum of five (5) days leave of absence, or seven (7) days leave of absence if travel of more than 200 miles one way is required, without loss of salary, on account of the death of any member of their immediate family. Immediate family shall include the following:

For the Employee: mother, father, grandmother, grandfather, grandchild, step-parent, step-child, step-sibling, great-grandparent, great-grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, cousin, registered domestic partner, or any other member of the immediate household.

Spouse/Registered Domestic Partner of Employee: mother, father, grandmother, grandfather, grandchild, stepparent, stepchild, stepsibling, great-grandparent, great-grandchild, aunt, uncle, niece, nephew, or cousin.

Such leave shall not be charged against sick leave.

In the event of the death of the spouse of the manager, or the mother, father, son or daughter of either the manager or the manager's spouse, the manager will be provided leave without loss of pay of five (5) days, or seven (7) days if travel of more than 200 miles one way is required.

A signed Management Absence Report, available on the College website at https://www.mtsac.edu/payroll/forms.html, stating the details for the absence is usually all that is required; however the College may require the manager to submit further documentation that justifies the use of the Bereavement Leave.

Personal Necessity Leave: The College provides managers with seven (7) days of personal necessity leave each year that is deducted from accumulated sick leave. Managers may charge leave to personal necessity for the following purposes:

- death of a member of the immediate family, when leave is required beyond that provided by Bereavement Leave;
- attendance at the funeral of a relative or close personal friend; appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any other order made with jurisdiction;
- an illness or injury to a member of the manager's immediate family, which is serious in nature and under the circumstances the manager cannot be expected to disregard, and which requires the attention of the manager during their assigned hours of service;
- the birth of a child making it necessary for a manager who is either the father or grandparent of the child, to be absent from their position during their assigned hours of service;
- imminent danger to the home of the manager when the danger requires the attention of the employee during their assigned hours of service (including but not limited to such dangers as flood, fire, earthquake, or be of other similar serious nature, and under the circumstance cannot reasonably be disregarded by the manger);
- accidents involving their person or property, or the person or property of a member of their immediate family; or
- time needed for the process of adoption of a child making it necessary for the father/mother to be absent from their position during their assigned hours of service.

Immediate family shall be as defined under Bereavement Leave.

Whenever the leave is foreseeable, the manager shall arrange leave at a time that is mutually acceptable to the manager and their supervising manager and attain prior approval. A signed Management Absence Report, Form P-115, stating the details for the

absence is usually all that is required; however, the College may require the manager to submit further documentation that justifies the use of the Personal Necessity Leave.

Growth & Sabbatical Leave: Managers may quality for growth and sabbatical leave to take advantage of an opportunity that will result in their rendering more effective service to the College. Growth and sabbatical leaves may be granted for purposes of study, research, and/or travel.

Managers may use $4,000 annually to pay for tuition reimbursement, licensures, and/or certifications for professional development. The Management Professional Development Committee will handle the processing and approving of this professional development.

Maternity Leave: In accordance with Section 87766 and 88193 of the Education Code, a maternity leave of absence, without pay, may be granted to a management employee, upon written request of the employee and the approval of the governing board of the College. The following provisions apply:

- Pregnancy Disability Leave in California provides employees for up to four (4) months of unpaid leave.
- Prior to returning from such leave, the employee must file a doctor's certificate with the Division of Human Resources verifying the employee's good health and ability to resume the duties of the position.

Catastrophic Leave: Management employees have a joint catastrophic leave pool with Confidential employees. See Administrative Procedure 7345 for more information.

Management FMLA Leave: A management employee on FMLA for the purpose of the birth of a son or daughter or the placement of a son or daughter with them through adoption or foster care, or to care for a spouse, domestic partner, son or daughter or parent who has a serious health condition is entitled to have the first thirty consecutive calendar days of the FMLA leave without the loss of salary or deduction from accumulated sick leave. Such leave shall require verification of FMLA eligibility. Additional FMLA leave that will be unpaid or deducted from accumulated sick leave, may be granted under FMLA law.

Scheduled Holidays: The College agrees to provide all full-time management employees with the following paid holidays: New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday, Washington's Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Holiday, and Winter Recess.

The Board of Trustees approves the specific dates regarding to the above paid holidays; see the Academic Calendar for the specific paid holiday dates. Additional paid holidays may be added if declared by the President of the United States or Governor of this state as a day of public fast, mourning, thanksgiving, or holiday or any declared holiday by the governing board of the College under Education Code Section 79022 or 1318.

Floating Holidays: Management employees are granted four (4) floating holidays each July 1 to be used by June 30 of the following calendar year. Unused floating holidays are forfeited and do not accumulate from year to year.

5.5.5 Retirement

Retirement requests shall be submitted in writing to the Board of Trustees, through the Division of Human Resources. The President or their designee may accept the request on behalf of the Board of Trustees. The Board may defer the time when the request becomes effective until an adequate replacement has been secured or until the close of the school year in which the request was received.

5.5.6 Resignation

The Board has delegated to the College President/CEO the authority to accept resignations on its behalf at any time through Board Policy, Section BP 7350. Resignations shall be deemed accepted by the Board of Trustees when accepted in writing by the College President/CEO; the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Trustees for ratification.

The Board of Trustees shall accept the resignation of any employee that shall not be later than the close of the academic year during which the Board has received the resignation.

California Education Code 44390

5.6 Discipline

Discipline and dismissals of academic and classified employees are covered in the Board Policies, Sections BP 7360, BP 7365, and AP 7365. For additional information regarding hearings, reassignments, demotions or terminations please refer to the appropriate sections in the Administrative Procedures.

5.7 Supervision

With regard to classified employees, immediate managers shall continually evaluate the work performance of all employees under their supervision. Immediate managers shall file with the Division of Human Resources Performance Evaluation for each new employee under their supervision at the end of the second and fifth months of employment; the report shall include a recommendation regarding termination, continuation of probation, or designation of the person as a permanent employee to become effective at the beginning of the seventh month of employment.

With regard to College personnel, it is understood that the College retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; hire, assign, direct, layoff, retain, evaluate, and discipline employees in the College; determine the times and hours of operation; establish policies for, and approve current and long range academic and

facilities plans and programs; manage and control College property; determine and control the College's operational and capital outlay budgets; establish rules and regulations governing student conduct; and review curriculum recommended by the Academic Senate.

5.8 Training & Development

The College's staff development program for managers shall be conducive to improving managerial skills, knowledge, and developing personal growth. Management personnel are encouraged to attend professional conferences, seminars, workshops, university and college courses, and job-related meetings and activities to update and increase their management skills and knowledge.

Management staff interested in advancement are encouraged to demonstrate individual initiative by taking the necessary steps to qualify themselves. Leaves of absences without pay may be granted to management staff to pursue independent research, study, or travel for the purpose of improving managerial skills and knowledge.

Management staff are eligible for tuition reimbursement for professional development and may transfer a portion of annual reimbursement funds to an Education Savings Account (529) plan chosen by the manager. For more information, please contact the Management Professional Development Committee.

5.9 Unit Contracts

For complete information regarding what has been agreed to by the College and the members of the three collective bargaining units of the College please refer to the Agreement between Mt. San Antonio Community College District and Faculty Association, the Agreement between Mt. San Antonio Community College District and California School Employees Association Chapter 651, and the Agreement between Mt. San Antonio Community College District and California School Employees Association Chapter 262.

Section 6 - Policies Affecting Managers

6.1 Contracts

"Management employee" means an employee in a position having significant responsibilities for formulating College policies or administering College programs as defined in Government Code Sections 3540, et seq. Educational administrators are those who exercise direct responsibility of supervising the operation of or formulating policy regarding the instructional or student services programs of the College.

Classified administrators are administrators who are not employed as educational administrators.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating College policies or administering College programs other than the educational programs of the College. Classified managers have the authority to hire,

transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances or effectively recommend such action.

Educational administrators, classified administrators, and classified managers shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board of Trustees upon recommendation by the College President/CEO. Educational administrators, classified administrators, and classified managers shall further be entitled to health and welfare benefits made available by action of the Board of Trustees upon recommendation by the College President/CEO.

Every educational administrator, classified administrators, and classified managers shall be employed by an appointment or contract of up to three (3) years in duration. The Board of Trustees may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board of Trustees determines that the administrator or manager is not to be reemployed when their appointment or contract expires, notice to an administrator or manager shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Classified administrators may be employed by an appointment or contract of up to three (3) years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators and managers as described above.

6.2 Salary Schedule

6.2.1 Implementation Procedure for Management Salary Schedule

Advancement in step on the Management Salary Schedule shall be effective July 1 of each calendar year.

Salary steps on the Management Salary Schedule shall be granted if the manager has been in paid service as a manager in the College in the respective position for at least 40% of the number of days in the work year.

6.2.2 Reclassification / Promotion

A manager who is reclassified or promoted to a higher level will be placed on the salary schedule with at least a 5% salary increase unless placement on the top step is less than a 5% increase.

6.2.3 Contractual Year

The contractual year for all managers shall begin July 1. A manager who has served as a manager in the College for twelve (12) or more months shall receive up to a three (3) year contract. A manager with less than twelve (12) months of service as a manager in the College shall receive a contract through the next fiscal year, dependent on the date of hire. This provision shall not apply to the President or Vice Presidents, or to a manager whose position is specially funded and that is the only regular position the person has held in the College.

6.2.4 Pay Periods

All management employees shall receive their warrants once each month on the last business day of the month.

The pay period is from the first to the last day of each month.

6.2.5 Hours of Work & Responsibility Days

The work schedule for management personnel is computed according to the following schedule: 12-month contract – all scheduled workdays on the approved College calendar.

Workdays for managers under contract for less than 12 months will be determined by the immediate manager and prorated accordingly.

6.2.6 Longevity Pay

Management employees receive longevity pay which is calculated as a percentage of base monthly salary according to the following schedule which became effective July 1, 2013:

    After 10 years: 3.5% above base salary
    After 15 years: an additional 5.0% (compounded as 8.68% above base salary)
    After 20 years: an additional 3.5% (compounded as 12.48% above base salary)
    After 25 years: an additional 3.5% (compounded as 16.42% above base salary)
    After 30 years: an additional 3.5% (compounded as 20.49% above base salary)
    After 35 years: an additional 3.5% (compounded as 24.71% above base salary)

6.2.7 Professional Growth

An additional one-time benefit will be granted for degrees earned on or after July 1, 2005. The one-time benefit will be $1,554 for a Bachelor's Degree; $2,073 for a Master's Degree; and $3,325 for a Doctorate Degree. For earned doctorates, the College will pay the full stipend for the fiscal year in which the degree is awarded, regardless of when the degree is conferred during the year. Following the first year, the doctoral stipend becomes an ongoing addition to base salary. For more information, please contact the Management Professional Development Committee.

6.3 Salary Schedule & Assignments

Salary Schedule Assignments for Management Employees and the Salary Schedule for Management Employees can be found on the Human Resources website.

6.3.1 Health & Welfare Benefits

Mt. San Antonio College offers health and welfare benefits as part of the compensations package for management employees. The benefits package provides a fixed contribution toward medical, dental, and vision for eligible employees and their dependent(s). Group term-life insurance coverage for eligible employees of $75,000. Retirement is earned through the California Public Employee's Retirement System (CalPERS) that is also integrated with Social Security or California State Teacher's Retirement System (CalSTRS). Lifetime medical benefits are also available to eligible employees at the time of retirement.

The College also offers a variety of supplemental plans such as:

- Supplemental life insurance for employee/dependent(s),
- Income protection plans,
- Tax shelter annuities – 403(b),
- Long term care,
- Section 125 – Flexible Spending Accounts

Open Enrollment for selecting or changing coverage is done during September through mid-October. For additional information regarding specific questions about your benefits please contact a Benefits Specialist in Human Resources at ext. 4225.

Section 7 - Budget

Fiscal Services (https://www.mtsac.edu/fiscal/) supports Mt. SAC's students, faculty, staff, and administrators by overseeing and ensuring fiscal stability for College operations and Auxiliary Services by adhering to Federal, State, and local laws and regulations as well as Mt. SAC District Policies to develop internal controls and maintain sound fiscal management practices. Fiscal Services supports student success by supplying timely budget and account code information and by processing bids, requisitions/purchase orders, and payroll, which ensures that funding can be expended in an efficient and timely manner. Answers to frequently asked questions available here https://www.mtsac.edu/fiscal/faqs2.html.

7.1 Accounting

Mt. San Antonio College uses an Enterprise Resource Plan System for its school-wide accounting. All College budgets are compiled in the ERP system. Fiscal Services compiles all ledger entries and reports. For information regarding how the accounting system operates or the account numbers are generated and used please contact the Director, Fiscal Services at ext. 5517.

7.2 Developing Budgets

Department budgets are the responsibility of the Division Dean or Vice President and should be developed with the members of the departments. For information regarding general budget policies please refer to the Administrative Policies on the College website.

Additionally, Mt. SAC uses a system program review system called Planning for Institutional Effectiveness (PIE) to assist in the development of budget needs of each area of the campus. It consists of a three-year cycle with the major components of the PIE process consisting of three phases: Research and Data Collection, Analysis and Interpretation, and Goal Setting.

Research and data collection is used to establish measurable Student Learning Outcomes. SLOs allows programs/departments to assess how well they are meeting their teaching/learning goals. For non-instructional areas, SLO's are used to assess how well they are meeting their department/area goals. Each area will determine the nature and design of the research/data collection they will conduct during the following Spring semester.

The analysis phase is used to analyze the results of the surveys in the areas of service, enrollment, and student success.

Interpretation and goal setting will be used to reflect and report on the area mission and the three-year goals. Programs/departments will also develop three-year plans for marketing and staff development. Budget requirements will be part of the planning requirements. Academic programs will review curriculum sequencing and prerequisites and will also evaluate certificate and major requirements based on changes in the field and articulation demands.

Each Division office will review individual program review reports and will summarize its Division. It will send the individual reports along with their summaries to the Vice President, Instruction. This information will be reviewed by the Vice President and will form the basis for future staffing, budgeting and planning. Appropriate sections of the report will be sent to the Curriculum and Instruction Council, Institutional Advancement and the Director of Facilities so that these areas are knowledgeable about the plans. Non-instructional departments will follow a similar procedure in submitting reports/summaries to their appropriate vice president.

For more information regarding the PIE process, please contact the Vice President, Instruction at ext. 5414.

7.3 Purchasing

The procurement of supplies, equipment and services shall be the responsibility of Administrative Services under the immediate direction of the Director of Purchasing and shall comply with all provisions of the California Education, Government, Public Contract Codes, and Governing Board Policy. The Purchasing department can be reached at ext. 4245.

To initiate a purchase, create your requisition in Banner and submit the requisition for approval. Submit the Requisition Cover Sheet, quote, Board Item, and any other supporting documents to

Purchasing via email to purchasing@mtsac.edu. Purchasing creates the Purchase Order, places the order, and forwards the paperwork to Accounts Payable. After the item is received, Accounts Payable pays the invoice.

You may make small purchases for the College using personal monies and be reimbursed with advance authorization by your manager and the Director, Purchasing. Reimbursements are limited to less than $500, unless otherwise authorized by the Director, Purchasing or the Associate Vice President, Administrative Services. Examples of items that may be reimbursed are purchasing a book at a conference, special project supplies for a class project, small dollar office supplies.

Purchases may not be made by employees without proper authorization. Any purchase made by an employee without proper authorization and not in accordance with the current procedures could be considered a personal purchase and may become the financial responsibility of the employee.

Technology purchases of more than $200 require consultation with Mt. SAC's IT department. Call the IT Department at extension 4374 to discuss your requirements. IT will assist you in getting the best value for your needed application. Once IT has helped you with the vendor and technology selection, then proceed with the purchasing procedures as described above.

For further information, processes, purchasing thresholds, advertising bids, required documentation and approvals including by the Board of Trustees, refer to the "Purchasing Made Simple Reference Guide" on the Fiscal Service Form and Reference Documents webpage available at https://www.mtsac.edu/fiscal/fiscal_service_forms.html.

7.4 Travel Procedures

7.4.1 Conference Requests / Reimbursement Procedures

To attend a conference or workshop at an off-site location you must first have a funding source to cover the conference and the travel expenses. If you have an account with adequate funds, complete a "Conference and Travel Request / Expense Claim Form" available at https://www.mtsac.edu/fiscal/fiscal_service_forms.html. Follow the instructions on page 2 of the form or refer to Frequently Asked Questions. Select Accounting, then FAQs from the top menu. Topics include, but are not limited to:

- How do I book airfare?

- Who needs to sign my Conference and Travel form?

- How do I calculate Conference and Travel mileage?

- How do I have my registration pre-paid?

If the conference fee is to be paid in advance, send the completed form with the appropriate account number(s) to the Account Clerk/Administrative Assistant, Fiscal Services well in advance of the event. If commercial air and other travel arrangements are necessary, send the

form to Fiscal Services for a Travel Encumbrance Number ("T" Number) for making travel arrangements. Air travel, discounted lodging and transportation can be booked reservations can be made through the approved College travel service using the "T" number given. Detail instructions are on the Conference and Travel Request / Expense Claim form and the Fiscal Services FAQ.

All other travel arrangements are the responsibility of the manager traveling. Any car rental, taxi service, hotel expenses and meals are to be paid by the manager when services are rendered. Receipts for all expenses must be kept and included with a completed Conference and Travel Request / Expense Claim Form upon return from conference. If you have any questions, please call ext. 5515.

7.4.2 Mileage Reimbursement

If you find it necessary to travel to a local event on College business, you may use your personal vehicle and be reimbursed for mileage. Download the Mileage Record Claim Form from https://www.mtsac.edu/fiscal/fiscal_service_forms.html and follow the instruction on page 2. Note that Mileage Reimbursement is not calculated using the same method as Conference and Travel mileage.

7.4.3 Use of College Vehicles

If it is necessary to transport people to a local event for College business, one of the College owned or leased vehicles may be used. A Mt. SAC Transportation Request (Appendix I) must be submitted with approval by the appropriate Dean or Vice President at least 48 hours prior to departure. Trips exceeding 150 miles, but less than 500 miles, must have President's Cabinet approval. Trips over 500 miles must be approved by the Board of Trustees. Call the Transportation department at ext. 4854, two to three weeks in advance to reserve the vehicle you need. Vehicles are reserved on a first-come, first-served basis.

If a conflict does arise regarding who should get a College vehicle, the priority will be given in the following order: (1) Associated Students, (2) athletic trips, (3) clubs and organizations, (4) field trips, and (5) faculty and classified employees.

All drivers must submit for inspection a valid California driver's license at the time the keys are picked up. Anyone driving on a regular basis shall be subject to a Department of Motor Vehicles driving record check.

Vehicle condition must be reported to the Transportation Department prior to and upon completion of each trip. Vehicle must be recorded for each trip and the vehicle is expected to be returned as clean as possible.

The minimum number of passengers in any College passenger vehicle is three (3). Exceptions may be approved by the appropriate Vice President prior to the trip. The maximum load for

College vehicles is eight (8) passengers for station wagons and ten (10) passengers for vans (passengers includes the driver).

Section 8 - Daily Operations

8.1 Meetings

8.1.1 Meetings with Staff

Managers with supervisory responsibilities have team meetings with subordinates on a regularly scheduled basis in order to share information, coordinate team activities and address areas of concern. Managers will have regularly scheduled team meetings with their immediate manager and/or peers. It may be appropriate to schedule team meetings with subordinates after immediate manager/peer meetings in order to share the pertinent information coming from those meetings.

8.1.2 Committees and Task Forces

Being a campus with participatory governance, there are multiple campus committees with various responsibilities. You may be asked to sit on one of the standing governance committees, academic senate committees, operations committees, or a task force. Check with the Management Steering Committee or with the President's Office for more information regarding committees.

8.2 Communications and Marketing

8.2.1 Communications with the Press

The Marketing & Communication Office provides news and photography support, as well as graphic design services, to the campus. The office also serves as liaisons to the media, community partners, legislative offices and the public regarding campus information.

If you wish to publicize an activity or event, visit https://www.mtsac.edu/marketing/ where you can find forms to request a news release, or have your event posted on the marquee and social media platforms like Facebook and Instagram. The Marketing & Communication website also features several resources, including a style guide, downloadable College logos, and templates for PowerPoint presentations and flyers.

The Director of Public Affairs serves as the official spokesperson for the College, unless the situation warrants comment from the president or other administrator. If a reporter contacts you, do not panic. You have a few options: Refer the call to the Director of Public Affairs (or Director of Marketing & Communication); note the reporter's information and reply that someone will get back to them in a timely manner; or if you feel comfortable, go ahead with the interview. Remember: You are not obligated to speak to the media. Replying, "I don't know" or "I'll have someone get back to you," is acceptable. The Marketing & Communication Office is available to provide necessary support throughout the process.

8.2.2 Communications on Campus

A number of communication channels are available to help share information. For assistance in a communication campaign, contact the Office of Marketing and Communication at (909) 274-4121 or visit https://www.mtsac.edu/marketing/.

8.2.2.1 Email Communications

The campus has a formal email signature, which uses an accessible Mt. SAC logo and standardized information. This signature can be easily created with the online signature generator available on the Information Technology website for Office 365 at https://www.mtsac.edu/it/o365/.

Employees can send email announcements to the Announce-C listserv, which sends general announcements to employees. Executive assistants to the president and vice presidents have access to email the full campus community without moderator approval. Otherwise, these messages must be approved by the Office of Marketing and Communication. Campus email announcements should be targeted to employees, checked for accuracy, written concisely, and follow accessibility guidelines.

Due to the large volume of students and long length of time it takes to mass email without triggering spam blockers, mass emails to all students is discouraged unless it is for campus emergencies or high priority issues affecting a broad swatch of students. Otherwise, messages to all students are posted in the portal. Targeted emails to a specific group of students can also be coordinated through Information Technology. The Office of Marketing and Communication coordinates mass emails related to emergency communication and crime alerts.

8.2.2.2 Postings

Information can be posted on a number of high visibility areas through the Office of Marketing and Communication. Newsroom is an online news site, visible from the Mt. SAC home page. The Corner Marquee at Grand and Temple Avenues posts a maximum of six (6) messages intended for the public. Building Monitors post advertising information across campus. Each individual building monitor is managed by a host department. General information meant for the public can be posted through the Office of Marketing and Communication. The Master Calendar, visible from the Mt. SAC home page, provides event information for the campus and community.

Other departments also provide access to informational posting. The Portal has Announcements that can be requested through Web and Portal Services. Flyers can be posted onto bulletin boards on campus through approval from the Office of Student Life.

8.2.2.3 Marketing Material

When communicating with off-campus entities, all official College correspondence should have the Mt. SAC logo affixed to the correspondence. Printed stationery is available through the Warehouse. Digital stationery is available through the Office of Marketing and Communication's website at https://www.mtsac.edu/marketing/.

Marketing materials that are created off campus should be evaluated by the Office of Marketing and Communication to ensure they adhere to Mt. SAC guidelines before printing.

The Office of Marketing and Communication creates material for the College. In addition, the graphics design team supports departments across campus in creating brochures, flyers and more following Mt. SAC design standards. Due to the high popularity of this service, projects must be requested at least one month in advance through an online request form found at https://www.mtsac.edu/marketing/.

8.3 Disaster / Emergency Response

8.3.1 Emergency Operations Plan

Natural disasters, or technological and man-made hazards can occur without warning and create serious risks to the campus community. In order to address the risks and respond to a major emergency or disaster occurring on campus, the college will follow the protocol outlined in the Emergency Operation Plan. The goals of the Plan are:

- Preservation of life - Assisting the injured; evacuating hazardous areas; eliminating safety hazards/conditions.
- Protection of Property - Eliminating risks to facilities and systems that could lead to serious property loss beyond that already sustained and,
- Continuity of Campus Operations - Restoring services, facilities, and programs to allow resumption of classes and other campus operations and services.

During a response to a major emergency or disaster, the College will follow the Incident Management System (ICS), National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) protocols. Designated first responders, Police and Campus Safety, will establish and operate an Incident Command Post (ICP). The Incident Commander (IC) will direct the response effort and activate the campus Emergency Operation Plan as warranted for the incident.

All Mt. SAC employees are state employees and designated as Disaster Service Workers per California Government Code 3100. Mt. SAC requires all employees to complete emergency preparedness training. Mandatory basic training includes introductory ICS, SEMS and NIMS courses. These course are available online and can be accessed through the Professional Organizational Development (POD) Activities Calendar. Additional training is required for managers assigned specific emergency response duties.

For a detailed copy of Mt. SAC's Emergency Operations Plan, please contact the Emergency Services Manager at Ext 5567.

8.3.2 Emergency Procedures

In the event of an emergency, the campus will be notify via the Mt. SAC Emergency Alert System. The system includes phone, text and email emergency messages, desktop emergency displays and in select buildings, emergency message displays on pagers, beacons, and marquees. Managers are required to sign up for phone, email or text emergency alerts on the Mt. SAC Portal.

Managers are responsible for being familiar with their Building Evacuation Plan and campus emergency procedures. This includes knowing who are building evacuation team members (building managers, marshals and floor captains), building evacuation routes, nearby assembly areas, and the location of emergency supplies and equipment, i.e. first aid supplies, fire extinguishers, etc. Emergency procedures are available on the Safety and Risk Management webpage www.mtsac.edu/risk. Emergency procedures pamphlets and posters are available throughout the campus or by contacting the Emergency Services Manager at ext. 5567.

8.3.3 Emergency Communication

Mt. San Antonio College notifies students, faculty and staff about campus emergencies with personalized voice, text and email messages. Add your emergency contact information to receive these important messages at https://www.mtsac.edu/safety/.

8.4 Risk Management Administration

8.4.1 Contracts

Agreement's with a third party in exchange for services, goods, clinical training done via contract, waiver, memorandum of understanding, affiliate agreements are to be routed the contract through risk management for appropriate review of necessary insurance requirements and indemnification clauses.

8.4.2 Property Losses

Risk management must be notified of any physical property damage to any campus property i.e.: campus equipment, campus vehicles, water damage, to evaluate the insurance claim process. Claim for damages form much be completed and returned to risk management as soon as possible (Appendix __ Claim for Damages form).

8.4.3 Liability – College caused losses

Risk management must be notified via phone or email of any loss that has occurred do to the fault of the College. Risk management will then determine next steps in the claim process.

8.4.4 Safety

As a manager it is your responsibility to provide a safe work environment for your staff. If you have questions or need assistance with safety training for your staff please contact risk management and we can assist with the resources to provide the necessary training to your staff.

8.4.5 Ergonomics

Risk management does conduct ergonomic evaluations to ensure that the workstation is ergonomically set up for the employee. If you feel your employee needs an ergonomic evaluation or the employee is requesting one, please contact the risk management office. If you are at the hiring stage and your new employee has indicated they need an equipment accommodation please contact the risk management office.

8.4.6 Legal Opinions

If an administrator needs to seek legal counsel related to their area of responsibility, a request for legal advice must be made to Risk Management. Requests for legal advice related to personnel matters must be made to Human Resources.

If the reviewing administrator concurs on the need for legal advice, they determine how the request will be handled (telephone, fax/mail, conference). The request will then be forwarded to the President's office. All legal opinions will be addressed to the President.

8.5 Employee Work Injury

If an injury occurs on the job, triage the situation and call 911 if warranted. Report the injury to the manager and to the Risk Management Office at ext. 4230 as soon as possible. Please obtain all injury related forms off the Risk Management website at https://www.mtsac.edu/risk/workers-compensation.html by selecting the Risk Management tab and then the Workers Compensation section. The forms necessary to print and complete are the following:

- Workers Compensation Policies and Procedures
- Workers Compensation Managers Report
- DWC-1 Form (to be provided to the employee within 24 hours)
- Authorization treatment form (necessary for them to take with them to the industrial clinic if they are seeking medical treatment.
- Temporary Pharmacy Card
- Medical Facilities for Workers Compensation
- Prime RX Letter
- Covered Employee Notification of Rights Materials

If the employee is wishing to seek medical treatment, is necessary, obtain an Industrial Injury Medical Treatment Authorization Form and go to the medical facility.

If the injury occurs on campus during daytime hours (Monday through Friday, 7:30 a.m. to 6:00 p.m.), the injured employee should go to Kaiser Occupational or COMP in City of Industry. If the injury takes place after 6:00 p.m. or on a weekend, the injured employee should go to St. Joseph Hoag Health in Fullerton.

The manager of the employee must complete a Manager's Report of Employee Injury within 24 hours and turn it in to the Administrative Services Office, Building 4, Room 2555. The employee must complete an Employee's Claim for Workers' Compensation Benefits form and the DWC-1 form and return to the Risk Management office as soon as possible.

If you have any questions, please contact the Risk Management Office at ext. 4230.