Handbook for
NEW Administrators & Supervisors

FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022-4599
Phone: (650) 949-6224; Fax: (650) 949-2831
http://www.fhda.edu/

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Welcome to the Foothill-De Anza Community College District! We are very pleased that you have joined our management team. We take great pride in our District and hope you will enjoy your work here.

To help with the orientation process, the Human Resources Office has developed this *Handbook for New Administrators & Supervisors*. This handbook is a reference guide for you to use. We encourage you to read it and to keep it for easy reference. This handbook provides information on some of the services offered in Central Services and on the campuses to make your transition in the District easier. A list of contacts is provided for each department to aid you in locating the person who can best answer your questions or provide you with the information you need.

A glossary is also included. We hope it will help you to navigate through the jargon and acronyms unique to us and/or the community college system.

Again, welcome aboard. We look forward to working with you!

Founded on January 15, 1957, the Foothill-De Anza Community College District is one of the largest community college districts in the United States and has distinguished itself as a leader among California's 108 community colleges. The District serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Sunnyvale, and portions of Santa Clara and San Jose.

The District is composed of two colleges - De Anza College in Cupertino and Foothill College in Los Altos Hills. The District currently serves more than 43,000 students and employs more than 2,000 full- and part-time faculty and staff. The president of De Anza College is Brian Murphy, Ph.D. and the president of Foothill College is Judy C. Miner, Ed.D.

The District is governed by a five-member elected Board of Trustees. The Trustees are elected to serve 4-year terms. The current membership of the board is:

- Betsy Bechtel
- Paul Fong
- Laura Casas Frier
- Hal Plotkin
- Bruce Swenson

There are also two student Trustees, one representative from each college, who serve one-year terms. Their votes on the Board are advisory.

The District is headed by Martha J. Kanter, Ed.D., who became chancellor in 2003. Included in the District is a Central Services operation located in the District Office on the Foothill campus. Central Services consists of the following departments:

- Chancellor's Office
- Human Resources and Equal Opportunity
- Business Services
- Accounting Services
- Payroll Services
- Risk Management
- Plant Services
- Purchasing Services
- Educational Technology Services (ETS)
- Foundation

Organization Charts

Organization charts for Central Services, De Anza and Foothill are located in Appendix 1.

Address & Telephone Numbers

The addresses and main telephone numbers for Foothill-De Anza include:

Foothill College & District Office
12345 El Monte Road
Los Altos Hills, CA 94022-4599
(650) 949-7777

De Anza College
21250 Stevens Creek Boulevard
Cupertino, CA 95014-5793
(408) 864-5678

Foothill College also provides instruction at the Middlefield Campus, located at the Cubberley Community Center in Palo Alto. The address and main telephone number for the Middlefield Campus is:

Foothill Middlefield Campus
4000 Middlefield Road
Palo Alto, CA 94303-4739
(650) 949-6950

Website Address

The District website is http://www.fhda.edu/. Refer to the website address for information about Foothill and De Anza colleges and for specific information about the various departments and services provided in Central Services.

Board Policy Manual

The *Board Policy Manual* contains all of the District's board policies. The manual is available online and can be accessed via the District's website at http://www.fhda.edu/. If you need help accessing the manual contact the Chancellor's Office at ext. 6106.

Administrators Handbook

The *Administrators Handbook* contains the policies and procedures mutually agreed to by the board, chancellor, presidents and members of the Administrative Management Association (AMA) that create, define and affect the terms and conditions of employment for administrators in the District. Administrators in the District are represented in "meet and confer" discussions on salary and benefits by the AMA. For more information about the AMA contact: AMA President, Rob Johnstone, Foothill College; Vice President, Jeri Montgomery, De Anza College; Secretary, Karen Alfsen, Foothill College; Treasurer, Bernata Slater, Central Services; Foothill College Representative, Sue Gatlin; De Anza College Representative, Christina Espinosa-Pieb; Central Services Representative, Marsha Kelly; Past President, Cindy Castillo, De Anza College. Visit the AMA web site at www.deanza.edu/ama/ for more information about the organization.

An online copy of the *Administrators Handbook* is located at http://hr.fhda.edu/personnel/administrators.

Collective Bargaining Agreements

The Human Resources Office is responsible for collective bargaining with each of the District's four bargaining units:

- Faculty Association (FA)
- Service Employees International Union, Local 521 (SEIU, Unit 1)
- California School Employees Association, Chapter 96 (CSEA, Unit A)
- Teamsters, Local 287 (Supervisors)

Each bargaining unit has a collective bargaining agreement with the District.

Confidential Employees Handbook

The District has a "meet and confer" relationship with confidential employees. The *Confidential Employees Handbook* defines the working conditions, rights and privileges granted to confidential employees in the District.

WHO TO CONTACT:
For copies of collective bargaining agreements/handbooks or other resources such as the *Hiring Process Manual* and *Performance Evaluation Manual*, call Human Resources at ext. 6210 or 6224.

Campus maps to assist you in locating your office or department and other locations on the campuses and in the District office are provided in Appendix 2. Maps are also available online at http://www.fhda.edu/about_us/directions (District Office), http://www.foothill.fhda.edu/news/maps.html (Foothill College), and http://www.deanza.fhda.edu/map/ (De Anza College).

Access To Office Buildings

To acquire necessary keys to your building, department, and/or office location, De Anza employees can call College Services at ext. 8758 or access online key request form at http://153.18.97.126/newkeyrequest1.html. Foothill employees can call John DuBois at ext. 7343 and Central Services employees should call Chris Fliehman at ext. 6164.

Using the District Telephone System

The main telephone number for the Foothill campus and the District office is (650) 949-7777 and the main telephone number for the De Anza campus is (408) 864-5678. All campus extensions are four digits. De Anza College extensions begin with either an "8" or "5," Foothill College extensions begin with a "7," District office and Middlefield Campus extensions begin with a "6".

When making calls between the campuses and the District office, call the four-digit extension of the party you are attempting to reach. When making outside calls press "9" for an outside line and dial the number of the party you are attempting to reach.

Part-time employees at Foothill have extensions that begin with a "4", and De Anza part-time employees have extensions that begin with a "3". To call a PT extension, you must first dial the appropriate campus voicemail systems. For example, if you want to call X4321 on the FH campus, you must first dial 949-7999, then the extension. On the DA campus, you must dial 864-8999 first, then the extension.

For Emergencies Dial 911: There is no need to dial '9' and then 911, although 9911 will produce the same result. If you accidentally dial 911, DO NOT HANG UP, STAY ON THE LINE and wait for someone to answer and tell them it is a mistake. However, the police may arrive to your site anyway because the situation is unknown to them. The caller could be under duress.

Calling Long Distance

An 'authorization code' is required to make long distance calls. Your manager needs to send a request to the Call Center at techhelp@fhda.edu or call ext. 8324 to request a long distance authorization code for you. This code can be used from any phone at the District to make a long distance call. To make a long distance call, dial 9 for an outside line, dial the long distance number. A message on the telephone display will appear asking for an authorization code. Press the keypad on the telephone to enter your authorization code and your call will be connected. Do not share this authorization code with anyone.

Finding Telephone Numbers

Phone directories are available to assist in locating District employees. For a phone directory call Human Resources at ext. 6210. There is an online directory that you may access via your portal account (see below) or at http://directory.fhda.edu to search for employees by last name.

Voice Mail System

The voicemail system allows you to send, receive, forward and transfer phone messages. To access your voicemail box to listen to messages, record messages, save, delete, forward, or transfer messages, and to change your personal options, you must dial the direct access number. The direct access number for Foothill and Central Services is ext. 7999. The direct access number for De Anza is ext. 8999.

When you are at your own telephone in your office and your Message waiting light is blinking, you can access those messages and your voicemail box features by just picking up the handset and pressing the button that is blinking red. You will be connected automatically to the voicemail system. You will be asked to enter your password and then you may listen to messages, record messages etc.

You may access your voicemail box from any district telephone using the direct access number as long as you know your extension and password. To access voicemail from the outside, dial 650-949-7999 for Foothill or Central Services telephone work number and 408-864-8999 if you have a De Anza telephone work number.

If you are a new employee, your manager or supervisor should have already requested a telephone and phone number for you. If this is not the case, please ask your department's administrative assistant to make the request through the ETS Call Center at ext. 8324 or email techhelp@fhda.edu. If your phone is not working, or if you have a problem that requires phone or data service, contact the ETS Call Center at ext. 8324.

For a complete guide to using the district phones and voicemail services, you can visit:
http://ets.fhda.edu/call_center/phones

Cellular Phones

District administrators can request a cell phone. For additional information on phone models, prices and monthly fees or to order a phone contact Steve Schmidt, in Plant Service at ext. 6168.

When placing an order, a budget code must be provided. The monthly fees are paid directly by Plant Services and charge-backs are processed to the appropriate budget code on a monthly basis.

The Call Center

The Educational Technology Services (ETS) Call Center is your one-stop source for technology information and support. Check out the ETS website for a rich source of information about ETS and technology at http://ets.fhda.edu/. Please contact the Call Center for all technology support requests. To request assistance and/or support submit your request in any of the following methods:

Call: TECH (ext 8324)
E-mail:techhelp@fhda.edu
Website: http://ets.fhda.edu/ (click on the Getting Help link)

Hours of Operation: Monday-Thursday: 7 a.m. to 6 p.m.
                       Friday: 7 a.m. to 5 p.m.
                       Saturday-Sunday and Holidays: Closed

As a new administrator or supervisor there are four software systems that you should become familiar with: Meeting Maker, Eudora/Email, the World Wide Web/Internet, and the district portal.

- ## Meeting Maker

    Meeting Maker is an electronic group-scheduling tool that lets you maintain your personal calendar, keep a prioritized to-do list; and arrange meetings in available meeting rooms with other Meeting Maker users on the network. All administrators and supervisors use Meeting Maker. This software will be installed on your District computer for you.   It is the preferred method of scheduling appointments and meetings. Visit http://ets.fhda.edu/call_center/meetingmaker to learn more about it. To access your calendar when away from your District computer, from any computer launch a browser such as Firefox. Go to this url: http://meetingmaker.fhda.edu and login with your Meeting Maker login name and password. Almost all features are available through this web interface.

- ## Eudora/Email

    Eudora is the district standard email software used to read email messages. This software will be installed on your District computer for you. Visit http://ets.fhda.edu/call_center/email to learn more about our email system. To access your email when you are away from your District computer, from any computer launch a browser such as Firefox. Go to this url: http://mail.fhda.edu and login with your District provided login name and password. Some refer to this account name as your "ugly name."   You will need to populate the address book in this tool yourself since it does not communicate with the Eudora email application on your District computer. Please be aware any attachments you download may end up on the computer you are using. Be aware of where the attachments are being saved on the local computer and delete any confidential files once you are finished using the computer. This is especially important when using public computers. You don't want to leave a copy of your monthly pay stub on a public computer!

    If you have a District provided laptop and plan on connecting to the Internet from home, please contact the Call Center for further guidance since there are many different configurations for home networks.

- ## World Wide Web/Internet

  The World Wide Web is the graphical, multimedia segment of the Internet. The District standard web browsers used to explore, or "surf," the web are Mozilla Firefox (Macintosh and Windows), Internet Explorer (Windows), and Safari (Macintosh). ETS strongly urges you to use Mozilla Firefox as your primary browser because it is more secure and operates optimally with district-developed and supported web sites. (Some district-developed web resources are not fully functional with the Macintosh Safari browser.)

- ## The District Portal
  The District has a portal environment that you can access to use web-based district tools and resources such as email, Meeting Maker, your pay stub information as well as other information and online resources. The portal is customized for your personal needs and provides a single sign-on environment to these resources. It is site specific so you access a different web address depending on your primary site assignment: Foothill employees access the portal at http://portal.foothill.edu, De Anza employees at http://portal.deanza.edu, and central services employees at http://portal.fhda.edu. For help on accessing and using the district portal contact the ETS Call Center at ext. 8324.

  WHO TO CONTACT:
  To obtain access to the above systems or to get phone support call the ETS Call Center at ext. 8324.

Overview of Administrative Systems

Educational Technology Services (ETS) maintains and operates a number of computer systems for Foothill-De Anza staff, faculty and students. The Human Resources System (HRS), Financial Records System (FRS), Student Information System (SIS), BRIO, and MAUI, often collectively referred to as the administrative systems, are maintained by ETS.

- ## BRIO

  Brio is a software query tool that allows users to customize reports from the administrative systems. For support call the ETS Call Center at ext. 8324.

- ## FRS

  The Financial Records System is the financial accounting software used to track budgets, revenues, expenditures and account balances. Budgets for "A" items such as salaries and benefits are loaded on FRS at the district level; "B" Budgets are loaded at the campus level. FRS receives load and productivity information from SIS and salary and benefit information from HRS.

  FRS allows viewing of prior year and current year information on line. On any given day, an authorized user can view budget balances, including the nature of expenditures incurred to date.

- ## HRS

  The Human Resources System is the software used to track all employee assignments - faculty, classified, administrative, temporary/short-term and student. This is a comprehensive system that receives faculty assignment information from SIS and, after processing the payroll, sends the labor

and benefit cost information to FRS.

HRS is also used to produce the payroll for all assignments. The individual employee assignments, time input screens, deductions and benefits are all contained within HRS to produce the monthly paychecks and the related payroll records, including the labor distribution, which is fed to FRS.

- **MAUI**

  MAUI stands for Macintosh-Assisted User Interface. It is an in-house developed query software tool used by faculty and staff to extract necessary data from FRS and SIS. Currently it is only available to Macintosh users. However, ETS is working to replace MAUI with a web-based tool soon since the latest Macintosh OS and CPU is no longer compatible with MAUI and the District has chosen not to retool MAUI. The replacement for MAUI will also allow Windows users to access to the same information

- **SIS**

  The Student Information System is a computerized system of student records that handles student registration, grade processing, transcripts and student enrollment reporting.

How To Access Administrative Systems

To access HRS, FRS, SIS and MAUI, a VAX account name and password is required.
An account name can be obtained by calling the ETS Call Center at ext. 8324.

ONCE A VMS ACCOUNT IS ESTABLISHED YOU NEED TO CONTACT THE FOLLOWING INDIVIDUALS TO OBTAIN THE PASSWORD:
To obtain a password, contact the appropriate staff person listed below:

Computer System	Contact Person	Phone Ext.
FRS (all employees)	Hector Quinonez	6250
HRS (all employees)	Margaret McCutchen	6227
SIS (Foothill and Central Services)	Shawna Aced	7771
SIS (De Anza)	Patricia Fifield	8720

Training Assistance and Phone Support

Training assistance and phone support are available for HRS, FRS, and SIS. Call the individuals listed above for training information and for phone support. Training and phone support are also available through the Staff Development Centers on each campus. For a detailed description of services provided, De Anza employees call ext. 8366; Foothill and Central Services employees call ext. 7025.

Computer Purchase And Software Installation

There are district-wide desktop hardware and software standards that all users are expected to follow. The Hardware and Software Standards committee, a subcommittee of the shared governance Educational

Technology Advisory Committee (ETAC), reviews the standards on a regular basis. The current standards are available at http://fhdafiles.fhda.edu/downloads/etsfhda/Standards.pdf.

Computer equipment and software are processed through Purchasing Services. If you are ordering standard configurations you do not need to include all the technical specifications on a purchase requisition. Simply indicate the quantity, the platform (Macintosh or Window) and the type of computer (desktop or laptop). Your request approval and account code are obtained from your manager. Approved requests are forwarded to the campus FF&E Coordinator by your manager.

If you need to order non-standard hardware or software, contact your campus-based ETS Technical Services Supervisor. At Foothill College the contact is John Vandercook, ext 7018; at De Anza contact Jose Rueda, ext. 8264.

Software Support

Contact the ETS Call Center at ext. 8324 for basic support on District provided standard software: Meeting Maker, Eudora email,

Computer Use Policy: 3250 - Computer Use: Rights and Responsibilities

The District policy recognizes that computers and networks can provide access to resources on and off campus as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the right of other users, respect the integrity of the systems and related physical resources and observe all relevant board policies, laws, regulations and contractual obligations.

Mail Services

The District's Shipping & Receiving Department provides a complete range of services for processing and handling incoming and outgoing U.S. Mail and inter-office mail.

U.S. Mail

Services provided for handling domestic and international mail are comparable to those offered by the U.S. Postal Service; however, postage stamps are not offered for sale through the District. Special services are provided such as handling registered or certified mail and UPS and Federal Express. Before preparing bulk mail, contact the mail center for instructions. Employees may not have personal mail delivered to the District.

Mail pick-up and delivery runs are made twice daily to the District Office, and De Anza and Foothill College mailrooms. All mail, including stamped personal mail, picked up from the mailroom is processed and delivered to the U.S. Post Office the same day.

Interoffice Mail

The District uses interoffice mailing envelopes. To ensure efficient delivery, clearly write the complete name of the person receiving the mail and the location. Inter-office mail collected in the morning pick-up will be delivered to its destination the same afternoon. Inter-office mail picked up in the afternoon will be delivered the following morning.

Email

Information on obtaining access to email is listed on page 7.

WHO TO CONTACT:
For any mail or delivery-related questions call Shipping & Receiving at ext. 6171.

Fax Machines

Fax machines are generally available for use in the division office or department. Fax machines are also located in the administration building on each campus and in the District Office. The main fax number for the District Office is (650) 941-1638. The main fax number for Foothill College is (650) 949-7375. The De Anza College main fax number is (408) 864-8329.

WHO TO CONTACT:
For fax-related questions and inquiries, call College Services at De Anza, ext. 8758; Office Services at Foothill, ext. 7253; or Business Services at the District Office, ext. 6200.

Budget Process

The District's fiscal year is from July 1 through June 30. Each year in the fall, the District Budget Committee starts the process of reviewing the previous year's actuals (revenue and expenses) and developing the parameters and assumptions for the next year's budget. After much discussion and review, budget committee recommendations are forwarded to the Chancellor's Advisory Council and eventually to the Board of Trustees.

In addition to the District Budget Committee, each college has a budget committee. At Foothill, the Educational Resources Task Force addresses budget issues and forwards recommendations to the College Roundtable. At De Anza, the Campus Budget Team reviews the requests from the program budget teams and forwards recommendations to the College Council.

Frequently Asked Questions

- *What are "A", "B" and "C" budgets?*
  "A" budgets are items that are agreed upon, often contractual, that come off the top of the budget. "A" budget is strictly controlled. Examples are contracted salaries and benefits, utilities, telephone, audit costs, mandatory transfers to other funds, etc.

  "B" budgets are discretionary items such as salaries for student and casual employees, materials and supplies and operating expenses.

  "C" budgets are for capital, which is defined as any equipment costing more than $1000 and lasting 3 or more years.

- *What are account and object codes?*
  Each area of expenditure is assigned a six-digit account. The first two digits signify the fund; the third digit signifies the campus. Within each account, you have revenues and expenses that are classified by kind of activity, such as classified salaries, instructional materials, etc. These are coded by a four-digit object code:

0000-0999	Revenues
1000-1999	Certificated Salaries
2000-2999	Classified Salaries
3000-3999	Benefits
4000-4999	Materials & Supplies
5000-5999	Operating Expenses
6000-6999	Capital
7000-7999	Other Sources and Uses

- *Why is my revised budget different than the original budget?*
  Revisions are made to your budget to carry forward balances from the previous year both in unspent funds and to match encumbrances carried forward. Revisions may also occur if you authorize a budget transfer in or out of your account.

- ***What is "ABR"?***

  ABR stands for automatic budget reallocation. It allows you to budget in pools, such as the 4000 pool for materials and supplies. When you purchase an item that is coded in the 4000's, budget is automatically drawn from the pool to cover the expense. The only "B" budget you have available should be in the pools.

- ***What is float?***

  Float is created when you have a vacant position. Each month that the position is vacant, one month's worth of salary and benefits is transferred from the position's account to the college or central services salary lapse account. You can request this budget to be transferred to your account in order to hire temporary help. Float policies sometimes change, but currently, you can receive up to 100% of classified float generated. Use of management float must be approved by the Chancellor.

- ***What is 1320?***

  This is the object code for part-time teaching faculty. It is an "A" expense.

Training Support

Training is available to help you develop a basic understanding of the budget process. Interested employees should contact any one of the following individuals for assistance:

- Bernata Slater (District Office), ext. 6261
- Joni Hayes-Lamprey (District Office), ext. 6174
- Laureen Wong (Foothill), ext. 7363
- Budget Analyst (De Anza) ext. 8938

Material and Purchasing Services is the Central Purchasing Department for Foothill-De Anza Community College District, Foothill College, and De Anza College. It is administered by the Manager of Material and Purchasing Services who reports to the District's Vice Chancellor for Business Services. Buyers and Senior Buyers on the Purchasing Services staff solicit competitive quotations or bids and award purchase orders in accordance with applicable laws and policies. Purchasing Services also stores and sells surplus property. Material Services Warehouse Workers provide central receiving, including property control tags, and operate a warehouse that stocks commonly used supplies and forms including Purchase Requisition Form 23260 and Stores Requisition Form 23480.

NOTE: See Board Administrative Procedure 3140 and the Purchasing Authority Grid online at http://purchasing.fhda.edu/policies for details including bidding requirements and the authority to sign purchase orders and contracts. Legal reference: Public Contract Code, sections 20650-20662; Education Code section 81656.

I. <u>STANDARD PURCHASING PROCESS</u>

Process requests through Material and Purchasing Services as follows:
Complete Purchase Requisition Form 23260 and submit it to Purchasing Services AFTER the Budgeter signs it. The Purchase Requisition must clearly describe the desired items in terms of quantity, quality, features, functions, and required delivery date. It can also list possible sources or vendors. If the estimated cost is less than $15,000 for Public Projects or less than $69,000 for supplies, materials, equipment, or maintenance services Purchasing Services will usually obtain quotations, select a vendor, and issue a Purchase Order for the requested items within 10 to 15 working days after receipt of the properly signed Purchase Requisition. **If the estimated cost exceeds these limits, Purchasing Services will need at least 90 days to advertise for competitive bids as required by law and to obtain Board authorization to issue a Purchase Order to the lowest responsible and responsive bidder.**

FHDA departments wanting to know whether their Purchasing Requisition has been received by Purchase Services or to otherwise learn about the status of a particular Purchase Requisition, should go to home page of the Purchasing website http://purchasing.fhda.edu. Click on "Requisition Tracking System."

II. <u>OPEN PURCHASE ORDERS FOR REPETITIVE PAYMENTS TO ONE VENDOR</u>

Each Open Purchase Order is issued by Purchasing Services to a specific vendor for a designated amount of money and a specific period of time to allow requestors to make repetitive purchases of miscellaneous low cost supplies or to pay for lease/rentals and maintenance contracts throughout the current fiscal year. <u>Open purchase orders cannot be used to buy capital equipment.</u>

Requestors must submit a new Purchase Requisition each Spring in order to establish or renew an Open Purchase Order for the next fiscal year. The Open Purchase Order is only valid for purchases up to the dollar amount requested on the Purchase Requisition, therefore the Purchase Requisition should request a dollar amount based upon expected total expenditures for the entire fiscal year.

III. OTHER PURCHASING METHODS

Low cost purchases of supplies can be made quickly by using one of the following methods, but purchases of capital equipment must follow the standard purchasing process shown above:

- **PETTY CASH**
  Employees should request reimbursement from the campus cashier for expenditures of $100.00 or less.

- **DISTRICT PROCUREMENT CARD**
  Available to full-time employees to facilitate "low-cost" purchases of <u>supplies and travel expenditures</u>. *Orders should be delivered directly to the requestor from the vendor.* Contact Donna Toyohara at extension 6200 for a Procurement Card application and more information.

- **REQUEST FOR CHECK**
  IF A PROCUREMENT CARD CANNOT BE USED and if an employee has Board delegated purchasing authority and approval by management, a Request For Check Form 23360 may be submitted directly to Accounts Payable to obtain payment or reimbursement for supply expenditures between $50.00 and the maximum amount permitted by the applicable Board delegation. The form is available from stores or online at http://business.fhda.edu/accounting/forms. **Check Requests should not be used to purchase capital equipment or independent contractor services.**

IV. REQUESTS FOR ITEMS STOCKED BY THE DISTRICT WAREHOUSE (STORES)

- Most District forms, paper, and supplies are available through the Central Stores Catalog. The Central Stores Catalog can be downloaded from the Purchasing Web Site.

- Complete Stores Requisition Form 23480 and forward to Purchasing Services for processing.

V. BUSINESS CARDS

For Foothill College employees, business cards should be ordered through the Marketing & Communications Office at ext. 7362. Foothill business card order forms are available on-line at http://www.foothill.edu/staff/forms.html. For De Anza College and Central Services employees, business cards should be ordered through Printing Services at De Anza College at ext. 8861.

VI. INDEPENDENT CONTRACTORS (I.C.)

- Contracts must be processed on the District's Agreement for Services or I.C. form and signed by a Board-authorized District or Campus Representative *prior to the commencement of contract services.*

- CONTRACTS WHICH EXCEED $20,000 MUST BE SUBMITTED TO THE BOARD OF TRUSTEES FOR AUTHORIZATION (SEE BOARD ADMINISTRATIVE PROCEDURES AP3140 AND AP3143).

VII. SURPLUS EQUIPMENT

Complete Surplus Disposal Form 20560 and forward to Purchasing Services for coordination of materials pick up. (See Board Policy 3211 and Education Code 81450-81460.)

VIII. CENTRAL RECEIVING AND PROPERTY CONTROL

- Materials Services receives items ordered by Purchasing Services and delivers them to the requesting departments. Computer hardware and peripherals are delivered to the designated campus ETS department prior to delivery to the end-user.

- Material Services applies property control tags to incoming capital equipment. (See Board Policies 3142 and 3210.)

PURCHASING SERVICES STAFF:

Executive Assistant, Linda Mahi, ext. 6193, email: mahilinda@fhda.edu

Purchasing Director, Carmen Redmond, ext. 6166, email: redmondcarmen@fhda.edu

Senior Buyer, Gina Bailey, ext. 6165, email: baileygina@fhda.edu
Measure E; Facilities Repair and Construction.

Senior Buyer, Tom Lindstrom, ext. 6167, email: lindstromtom@fhda.edu
 Non-Measure E Furniture; Computer hardware & software; Copiers; Other office equipment; Office Supplies; Maintenance Agreements; Vehicles.

Buyer, Dawn Allshouse, ext. 6162, email: allshousedawn@fhda.edu
Instructional materials; Surplus Property; Custodial Supplies.

Buyer, Annette Perez, ext. 6163, email: perezannette@fhda.edu
Furnishings Fixtures, & Equipment for new or renovated buildings; Independent Contracts; Agreement for Services; Leases of Office & Classroom Space.

MATERIAL SERVICES WAREHOUSE STAFF

Supervisor, Dave Jones, ext. 6171
Joe Arquines, ext. 6171

SHIPPING & RECEIVING DELIVERY SCHEDULE
Monday - Friday   8:00 am - 5:00 pm
(Closed Noon to 1:15 p.m.)

Contact the Warehouse at x6171 for Fed Ex and UPS pickup schedules.

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Refer to Board Policies 3140 and 3143 and Board Administrative Procedures AP3140 and AP3143;
Public Contract Code 20651; and Education Code 81656 for additional information.

FREQUENTLY USED OBJECT CODES

4010	Supplies and Uncategorized
5210	Technical and Professional Services
5310	Equipment Rental/Lease
6410	Minor Computer Software ($1-5k)
6420	Minor Capital Equipment ($1-5k)
6610	Major Computer Software (+$5k)
6620	Major Capital Equipment (+$5k)

For a complete listing of Object Codes and the District Chart of Accounts, contact the District Accounting office.

ADDITIONAL INFORMATION

For additional information check out our website http://purchasing.fhda.edu
To receive a handbook detailing purchasing procedures and guidelines, contact Linda Mahi at ext. 6193.

Travel Arrangements

When traveling on District business, employees may make travel arrangements, including airline reservations, hotel reservations and car rental reservations at the travel agency of their choice.

Per Diem

The meal per diem, periodically adjusted for inflation, is presently $55 per day as follows:

- Breakfast $10
- Lunch   15
- Dinner   30
  Total $55

Personal Automobile Transportation

When an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit for the first 300 miles. Beyond that mileage, the employee will be reimbursed at the "economy" airfare to/from that location. The current mileage reimbursement rate is 40.5 cents per mile.

To be reimbursed for travel expenses (i.e. hotel, air, car rental, business related telephone calls, per diem, mileage), employees must complete the *Trip Reimbursement Voucher Form.* To be reimbursed for mileage only, employees must complete the *Mileage Reimbursement Voucher Form.* Both forms should be submitted to Accounting Services. NOTE: Except when claiming per diem, all "original" receipts for any item over $25.00 must accompany a claim for reimbursement.

Trip Reimbursement Voucher Forms can be ordered through Stores (stock number 23540). *Mileage Reimbursement Voucher Forms* can be ordered through Stores (stock number 23180). Both forms are also available by calling Accounting Services at ext. 6255.

Claims for reimbursement are to be submitted within 90 calendar days following the trip. Claims for expenses incurred in the months of April, May, or June must be submitted by July 15. Please note that claims from a prior fiscal year will not be paid.

WHO TO CONTACT:
Direct all travel reimbursement and per diem questions to Accounting Services at ext. 6255.

ProCard

In order to expedite the purchase and accounting of low cost and frequently needed items, the District issues "procurement cards" (ProCard) to certain employees authorized to purchase on behalf of the District. This card works just like a credit card. The card is intended for small purchases and may not be used for capital equipment purchases. Normally, the maximum is $1,000 per transaction and $2,000 per month. To request a ProCard application or for more information, call Business Services at ext. 6200.

All employees are paid monthly. Contract employees are paid on the last working day of the month. Temporary and student employees are paid on the 15th of each month.

Time Reports

Time reports are important legal documents which serve as permanent employment records. Each classified staff member submits an *Employee Monthly Time Report.* Each administrator submits an *Employee Monthly Leave Report.* Faculty employees do not submit a report every month. They submit a *Leave Report for Faculty Employees* when they are absent due to illness, personal leave, jury duty, etc. Faculty Leave reports must be submitted to the division office within 10 school days after returning from an absence. Time and leave reports are due in Payroll on the 15th of each month.

Temporary employees and student employees submit a time card indicating the hours actually worked each time period. Time cards are due on the 1st of each month. No pay is generated for these employees unless their hours worked are reported to Payroll by the due date.

Payroll Services staff is working with ETS staff to convert all Time Reports and Leave Reports into electronic reports via the Liquid Office software.

Direct Deposit or Paycheck

Employees are eligible to have paychecks deposited directly into bank or credit union accounts. The net pay goes into the employee's checking and/or saving account and is available on payday. Payroll sends the employee an e-mail when the Direct Deposit Advice (DDA) stub is available to view online. The DDA stub lists the same information as a paycheck stub (gross pay, taxes, deductions, net pay, etc.). The DDA Web site address is: https://reports.fhda.edu.

Direct deposit is convenient, dependable and safe. Employees interested in direct deposit must complete a *Direct Deposit Authorization Agreement* form and forward it to District Payroll Services. The form is available by calling Payroll Services at (650) 949-6115 or online at http://business.fhda.edu/payroll/forms.

Paychecks are mailed to the employee's home address on file in the Human Resources System each month. Employees are responsible for notifying District Human Resources Personnel of all address changes. Students must contact the college Financial Aid Office. Part-time faculty must contact campus personnel.

Voluntary Deductions

Employees may authorize certain voluntary deductions (e.g., for professional association dues, donations, or tax sheltered annuities [403(b) and 457 plans]) to be withheld from paychecks. Employees with voluntary deduction questions or concerns should call (650) 949-6263.

Credit Union

Employees are eligible to join the Commonwealth Central Credit Union or the Provident Central Credit Union. These credit unions offer savings and checking accounts and loans. For new accounts information, call Commonwealth at (408) 451-9010 and Provident at (650) 508-0300.

WHO TO CONTACT:

For other payroll-related questions or concerns, please call Payroll Services at (650) 949-6262.

Trouble Calls

Employees who experience a maintenance problem with room temperature, plumbing, electrical, carpentry, entry or other lock problems, call the Plant Services maintenance assistance number ext. 6156 at Foothill and Central Services and ext. 5438 at De Anza.

Furniture Moves and Special Events

Plant Services can provide employees with all the necessary labor and equipment to accommodate furniture moves and special event set-ups. For furniture move information, call ext. 6156 at Foothill Central Services and ext. 5438 at De Anza.

Painting Requests, Office Repairs, Large and Small Projects

For painting requests, office repairs and small projects, call Plant Services at ext. 6156 for assistance. For large projects such as building remodels, Foothill and Central Services employees should call ext. 6154 and De Anza employees should call ext. 5437.

All requests for work to be performed by Plant Services should be made on a *Work Requisition Form*. These forms can be ordered through Stores (stock number 23580) and are also available by calling Plant Services at ext. 6156 or ext. 5438.

Service requests may also be submitted online at http://www.fhdawo.com/. (System works with MS Explorer only). For assistance logging on to the system, contact ext. 6168.

Emergency Numbers

- If there is an **EMERGENCY** requiring POLICE, FIRE or MEDICAL response, employees should call 911. You DO NOT need to press "9" before dialing 911.

- In **non-emergency** situations (i.e. reporting non-violent crimes such as theft, non-injury vehicle accidents or minor disturbances such as loud music; requesting assistance with unlocking doors, jump-starting a car or obtaining a nighttime police escort; and inquiring about parking issues, fingerprinting, lost and found items, and general district police information) employees should call the Dispatch Center at ext. 7313.

Station Locations

The Foothill-De Anza Community College District Police Department maintains a presence on both campuses. Both campuses are patrolled by District Police Officers and the Santa Clara Sheriff's Deputies 24-hours a day, seven days a week, including holidays.

Foothill Campus Main Station:	**De Anza Campus Substation:**
Carriage House, Building D100**	Hinson Campus Center, Lower Level
(Across Perimeter Road from the District Office)	De Anza College
12345 El Monte Road	21250 Stevens Creek Boulevard
Los Altos Hills, CA 94022	Cupertino, CA 95014
Phone: (650) 949-7313	Phone: (408) 864-5555
**Move in mid-August to Campus Center Room 2103	
Houses: The Patrol & Police Records Division, Parking and LiveScan services, and District Police Officers	**Houses:** Parking & Special Events Division
Office Business Hours:	**Substation Business Hours:**
7 a.m. – 11 p.m., Monday through Friday	7:30 a.m. – 4:30 p.m., Monday through Friday
9 a.m. – 1 p.m., Saturday	Closed Saturday, Sunday and all District
Closed Sunday and all District holidays	holidays

Emergency Procedures Flip Chart

Emergency procedures flip charts containing the most pertinent emergency phone numbers are posted at Central Services and on the campuses in classrooms, division offices, and other buildings. If there is no flip chart posted in your area, call District Police, ext. 7313 for a copy.

Talking with the Media

When contacted by the media, immediately refer the media to the colleges' Marketing and Communications Offices. At De Anza call Marissa Spatafore at ext. 8672; at Foothill call Kurt Hueg at ext. 7645; and at Central Services, contact Becky Bartindale at ext. 6107.

If you anticipate being contacted by the media for any reason notify Marketing and Communications personnel.

Administrators and supervisors should never comment to the media on any personnel issue regardless of the circumstances.

Workplace Violence

It is the District's policy to strictly prohibit acts and threats of workplace violence. Employees with immediate concerns about workplace violence should contact District Police at 9-1-1. To assist you in responding to workplace violence issues or concerns, a copy of the District's *Workplace Violence Prevision and Response Plan* is provided in Appendix 7.

Staff Parking Permits

Parking in Staff Lots is strictly enforced and your vehicle must display a valid Staff Parking Permit. To obtain a parking permit, De Anza employees should contact District Police at ext. 5555, and Foothill and Central Services employees should contact District Police at ext. 7313.

Summary of Parking Regulations

The following information is a brief summary of District vehicle operation and parking policies. Detailed information is available from District Police & Security on each campus. It is the responsibility of each employee to obey all regulations regarding the operation and parking of their vehicle on campus.

- The District regulates all District parking facilities, including visitor and pay lots. Campus parking and vehicle regulations are enforced by District Police on each campus.

- Traffic violations are enforced under provisions of the California Vehicle Code through the municipal traffic courts. Violations may include speeding, seatbelt regulations, improper registration, driving under the influence of drugs or alcohol, reckless driving, or vehicle accidents.

- Parking violations are handled as civil violations and are reviewed by administrative appeal (three step process, ending with judicial review).

- Failure to display a staff parking permit will result in a parking citation.

- Employees are issued up to two (2) permanent permits at no cost. Additional permits can be purchased at the current fee established by the Board of Trustees.

- Staff parking permits are the property of the District and shall not be given or transferred to another person. Unauthorized use of a staff permit may result in confiscation by District Police.

- If your permit is lost or stolen, you must replace it at the current fee established by the Board of Trustees.

WHO TO CONTACT:
All parking-related questions should be directed to District Police. De Anza College employees should call ext. 5555; Foothill and Central Services employees should call ext. 7313.

Copying Machines

Photocopiers are generally available for use in the division office or department. Copy machines are also located in the administration building on each campus but are restricted and require a copy card or access code.

The main copier located in the De Anza administration building mailroom requires the use of an access code. To request an access code, call Printing Services at ext. 8861 or 8331. The main copier located in the Foothill administration building requires an access code. To request an access code, call Office Services at ext. 7253. When requesting an access code, a budget code must be provided to allow for monthly charge-backs.

Copy machines are also available for self-service use at De Anza Printing Services and the Student community Services Building, Room 109. An access code is needed to operate these machines.

Printing Services

The Foothill College Print Shop and De Anza College Printing Services Office offer a centralized copy service to all employees for small and large printing orders. Account numbers are required for all District printing orders.

Requests for printing services at De Anza can be submitted electronically via email: daprint@fhda.edu or can be dropped off at Printing Services.

All requests for printing services at Foothill must be submitted on a *Quick Copy Form*. Order these forms through the Print Shop.

WHO TO CONTACT:
For additional information on the services, hours of operation, and the process for submitting print requests, De Anza employees call Printing Services at ext. 8861 or 8331; Foothill and Central Services employees call the Print Shop at ext. 7299.

Food Services

Food Services are located at De Anza College in the Campus Center. A wide range of hot and cold entrees at reasonable prices is available. Along with the daily specials, there is a salad bar, sandwich bar, soup counter, and full grill. Food Services also offers catering services for campus events. For operational hours or more information, call De Anza Food Services at ext. 8515.

Foothill College currently provides the following for food services:

> **Fresh and Natural**
> Campus Center/East Wing 2211
> Monday–Thursday: 7:00 a.m. – 8:20 p.m.
> Friday: 7:00 a.m. – 2:30 p.m.
>
> **Rose's Food Truck**
> East of Library
> Monday–Thursday: 6 a.m. – 6 p.m.
> Friday: 6 a.m. – 4 p.m.

Vending Machines are located in various locations throughout the Foothill campus.

Academic Calendar

The District and the Faculty Association negotiate the academic calendar. Refer to Appendix 3 for current calendars. A "college year" is the same as the fiscal year - July 1 through June 30. The "academic year" is that portion of the college year beginning with the first day of Fall quarter and ending with the last day of Spring quarter.

District/Senate Flex Day and College Day

The first day of Fall quarter is designated the District/Senate Flex Day. Activities are held either at Foothill or De Anza (on an alternating basis) for all employees in the District. Contract and regular faculty are required to attend. Part-time faculty are encouraged to attend. District/Senate Flex Day is a regular workday for classified staff and they are encouraged to attend.

The second day of Fall quarter is College Day during which each college offers welcoming activities and events. This is also a mandatory day for contract and regular faculty. Part-time faculty are encouraged to attend and are paid a stipend for attending. Classified employees are also encouraged to attend. Time is usually provided for deans and directors to meet with their division/department. Classes do not meet on District/Senate Flex Day or College Day.

Drop/Add Dates

Information pertaining to drop and add dates is listed in the *Schedule of Classes* and online at http://www.fhda.edu/, http://www.foothill.edu/ and http://www.deanza.edu/calendar. To obtain a printed copy of the De Anza *Schedule of Classes* visit the De Anza College Bookstore or call ext. 8701. For the Foothill *Schedule of Classes* visit the Foothill College Bookstore in Room 3526 or call ext. 7305.

Board Meeting Dates/Agenda Deadlines

The Board of Trustees normally meets on the first and as needed on the third Monday of the month at 6 p.m. in the District Board Room at the District office facility. Board meetings are open to the public and District employees are encouraged to attend. Agendas and minutes are available online through District website (http://www.fhda.edu). Board items are submitted through the presidents' offices on each campus or through Central Services. Agenda items are due eight (8) working days prior to the board meeting. Appendix 4 contains the board calendar which includes a listing of board meetings and deadline dates for submitting board agenda items.

Year-End Closing Dates – Accounting and Purchasing

Each year, the Purchasing department sends a memo to notify District employees of year-end accounting and purchasing closing dates. Appendix 6 contains sample memos.

Professional Achievement Awards (PAA)

July 1 is the deadline for faculty to apply for a PAA. See Article 38 in the FA/District *Agreement* for detailed information.

Professional Development Leave (PDL)

October 15 is the deadline for faculty to apply for a PDL. See Article 17 in the FA/District *Agreement* for detailed information.

Administrative Leave

A written application must be filed in Human Resources at least six (6) months prior to the commencement of the leave. See Chapter VII, Section M of the *Administrators Handbook* for detailed information.

Staff Development Leave

December 15 is the deadline for classified employees to apply for a staff development leave. See Article 10 in the SEIU *Agreement,* Article 8 in the CSEA *Agreement,* Article 8 in the Teamster *Agreement* and Chapter 7 of the Confidential Employees Handbook for detailed information.

Training/Retraining Stipend Requests

Faculty deadline dates are established annually (normally early in Spring quarter) by the Professional Development Leave Committee.

Administrators who wish to apply for a Training/Retraining Stipend have two application dates: April 1 and December 1.

District Holidays

There are 16 paid holidays each year, including all legal school holidays. These are:

- Independence Day
- Cesar Chavez Day (Friday before Labor Day)
- Labor Day
- Veterans Day
- Thanksgiving (two days)
- Christmas Eve
- Christmas Day
- Day after Christmas
- December Holiday
- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Day
- Washington's Day
- Memorial Day

NOTE: When the holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls within an employee's vacation, the holiday will not count as a day of vacation.

No Smoking

Foothill and De Anza are smoke free campuses. See Board Policy 3217.

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated parking lots.

A. **Vehicles**
   Smoking is prohibited in District vehicles.

B. **Signs**
   "No Smoking" signs are conspicuously posted at building entrances and in employee lounges, restrooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities. In addition, designated parking lot areas for smoking areas are clearly marked.

C. **Implementation**

   This policy relies on the consideration of smokers and non-smokers. It is the responsibility of all members of the District to observe and follow the policy. This policy shall be communicated to all employees annually and published in the Colleges' *Schedule of Classes*, handbooks, websites, and other appropriate locations. Both campus Student Health offices provide smoking cessation clinics.

Drug-Free Workplace

Foothill-De Anza Community College District recognizes the dangers of drug use in the workplace. It is, therefore, the policy of the District to provide a drug-fee workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or on District business is prohibited. Any violation of this policy by an employee of the District may result in (1) the District, at its option, requiring the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program; (2) disciplinary action, up to and including termination under applicable District policies and collective bargaining agreements.

Further, federal law requires that an employee notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. If the employee works in a program which receives money from a federal contract or grant, the District is required to notify the federal contracting or granting agency within ten (10) days of receiving notice of such a conviction and within thirty (30) days to take appropriate disciplinary action, up to and including termination or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Employees who need drug counseling or rehabilitation are encouraged to use the employee assistance plan, if eligible, or contact one of the campus health offices for referral to a community counseling or rehabilitation program.

Tuberculosis Examination

The District will enforce the Education Code requirements that faculty, administrators, and classified employees shall have on file a valid certificate indicating freedom from active tuberculosis. This certification must be submitted at least once in each four-year period.

Fingerprinting of Employees

Each employee hired by the Foothill-De Anza Community College District, with the exception of student employees, shall be fingerprinted and such fingerprints shall be submitted to the Department of Justice. It is further directed that any information received in response to this policy shall be handled in a confidential manner consistent with the District's personnel practices.

MEDICAL

The District offers three (3) medical plan options: District Combined Coverage Medical Plan (PPO+), the District Network Only Medical Plan (PPO), (PPO+ and PPO plans are self-funded and administered by United Healthcare), and Kaiser Foundation Health Plan (HMO).

District Combined Coverage Medical Plan (PPO+) - United Healthcare CHOICE PLUS Health Plan

The District Combined Coverage Medical Plan provides a choice of medical providers and hospitals through a contracted Preferred Providers Organization (PPO) network. The PPO+ plan requires an employee contribution for dependent coverage. There is a $20 co-payment per physician office visit. Services received from a PPO+ provider are reimbursed in full to the limit of the plan. Services from a non-PPO+ provider are reimbursed at 80% of the UCR (Usual & Customary Rate) charges for the first $10,000 of such medical services annually. Thereafter, the plan pays 100% of UCR charges to the limit of the plan. The lifetime limit for any employee or dependent under the District Medical Plan is $2,000,000. If PPO+ providers are not available within a 30-mile radius from the employee's or dependent's primary residence, the Plan shall pay 100% of UCR charges for that geographical area. New employees and dependents covered under the District Plan shall be subject to a "12-month pre-existing condition exclusion" provision consistent with legal and carrier requirements.

District Network Only Medical Plan - United Healthcare CHOICE Health Plan

The District Network Only Medical Plan (PPO) provides a choice of medical providers and hospitals through a contracted Preferred Providers Organization (PPO) network. The District pays the full cost of coverage for the employee and eligible dependents for the PPO Network Only Plan. There is a $20 co-payment per physician office visit. The lifetime limit for any employee or dependent under the District Medical Plan is $2,000,000. New employees and dependents covered under the District Plan shall be subject to a "12-month pre-existing condition exclusion" provision consistent with legal and carrier requirements. There is no reimbursement for non-PPO services. The PPO Network Only Plan requires a $150 annual deductible per individual per calendar year and $400 per family maximum. With limited exceptions such as level 1 emergency services, there is no coverage for non-network providers. You are responsible for checking with your network and service provider to confirm network participation. Obtain preauthorization for hospitalization or surgery 7 to 10 days in advance of procedure date.

For information regarding the District Combined Coverage Medical Plan (PPO+), District Network Only Plan (PPO), and physician referrals, please contact UHC Customer Care at 1-800-510-4846. For list of current contracted providers, access the website: **www.provider.UHC.com**. (Group Number – 708611).

Kaiser Foundation Health Plan (HMO)

Kaiser is a Health Maintenance Organization (HMO) that provides medical care through participating doctors at Kaiser facilities. The plan emphasizes day-to-day preventive care, and most services and supplies are provided at little or no cost to the employee. There is a $10 co-payment per physician office visit per person. For additional information, visit the website: **www.kaiserpermanente.org.** (Group Number – 857).

PRESCRIPTION DRUGS

District Combined Coverage Medical Plan (PPO+)/District Network Only Plan (PPO)
Employees enrolled in the District Combined Coverage Medical Plan or the District Network Only Plan are covered by the District prescription drug plan, administered by MEDCO. The two-tier prescription drug plan requires a $5 co-payment for generic and a $15 co-payment for brand-name prescriptions per 30-day supply.

For maintenance drugs, both plans require the use of the Medco Mail Order program. There is a $10 co-payment for generic drugs and a $30 co-payment for brand-name drugs per 90-day supply. Mail order is double the retail co-pay but it is for a 90 day supply. There is a maximum out-of-pocket cost of $500 per person under the mail order program. (Group Number – 708611).

Kaiser Foundation Health Plan (HMO)
Employees enrolled in the Kaiser Plan are eligible for prescription drugs through a Kaiser pharmacy only. There is a $10.00 co-payment for brand-name drugs and $5 co-payment for generic drugs. Kaiser also has a Mail Order prescription service. (Group Number – 857).

DENTAL

The District Dental Plan administered by Delta Dental, known as Delta Premier Plan pays 70% to 100% up to $2,000 per year of the reasonable cost for most services, including preventive care, fillings, extractions, crowns, periodontics and root canals. Bridges and dentures are covered at 50%. Orthodontia is paid at 50%, up to a maximum lifetime benefit of $1,000. Effective July 1, 2005, DeltaPreferred Option (DPO) services are payable up to an annual maximum of $2,200.

VISION CARE

The District Vision Care Plan is administered by the California Vision Service Plan (VSP). The vision care plan provides eye exams, lenses, and frames within specified time periods and cost limitations. If employees use participating ophthalmologists or opticians, they pay only a $10.00 deductible for an eye exam.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Administered by United Behavioral Health (UBH), EAP is a confidential short-term counseling service for employees and their families. This service covers personal life/health problems such as stress, alcohol and drug-related problems, marital or emotional concerns, and financial or legal assistance. In some cases, individuals may be referred to another resource. The District pays for up to five (5) free visits of counseling.
For additional information, contact UBH at 1-866-248-4105, or access the website: http://www.liveandworkwell.com, *Access Code: 61570.*

BASIC LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE

Administered by UNUMProvident Life Insurance, the District provides, at no cost to the employee, a basic life insurance benefit of $50,000 for all contract employees and $5,000 for their dependents. The plan also includes accidental death and dismemberment (AD&D) coverage that pays an amount equal to

the basic life insurance benefit in the event that an accident causes death, or a percentage of that amount for accidental loss of sight or limb(s).   (Group Number GL596126).

LONG-TERM DISABILITY

Administered by UNUMProvident Life Insurance, the District's long-term disability plan pays a monthly benefit of up to 66 2/3% of the employee's basic monthly earnings - to a maximum benefit of $4,300 per month. Benefits are payable while the employee is totally disabled, in accordance with certain time limits and conditions specified in the policy.

SUPPLEMENTAL LIFE AND ACCIDENT INSURANCE (Optional)

Employees and eligible dependents may purchase additional life and AD&D coverage through the supplemental life plan via annual open enrollment. Note supplemental life plan (AD&D may not be purchased separately, it must be purchased in conjunction with supplemental life policy). The amount of coverage is varied from $50K to a maximum $150K. The TERM LIFE policy ends at age 70. The plan pays an AD&D benefit equal to the supplemental life amount for accidental death, or a percentage of that amount for accidental loss of sight or limb(s).

All voluntary benefits are optional and are subject to approval by the insurance company. The District does not determine the eligibility; the insurance company has the final say in accepting or rejecting the application based on medical evidence

FLEXIBLE BENEFITS SPENDING ACCOUNTS (Optional)

Enrolling in this plan allows you to pay for various health care or dependent care expenses on a pre-tax basis. Your health care plan premium will be deducted automatically on a pre-tax basis from your monthly paycheck. Health care expenses have a minimum deduction of $500 up to a maximum of $3,000 per year. Dependent care expenses have a minimum deduction of $500 up to a maximum of $5,000 per year. You must re-enroll each year during the Open Enrollment month of April. This program is administered by United Healthcare. (Group Number—709593).

RETIREMENT BENEFITS

All employees are eligible to participate in the California Public Employees Retirement System (CalPERS) or the California State Teachers' Retirement System (CalSTRS). Participation is mandatory with benefits based on years of service, age at retirement, and average annual salary paid during the highest 12 consecutive months of performed creditable service. Employees participating in CalPERS contribute 7 percent of their annual salary and the district contributes 9.306% for Plan Year 07/08 (the percentage may vary from year to year). Employees participating in CalSTRS contribute 8 percent of their annual salary and the district contributes 8.25 percent. Employees who terminate from the district prior to being vested (5 years) will only receive the employee contribution plus interest and will not receive the District contributions. For additional questions regarding CalPERS call (877) 720-7377 or (800) 352-2238. Web site is www.calpers.ca.gov. For additional questions regarding CalSTRS call (408) 341-7265 or (800) 228-5453. Web site is www.calstrs.ca.gov.

EXTENDED COVERAGE

Terminating employees and dependents who lose eligibility for coverage have the option to purchase extended health care coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

WHO TO CONTACT:

Direct all employee benefit related questions to Christine Vo, Benefits Manager, at (650) 949-6225 or via email at vochristine@fhda.edu.

The Foothill-De Anza Community College District offers many opportunities for faculty, classified staff, administrators, and students to participate in the governance of the colleges and the District. Shared or participatory governance is a way to involve those who are affected by decisions in the decision-making process and is mandated by law. Title 5 regulations state that faculty, classified staff, and students have the "right to participate effectively in governance." Participation in decision-making does not necessarily imply total agreement nor is the same level of involvement by all parties necessary in every decision. The ultimate responsibility for all decisions rests with the Board of Trustees.

Administrators and supervisors are full participants in the governance of the colleges and the District. Some administrators and supervisors are members of participatory governance teams by virtue of their positions; others are placed on committees to represent the Administrative Management Association (AMA) or the Teamsters. Other committees may call for volunteers to serve. All administrators and supervisors in the District are expected to participate in participatory governance at both the college and the District level.

The three (3) primary governance committees are the Chancellor's Advisory Council, The College Roundtable at Foothill, and the College Council at De Anza.

- **The Chancellor's Advisory Council** advises and consults with the Chancellor on district-wide matters of policy and governance, acts as a steering committee for District committees (Budget, Human Resources and Technology), serves as a clearinghouse for policies before they are forwarded to the Board, and ensures that all constituencies are fully informed about District matters. Membership includes the leadership of the De Anza and the Foothill Academic and Classified Senates; Central Services Classified Senate; leadership representatives of employee bargaining units (FA, SEIU, CSEA, and Teamsters); the president of the AMA; a representative of the Multicultural Staff Association; the presidents of the De Anza Student Body (DASB) and the Associated Students of Foothill College (ASFC); and the Presidents of the colleges and the Vice Chancellors of the District.

- **The College Roundtable at Foothill** is an advisory group to the president organized with a mission-based perspective. Most members represent one of five missions of the college: Student Outreach and Recruitment, Transfer, Career Education, Basic Skills, and Student Development and Retention. While there are representatives from various constituency groups, such as the students, senates and collective bargaining units, the primary focus of the Roundtable is the welfare of the college as a whole.

- **The College Council at De Anza** is an advisory group to the president. It is primarily responsible for advising the president on matters of policy, governance, and resource allocation as well as proposing and recommending annual and multi-year goals. The Council oversees college strategic planning process, achievement of outcomes, efficiency standards and budget policies and procedures. Members represent the leadership of the academic and classified senates and collective bargaining units as well as the three major divisions of the college: Instruction, Student Services, and Finance and College Services.

As an administrator, you will be asked to sign a number of forms/documents on a fairly routine basis and others on a less frequent or ad hoc basis. These include the following:

FORM	IMPLICATION OF SIGNATURE
Add/Drop Cards	Authorizing students to add and drop classes.
Check Request	Authorizing payment/issuance of check.
PAA Application	Sign for receipt/recommend for approval/denial.
Professional Development Leave (PDL) Application	Comments advising PDL Committee of value of plan to the division, college, and/or District.
Performance Evaluations	Verifying that process was completed and that material has been discussed with employee.
PGA Units	Verifying attendance, membership, participation in activity (committee, workshop, etc.).
Staffing Requisitions	Authorizing a division or department to initiate posting and recruitment for a position.
TEAs	Authorizing employment of a temporary/short-term employee.
Time/Leave Report	Verifying time worked/leave taken.
Training/Retraining Stipend Application	Comments advising appropriate committee of department needs for training/retraining.

AMA
Foothill-De Anza Administrative Management Association. This organization represents all administrators in creating, defining and affecting the terms and conditions of employment for administrators.

APM
Academic and Professional Matters Committee. Academic Senate leadership and the Chancellor, Presidents and Vice Presidents of Instruction meet to discuss academic issues and concerns.

ASFC
Associated Students of Foothill College. The student government for Foothill College students.

"B" Budget
Represents discretionary funding, used for supplies, casual hourly and all other operating expenses such as repairs, travel, postage, etc.

CalPERS (see PERS)
California Public Employees Retirement System – A state retirement system for all classified employees of the District.

Catalyst
Course management system to teach online courses at De Anza College (also known as Moodle).

CCCCO
California Community Colleges Chancellor's Office

Central Services
Central Services is located in the District Office and is sometimes referred to as "the District." It includes the following: Chancellor's Office, Human Resources and Equal Opportunity, Business Services, Accounting Services, Payroll Services, Risk Management, Operations, Plant Services, Purchasing Services, the Foundation and Educational Technology Services.

Confidential Employees
Employees who have as a part of their classified duties, access to information relating to employer-employee relations in the district. These employees are not members of a classified bargaining unit.

CSEA
California School Employees Association. The CSEA is a statewide organization that represents Unit A classified employees of the District. These include service and skilled crafts workers.

DASB
De Anza Student Body. The student government for De Anza College students.

Diversity Climate Survey
A survey of faculty, staff, and students conducted every three years to assess the cultural climate in the District.

ED CODE
Contains California law governing education in the state. The sections most frequently referenced dealing with employees in community colleges are 87000 through 88270.

EIS
Educational Information System. Supports the business operations of Central Services and the two colleges. It includes software applications, running on a large server cluster in the data center, that support our work with financial records and business processes, human resources information, and student information. Examples of the types of applications within each module include the general ledger, purchasing, degree audit, payroll, financial aid, course registration, grades, and grade keeping.

ETAC
Educational Technology Advisory Committee

ETS
Educational Technology Services.

ETUDES
Easy To Use Distance Education Software is a course management system developed, managed, and maintained by Foothill College. ETUDES enables faculty to develop, publish, manage, and deliver courses via the Internet.

ETUDES-NG
Easy To Use Distance Education Software-Next Generation. The newer course management system has the same functionality as ETUDES (i.e. all the key features needed to develop, deliver, and manage an online or hybrid course or supplement a traditional class on the web). There are some changes as to how faculty interact with the program and the efficiency, scalability, and functionality are improved.

EUDORA
The email system used by the District.

FA
Faculty Association. The Foothill-De Anza Faculty Association is the collective bargaining agent for all faculty employees in the District.

Float
Budgeted salary dollars accumulated between the time an individual leaves a position and a replacement is hired. A portion is designated to fund recruitment costs for the replacement and a portion may be used to hire temporary or interim replacements. (Note: all float dollars are currently being used to fund an anticipated budget shortfall.)

FRS
Financial Records System. A set of computer-based programs and data containing the District's financial records.

FTEF
Full time Equivalent Faculty

FTES

Full time Equivalent Student – the number of students in attendance as determined by actual count for each class hour of attendance or by prescribed census periods.

Fund 14

This is the general operating fund of the district. This is the fund that receives state apportionment and property taxes for income. The fund also pays most of the expenses of the teaching and support staff as well as all the operating expenses ("B" budget, utilities, etc.)

Gilbane

Gilbane is the project management company hired by the District to oversee all Measure E construction.

HRAC

The Human Resources Advisory Committee meets to discuss employee issues/concerns that are not subject to negotiations.

HRS

Human Resource System. A computer-based system that contains position control, personnel and payroll data on all District employees.

IEP

Individualized Education Plan. A pre-planned selection of classes, formulated with a counselor that will lead to the attainments of a student's educational goal.

JDG

Joint Development Group. This committee advises the Chancellor and the Board on academic and professional issues

Load

Load includes such things as class size, load factor, number of preparations per quarter, number of classes per year, and other such assignments as they pertain to hours of employment. See Article 9 in the *Agreement* between the District and FA for detailed information.

Measure C

$488 million bond issue passed in 2006

Measure E

$248 million bond issue passed in 1999.

MedCo

The District's self-funded pharmacy and mail order prescription drug program.

MER

Monthly Expense Reports.

PAA

Professional Achievement Award for faculty. See Article 38 of the *Agreement* between the District and FA for details.

Part-time Faculty Employee

Any faculty employee who is employed pursuant to Ed. Code Section 87482.5 for no more than 60% of the annual load of scheduled duties for a full-time regular employee having comparable duties.

PDL

A Professional Development Leave. See Article 17 of the *Agreement* between the District and the FA

PERS

Public Employees Retirement System. A state retirement system for classified employees, including classified administrators and supervisors.

Productivity

The amount of Weekly Student Contact Hours (WSCH) per full Time Equivalent Faculty (FTEF).

PSA

Project Stabilization Agreement. An agreement between the District and contractors and/or subcontractors, the Santa Clara and San Benito Counties Building & Constructions Trades Council and local unions. The purpose is to promote efficiency of construction operations for Foothill-De Anza projects and provide for peaceful settlement of labor disputes/grievances.

Respect in the Workplace Project

A district-wide effort to discuss and cultivate respect in the workplace. The District's Human Resources Office, the Human Resources Advisory Committee, and the Classified and Academic Senates are working together to help define appropriate workplace behaviors and identify the core issues and behaviors of disrespect.

SEIU

Service Employees International Union, Local 521. The statewide organization that represents Unit I classified employees of the district.

SIS

Student Information System. A computerized system of student records that handles student registration, grade processing, transcripts and student enrollment reporting.

Staffing Requisition

The form used by a division or department to initiate posting and recruitment for a position. The "Staffing Req" is used for all permanent, leave replacement and grant funded (categorical) positions.

STRS

State Teachers Retirement System. The state retirement system for faculty employees and educational administrators.

TEA

Temporary Employee Authorization. The form used by a division or department to initiate the hiring of a temporary employee.

Teamsters

The Teamsters Union, Local 287 represents supervisory employees in the District.

Temporary Employees

Non-faculty short-term, temporary and substitute employees who are paid hourly. These employees are (by Education Code definition) not in the classified service.

The Education Code provides a series of definitions and restrictions on the use of these categories of employees. As a general guideline, persons employed as temporary or short-term employees are limited to seasonal employment (not to exceed 6 weeks per quarter), intermittent employment (up to 45 days/year) or temporary employment in specific projects with a definite beginning and ending date (not to exceed180 days/year). These positions are sometimes referred to as "casual" or "024" employees.

Title 5

Title 5 is the Education Title of the California Code of Regulations. A regulation is a rule adopted by a state regulatory agency to implement, interpret, or make specific the law enforced or administered by it or to govern its procedures. Title 5 regulations have the force of law. Regulations for community colleges are found in Division 6 beginning with §50001

UHC

United Healthcare. The District Medical Plan PPO and Administrator for self-funded medical insurance program.

WSCH

Weekly Student Contact Hours

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APPENDICES