



TRAINING & DEVELOPMENT

New Employee Handbook



New Employee Handbook

Los Rios Community College District

1919 Spanos Court

Sacramento, CA 95825

(916) 568-3112

www.losrios.edu

The New Employee Handbook is updated annually by the Los Rios Community College District, Office of Human Resources. Copies are posted at the District website, and copies are provided to all new employees during their onboarding orientation. This document contains hyperlinks to District web pages as well as other web sites operated by third parties. Some links may require you to be at a Los Rios computer.

Please contact HR if you find a broken or outdated hyperlink,

An online copy of this booklet can be found here:

<https://employees.losrios.edu/lrccd/employee/doc/hr/hiring/new-employee-handbook.pdf>.

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Dear New Employee,

On behalf of the Los Rios Community College District, welcome and congratulations! We are excited that you are ready to begin your journey at Los Rios.

Whether you are new to the District or were previously a Los Rios employee, this handbook will provide you a broad overview of the support systems in place to help you hit the ground running.

I applaud your decision to work in higher education. Our students will benefit greatly, and I personally wish you the very best in the pursuit of a most rewarding career with the Los Rios Community College District.

Sincerely,

Carrie Bray

Vice Chancellor, Human Resources

Our District

About

The Los Rios Community College District (LRCCD) is the second largest, two-year public college district in California. We serve approximately 71,000 students in the greater Sacramento region. The District's 2,400 square mile service area includes Sacramento and El Dorado counties and parts of Yolo, Placer, and Solano counties, and is comprised of four uniquely diverse colleges – American River (ARC), Cosumnes River, (CRC) Folsom Lake (FLC) and Sacramento City (SCC) colleges. In addition to each college's main campus, the District offers educational centers in Placerville, Davis, West Sacramento, Elk Grove, Natomas and Rancho Cordova. Each college is notable in serving the students of their community in a unique way.

The District is centrally located in the heart of the Sacramento valley. The growing Capital Region has strong communities and emergent arts and dining scenes, and is nearby some of the most celebrated tourist destinations in the country – Lake Tahoe, Napa Valley, and San Francisco. The Sacramento area is a great place to live and work.

Strengths

This District has nearly 4,600 employees throughout our four colleges and district office in dozens of different departments. We work hard to provide a welcoming, inclusive, and equitable learning and work environment for students, employees, and community partners. Each and every District and college department strives for the highest quality in all programs, services, and activities, and is focused on improving educational outcomes for the students we serve.

Our Vision

You will be helping to attain our vision to offer equity-minded, academically rigorous, student success-centered education. Our objective is to help our students successfully achieve their academic goals, whether they want to transfer to a four-year college or university, earn an associate degree, or obtain one of more than 100 certificates in high demand career fields.

The Los Rios Community College District is committed to diversity, equity, and to ensuring an inclusive, thriving environment for all of its employees, students, and surrounding communities. To that end, we are intentional in recruiting, hiring, and retaining diverse employees to reflect the diversity of our student populations. Welcome aboard!

Our Students

Age

The largest proportion of LRCCD enrollment by age is the 18-20 age group (30.9% of all students). The proportions of students 18-20 is higher, 40%, at both CRC and FLC. SCC

enrollment by age generally reflects the district proportions. Students attending ARC tend to be slightly older especially with the ongoing enrollment recovery for the Apprenticeship program. Not quite half, 46%, of all ARC students are considered to be adult learners, those students who are 25 and older.

1st Generation Status

Of all LRCCD students, 27.8% are the first in their family to attend college. The proportions of first generation students at each of the colleges generally reflect that of the district, however, FLC has a slightly lower proportion, 21% of first generation students. .

Race/Ethnicity

Los Rios colleges enroll higher proportions of Hispanic/Latino, Asian, and multi race students than the three county primary service area. African American enrollment generally reflects the service area population.

Student demographics from CCCO Data Mart (Fall 2023)

Los Rios student demographic	Student Count	Student Count (%)
African-American	4,849	7.80 %
American Indian/Alaskan Native	305	0.49 %
Asian	7,396	11.90 %
Filipino	1,702	2.74 %
Hispanic	19,376	31.17 %
Multi-Ethnicity	3,601	5.79 %
Pacific Islander	644	1.04 %
Unknown	4,189	6.74 %
White Non-Hispanic	20,098	32.33 %

Socioeconomic Level

District-wide 25.6% of all students report low or below poverty income levels. 21% report low income levels and 35.9% report middle and above income levels in Fall 2023. Proportions of students below poverty level are much higher among African American (38.6%) and Asian

(33.2%) students than the overall district proportion.

Our Colleges

American River College

Serving the Sacramento area for more than 40 years, American River College is the largest of the District's four colleges. With a student enrollment of over 20,000, ARC is also among the largest community colleges in the state. Committed to equity and social justice through equity-minded education, the college has an outstanding record for academic quality and is among the top community colleges in the state in transferring students to the University of California and California State University systems. It also has a strong reputation for its career programs, which include nursing, hospitality management, gerontology, electronics, and paramedic, among others. ARC's off-campus centers include Mather, McClellan/Sacramento Public Safety Training Center, and Natomas.

American River College, 4700 College Oak Drive, Sacramento, CA 95841

Mather Center, 10150 Missile Way, Mather, CA 95655

McClellan Center (Building 8)/ SRPSTC, 5146 Arnold Ave, McClellan AFB, CA 95652

Natomas Center, 2421 Del Paso Road, Sacramento, CA 95834

Cosumnes River College

Cosumnes River College, founded in 1970, is committed to providing personal and holistic learning dedicated to student success and to meeting the needs of the growing south Sacramento community. The college offers a full transfer program, as well as many career programs including communications media, environmental technology, medical assisting, allied health, veterinary technology, food service production and control, and telecommunications. The college enrolls nearly 15,000 students at the main Sacramento campus and Elk Grove Center, and is rated top 10 in diversity among two-year colleges.

Cosumnes River College, 8401 Center Parkway, Sacramento, CA 95823

Elk Grove Center, 10051 Big Horn Blvd., Elk Grove, CA 95757

Folsom Lake College

Folsom Lake College received its initial accreditation in 2004 and is the newest college in the Los Rios District. FLC serves the fast growing Highway 50 and 80 corridors that include Orangevale, Folsom, Rancho Cordova, El Dorado Hills and Cameron Park. Folsom Lake College, nestled on a hill in Folsom, California, offers students award-winning architecture and state-of-the-art educational facilities in a warm and friendly environment. The college serves approximately 10,000 students at the main Folsom campus, El Dorado Center, and Rancho Cordova Center.

Folsom Lake College, 10 College Parkway, Folsom, CA 95630

El Dorado Center, 6699 Campus Drive, Placerville, CA 95667

Rancho Cordova Center, 10259 Folsom Boulevard, Rancho Cordova, CA 95670

Sacramento City College

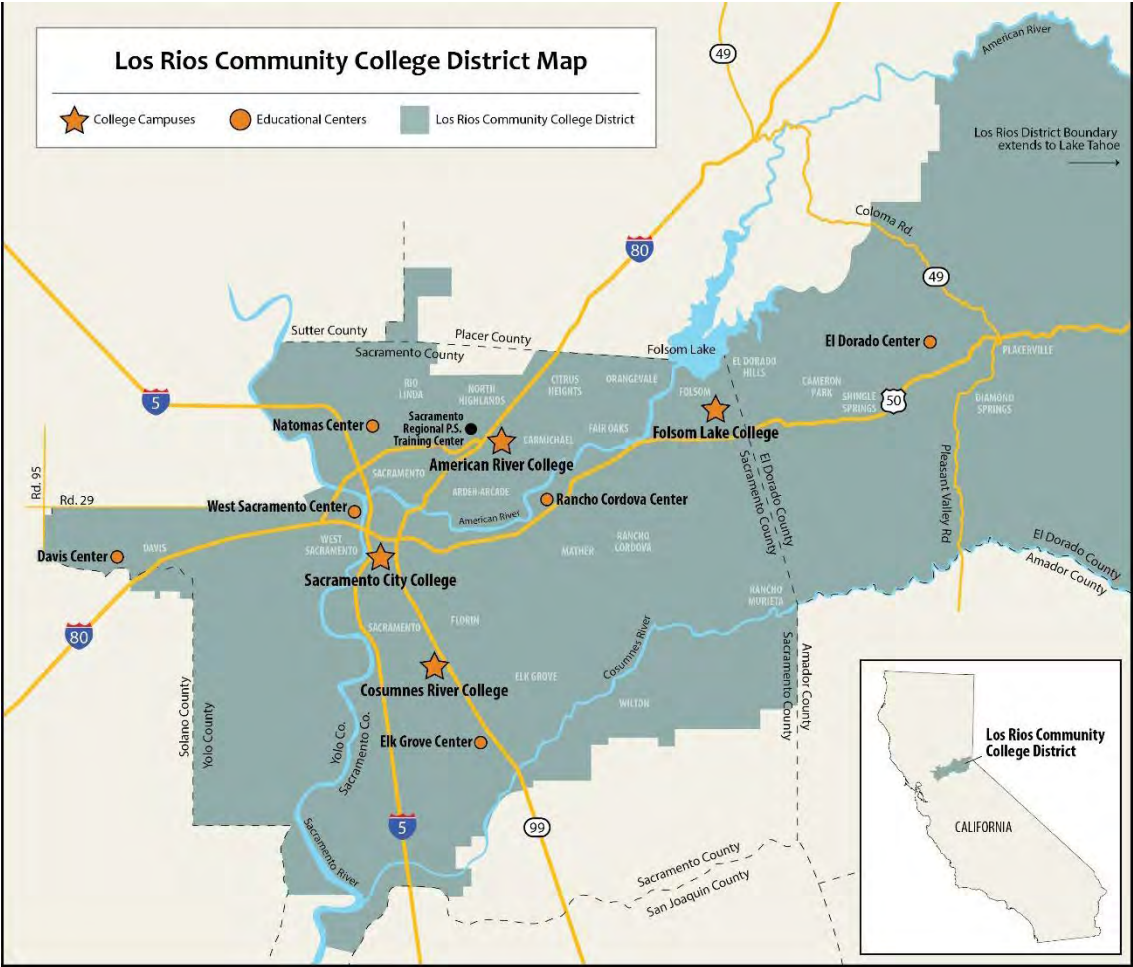
Since 1916, Sacramento City College has provided outstanding academic and vocational training. Located in the heart of Sacramento, SCC welcomes its students with mature trees and wisteria-covered walkways, giving the campus the look and feel of an eastern university. Among its many exemplary programs, the college is accredited for nursing, dental, physical and occupational therapy assistant programs, aviation, and recreational vehicle training. Performing and visual arts programs, including commercial music and studio recording, are also SCC hallmarks. Designated as an Hispanic Serving Institution (HSI), this student-centered college enrolls nearly 19,000 students and highlights multicultural activities throughout the academic year. SCC operates outreach centers in Davis, downtown Sacramento, and West Sacramento.

Sacramento City College, 3835 Freeport Boulevard, Sacramento, CA 95822

Davis Center, 1720 Jade Street Davis, CA 95616

West Sacramento Center, 1115 West Capitol Ave, West Sacramento, CA 95691

District Map



Our Strategic Plan

About

The District has a five-year strategic plan (2016-2021) which focuses on increasing student access and success through enhanced teaching and learning opportunities, and on expanding the District's role in workforce development. Download the entire Plan at [Strategic Plan | Los Rios Community College District](#).

Mission Statement

The Los Rios Colleges provide a vibrant learning environment that empowers all students to achieve their educational and career goals.

Vision Statement

To transform the lives of students and enhance the vitality of our region.

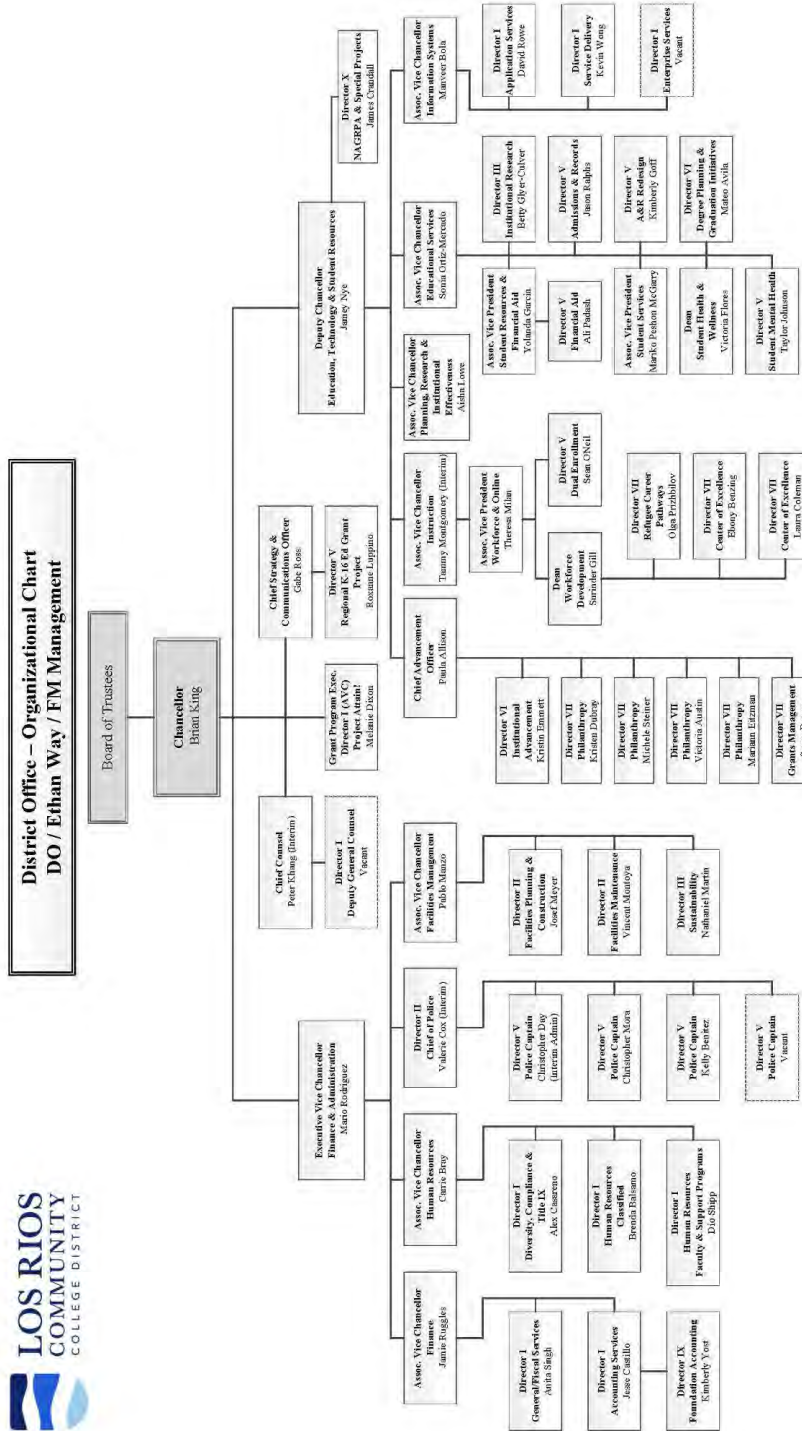
Values

Our Values guide and inspire how we manage the Los Rios District, interact with our students, colleagues and community, and establish programs that promote student success.

- Students Are Our Highest Priority: student access, student success, lifelong learning
- Employees: safe & secure work environment, professionalism, well-being
- Community: serving the community
- Academic Excellence: quality, academic rigor, academic integrity & freedom
- Equity: social justice
- Diversity: building community
- Relationships: mutual respect and consideration
- Participatory Governance: encouraging the contributions of all members
- Sustainability: building a culture of sustainability
- Innovation: fostering innovation and responsible risk-taking
- Integrity: the highest ethical standards

District Office Org Chart

For the most updated version, click [here](#)



Rev. 6/1/2024



District Offices

Office of the Executive Vice Chancellor, Finance & Administration

The office of the Vice Chancellor, Finance & Administration is responsible for most financial and administrative activities of the District and has the responsibility for establishing and implementing sound business practices and procedures, which will maintain the financial stability of the District.

- **Human Resources:** responsible for recruiting and hiring the best possible employees for the District and for providing professional development opportunities in skill areas employees will need to succeed or to promote. HR oversees the collective bargaining process with the District employee units and coordinates the District Staffing Plans; oversees and responds to unlawful discrimination complaints, the ADA Interactive Process, and employee relations issues. HR publishes the Equity Handbook for Hiring Process and the Hiring Manual for LRCCD Faculty.
- **Finance:** District budget, accounting, student attendance accounting, grants and special programs, investments, contract management, payroll, employee/retiree benefits, internal audits, insurance and risk management, including environmental and certain safety programs, and the colleges' food services operations.
- **Purchasing:** Responsible for procurement. Visit their webpage for more information.
- **Facilities:** facility planning and maintenance activities, construction of facilities, remodel, renovation, and maintenance of all District properties. FM is responsible for planning, reviewing, and developing facility master plans, facility requirements for both new and existing space based upon identified program needs, and facility funding requirements.
- **College police:** works with risk management and FM regarding safety and security of District facilities.
- **Collective bargaining:** works with all the District employee units, particularly areas addressing, impacting, or requiring financial resources.
- **Budget:** planning, development, and implementation activities. The District budget uses formulas, workload measures, and other for determining staffing and operational funding levels. The District Budget Committee provides a review process and may develop recommendations regarding Districtwide budget processes.
- **Financial Aid:** provides coordination, technical assistance, and policy leadership for the four colleges with respect to locally administered federal, state and institutional financial aid programs.

Office of the Deputy Chancellor, Education Technology & Student Resources

This office is responsible for developing and coordinating the programs and services related to educational programs and technology for the District; and implementing policies and academic programs that promote student access, equity, and success. The VCET provides leadership for strategic planning, accreditation, serves as the District's Information Security Officer, and represents Los Rios leaders in the Capital Adult Education Regional Consortium.

- **Institutional Research:** provides leadership for District research activities, including producing annual Trend Line Reports and Fall Profiles with data on student enrollment, demographics, persistence, transfer, student success, and completions; student and employee surveys; External Environmental Scan Reports for strategic planning and accreditation reporting; and coordinating federal and state accountability and regulatory reporting requirements. District research efforts are coordinated with college research activities through the Districtwide Research Council.
- **Instruction:** provides leadership and coordination for districtwide instruction activities. Provides oversight of the Workforce and Economic Development Center, serves as resource to the District Curriculum Coordinating Committee and International Education Committee, and working with the colleges, corporate partners, economic development agencies, community leaders, the state Chancellor's Office, and District administration to advance services to regional business and industry partners to enhance the overall workforce and economic development efforts of the greater Sacramento region.
- **Student services:** ensures that all students have equal access to, and support in college courses needed to achieve their educational objectives. Provides advocacy and leadership to the college's student support services programs that facilitate and demonstrate the achievement of student learning outcomes. Builds upon the planning and work done by the individual colleges and provides a framework for all the colleges to work together.
- **Technology:** provides leadership for the development and coordination of technology to improve the effectiveness and efficiency of the administrative and academic computing environment: telephony, distance education, the acquisition and maintenance of hardware and software, and District technology infrastructure.

Office of the Chief Advancement Officer

This office is responsible for raising philanthropic resources to support students and the educational priorities of the District and its President of the Los Rios Foundation.

- **Grants:** secures grant revenue from corporations, foundations, and government sources. The office seeks to coordinate grant activity to ensure effective grant planning, consistent management practices, and efficient tracking of grant resources.
- **The Los Rios Foundation:** the private, non-profit public benefit corporation that serves as the fundraising arm of the Los Rios organization. Working in collaboration with the colleges, fundraising efforts focus on building the annual fund through employee, alumni, emeriti, and individual giving to benefit students, faculty, and staff. The Foundation also raises funds through major gifts, corporate and foundation giving, scholarship giving, planned giving, and endowments, and builds support for capital projects and special initiatives, such as the Capital Region Promise.

Office of the Chief Strategy and Communications Officer

This office is responsible for the communication activities of the District and is a resource for the Board of Trustees and faculty and staff in the area of media relations and communications.

Coordinates the District's strategic communications, social media efforts, media relations, and marketing and advertising; also responsible for District publications and brochures and for internal communications. The office works closely with the communications and public information officers and the presidents of the four colleges and is a resource for faculty and staff in the area of media relations and communications.

Office of the General Counsel

The Office of the General Counsel operates as a full service law firm that represents only one client, Los Rios Community College District. The District, as a client, is embodied in the Board of Trustees and the Chancellor. In representing the District, the General Counsel represents the Board of Trustees, the District as an independent entity, and, where appropriate, individual District employees.

The office provides legal services to the District and all its constituent parts by advising the administration, faculty, and employees on matters having legal significance to the management and operation of the District. Few things are as detrimental to productivity and efficiency as dealing with a lawsuit. The General Counsel is a strong believer in preventative law, and taking steps to avoid litigation, liabilities, and other issues before they occur. If you have legal questions or are facing a legal situation, consult your supervisor, who will either clear your question through the relevant Vice President that is authorized to contact the General Counsel's office, or have you do it directly. This helps the VPs understand what recurring issues are present at the campus, and additionally, the VP may already have an answer for you. If it is an emergency (i.e. police officers with a search warrant), call the office of the General Counsel immediately, and then inform your VP. Issues identified early are often resolved quickly.

Whether it is a lawsuit, an unfair labor practice, or another type of administrative proceeding, the Office of the General Counsel will provide legal representation to the District. Almost all litigation is assigned to an outside law firm specializing in the subject area. If you are acting within the course and scope of your employment (i.e. doing your job) and acting in good faith, the District has the obligation to defend and indemnify you. That means the District will provide you with a lawyer and pay any judgment or settlement from the case. Often, the same lawyer that represents the District will represent you. If, on the other hand, you are acting outside the scope of your employment, or you are engaging in bad faith, fraud, or criminal misconduct, the District is not likely to represent you in the matter.

The office is responsible for drafting, revising, and updating District Policies and Regulations. Although the General Counsel takes the lead in this process, it is a collaborative effort involving affected employees at the Colleges and the District Office. The General Counsel is your link to state and federal legislatures; drafts and reviews contractual documents; helps employees at the District Office and Colleges negotiate favorable terms while minimizing risk to the District and ensures the contract terms are concise, clear, and legally appropriate; and is responsible for developing forms and contracts to speed the processing of routine transactions.

Most community college districts do not have an in-house general counsel. Consulting the Office of the General Counsel can help avoid adverse legal situations, allowing you to be more productive in your job. The District encourages you to take advantage of this source of legal advice, and raise potential legal issues early to prevent future liabilities.

Governance

Definition

Participatory governance is a collaborative goal-setting and problem-solving process built on trust and communication. The process involves representatives from appropriate constituent groups who engage in open discussion and timely decision-making in areas of District Policy development and implementation not specifically restricted by legal and policy parameters. ([LRCCD Board Policy 3411](#))

Updating Policies and Regulations

District Policies and Regulations are periodically updated to clarify or change procedures as well as to stay in compliance with new or revised California and Federal law. The District reviews its Policies and Regulations regularly to ensure they are appropriately updated. Any of the constituencies of the District may propose changes to the Policies and Regulations. Proposed changes are reviewed by the General Counsel and then vetted through the District's participatory governance process. Quarterly, the Board of Trustees and other constituents are advised as to what Policies and Regulations are under review, are in the process of revision, or have recently been revised.

Typically, the General Counsel brings the proposed changes to the monthly meetings of the VPAs, VPIs and VPSSs for review, approval, and/or revision. Where Policies or Regulations affect matters within the purview of the Academic Senate and/or students, they are vetted with the Academic Senate and/or the Student Advisory Council. The next step of the process entails review by the Chancellor's executive staff. After approval by the Chancellor's executive staff, the Chancellor's Cabinet reviews the proposed new Policy or Regulation. Changes to a Regulation become effective once they are presented to the Cabinet, but changes to a Policy are reviewed by the Board of Trustees at a first reading and then approved at the Board's next meeting.

Policies and Regulations on issues that are reserved by law, Collective Bargaining, or agreement for negotiation, or that may be the responsibility of other groups, are not vetted through this process. Where immediate change to a Policy or Regulation is required, interim guidelines may be issued.

For a visual chart on the Policy and Regulation Review Process, click [here](#).

Board of Trustees

The LRCCD Board of Trustees is responsible for setting policy for the District. The seven Board members are elected for four year terms by registered voters in geographical divisions. In accordance with the Education Code, the Board of Trustees also includes a non-voting student member as Student Trustee. The term of the Student Trustee is one (1) year. More information is available on the LRCCD Student Trustee page.

The Board generally meets on the second Wednesday of the month. All meetings begin at 5:30 p.m. Meeting locations are listed on the Board Meeting Calendar.

Board meetings begin with a call to order by the Board President.

The first items of business are correspondence, consent items, and public comment. A period for public comment on items not on the agenda will be called by the Board President. Speakers may contact the Clerk of the Board upon entering the Board Room to fill out a yellow speaker's card.

Once recognized by the Board President, guests approach the podium and state their name and address.

Board meetings are recorded for minute purposes.

Cabinet

Pursuant to provisions in the collective bargaining agreement with LRCFT, the Chancellor's Cabinet will function as the District's participatory governance group and may take up issues of District-level significance which are not reserved by law, contract or agreement for negotiation, or which may be the responsibility of other groups. The composition of the Chancellor's Cabinet is defined in the collective bargaining agreement and consists of faculty, classified staff, students, and administrators, including the Chancellor. (LRCCD Administrative Regulation 3411)
Areas of responsibility:

- Review and provide recommendations to the Chancellor on proposed changes to District Policies and Administrative Regulations.
- Serve as the steering committee for District strategic planning processes.
- Review and provide recommendations to the Chancellor on District-related accreditation processes and documents.
- Discuss issues of District-level significance and interest to members.

Academic Senate

The Academic Senate is the legally recognized voice of the faculty in any college in all areas not covered by collective bargaining, and therefore the responsibility of LRCFT.

Each college has its own Academic Senate with an individual constitution and set of by laws. The Senate is the official representative body of the faculty in all areas of academic and professional matters as delineated in the California Education Code, Title V, Sections 53200 through 53206, and in the intent language of AB1725.

The Senates have the responsibility to ensure that the work detailed in Title V and in agreements with the Los Rios Board of Trustees is completed. Most college Academic Senates have established various committees to carry out this work although not all committees have the same names or configurations across the District.

While the Academic Senate has the rights and responsibilities of this work, they believe in both the spirit and practice of Shared Governance. Shared Governance was part of the intent language of the 1988-89 legislation AB1725 which helped direct the structure realized in Title 5 for all the constituent groups: faculty, students, classified staff, and administrators. Shared Governance in Los Rios recognizes that all of the groups are present to support student success and together are stronger than any one constituent group acting alone. These ideas were recognized in the District's published Values and codified in [District Regulation 3412](#).

Classified Senate

Classified staff comprise college classified senates. The Classified Senates support the leadership roles of classified staff in the governance of the District's colleges through their local senates, advocating increased involvement at the state and District level, and promoting leadership skills among classified staff.

LRCEA

The purpose of the Los Rios Classified Employees Association (LRCEA) is to advocate for and represent over 1,200 members, pursuant to the Educational Employment Relations Act. Any regular classified employee employed in a job classification in a bargaining unit exclusively represented by LRCEA, is eligible for membership. LRCEA negotiates with the district on behalf of unit employees over matters related to wages, fringe benefits, hours of work, and other terms and conditions of their employment. LRCEA may also represent individual members on matters such as grievances, evaluations, classification, and pay.

LRCFT

The Los Rios College Federation of Teachers (LRCFT) was founded in 1978 to represent Los Rios faculty. Since then, LRCFT has been a leader in the struggle for faculty labor rights in the Sacramento area and the education rights of all Californians.

Dedicated to the principles of opportunity, quality, and accountability, LRCFT acts on behalf of all Los Rios employees and students in the following ways:

- Supporting workplace rights for all faculty members
- Promoting academic freedom and full access to a quality education
- Ensuring fair pay and professional opportunities
- Building awareness of our members' skill, professionalism, and
- Dedication to the art of teaching.

LRCFT represents approximately 2,500 Los Rios faculty.

LRMA

The Los Rios Management Association (LRMA) is a meet and confer association for nearly 175 managers, confidential employees, and police captains. Members receive LRMA representation and direct colleague support through:

- LRCCD Leadership Series of professional development events
- Financial and Retirement Planning Workshops
- Membership on District Budget, Insurance Review Committees & Chancellor's Cabinet
- LRCCD initiatives
- Membership Networking

LRSA

The Los Rios Supervisors Association (LRSA) is a democratic organization which represents the Supervisors of the District. The purpose of LRSA, pursuant to the Educational Employment Relations Act commencing with Section 3540 of the Government Code (EERA), is to represent its members in employee-management relations in order to achieve mutually beneficial solutions on behalf of its members.

SEIU

Los Rios Service Employees International Union Local 1021(SEIU) represents all employees in the Maintenance/Operations and College Police Officers Unit. SEIU represents their members during contract negotiations, and on workplace issues and union programs.

Governance Committees

The Board of Trustees supports a robust and representative committee system as an important participatory governance tool across the District. Normally, committee members are appointed to serve on District committees by their local and/or District senates. Members are appointed to serve on College committees, task forces, or other groups by the College senate Presidents in consultation with the College President.

The following curriculum and academic standards committees are faculty-led:

- District Curriculum Coordinating Committee
- District Matriculation and Student Success Committee

Non-senate-led District Committees consist of members representing different constituencies who make recommendations regarding District Policy or practice outside of academic and professional matters but which have areas of responsibility regarding one or more of the academic and professional matters:

- Academic Calendar Committee
- District Budget Committee
- Educational Technology Committee
- Equity and Student Success Committee
- Equal Employment Opportunity Advisory Committee
- International Education Committee

Click here for more on Governance CommitteesL [Committees | Los Rios Community College District](#).

Topics of Interest

Payroll Procedures

The District's payroll consists of two monthly productions: a) one for regular employees performing their assigned services; and b) one for temporary employees and overtime (or extra service) performed by regular employees.

Regular Payroll. Eligible payroll warrants for regular instructors, managers, and classified employees are generated based upon Human Resource's pay data information. Regular payroll is paid on the last working day of each month except for December (paid on the first business day in January).

Regular employees' pay data records are established through submission of regular employment documents. Employment of this nature requires Board approval and employee processing through the District Human Resources and Employee Benefits Departments.

Temporary (Variable) Payroll. The variable payroll consists of the Adjunct and Overload Certificated assignments, Certificated Substitutes, Professional Expert/Employment Service Agreements, Regular Classified Overtime and Differential, Student Employment, and College Work Study. The temporary (variable) payroll is paid by the 10th of each month.

Temporary employees' pay data records are established through submission of temporary employment documents. The variable payroll is computed based upon hours reported each month to Payroll via timesheets or entry on electronic worksheets and absence reports.

Some temporary employees, such as instructors, must be processed through Human Resources, but most temporary employees are processed solely at the college/location. However, employment documents for all types of temporaries must be on file in the Human Resources Department prior to the employee starting work to ensure payment in a timely manner.

Absence Reporting

Classified, supervisors, and management employees have “positive attendance reporting.” This means that every manager, both certificated and classified, and every regular classified employee, including probationary, permanent, long-term temporary and supervisor, must submit absence data each month in ESS if they are scheduled to work, regardless of whether they were absent from work or not. If an employee was not absent during a scheduled month of work, they are to enter “No absences” in ESS.

These transactions will be approved by the employee’s supervisor.

Each area supervisor/manager will be responsible for ensuring that an absence transaction is submitted each month for every classified employee in their area. Absence transactions for certificated managers, classified temps, and student employees are only submitted when absent. Click [here](#) for more information on absence reporting.

Safety & Risk Management

The District Office Risk Management website provides easy access to information about worker’s compensation, safety, insurance, transportation, emergency response procedures, and other risk issues. Links to additional information include a Transportation Handbook, Ergonomics, HAZCOM, Incidents & Injuries, West Nile Virus, Reporting Unsafe Conditions, and an anonymous reporting [hotline](#).

Gender Inclusive Work Environments

The District recognizes, celebrates, and values the gender diversity of all employees. The District aims to create an inclusive environment that understands gender identity and gender expression, and is committed to supporting transgender, gender non-conforming, and gender non-binary employees. One way to understand and support all gender identities is by using the names and pronouns that affirm individuals’ identities. Employees can now change their employee ID card to their affirmed/chosen name. For more information, contact Human Resources.

Students and Employees with Disabilities

Students

The District and its colleges are committed to ensuring that all of our students, including those with disabilities, are able to participate in and enjoy the benefits, activities, programs, and services of the District and its colleges. For students with disabilities, the colleges are committed to providing the appropriate academic adjustments that do not affect the fundamental nature of the educational programs through our DSPS Offices.

Any student with a disability who needs a Service Animal to participate in and benefit from services, programs, and activities may use the service animal on District/College property. Each college has a webpage on policies regarding service animals: [American River College](#), [Cosumnes River College](#), [Folsom Lake College](#), [Sacramento City College](#).

Faculty may need to accommodate students' disabilities in the classroom. Students with disabilities should engage the services of the college DSPS Office: [American River College DSPS](#), [Cosumnes River College DSPS](#), [Folsom Lake College DSPS](#), [Sacramento City College DSPS](#).

Employees

The District and its Colleges are also dedicated to ensuring that all employees can perform the essential functions of their jobs. The District and its Colleges are committed to their obligations under the Fair Employment and Housing Act and the Americans with Disabilities Act to engage in the interactive process with qualified persons with disabilities to determine if the employee can perform the essential functions of their job with or without reasonable accommodations. From that dialog, the District and its Colleges seek to find reasonable accommodations for employees.

Any employee with a disability who needs a Service Animal to participate in and benefit from services, programs, and activities may use the service animal on District/College property. Employees with disabilities should contact their ADA/504 Officers For more information or optional registration forms for service animals. For college ADA/504 Officers' contact information, click here: [Compliance Officers | Los Rios Community College District](#).

Unlawful Discrimination and Harassment, Sexual Harassment, and Retaliation

Overview

It is the policy of the District and its colleges to eliminate all forms of unlawful discrimination and harassment, including sexual harassment. The District and its colleges will investigate all reports of misconduct and will not tolerate retaliation for reports of misconduct.

For the District's Policies and Regulations on unlawful discrimination and harassment, including sexual harassment, click here: [Sexual Violence and Title IX | Los Rios Community College District](#).

Unlawful Discrimination and Harassment

District Policy guarantees that no qualified employee, student, or prospective student, or any person having an educational relationship with the District shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics: ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, military and veteran status, or marital status.¹ Those who feel they have experienced or witnessed unlawful discrimination, harassment, or retaliation should report it to the District or college Equity Officers: [Compliance Officers | Los Rios Community College District](#).

Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking

Sexual harassment is a form of unlawful discrimination based on sex and is prohibited by state and federal law, including Title IX, as well as the District's Policies. Sexual harassment is generally defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the work or educational setting. These acts constitute sexual harassment when: (1) submission to such conduct is made a term or condition of employment or education, (2) submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual, or (3) such conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working or educational environment.

Sexual assault is a form of unlawful discrimination based on sex. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or their mental capacity. Sexual assault also includes domestic violence, dating violence, stalking, or threat of sexual assault.

Any individual who believes that they have been subject to sexual discrimination, sexual harassment, or sexual assault is encouraged to follow the complaint procedures as set forth in the LRCCD Discrimination Complaint Procedure: [Equity and Diversity | Los Rios Community College District](#). They should report the conduct to the [College Equity Officer and/or Title IX](#)

¹ While political affiliation and belief is not a protected status, discrimination against an employee based on political affiliation is prohibited by [California Labor Code](#).

[Officer](#). Persons who would like completely confidential assistance may contact the [WEAVE Confidential Advocate](#) (WEAVE@losrios.edu or (916) 568-3011).

A report to the WEAVE Confidential Advocate is not a report to the College, and the College will take no further action on those reports unless they are reported to the Equity Officer, the Title IX Officer, or the Police. All employees (managers, faculty and staff) are required to report all incidents of unlawful sexual discrimination, sexual harassment, or sexual violence to the Title IX Officer responsible for the District/College location at which the conduct has occurred or has an effect.

How to File a Complaint of Unlawful Discrimination and Harassment

Unlawful discrimination, harassment, sexual harassment and sexual assault are contrary to the District's values of diversity, equity, inclusion, and accessibility. Any employee who believe they have been subjected to unlawful discrimination or harassment, including sexual harassment in violation of Title 5 or Title IX, is encouraged to fill out a Unlawful Discrimination Complaint form and submit it to the appropriate equity officer.

Commitment to Preventing Sexual Misconduct

The Los Rios Community College District is committed to creating and maintaining a safe environment free of sexual harassment and violence. It is the responsibility of all employees to assist the District with this commitment by knowing:

- [what sexual harassment and sexual violence are](#), including [common myths and misconceptions of sexual violence](#)
- [how sexual harassment can be prevented](#)
- [how to file a report](#) if you or a friend (or student) has experienced any form of sexual assault
- [how to support someone who may be in danger](#)
- [knowing where to seek confidential help](#).

If an employee is accused of sexual assault, the District has resources available [here](#).

Ban on Certain Consensual Relationships with Students

A "consensual relationship" is defined as one in which two individuals are involved by mutual consent in a romantic, physically intimate, and/or sexual relationship. This definition includes domestic partners and spouses. A consensual relationship that might be appropriate in other circumstances is prohibited when a District/College employee has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of a student. ([Los Rios CCD Board Policy 5178: Ban on Consensual Relationships with Students](#))

Professional Development

Districtwide

Opportunities abound for professional development at Los Rios.

The District Office Human Resources Department Training & Professional Development [web pages](#) list districtwide training opportunities for all employee groups. Here you will find information and dates for the New Faculty Welcome Events, Faculty Diversity Internship Program (FDIP), the Classified Leadership Academy (CLA), and Interest Based Approach (IBA) Trainings. Trainings hosted by Los Rios Management Association (LRMA), Los Rios Supervisors Association (LRSA), and Liebert Cassidy Whitmore (LCW) on topics of interest to managers, supervisors, and confidential employees are also listed here.

Bookmark the Training and Development Workshops page to find monthly offerings for all employees related to skills-based trainings, work-life balance, mental health, and physical/financial wellness.

Hiring Committee and Equity Representative Trainings and online trainings, including Sexual Harassment Prevention Training, hosted by our training vendor Keenan Safe Colleges can be found under [Compliance and Safety Training](#).

College-Specific

Each college professional development center offers a training calendar of workshops and activities for FLEX week (special days in the academic calendar provided for professional development activities) and throughout the semester, including academies, institutes, and online offerings. The center websites offer instructions for reporting your FLEX activities and for requesting professional development funding.

Feel free to take advantage of faculty professional development opportunities at your own college as well as at the other three colleges in the District.

American River College [Center for Teaching and Learning \(CTL\)](#)

Cosumnes River College [Center for Professional Development](#)

Folsom Lake College [Professional Development](#)

Sacramento City College [Staff Resource Center \(SRC\)](#)

IBA: The Interest Based Approach

Los Rios Community College District promotes the interest-based approach as the preferred way to do business in the District. When the approach was adopted in 1993, it followed a small collective bargaining miracle. The entire 100+ page Los Rios College Federation of Teachers (LRCFT) and LRCCD collective bargaining agreement was renegotiated along with the first “golden handshake” program in a decade with a new assignment preference system for adjunct faculty—all in three days of negotiating. This minor miracle was made possible by the two bargaining teams having the courage to try something new: an interest-based approach.

After the first successful bargaining effort, representatives from the Los Rios Management Association (LRMA), LRCFT, and the Los Rios Supervisors Association (LRSA) agreed that the interest-based approach was too valuable to be limited to collective bargaining. From this desire to share the approach, the IBA Steering Committee was born. The committee developed the training curriculum that is used to train all Los Rios employees in the interest-based approach, and this curriculum is continually updated to achieve maximum impact.

The Interest Based Attitude

- Putting relationships first
- Being trustworthy
- Seeking first to understand, then to be understood
- Respecting individuals
- Sharing information

Annual IBA Trainings

During the Covid-19 pandemic, IBA trainings were put on pause, but they will return. For information on IBA, go here: [Interest-Based Approach 3-Day Training | Los Rios Community College District](#).

The Classified Leadership Academy

The Classified Leadership Academy (CLA) is a dynamic training and professional development program for Los Rios permanent, classified employees who have completed at least one year of regular service. The purpose of CLA is to develop the skills and abilities of classified employees who have leadership and advancement potential. Participants gain essential core knowledge for leadership, practical tools for improving performance in the workplace, and opportunities for networking.

The participant cohort attends regularly scheduled sessions which include instruction, self-assessments, individual & group exercises, hands-on activities, presentations, and video. Presenters include experts from across the District, many of whom were previous CLA participants themselves. Participants commit to a one-year training program attending all sessions in order to receive the final CLA Certificate of Successful Completion (one missed session is allowed for unforeseen circumstances).

Keenan SafeColleges

Keenan SafeColleges is LRCCD's online training provider for compliance, safety, and other work-related training. Courses such as Sexual Harassment Prevention, Mandated Reporter, Stress Management, Blood Borne Pathogens, and many "extra" courses reside here: [Keenan SafeColleges Training | Los Rios Community College District](#).

New Employee FAQ

Where do I go for...?

Contact your division dean or supervising manager for most questions and concerns, such as:

- Office Computer/Hardware/Software
- Building/Office/Classroom/Class Computer Keys or Access
- Course Outlines/Sample Syllabi
- Business Cards
- Travel Reimbursement (if applicable)

Parking Permit. Available at your local campus police office.

Photo IDs. Available at your local campus police office.

Access to Email and Other Important Employee Sites : Use your W-ID and password for important employee access:

- Email: [Home | Los Rios Community College District](#) >Employees>Employee Email
- Employee Self Service for paycheck and tax information: www.losrios.edu > Employees > Employee Login > Paycheck and Tax Information
 - password management,
- [Sexual Assault and Harassment Prevention | Los Rios Community College District](#)
- Single-sign on for Canvas (LMS): www.losrios.edu > Employees > Employee Login > Canvas
- Single-sign on for Google apps: www.losrios.edu > Employees > Employee Login > Google Apps.

Service Central

[Service Central](#) is the District support portal developed in collaboration between the college and District Office IT teams. Through Service Central, you can request IT services or get support for any IT issue in a common online location. This includes submitting a request for computer support, software (for example, Adobe Acrobat), hardware (for example, a computer monitor), or access to tools/systems (for example, Zoom or Canvas).

How do I set up or change my preferred name?

1. Go to [Employee Self Service: www.losrios.edu](#) > Employees > Employee Login > Employee Self Service.
2. Select Employee Information:
 - Personal Details—set up or change your preferred name.

And while you're there...

- View Human Resources Data—confirm home address and phone.
- Emergency Alert Information—confirm or change emergency number and email.
- Maintain Emergency Contacts—add names and numbers of others.

What are Employee Resource Groups?

Employee Resource Groups – also called employee network or affinity groups – are informal, self-started employee groups for people with common interests and issues. They exist not only to benefit their group members, but also to support Los Rios' efforts to attract and retain diverse employees, fostering excellence, inclusion, and equity.

These groups celebrate, validate, and respect the individuals of our organization. They are open to all employees and typically have a structure of campus leaders as well as periodic meetings and/or socials. They may also serve in an advisory capacity, as needed.

Our [Employee Resource Groups](#) currently include employees who self-identify as:

- [African American/Black/African](#)
- [API Legacy, Asian American/Pacific Islander/South Asian/Southeast Asian](#)
- [Latinx/Chicanx](#)
- [LGBTQIA+](#) (or lesbian, gay, bisexual, transgender, queer, questioning, non-binary)
- [Native American/Indigenous/First Nation](#)

Los Rios Language

How Many of These Los Rios Terms Do You Know?

Academic Senate - Faculty members who represent their academic divisions and senate executive officers who are elected to provide the faculty body with its formal representative voice in participatory governance, representing faculty members in "academic and professional matters" per Title 5 of the California Code of Regulations.

ADA -Americans with Disabilities Act. The federal law which governs how the District can provide reasonable accommodations to qualified individuals with disabilities.

AANAPISI - Asian American Native American Pacific Islander Serving Institution

AVP - Associate Vice President

Bucket - State apportionment funding received by the District which is then distributed among employee groups: LRCFT, LRCEA, SEIU, LRSA, Confidentials, and Managers.

CANVAS - The District's learning management system

CB Agreements - Collective Bargaining Agreements

CCCCO - California Community Colleges Chancellor's Office/System Office

CLA - Classified Leadership Academy

Classified Temp -135-day temporary classified employee

Cleary Act - Disclosure of campus security policy and campus crime statistics

COLA - Cost of Living Adjustment

Compressed Calendar - Implemented Fall 2007 – Shorter number of instructional days

DI - Disproportionately impacted refers to practices that adversely affect protected groups

DO - District Office

DSCH - Daily Student Contact Hours

DSPS - Disabled Students Programs and Services

EDC - El Dorado Center

EOP&S - Extended Opportunity Programs & Services

EQ - Equivalency process for faculty who do not possess the exact minimum qualifications required for a faculty position but may have equivalent background, degrees, or credits.

Equity Officer - Compliance Officer focused on issues of unlawful discrimination and harassment and retaliation.

Equity Rep - Hiring committee member trained to ensure Equal Employment Opportunity (EEO) in the selection process.

ESA - An Employment Service Agreement (ESA) is a contract between District and employee for certain types of academic assignments that are not part of a regular load, adjunct load, or overload assignment.

Ethan Way - Workforce and Economic Development Center (WED) at 1410 Ethan Way

FAFSA - Free Application for Federal Student Aid

FDIP - Faculty Diversity Internship Program for prospective teaching candidates

FEHA - Fair Employment and Housing Act. Together with ADA, FEHA guides the interactive process in consideration of reasonable accommodations for employees with disabilities

FERPA - Family Education Rights and Privacy Act

FLEX - Four compensated days in Academic Calendar for faculty professional development per LRCFT contract . Typically at beginning of fall and spring semesters.

FM - Facilities Management at 3753 Bradview Drive

FTE – Full time Equivalent

HR - Human Resources

HSI - Hispanic Serving Institution

IBA - Interest Based Approach to negotiation and problem solving

Intellectual Property - The specific legal rights which authors, inventors, and other IP holders may hold and exercise, and not the intellectual work itself

Intranet website - For District employees (using District networked computers) only

IR - Institutional Research

IT - Information Technology

LPO & BPO - Limited Purchase Order and Blanket Purchase Order

LRCEA - Los Rios Classified Employees Association

LRCFT - Los Rios College Federation of Teachers

LRMA - Los Rios Managers Association

LRSA - Los Rios Supervisors Association

MQs - Minimum Qualifications (Title 5) regarding subject area disciplines

OCB - Organizational Center Budget

PDF - Program Development Fund

People Admin - Recruitment and budget change software

PeopleSoft - Computer Management System used by the District

PEX - A Professional Expert Agreement (PEX) contract for non-academic services requiring professional expertise and/or specialized knowledge.

PFE - Partnership for Excellence

Rancho - Rancho Cordova Center

Retro - Retro-active salary increase paid mid-August based on prior year earnings

SEIU - Service Employees International Union

SSSP - Student Success and Support Program (SSSP)

Title 5 - California Code of Regulations, Section 5. Laws which regulate and govern community colleges.

TCS - Tentative Class Schedule, a semester course assignment form for faculty

TOP Codes - Taxonomy of Programs Codes assigned by CCCCO to courses and programs based on subject matter area.

VPA - Vice President of Administration

VPI - Vice President of Instruction

VPSS - Vice President of Student Services

Water Tower - District Office buildings off of Northrop Ave.

WSCH - Weekly Student Contact Hours

Suggested Reading List

Ambrose, SA; Bridges MW; DiPietro, M; Lovett, MC; Norman, MMK (2010). *How Learning Works: 7 Research-Based Principles for Smart Teaching*. San Francisco: Jossey-Bass. ISBN-13:978-0470484104 .

Bain, K (2004). *What the Best College Teachers Do*. Cambridge, Mass: Harvard University Press. ISBN 0-674-01325-5.

Chronicle of Higher Education (2018). *New to College Teaching*. Washington, DC: CHE.

Kelsay, LS, and EM Zamani-Gallaher (2014). *Working with Students in Community Colleges*. Sterling, VA: Stylus Publishing.

McKeachie, Wilbert J. and Svinicki, Marilla (2013). *McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*, 14th Edition. Belmont, CA: Wadsworth, Cengage Learning, Inc. ISBN-13: 978-1133936794

Nilson, LB (2016). *Teaching at Its Best: A Research-Based Resource for College Instructors*. San Francisco: Jossey-Bass.

Steele, C (2010). *Whistling Vivaldi: How Stereotypes Affect Us and What We can Do*. New York, NY: W.W. Norton & Company.

Tatum, BD (2003). *Why Are All the Black Kids Sitting Together in the Cafeteria? And Other Conversations About Race*. New York, NY: Basic Books (Perseus Books Group).

Free Library Resources: Borrow books and videos from any Los Rios library at no cost by showing your Employee ID card. Log in to a Los Rios library online or in person and search for "teaching in higher education." Over 200 matches result in a vast range of topics, including neuroscience and brain development, women in engineering, teaching for social justice, cross cultural teaching, unprepared students, open education resources, race and diverse college classrooms, technology, outcomes assessment, gender discrimination, lesson planning, women in science, and more.

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Brian King

Board of Trustees

Pamela Haynes, President

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HR Employment

HR-Employment@losrios.edu

Classified 916-568-3107

FT Fac/Mgmt 916-568-3109

FT/Interim Mgmt 916-568-3179

Adjunct:

Last Name A-G 916-568-3119

Last Name H- O 916-568-3148

Last Name P-Z 916-568-3172

HR Recruitment 916-568-3112

HR@losrios.edu

HR Training 916-568-3106

HRTraining@losrios.edu