

ADMINISTRATIVE REGULATION

4056

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

1. For purposes of this regulation, the term “staff” is defined to include non-management classified employees of the District. The term “staff” is further defined to include all employees in bargaining unit positions.
2. Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures, as determined by the Board, in accordance with the provisions of this regulation.
3. When a college or District task force, committee or other governance group, is used to consult with staff regarding implementation of this regulation or to deal with other issues which have been determined by the Board of Trustees to significantly affect staff, the appointment of staff representative shall be made as follows:
 - A. The exclusive representative shall appoint the first classified staff representative for the respective bargaining unit. When the District task force, committee, or other governance group will deal with issues outside the scope of collective bargaining, the appropriate classified senate(s) may designate an additional representative(s).
 - B. Where a group of employees is not represented by an exclusive representative, the appointment of a representative of such employees shall be made in consultation with the affected group of employees or their representatives.
 - C. In all cases, representatives shall be selected from the category that they represent.
4. In developing and carrying out policies and regulations set forth above, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code Sections, such regulations for staff participation shall not intrude on matters within the scope of representation as set forth in the Government Code. The Board of Trustees shall not interfere with the exercise of employee rights to form, join and participate in the activities of an employee organization of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this regulation shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and the Board of Trustees.

References:

Title 5, California Code of Regulations Section 51023.5
California Education Code Section 70901.2(a), 70902
Government Code Sections 3540 et. Seq., 2543.2
Accreditation Standard IV.A