

LOS ANGELES COMMUNITY COLLEGES  
**BOARD RULES, CHAPTER X, ARTICLE I**  
**HUMAN RESOURCES SERVICES**

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**10101. UNSOLICITED WRITTEN DEROGATORY COMMUNICATIONS.**

The Chancellor shall establish and maintain administrative regulations directing the manner in which the president of a college or any member of the administrative staff shall deal with unsolicited written communications in which employees are criticized for or charged with inadequate or improper performance of duties, unlawful act, or act of moral turpitude. Any communications, which are considered to be critical of an employee's performance of duties or character, shall be evaluated and processed in a manner to safeguard the rights of the employee, the welfare of the students, and the interests of the District. Such regulations shall include directions regarding the circumstances under which such communications shall be brought to the attention of the employee and circumstances under which the communications shall be retained or destroyed.

**10103. OATH OF ALLEGIANCE – NEW EMPLOYEES.**

All new employees, including the unclassified service, shall be required to take and subscribe to and properly file the oath or affirmative required by Section 3, Article XX of the Constitution of the State of California within nine months before they enter upon the duties of their employment. In the case of intermittent, temporary, emergency, or successive employments, such oath shall be effective for all successive periods of employment which commence within one calendar year from the date of such subscription.

**10103.10 Filing an Oath.**

The oath or affirmation of each employee shall be filed with the Division of Human Resources.

**10103.11      Compensation - Reimbursement.**

No compensation for services nor reimbursement for expenses incurred shall be paid to any employee unless such employee has taken and subscribed to the oath or affirmation required by Board Rule 10103.

**10104.      INFORMATION REGARDING EMPLOYEES.**

The Chancellor shall establish the procedures to be followed in the compilation, classification, and dissemination of information regarding employees.

**10105.      EMPLOYMENT RECORDS OF EMPLOYEES.**

Employment records of all employees shall be established and maintained by the Division of Human Resources.

**10105.10      Fingerprints of Applicants for Positions.**

Prior to receiving an appointment to any position, each classified employee, as required by Education Code Section 88024, shall furnish the Division of Human Resources complete sets of fingerprints of both hands in accordance with procedures established by the Division of Human Resources. The District may make such use of the fingerprints as may be necessary in order to insure identification of said applicant.

**10105.11      Changes in Names of Employees.**

Any employee whose name is changed by marriage or other legal procedure shall immediately register a change in name, in accordance with procedures published by the Division of Human Resources.

Only the legal name of an employee shall be used while such employee is in the service of the District.

**10105.12**      **Performance Evaluation of Non-Bargaining Unit Academic Employees.**

Academic employees who are not members of a bargaining unit are to be evaluated as to their performance in their assigned duties according to uniform procedures determined by the Chancellor and described in published Human Resources Guides as authorized by the Chancellor. The performance of acting, temporary, substitute and probationary employees shall be evaluated annually. Regular employees shall be evaluated as to their performance annually, with a comprehensive evaluation every three years.

**10105.13**      **Performance Evaluation of Chancellor.**

The Board shall conduct an evaluation of the Chancellor of the District at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with him/her as well as this policy. The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by him/her and the Board.

The criteria for evaluation shall be based on board policy, the Chancellor's job description, and overall priorities developed in accordance with board policy.

**10106.      CERTIFICATION OF EMPLOYEES.**

Each certificated employee, as the term is used in these Board Rules, shall hold a Los Angeles County Certificate, in full force and effect during his/her employment, which authorizes the

specific service to be performed as required by pertinent sections of the Education Code and regulations of the Board of Governors, California Community Colleges.

**10106.10      Credential Records.**

The Division of Human Resources responsible for seeing that proper certification, in full force and effect, is held by each employee for initial assignment. College presidents or division heads shall be responsible for seeing that proper certification is held by each employee for all assignments subsequent to the initial assignment.

**10107.      SUBPOENAS.**

The Chancellor shall establish the procedure to be followed in connection with the subpoena of employees, students and District records.

**10108.      NEPOTISM.**

The Chancellor shall be authorized to establish for the certificated service administrative regulations governing the assignment of close relatives to the same office or college or under the same administrative head.

**10109.      PROBATIONARY PERIOD FOR CERTIFICATED EMPLOYEES.**

The probationary period for certificated employees shall be in accordance with pertinent provisions of the Education Code.

Service on Saturday shall be included in computing the service required to become a permanent employee only when such service is part of a regular assignment.

**10118. FOUR-CONSECUTIVE-DAY WORKWEEK.**

Classified service employees may be assigned to work ten hours per day, four consecutive days per week, in accordance with procedures developed by the Chancellor.

EC 88031

**10125. WORKERS' COMPENSATION INSURANCE.**

The Los Angeles Community College District will be self-insured for the costs of Workers' Compensation claims. The District shall conform to all applicable local, State and Federal laws as they regard Workers' Compensation.

**10126. DELEGATION OF AUTHORITY TO SETTLE CLAIMS.**

To insure that District employees who have suffered industrial accidents or injuries received timely medical attention and appropriate payments, the authority to obligate the District to settlement of Workers' Compensation claims is delegated to the Chancellor, or designee, as follows:

- A. All non-litigated Workers' Compensation claims (i.e. claims not ordered by the Workers' Compensation Appeals Board or as a result of proceedings preliminary to such actions).
- B. All litigated claims not to exceed \$50,000 inclusive of all medical, legal, temporary and permanent disability payments and other costs incidental to the case.

Amended 03-08-17