

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4056

PERSONNEL

## CLASSIFIED EMPLOYEES PARTICIPATION IN DECISION MAKING

1. The South Orange County Community College District classified staff shall be provided with opportunities to participate effectively in District and college governance, and in the joint formulation and development of District policies and procedures, that the Board reasonably determines, in consultation with the Classified Senates, have or will have a significant effect on staff. (Title 5, California Code of Regulations, Section 51023.5 and California Education Code, Section 70902). The opinions and recommendation of the Classified Senates of the District will be given every reasonable consideration.
2. For purposes of this policy the term "staff" is defined to include all management and nonmanagement classified employees of the District. The term "staff" is further defined to include all employees in classified management, confidential and bargaining unit positions.
3. 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 policy.
4. When a college or District task force, committee or other governance group, is used to consult with staff regarding implementation of this Policy 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 additional representatives are to be selected from the classified staff, appointment will be made in consultation with the appropriate classified senate(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.
5. In developing and carrying out policies and procedures 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 3540 et seq., such procedures for staff

participation shall not intrude on matters within the scope of representation as set forth in Section 3543.2 of 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 employee organization of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Policy shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and the Board of Trustees.

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