



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 7 – Human Resources

#### 4001.1 - PERSONNEL ADMINISTRATION

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This procedure governs the Administration of personnel. It must be used with other policies/procedures, collective agreements and applicable laws. Provisions contained in other sources are not diminished in their force or effect by their omission from or conflict with this procedure.

#### FUNCTION

1. All District employees and the positions for which they are employed, if not specifically exempted by law, are defined as district personnel. All positions are created by the Board. All appointments are made by the Board. The appointees are subject to assignment by the Chancellor.
2. The District Vice Chancellor - Human Resources derives authority from the Chancellor and is accountable to the Board through the Chancellor for the administration of District Personnel.
3. Matters within the scope of collective bargaining as defined by section 3543.2, California Government Code, are addressed in collective agreement, contract or employee handbooks.

These employee agreements are governing and take precedence over all other policies, procedures or manuals.

Interpretation/expansion of the agreement when required shall be bargained between the employee representative and the District. Matters of dispute are resolved according to law or agreement.

#### IMPLEMENTATION

1. The Vice Chancellor - Human Resources shall:
  - a. Provide for the implementation of the District obligations specified in collective agreement, contract, handbooks, policies, procedures, or laws.
  - b. Make administrative determination concerning the relationship/applicability of collective agreements, District policy/procedure, and laws in the context of the administration of District personnel.

- c. Establish a District manual as prescribed by Procedure 2002.2 to provide for the orderly dissemination of implementing instruction to District management/supervisory staff.
- 2. The manual required by paragraph 1.c above shall:
  - a. Be published in loose-leaf format to accommodate page changes;
  - b. Contain personnel administration information and a subject matter table of contents.
  - c. Each subject matter guideline shall be prepared in the format prescribed by Attachment 1 to this procedure and numbered in sequence by major subdivision.

Adopted: November 2, 1978

SUPERSEDES:  
New Procedure