

INTRODUCTION

THE MERIT SYSTEM

The Merit System, as it affects the employment, salary and service of classified employees in the Ventura County Community College District, was adopted by the Governing Board of the Ventura County Community College District in March 1962. Upon the adoption of the Merit System in a public school district, the classified service is governed and subject to the provisions of the Education Code of the State of California pertaining to the Merit System (E.C. §88060-§88139)* in addition to those provisions applicable to all employees of a public school district. In school districts that have adopted the provisions of the Merit System, a Personnel Commission shall be appointed. (E.C. §88060) The Personnel Commission shall prescribe and amend rules and regulations as may be necessary to ensure the efficiency of the classified service and the selection and retention of employees upon a basis of merit and fitness. The rules and regulations adopted by the Personnel Commission shall be binding upon the classified service and the Governing Board. (E.C. §88080)

This handbook contains the rules and regulations adopted by the Ventura County Community College District's Personnel Commission as of the date of revision regarding recruitment, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, vacations, leaves of absence, compensation within classification, job analyses, and specifications, service ratings, advertisement of examinations, selection of applicants, and other policies and procedures necessary to carry out the provisions and purposes of the Merit System. (E.C. §88081) Any employee of the District desiring to refer to the relevant sections of the Education Code will find a copy available in any of the following offices: Chancellor, Vice Chancellor, Presidents, Personnel Director.

THE DISTRICT

The Ventura County Community College District consists of all of Ventura County except for the northwest section which remains a part of the Allan Hancock Community College District. The school districts of Fillmore, Moorpark, Nordhoff (Ojai), Oxnard, Santa Paula, Simi and Ventura are served by the College District.

The District became operative as a legal entity on July 1, 1962. However, junior college education in Ventura County dates from 1925, when a junior college department was added to the Ventura Union High School. During the intervening years—1925 to 1962—Ventura College was operated by the Ventura Union High School District. Moorpark College, the second college of the District, opened for instruction in September 1967, and Oxnard College opened for instruction in September 1975.

GOVERNING BOARD

The District is governed by a board of five trustees. They represent separate trustee areas in Ventura County and are elected for four-year terms.

The Board derives its authority from the Constitution and statutes of the State of California. Its principle duties are to formulate the basic policies for the operation of the District and to appoint the staff necessary to achieve the objectives of the District and to implement its policies and programs.

CHANCELLOR

The Chancellor is the chief administrative officer of the District and, as such, has the final responsibility for the administration of all policies and procedures of the Governing Board and the Personnel Commission as they pertain to academic and classified employees. He/she also serves, by trustee appointment, as Secretary to the Board.

PERSONNEL DIRECTOR

The Personnel Director is appointed and responsible to the Personnel Commission. (E.C. §88084-§88086) Members of the Commission staff are a part of the classified service of the District, and the policies, procedures, benefits, and burdens applicable to the classified service apply to the employees paid from funds budgeted for the support of the Commission.

The Personnel Director is responsible to the Commission for administering and carrying out the adopted rules and regulations for the classified service. He/she is secretary to the Commission and issues and receives all requests and notifications on its behalf; supervises the Commission staff; conducts administrative transactions consistent with the law and their rules and regulations; conducts classification, salary, and policy studies; carries out all procedures and policies necessary to assure the efficiency and effectiveness of the classified service.

RESPONSIBILITIES OF THE EMPLOYEES

All classified employees of the District are expected to maintain standards of performance and behavior suited to their positions and classification. Such standards include courteous, prompt, and impartial treatment of the public, instructors, students, and other employees; prompt and efficient performance of assigned duties; recognition of lines of authority; friendly, courteous, and cooperative relations with coworkers; and behavior both on and off the job of a type which will reflect favorably upon the District as well as upon themselves.

*Where feasible, reference has been made to the provisions of the Education Code applicable to the rule or regulation by including the letters "E.C." followed by the section numbers in brackets.