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A Message from the President…

Dear Delta College Community:

Welcome to the 2014-15 Academic Year at San Joaquin Delta Community College. Our “Opening Day” ceremonies remind us of what we’re all about. The Pancake Breakfast underscores the notion that we are family, that we all work together, care about each other, and that our first concern is our students and their educational and personal success.

This year we have much to celebrate! First and foremost, we celebrate the reaffirmation of our Accreditation. This extremely important accomplishment was a total team effort: from the four accreditation summits in Spring, 2013, each focusing on reviewing one of the standards and gathering evidence to support our achievement, to the writing by the standard co-chairs, to finalizing the written report by our Accreditation Liaison Officer and Assistant Superintendent/Vice President Dr. Matt Wetstein and Administrative Assistant III Paula Bennett, to all of those who prepared for and participated in the Accreditation Team visit from March 10-13, 2014, to those of us who negotiated with the Commission over the Team Report and the final outcome.

All of us—the Board of Trustees, administration, faculty, staff, and students—contributed significantly to the reaffirmation of our accreditation. So—congratulations to all of us!

The Visiting Team recognized the College through several commendations:

1. The team commends San Joaquin Delta Community College for its work with underrepresented minority students in a low-income area to improve retention, completion, and transfer rates. Even in these tight budget times, the District prioritized staffing for the AFFIRM program, which aims to promote success with African American students. The district-wide dedication to equity and student success by faculty and staff was evident to the team. These efforts have also been recognized nationally and resulted in eligibility to apply for the coveted Aspen prize.

2. The team commends the District programmers’ contribution to the Kuali Financial open-source system. This internal system is an efficient and effective alternative to an enterprise financial system that typically is expensive to acquire and upgrade, and can be difficult to implement.

3. The team commends the District for its bold response to students on their campus who require remediation. The District responded to this demand with increased tutoring, the use of supplemental instruction, and organized learning communities. In addition, the District introduced contextualized learning, such as training a workforce of psychiatric technicians, which met community workforce needs during an economic downturn.

4. The District is commended for its focused, intentional efforts in closing the gap in student course completion in their online environment and those in the standard
5. As the District began to emerge from the most severe depths of budget cuts, administration, faculty and staff utilized a robust and well vetted Program Discontinuance process to reallocate resources with a focus on improving core programs and services to support students. These efforts no doubt required give and take, and a willingness for some to give in order to serve a greater institutional good. The team commends these efforts.

The Visiting Team and the Commission also identified some recommendations for us to work on, and they have asked us to report on our progress by March 15, 2015. These recommendations represent deficiencies that may impact quality and will negatively impact the educational environment and experiences of students as well as recommendations to improve institutional effectiveness. Recommendations 1 and 4 represent the former; and Recommendations 2 and 3, the latter.

**Recommendation 1:**
In order to more fully meet the Standards, the team recommends that the District implement an ongoing, systematic, sustainable program review process for each program in the District that informs integrated planning, resources allocation decisions, key processes to improve institutional effectiveness, and student achievement and learning. The team further recommends that integrated planning processes be systematically reviewed and modified as appropriate.

**Recommendation 2:**
In order to increase effectiveness, the team recommends that the District establish a sound infrastructure of sufficient administrative personnel to ensure a consistent level of services that support the institution’s mission and purpose. The team further recommends that the district expedite the process to fill vacant and interim administrative positions.

**Recommendation 3:**
In order to increase effectiveness and to achieve consistency within educational modalities, the team recommends that the District integrate its distance education planning with institutional planning and include a policy that defines “regular and substantive interaction” and a faculty evaluation rubric that is relevant for faculty who teach online courses.

**Recommendation 4:**
In order to meet the Standards, the team recommends that the District ensure that evaluation processes and necessary criteria are in place and evaluations are regularly and consistently conducted for all employee groups.

Accreditation Liaison Officer Wetstein will lead us in our efforts to improve, meet the expectations of the recommendations, and complete the March 15, 2015 report to the Commission.

We also celebrate the opening of our state-of-the-art Science and Mathematics Building and the Shima Diesel and Heavy Equipment Facility. On October 9, we will have the dedication of the Science and Mathematics Building, and all of you, along with the District community, state and local dignitaries, and the California Community College Chancellor Brice Harris and other CCCCO Officials, will be invited to attend. In May of 2015, we will be hosting the International Caterpillar Think BIG Conference, welcoming dignitaries of Caterpillar International from all over the world and dedicating the Shima Diesel and Heavy Equipment facility.

The program for Opening Day this year focuses on student success as it did in 2013-14.
This focus is intentionally related to our implementation of the Student Success Act as well as other student success initiatives, especially student equity. Student success means an emphasis on student outcomes: course, degree, and certificate completion and employment upon completion of the student’s educational goals. Student success also means an emphasis on the measurement and careful analysis of our outcomes data, disaggregated in a variety of ways so that we can learn more about the groups that succeed and those that are less successful.

In 2013-14, led by Dean of Counseling and Special Services Delecia Nunnally, and in collaboration with Dean of Enrollment Services and Student Development Lisa Cooper, Dean of Student Learning and Assessment Charles Jennings, Dean of Career and Technical Education Salvador Vargas, Assistant Superintendent/Vice President of Student Services Michael Kerns, and Assistant Superintendent/Vice President of Instruction Matt Wetstein, the District began to implement the provisions of SB 1456, the Student Success Act of 2012. This implementation has involved a renaming and reconfiguration of the Matriculation Committee which is now named the Student Success Program Committee. A plan for Student Success is due to the California Community College Chancellor’s Office in October, and a Student Equity Plan is due in November.

Last year I indicated my desire to convene a Student Success Steering Committee. This Steering Committee’s charge is different from the charge of the Matriculation/Student Success Program Committee, and I wanted to wait until Dean Nunnally had completed the “compliance” part of the Student Success Program and Plan. This work took a little longer than expected, so now we are ready to convene the Student Success Steering Committee which will also include a focus on student equity.

This Steering Committee will be more philosophical and evaluative in nature, convening a series of work teams that include faculty, administration, staff, and students. Work teams will focus on a particular type of student or instructional service, e.g., admissions and registration, assessment, financial aid, counseling, and tutoring. Work teams will research current best practices and review our program/services from the best practice perspective as well as through an analysis of disaggregated data on student outcomes. Work teams will include both those who deliver and those who use the service. My hope is that these work teams can use this format to improve our current programs and services and develop effective implementations of the requirements of the Student Success Act. In addition, there will be a work team that will propose greater interaction and collaboration with our K-12 partners as they begin to implement the Common Core Curriculum and another that will develop closer partnerships with our local business and industry to enhance and improve our CTE program outcomes.

Our budget situation over the past few years has forced all of us to make sacrifices, but we have kept those sacrifices as far away from affecting our students as possible. Even though the predictions suggest that California’s economy continues to improve, we will continue to streamline the way we operate, enact efficiencies in our processes, and use our human and financial resources as effectively as possible. We are always open to ideas and suggestions from every member of the College community: faculty, staff, and students. Please send your ideas and suggestions to me so I can pass them on to the appropriate individuals or groups for consideration.

In addition, we are now in the process of growing our enrollment. We count on all of you—administration, faculty, staff, and students—to do all you can to assist in this extremely important effort. Customer service must be paramount, and improving our processes and services is key. All of us must encourage students to enroll in classes, take advantage of all of the assistance that is available, and to complete their classes/programs successfully.
Your leadership, willingness to work as a team, hard work, and dedication have made Delta the great and successful institution that it is. Thank you on behalf of the Board for all you have done and continue to do for Delta College and our students.

HUMAN RESOURCES WELCOME

Welcome to the 2014-15 Academic school year at San Joaquin Delta Community College District. This Annual Employee Notice provides each District employee with critical and important information regarding district policies, practices, your rights, benefits, and other items that you need to be familiar with as an employee. It is your responsibility as an employee to review and be familiar with the District Policies and Procedures. You will be required to sign a form acknowledging you have read and understood the information contained in the Annual Employee Notice. Forms will be provided at Human Resources and/or your department or division office.

Additional information regarding employment, benefits, or other human resource areas can be found at the website for the Office of Human Resources, which is located at http://www.deltacollege.edu/dept/hr/index.html. If you have any questions regarding the materials included in this packet, please contact Human Resources at (209) 954-5059.
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<th>Members</th>
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Delta College, both separately and as a part of the California Community Colleges system, operates in a climate of participatory governance, where the decision-making of the college is performed collaboratively, with input from the various constituencies which make up the college. As the Chief Executive Officer for the District, the Superintendent/President is ultimately responsible to the Board of Trustees for the administration of the District. The Superintendent/President makes recommendations to the publicly elected Board of Trustees for decisions after input and review by ad hoc and standing committees composed of administrators, academic senate representatives, classified senate representatives, confidential employees, representatives of employee unions, student government, and public members. In certain academic areas, the CA Legislature has empowered the Academic Senate with the responsibility for providing direction and determining policy regarding selection of faculty, development and approval of curriculum, determination of tenure, and in a limited number of other academic areas.

This collegial, consultative team approach takes advantage of a broad range of perspectives, and provides an opportunity for all parties to be a part of the guidance and decision-making at Delta College. Employees are encouraged to be a part of the decision-making process and governance process by volunteering for membership on committees, attending and participating in constituency group activities, and providing your input to make Delta College great.

DISTRICT MISSION STATEMENT (BP 1200)

San Joaquin Delta Community College District serves the needs of students, and the district community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff commit themselves to offering high quality instructional programs, student services, and efforts to enhance the public good.

DISTRICT VISION STATEMENT (BP 1201)

The faculty, staff, and students of San Joaquin Delta Community College envision a community of lifelong learners, passionately pursuing and achieving ever-higher educational goals, and fully appreciating the diverse and dynamic world around them.

In fulfilling its mission and vision, San Joaquin Delta Community College acts upon the following principles:

- The Board of Trustees, faculty, staff, and student believe excellence requires:
  - Open and honest communication,
  - Commitment to high academic standards,
  - Respect for intellectual and ideological diversity,
  - Appreciation of historical perspective,
  - Appropriate application of advancing technologies,
  - Investment in career and technical education, and economic and workforce development,
  - A vital connection to the arts,
  - Celebrating and embracing the cultural diversity of the community, and
  - Opportunities for physical development and competitive athletics.

- Institutional renewal includes continuous improvement through:
Evidence-based institutional research concerning student access, retention, success,
- Effective methods of developing and revising educational programs and services,
- The study and application of effective methods of teaching and learning,
- Commitment to clear outcomes and effective assessment to enhance student performance,
- The enhancement of appropriate student-centered support services,
- The effective application of technologies, and
- The continual professional development of all faculty and staff.

- Student success and equity at the post-secondary level may require appropriate developmental instruction as well as instruction in English as a second language, through an institutionally-integrated developmental education program that leads directly toward completion of a degree, certificate, and/or to transfer to another post-secondary institution, or viable employment.

- Appropriate education resources are available to all qualified students.

- Delta College commits to encouraging good citizenship, responsible leadership, and wise stewardship of resources through ethical leadership, and respect for education as a lifelong endeavor.

**DISTRICT PHILOSOPHY (BP 1300)**

San Joaquin Delta Community College District is committed to serving the higher educational needs of residents of the college district and service areas. Residents of other community college districts and service areas, and residents of other states and countries may also enroll in District programs.

Believing that democracy itself is based on a recognition of the worth of the individual, that significant numbers of adults of all ages have both the desire and the capacity to benefit from instruction, that free individuals have the right to change their vocations, and that excellence in any field is not a function of the social or financial status of that particular field, San Joaquin Delta Community College is committed to these concepts:

1. Providing leadership, direction, and coordination in the development, implementation, and operation of educational programs or services that will efficiently meet the needs of all students enrolled in the District.

2. Implementing a communication system that provides for an open flow of information between the District and the people it serves.

It is the responsibility of San Joaquin Delta Community College District to assure compliance with state and federal laws as they apply to community colleges.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Delta College, where employment is based upon personal capabilities and qualifications.

It is the policy of San Joaquin Delta Community College to ensure equal employment opportunity and to make employment decisions without regard to race, color, national origin,
religion, religious creed, ancestry, sex, age, disability, pregnancy, child birth or related medical conditions, medical condition as defined by state law, military service, citizenship, marital status, sexual orientation, gender identity or any other characteristic protected by federal, state or local law.

Title VII of the Civil Rights Act of 1964, as amended prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex, or national origin. These provisions cover applicants and employees of public educational institutions, employment agencies, and labor unions.

In addition to Title VII protections, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The Age Discrimination Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment.

The principles of equal employment opportunities apply to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. When necessary, we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation. The Office of Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Office of Human Resources located in the Administration Building.

NON-DISCRIMINATION AND HARASSMENT PREVENTION POLICY (BP/AP 3410; BP/AP 3430)

San Joaquin Delta Community College District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, San Joaquin Delta Community College expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the policy of the San Joaquin Delta Community College District to provide for all students and employees an educational environment and workplace free from sexual harassment. Therefore the District expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, vendors, other students or members of the general public. Where evidence of harassment is found, appropriate personnel or student disciplinary action shall be taken in accordance with Board Policy and state and federal statutes.

Administrators, faculty members, other District employees, and students should direct all complaints of unlawful discrimination or harassment to the Director of Human Resources.

Sexual Harassment means:

1. Unwelcome sexual advances;
2. Requests for sexual favors;
3. Other verbal, visual or physical conduct of a sexual nature, under any of the following conditions:
   a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
   b. Submission to or rejection of the conduct is used as the basis of employment or an academic decision affecting the individual.
c. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance.
d. The conduct creates an intimidating, hostile or offensive work or education environment.

**Sexual Harassment includes, but is not limited to, the following:**

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones. Examples: suggestive or obscene letters or notes; display of sexually suggestive objects or picture; leering; fondling, derogatory comments of a sexual nature, etc.
2. Continuing to express sexual interest after being informed it is unwelcome.
3. Making or threatening to make reprisals following a negative response to a sexual overture. *Examples:* implying a grade depends upon acceptance; suggesting a poor performance evaluation will result.
4. Offering favors or benefits. *Examples:* higher grade in exchange for sexual favors; support for a promotion, reclassification, or favorable evaluation.
5. Explicit or implicit coercive sexual favor used to control, influence, and/or affect the environment of an employee or student.

Early reporting and intervention are the most effective methods of resolving actual or perceived incidents of harassment. Therefore, San Joaquin Delta Community College District strongly urges the prompt reporting of complaints or concerns so that timely and constructive action can be taken. San Joaquin Delta Community College District will make every effort to stop alleged harassment, but can only do so with the cooperation of its staff/employees.

San Joaquin Delta Community College District prohibits and will not tolerate any such discrimination or harassment. Appropriate disciplinary action shall be taken against any employee willfully violating this policy.

*All Faculty and Classified Management Employees will receive a two-hour sexual harassment prevention training session every two years as required by California State Law AB1825.*

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance …”

In addition to protections under Title VII of the Civil Rights Act and various state laws, Title IX protects students, faculty and staff from discrimination, including sexual harassment.

**DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES**

If you believe you have been discriminated against illegally, you may file a complaint with the Office of Human Resources, Administration Building, Room 202, at (209) 954-5059, or contact one of the following agencies listed below:

2. California Department of Fair Employment and Housing at 1-800-884-1684.
3. For Title IX complaints, contact:
   - Title IX Discrimination Officer, Director of Human Resources, Dianna Gonzales (209) 954-5059
   - Title IX Department Coordinator for Athletics, Professor of PE/Health, Reed Peters (209) 954-5183
   - Title IX Department Coordinator for Student Life, Assistant Superintendent/VP of Student Services, Michael Kerns (209) 954-5632
Please refer to the following District policies regarding non-discrimination and harassment: BP3410, AP3410, AP3430, AP3435, AP3435.1. Link to District Policies and Procedures: http://www.deltacollege.edu/div/planning/documents/DISTRICTPOLICIESANDPROCEDURESMANUAL.pdf

**DISTRICT DIVERSITY STATEMENT**

San Joaquin Delta Community College District provides access to a broad spectrum of quality educational opportunities and life experiences. The college values diversity as an enhancement of those experiences, in its classrooms, administrative offices, and board rooms. We are committed to policies that promote fairness and inclusion for all in the life of the District. As a reflection of the District’s commitment, San Joaquin Delta Community College District strives to promote fairness and inclusion in its own policies and practices and urges its staff to make these qualities a major emphasis of their mission.

San Joaquin Delta Community College District strongly endorses the continued use of admissions policies and employment practices that promote broad diversity in community colleges. The students we educate will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals.

In accord with this philosophy, the District will continue to evaluate its hiring, admissions and financial aid policies to ensure diversity and equal access within our institution, and ensure that the results of these evaluations conform to the concept of open access - the cornerstone of our mission.

San Joaquin Delta Community College District believes that diversity in education is crucial to a democratic society. The District is in effect, a microcosm of our greater society. As such, we should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow our students to effectively participate in a democratic society. The District should be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance, and respect for others.

**AMERICANS WITH DISABILITIES POLICY STATEMENT (BP 3410)**

San Joaquin Delta Community College District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") of 1990 as amended and applicable state laws. It is District policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA or applicable state law, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the District or conflict with applicable state law.

Additionally, Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives Federal financial assistance in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.
For more information regarding District Policies and Procedures relating to the above topic, please contact Suzanne Franco, Employee Benefits and Leave Specialist, in Human Resources or call (209) 954-5016.

**FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA), and Pregnancy Disability Leave (PDL) (four months), and the California Family Rights Act (CFRA) provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12 month period. The 12 month calculation period shall be a fixed period beginning with the District’s fiscal year and ending at the close of the fiscal year (July 1 – June 30). During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. This Notice summarizes your rights and responsibilities under these laws.

**Employee Eligibility Leave Criteria**
If you have at least 12 months of district service and you have worked at least 1,250 hours during the 12 months prior to the requested leave, you are eligible for Family Medical Leave. All pregnant employees are eligible for Pregnancy Disability Leave, regardless of length of service or hours worked.

**Purpose of Leave**
You may use Family Medical Leave for your own serious health condition, for the serious health condition of your spouse, child, or parent, or to care for your child after birth or placement by adoption or foster care. Under the CFRA leave, individuals would include the serious health condition of a domestic partner and children of a domestic partnership. You may use Pregnancy Disability Leave for periods of disability caused by pregnancy, childbirth, or related medical conditions.

**Length of Leave**
Your leave will be counted for up to 12 work weeks per 12-month period under Family Medical Leave. The 12 month calculation period shall be a fixed period beginning with the District’s fiscal year and ending at the close of the fiscal year (July 1 – June 30). For pregnancy disability, your leave will be counted up to 4 months. You may take your leave in several blocks of time, on an intermittent basis, or as a reduced work schedule, if medically necessary.

Leaves under Federal and State are concurrent, with one exception. Pregnancy Disability Leave is concurrent with Federal family medical leave, but not with State family medical leave. Under State law, you may take pregnancy disability leave while you are disabled, then up to 12 weeks of State family medical leave to care for the newborn. If you are not eligible for state Family Medical Leave, you are still entitled to Pregnancy Disability Leave.

**Pay**
Family Medical Leave and Pregnancy Disability Leave are normally unpaid leave; however, you must exhaust all paid leave (i.e., accrued vacation or sick leave) before being placed in an unpaid status for all or a portion of the unpaid leave. Once you have exhausted your accrued sick leave balances, you may be eligible for supplemental sick leave as described in the personnel policy or union contract that applies to you.
**Advance Notice**
30 days advance notice is required if your need for leave is foreseeable. For events which are unforeseeable, you must notify your supervisor and the Employee Benefits and Leave Specialist in Human Resources as soon as possible. Failure to comply with these notice rules may result in deferral of the requested leave until you comply with the notice rules.

**Medical Certification**
Written certification from a health care provider is required for either your own serious health condition, pregnancy, or the serious health condition of your family member. Failure to provide certification within 15 calendar days may result in delay or denial of leave until the certification is provided.

Recertification of the serious health condition may be required under certain circumstances, as described in federal and state law.

A "health care provider" is defined as: a doctor of medicine or osteopathy, podiatrist, dentist, chiropractor, clinical psychologist, optometrist, nurse practitioner, or nurse-midwife who is authorized to practice by the State and performing within the scope of their practice as defined by State law, or a Christian Science practitioner.

**Health Benefits**
Coverage under your group medical, dental, and vision plans will continue during Family Medical Leave or Pregnancy Disability Leave while on an approved Federal or State leave.

**Reinstatement**
Under the law, you are entitled to be reinstated to the same or equivalent position you had prior to taking the leave, if you return to work immediately after Family Medical Leave or Pregnancy Disability Leave. However, you have no greater right to reinstatement than you would have had if you had been continuously at work. See the provisions of your personnel policy or union contract for more information.

You will be required to provide a Return to Work Certification from your health care provider prior to returning to work in the case of your own serious health condition. Any work restrictions contingent on your returning to work must be approved by Human Resources prior to return to work.

---

**WORKERS’ COMPENSATION AND MEDICAL PROVIDER NETWORK**

In order to help reduce costs without compromising the care received by our employees, the District has implemented a Medical Provider Network (MPN) for all work related injuries. This MPN is called “PRIME Advantage Medical Provider Network.”

Unless you pre-designate a physician or medical group, work injuries arising on or after August 1, 2012 will be treated by providers in the PRIME Advantage Medical Provider Network.

If you have an existing workers’ compensation injury, you may be required to change to a provider in the MPN. Dameron Occupational Injury Clinic is an approved MPN provider. Please check with your claims adjuster if you are uncertain about your treating physician or medical group.
For more information regarding Workers’ Compensation and Medical Provider Network, please contact Suzanne Franco, Employee Benefits and Leave Specialist, in Human Resources or call (209) 954-5016.

**403(b) AND 457(b) DEFINED CONTRIBUTION PLANS**

As an employee of San Joaquin Delta Community College, we are pleased to inform you that you are eligible to participate in our 403(b) retirement plan. Our 403(b) plan allows you to contribute pre-tax dollars into an investment provider of your choice. Participation in the plan not only helps you prepare for a more financially secure future, it provides significant tax advantages today.

2014 “Standard” Contribution Limit -- $17,500.00
Additional Age-Related Annual Catch-Up Amount -- $5,500.00
Additional 402(G) “Lifetime” Contribution Limit -- Additional Amount Varies*

*Advisor counseling may be beneficial.

For additional information about 403(b) vendors and the products they offer, please visit www.403bccompare.com.

**NON-SMOKING POLICY (BP 3570)**

Smoking and the use or sale of tobacco products are prohibited on all District property. Smoking is also prohibited in all District owned and leased vehicles.

To enforce smoking and tobacco control regulations and procedures, the Superintendent/President is authorized to:

- Set enforcement standards for all District facilities and campuses.
- Impose a fine for first, second, third, and subsequent violations. The amount of the fines as outlined in Administrative Procedure 3570 (AP 3750) shall be approved by the Board of Trustees and cannot exceed one hundred dollars ($100.00). Funds shall be allocated to include, but not limited to, the designated enforcement agency, education and promotion of the policy, and tobacco cessation treatment options.
- Direct that the District post signage stating its tobacco use policy on campus Inform employees and students of the tobacco use policy and enforcement measures.

See AP 3570 Smoking on Campus

**PARKING DECAL**

Each contract and adjunct employee will be issued one parking decal at the beginning of each academic year. You must print out the “ACKNOWLEDGMENT FORM – RECEIPT FOR 2014-15 ANNUAL NOTICE AND EMERGENCY CONTACT INFORMATION” (last page of the Annual Employee Notice) and submit to your department/division to receive your parking decal.
MISCELLANEOUS EMPLOYMENT INFORMATION

- **HUMAN RESOURCES, PAYROLL, AND BENEFITS INFORMATION:** A wide variety of information and forms may be accessed through the Human Resources web pages.

On this page you will see links for the following:

1. Collective Bargaining Agreements
2. Faculty Minimum Qualifications
3. Human Resources Forms – Absence Request, Address Change, Evaluations, etc.
4. Job Descriptions
5. Certificated Personnel Absence Request
6. Classified Absence Request Form
7. Classified Overtime Request Form
8. Classified Vacation Sell Back
9. College Work Study and Short Term Schedule
10. College Work Study Termination Form
11. Contract Staff Monthly Time Report Schedule
12. DE-4 State Withholding Form
13. Direct Deposit Form
14. Federal Withholding Form W-4
15. Fee Waiver
16. Management Vacation Sell Back
17. Out of Class Pay Form
18. Payroll Deduction Authorization Form
19. Short Term Termination Notice
20. Salary Schedules

- **LINK TO DISTRICT POLICIES/PROCEDURES:**
  
  http://www.deltacollege.edu/div/planning/documents/DISTRICTPOLICIESANDPROCEDURESMANUAL.pdf
EMPLOYEE BENEFITS INFORMATION

COMPANY LISTINGS AND PHONE CONTACT INFORMATION
FOR DISTRICT INSURANCE PROVIDERS

Health and Welfare Benefits

BENEFIT BRIDGE
BenefitBridge is a personalized, benefits resource system which allows employees to complete their benefits enrollment online. Accessed from any computer with an Internet connection, you are also able to:

- View currently enrolled benefits
- Compare plan options
- Access quick links to carrier websites
- Open and print benefits-related employer documents
- Utilize a health-related resource library
- and other interactive tools

Information, including registration and login instructions can be accessed at the Human Resources web page at http://www.deltacollege.edu/dept/hr/benefit_bridge.html.

PLAN ADMINISTRATOR
- California’s Valued Trust 1-800-288-9870 www.cvtrust.org

MEDICAL
- Anthem Blue Cross 1-800-234-4333 www.anthem.com/ca/cvt
- Kaiser Member Service Center 1-800-464-4000 www.kp.org

DENTAL
- Delta Dental 1-866-499-3001 www.deltadentalins.com

VISION
- Vision Service Plan (VSP) 1-800-877-7195 www.vsp.com

PHARMACY
- Caremark 1-888-354-6390 www.caremark.com

EMPLOYEE ASSISTANCE PROGRAM
- ValueOptions (EAP) 1-877-397-1032 www.valueoptions.com

➢ It is always a good idea to obtain the name and phone number of the person with whom you spoke. If your concern was not handled to your satisfaction please contact California’s Valued Trust who can deal directly with the carrier.

Retirement Benefits

- CalPERS 1-888-225-7377 www.calpers.ca.gov
- CalSTRS 1-800-228-5453 www.calstrs.com
- CalSTRS Retirement Counseling @ SJCOE 209-468-4864 www.sjcoe.org

Please contact Human Resources at extension 5016 if you have any questions about your insurance benefits.
EMPLOYEE/DEPENDENT ENROLLMENT FEE WAIVER

This Waiver CANNOT be applied to Community Education Classes

DATE:__________________ NAME OF EMPLOYEE: __________________________

WAIVER REQUESTED FOR SEMESTER/YEAR: __________________________

This form should be completed every Fall semester if necessary to cover the Fall, Spring, and Summer sessions.

FEE WAIVER REQUESTED FOR:

Employee: __________________________ Delta ID or SSN: __________________________  
Signed: (Employee) __________________________

~ OR ~

Dependent: __________________________ Delta ID or SSN: __________________________  
(Required)

Relationship to employee: __________________________  
(Required)

I certify that the dependent applying for this enrollment fee waiver is declared by me to the Internal Revenue Service on my income tax return.

Signed: (Employee) __________________________ Date: ______________

Submit completed form to the HR Employment & Employee Relations Office, Horton Administration, Room 202.

******************************************************************************

(Human Resources Office Use Only)

Employee/Dependent is eligible for the Enrollment Fee Waiver.

Waiver Authorization __________________________ Date: ______________  
(Human Resources Office Designee)  
******************************************************************************

Human Resources will forward the authorized form to Admissions & Records for processing.
August 1, 2014

TO: San Joaquin Delta College Faculty and Staff

FROM: Daryl Arroyo, Athletic Director

SUBJECT: 2014-2015 Athletic Season Passes

On behalf of Dr. Kathleen Hart and the Athletics Department, we would like to welcome you back and wish you the very best for this coming 2014-2015 school year. Enclosed you will find an Athletic Season Pass. This Athletic Season Pass will admit you **free** to any regular Delta College athletic sport offering. This does not include tournaments, playoffs, state championships or other special athletic events. Please be our guest.

If you have any questions regarding this pass, please contact the Athletics Office at 954-5194.

*Catch the Mustang Spirit!*

Enclosure

DA:rbn
2014-2015 PAYROLL DATES

<table>
<thead>
<tr>
<th>REGULAR PAYROLL</th>
<th>SUPPLEMENTAL PAYROLL</th>
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<tbody>
<tr>
<td>JULY 31, 2014</td>
<td>AUGUST 08, 2014</td>
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<tr>
<td>AUGUST 29, 2014</td>
<td>SEPTEMBER 10, 2014</td>
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<td>SEPTEMBER 30, 2014</td>
<td>OCTOBER 10, 2014</td>
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<tr>
<td>OCTOBER 31, 2014</td>
<td>NOVEMBER 10, 2014</td>
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<td>NOVEMBER 26, 2014</td>
<td>DECEMBER 10, 2014</td>
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<tr>
<td>DECEMBER 19, 2014</td>
<td>JANUARY 09, 2015</td>
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<td>JANUARY 30, 2015</td>
<td>FEBRUARY 10, 2015</td>
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<td>FEBRUARY 27, 2015</td>
<td>MARCH 10, 2015</td>
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<td>MARCH 30, 2015</td>
<td>APRIL 10, 2015</td>
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<tr>
<td>APRIL 30, 2015</td>
<td>MAY 08, 2015</td>
</tr>
<tr>
<td>MAY 29, 2015</td>
<td>JUNE 10, 2015</td>
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<tr>
<td>JUNE 30, 2015</td>
<td>JULY 10, 2015</td>
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<td></td>
<td>JULY 17, 2015 Close of the fiscal year</td>
</tr>
</tbody>
</table>

The regular faculty and the 10 month classified employees’ first check will be issued on August 29, 2014 and their last check will be issued on May 29, 2015. All approved hourly and overload employment will be paid on Supplemental Payroll. Please note all payroll changes (tax withholdings, deductions to Premier or Provident credit union, tax shelter annuity, deferred compensation deduction, dues membership deductions & scholarship deductions) submitted by employees, must be received in Administration Building, Room 110 by the 15th of the month to take effect for the ensuing payroll.
July 2014

TO: ALL CONTRACT STAFF

FROM: Payroll Office

SUBJ: Monthly Time Reports

The following is the schedule for turning in all contract time reports for the 2014-15 fiscal year. Time reports are to be turned in to the Office of Employee Services, Administration Building Room 110 by the due date.

<table>
<thead>
<tr>
<th>REPORTING PERIOD</th>
<th>REPORT DUE IN OFFICE OF EMPLOYEE SERVICES</th>
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</thead>
<tbody>
<tr>
<td>06/08/2014 thru 06/30/2014</td>
<td>07/02/2014</td>
</tr>
<tr>
<td>07/01/2014 thru 07/12/2014</td>
<td>07/15/2014</td>
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<td>07/13/2014 thru 08/09/2014</td>
<td>08/12/2014</td>
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<tr>
<td>08/10/2014 thru 09/06/2014</td>
<td>09/09/2014</td>
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<tr>
<td>09/07/2014 thru 10/04/2014</td>
<td>10/07/2014</td>
</tr>
<tr>
<td>10/05/2014 thru 11/01/2014</td>
<td>11/04/2014</td>
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<tr>
<td>11/02/2014 thru 12/06/2014</td>
<td>12/09/2014</td>
</tr>
<tr>
<td>12/07/2014 thru 01/03/2015</td>
<td>01/06/2015</td>
</tr>
<tr>
<td>01/04/2015 thru 02/07/2015</td>
<td>02/10/2015</td>
</tr>
<tr>
<td>02/08/2015 thru 03/07/2015</td>
<td>03/10/2015</td>
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<tr>
<td>03/08/2015 thru 04/04/2015</td>
<td>04/07/2015</td>
</tr>
<tr>
<td>04/05/2015 thru 05/02/2015</td>
<td>05/05/2015</td>
</tr>
<tr>
<td>05/03/2015 thru 06/06/2015</td>
<td>06/09/2015</td>
</tr>
</tbody>
</table>

Monthly time reports turned in late or not turned in could result in a payroll check not being processed by the computer. Due dates are also printed on each of the time reports.

Should you have a problem in meeting the deadline, contact the Office of Employee Services at (209) 954-5028 or (209) 954-5035.
July 2014

TO: ALL ADMINISTRATORS, DIVISION DEAN, & SUPERVISORS

FROM: OFFICE OF EMPLOYEE SERVICES

SUBJ: COLLEGE WORK- STUDY & SHORT-TERM EMPLOYEES’ TIMECARDS

The following is the schedule for turning in payroll timecards for the 2014-15 fiscal year. Any timecards sent in after the listed dates will be regarded as late and paid to the employee on the next payroll. Your failure to meet the Payroll deadline will severely impact your employees’ ability to receive a check in a timely manner. NO EXCEPTIONS WILL BE MADE!!! Please submit timecards to: San Joaquin Delta College, Payroll Department, 5151 Pacific Avenue; Stockton, CA 95207.

<table>
<thead>
<tr>
<th>REPORTING PERIOD:</th>
<th>TIMECARDS DUE IN PAYROLL BY:</th>
<th>PAYDATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2014 thru 07/19/2014</td>
<td>07/22/2014</td>
<td>08/08/2014</td>
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<tr>
<td>07/20/2014 thru 08/16/2014</td>
<td>08/19/2014</td>
<td>09/10/2014</td>
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<tr>
<td>08/17/2014 thru 09/13/2014</td>
<td>09/16/2014</td>
<td>10/10/2014</td>
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<tr>
<td>09/14/2014 thru 10/11/2014</td>
<td>10/14/2014</td>
<td>11/10/2014</td>
</tr>
<tr>
<td>12/07/2014 thru 01/10/2015</td>
<td>01/13/2015</td>
<td>02/10/2015</td>
</tr>
<tr>
<td>01/11/2015 thru 02/07/2015</td>
<td>02/10/2015</td>
<td>03/10/2015</td>
</tr>
<tr>
<td>02/08/2015 thru 03/07/2015</td>
<td>03/10/2015</td>
<td>04/10/2015</td>
</tr>
<tr>
<td>03/08/2015 thru 04/11/2015</td>
<td>04/14/2015</td>
<td>05/08/2015</td>
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<tr>
<td>04/12/2015 thru 05/09/2015</td>
<td>05/12/2015</td>
<td>06/10/2015</td>
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<tr>
<td>05/10/2015 thru 06/06/2015</td>
<td>06/09/2015</td>
<td>07/10/2015</td>
</tr>
<tr>
<td>06/07/2015 thru 06/30/2015</td>
<td>07/02/2015</td>
<td>07/17/2015</td>
</tr>
</tbody>
</table>

If you have any questions regarding the timecards, please contact the Payroll Department, in the Administration Building, Room 110 or telephone (209) 954-5028.

Thank you for your cooperation.
# Revised 2014 - 2015
San Joaquin Delta Community College District
Academic Calendar

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAYS</th>
<th>STATE SCHOOL HOLIDAYS</th>
<th>STUDENT HOLIDAYS DECLARED BY BOARD OF TRUSTEES</th>
<th>INSTRUCTIONAL DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>1 - 31</td>
<td>-0-</td>
<td>-0-</td>
<td>10</td>
</tr>
<tr>
<td>September</td>
<td>1 - 30</td>
<td>1 - Labor Day</td>
<td>-0-</td>
<td>21</td>
</tr>
<tr>
<td>October</td>
<td>1 - 31</td>
<td>-0-</td>
<td>-0-</td>
<td>22</td>
</tr>
<tr>
<td>November</td>
<td>1 - 30</td>
<td>11 - Veterans Day 27 - Thanksgiving Day</td>
<td>28, 29</td>
<td>17</td>
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<tr>
<td>December</td>
<td>1 - 31</td>
<td>25 - Christmas Day</td>
<td>24, 26, 31</td>
<td>15</td>
</tr>
<tr>
<td>January</td>
<td>1 - 31</td>
<td>1 - New Year’s Day 19 - Dr. Martin L. King, Jr. Day</td>
<td>-0-</td>
<td>9</td>
</tr>
<tr>
<td>February</td>
<td>1 - 28</td>
<td>13 - Lincoln Day (Observance) 16 - Washington Day (Observance)</td>
<td>14</td>
<td>18</td>
</tr>
<tr>
<td>March</td>
<td>1 - 31</td>
<td>-0-</td>
<td>30, 31</td>
<td>20</td>
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<tr>
<td>April</td>
<td>1 - 30</td>
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<td>1, 2, 3, 4</td>
<td>19</td>
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<tr>
<td>May</td>
<td>1 - 31</td>
<td>25 - Memorial Day</td>
<td>-0-</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Instructional Days: 169

**Opening of Year:** Monday, August 18, 2014
**Fall Semester:** August 18 - December 19, 2014 - 85 Instructional Days
**Spring Semester:** January 20 - May 27, 2015 - 84 Instructional Days
**Closing of Year:** Thursday, May 27, 2015
**Commencement:** Thursday, May 28, 2015

All regular and contract faculty on a calendar that includes Wednesday, May 27, 2015, will attend commencement on Thursday, May 28, 2015.

New instructors will be on duty for orientation days, August 4, 5 and 6, 2014.
If more than one College Day is cancelled for any reason, Saturday, May 2, 2015, will become a College Day and the schedule for the lost day will be followed.

REVISION BOT APPROVED 3/11/14
Office of Instructional Services

23
2014 - 2015
San Joaquin Delta College
Student Calendar

FALL SEMESTER (85 days)
August 18, 2014 - December 19, 2014

Student Holidays
September 1, 2014
November 11, 27, 28 & 29, 2014

No Classes for Students
October 17, 2014

SPRING SEMESTER (84 days)
January 20, 2015 - May 27, 2015

Student Holidays
January 19, 2015
February 13, 14 & 16, 2015
March 30 & 31, 2015
April 1, 2, 3 & 4, 2015

COMMENCEMENT: MAY 28, 2015

2014 - 2015
Regular, Contract and Adjunct Faculty Calendar

FALL SEMESTER (89 DAYS)
August 15, 2014 - December 19, 2015

Mandatory District Flex Days
August 15, 2014
October 17, 2014

Variable District Flex Days
August 13 & 14, 2014

Non-Duty Days
September 1, 2014
November 11, 27, 28 & 29, 2014

SPRING SEMESTER (87.5 days)
January 20, 2015 - May 28, 2015

Mandatory District Flex Day
January 16, 2015

Variable District Flex Days
January 14 & 15, 2015

Non-Duty Days
January 19, 2015
February 13, 14 & 16, 2015
March 30 & 31, 2015

COMMENCEMENT: MAY 28, 2015

All regular and contract faculty on a calendar that includes Wednesday, May 27, 2015, will attend commencement on Thursday, May 28, 2015.

2014 - 2015
DISTRICT HOLIDAYS
Offices Closed

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>September 1, 2014 - Labor Day</td>
<td>January 1, 2015 - New Year's Day</td>
</tr>
<tr>
<td>November 11, 2014 - Veterans Day</td>
<td>January 19, 2015 - Dr. Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>November 27, 2014 - Thanksgiving Day</td>
<td>February 13, 2015 - Lincoln Day</td>
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<tr>
<td>November 28, 2014 - Day After Thanksgiving</td>
<td>February 16, 2015 - Washington Day</td>
</tr>
<tr>
<td>December 24, 2014 - Christmas Eve</td>
<td>March 31, 2015 - Cesar Chavez Day</td>
</tr>
<tr>
<td>December 25, 2014 - Christmas Day</td>
<td>April 3, 2015 - Spring Vacation Day</td>
</tr>
<tr>
<td>December 26, 2014 - Day After Christmas</td>
<td>May 25, 2015 - Memorial Day</td>
</tr>
</tbody>
</table>

In addition to the above holidays, all District offices will be closed December 22, 23, 29 & 30, 2014 and January 2, 2015

REVISION BOT APPROVED 3/11/14
Office of Instructional Services
San Joaquin Delta College
REVISION 2014-2015 ACADEMIC CALENDAR

FALL 2014: August 18 - December 16, 2014

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<th>S</th>
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SEPTEMBER

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OCTOBER

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NOVEMBER

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DEC. 2014

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SPRING 2015: January 20 - May 27, 2015

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Legend:
- Mandatory District Flex Days - No Classes for Students
- Non-Instructional Days
- Instructional Days
- Variable Flex Days
- District Holidays
- Final Exam

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169 Instructional Days
3 Mandatory District Flex Days
4 Variable Flex Days
0.5 Commencement
176.5 Total Days

REVISION BOT APPROVED 3/11/14
Office of Instruction
RECEIPT FOR 2014-15 ANNUAL EMPLOYEE NOTICE:

My signature below acknowledges that I have reviewed the 2014-15 Annual Employee Notice at the following link: http://www.deltacollege.edu/dept/hr/EmployeeResources.html

I acknowledge that if there is any policy or provision in the Annual Employee Notice that I do not understand, I will seek clarification from the Office of Human Resources or my supervisor. I understand that this Annual Employee Notice outlines policies and practices in effect on the date of publication, and that nothing contained in the Annual Employee Notice may be construed as creating a promise of future employment or benefits. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I understand this Annual Notice is not intended to supersede or modify any current applicable contracts between the District and its employees’ sole and exclusive bargaining units. I also acknowledge that I have received an annual Parking Permit, and I have indicated the Parking Permit Number below.

Print Name: __________________________________________

Division: _____________________________________________ Parking Permit Number: __________

Employee Signature: __________________________________ Date: __________________________

EMERGENCY CONTACT INFORMATION:

Please list the contact information of whom SJDCCD should contact in case of an emergency.

Primary Emergency Contact

Phone: □ Home □ Work □ Mobile

Phone: □ Home □ Work □ Mobile

Address

City, State, Zip Code

Secondary Emergency Contact

Phone: □ Home □ Work □ Mobile

Phone: □ Home □ Work □ Mobile

Address

City, State, Zip Code

..............................PLEASE SEE NEXT PAGE FOR DIVERSITY INFORMATION .......................
DIVERSITY INFORMATION:

The following voluntary information is used to evaluate San Joaquin Delta Community College’s diversity and to prepare reports required by State and Federal agencies. The information you provide is strictly confidential and will not be used in any way to affect your employment status with the District. Although providing this information is voluntary, your cooperation is greatly appreciated.

SEX:
□ Male  □ Female

AGE:
□ Under age 30  □ Age 40 to 49
□ Age 30 to 39  □ Age 50 or older

ETHNICITY:
Are you Hispanic or Latino?
□ Yes  □ No

What is your race/ethnicity? (check one or more)
□ Mexican, Mexican American, Chicano
□ Central American
□ South American
□ Hispanic: Other
□ Asian Indian
□ Chinese
□ Japanese
□ Korean
□ Loatian
□ Cambodian
□ Vietnamese
□ Filipino
□ Asian: Other
□ Black or African American
□ American Indian/Alaskan Native
□ Guamanian
□ Hawaiian
□ Samoan
□ Pacific Islander: Other
□ White/Caucasian

VETERAN:
□ Yes  □ No

If yes, which war? ___________________________________________