

BP 3030 Employment Requirements for Hiring

3030.1 Minimum Qualifications – Faculty and Management

Assembly Bill 1725, (Chapter 973, Statutes of 1988), eliminated the credentialing office for the California Community College system as of June 30, 1990. It also provided for the development of statewide minimum qualifications established by the Board of Governors, in coordination with the Academic Senate.

Persons who were credentialed on or before June 30, 1990 are entitled to serve under the terms of their credential until it terminates, and, during the period it is effective, need not meet the minimum qualifications established by the Board of Governors under AB 1725. Persons who do not possess a California Community College credential or whose credentials expire after June 30, 1990, must meet minimum qualifications.

In order to teach academic subjects, a master's degree in that discipline or better or master's degree in a related discipline and bachelor's degree in the discipline of the assignment or a valid California Community College credential is required.

For vocational subjects, an associate's degree and six years of experience in that discipline and any certificate or license required to do that work or a bachelor's degree or better with two years of experience and any certificate or license to do that work or a valid California Community College credential is required.

Non-teaching faculty assignments such as librarian, counselor, etc. require an earned master's degree. The minimum qualifications for hiring as an adjunct faculty member are the same as those for full-time employment.

The minimum qualifications for service as a community college faculty member teaching a non-credit course is a bachelor's degree with specific subject area requirements depending on the discipline taught.

Management positions that are considered academic in nature require a master's degree.

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In the event an applicant for a faculty or management position, though lacking the exact degree or experience specified in the discipline list, feels none-the-less that he/she does possess qualifications that are at least equivalent, the appropriate Division Chairperson will certify that the applicant possesses the equivalent of the minimum qualifications provided for in the Board of Governors List of Disciplines. The "Equivalency to Minimum Qualifications" form shall be used to validate the necessary information.

Three criteria will be considered for candidates to meet equivalent qualifications for hiring:

- Academic Equivalent
- Eminence Equivalent
- Work Experience Equivalent

3030.2 Immigration Reform and Control (I-9)

In accordance with the provisions of the Immigration Reform and Control Act of 1986 (Federal Law), all persons hired by the District on or after November 6, 1986, must submit original documents proving their identity and their right to work in the United States.

Copper Mountain Community College District requires that new hires bring to the Personnel Office their valid state-issued driver's license or recognized identification card and original social security card for photocopying to attach to the Employment Eligibility Verification or I-9 form.

The I-9 form must be completed within 72 hours from the date of hire in accordance with federal guidelines.

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3030.3 Citizenship

Employment is open to qualified persons who are citizens of the United States, and to qualified persons who are not citizens of the United States but who have complied with the laws of the State of California defining eligibility of non-citizens for employment in the educational system.

3030.4 Oath of Allegiance

In accordance with Education Code 87214, every college district employee of the State of California is required to read and sign the Oath of Affirmation of Allegiance for Civil Defense Workers and Public Employees as specified in Chapter 8, Sections 3102-4 of the Government Code, upon accepting employment with the District.

This oath states: I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

3030.5 Fingerprinting

All employees hired by Copper Mountain Community College District are required to be fingerprinted by an authorized District employee in the Personnel Office. Such fingerprinting shall take place within ten working days of the date of employment. Fingerprint cards will then be forwarded to Sacramento for processing. (ECS 87013, 88024)

3030.6 Social Security Card

All employees are required to present an original social security card at the time of employment. No payroll warrants will be issued until the card itself, or the Personnel Office and Payroll Department have received verification from the Social Security Office that a replacement has been ordered.

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3030.7 Health Requirements

A. Pre-Employment Physical Examinations

Pre-employment physical examinations may be required, as a condition of employment, for certain positions at Copper Mountain College.

Campus Maintenance and Operations Departments will be subject to a pre-employment physical when the District administration determines that the required duties of the position warrant a physical examination. The Human Resources Office shall make arrangements for such exams and the cost shall be borne by the District.

B. Tuberculin Skin Test/Chest X-Ray

In accordance with Section 87408.6 of the Education Code, each new employee and volunteer, as a condition of employment, must provide the District with acceptable evidence indicating freedom from active tuberculosis.

Tuberculin skin tests will be administered through the San Bernardino County Health Department. Employees and volunteers are required to update the examination at least once in each four years, except for food handlers who will be required to update their tests annually.

If the tuberculin skin test has a positive result, or if the employee knows from previous experience that he/she is allergic to the skin test, he/she will be referred for chest x-rays. (*ECS 87408.6*)

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