

CHAPTER V

HUMAN RESOURCES

B5.1 Statement of Ethics for Faculty, Exempt and Nonexempt Staff: It is the policy of Del Mar College to apply the highest ethical standards to all members of the College community, including the Board of Regents, administration, staff, and faculty, in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives.

B5.1.1 Protection of Rights and Development: College policies and practices that protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or College employee shall be promoted.

B5.1.2 Acceptance of Responsibilities: Del Mar College accepts its responsibilities to its students, to its employees, and to the members of the community. The College district is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

A5.2 Employee Classification: "Employee classification" and "employee group" are synonymous terms. The term "regular" refers to budgeted half-time (1/2-time), three-quarter-time (3/4-time), and full-time positions. All employees of Del Mar College are employed in one of the categories listed below:

A5.2.1 Faculty: The term "faculty" means personnel with specialized training in these respective fields: teaching, counseling, and librarianship.

A5.2.1.1 Ranked faculty are tenure-track full-time regular teachers, counselors, or librarians who hold a continuing budgeted position within a department as Instructor, Assistant Professor, Associate Professor, or Professor. Ranked faculty are eligible for tenure and promotion upon fulfillment of the appropriate requirements.

A5.2.1.2 Unranked faculty are non-tenure-track faculty, Academic Fellows, and Assistant Instructors. Unranked faculty are not eligible for tenure or rank.

A5.2.1.2.1 Assistant Instructors are persons contracted to assist with the instructional process.

A5.2.1.2.2 Academic Fellows are persons contracted under the Academic Fellowship program and are teachers of record for assigned classes.

A5.2.1.2.3 Adjunct faculty are persons contracted to teach a specific class or classes for a specific enrollment period on a part-time basis.

A5.2.2 Exempt Personnel: Exempt personnel include non-faculty employees in

the injured person's immediate supervisor. The investigator must submit a written report within two (2) days of the injury to the [Office of Human Resources and Equal Opportunity/Affirmative Action](#).

A5.38.6 Use of Leave Time: Absences due to a work-related accident, including those required for physical therapy and doctor's visits, will be charged to accumulated sick leave, personal leave, vacation, and/or leave without pay.

A5.38.7 Return to Work: An employee absent due to a work-related accident must submit a physician's statement to the supervisor immediately upon receiving the physician's release to return to work. The supervisor will send a copy of the physician's statement to the [Office of Human Resources and Equal Opportunity/Affirmative Action](#).

A5.38.7.1 The Physician's statement must indicate the condition of the injured employee and indicate whether the employee may resume full or partial work responsibilities.

B5.39 Smoke & Tobacco Free Environment: Revised May 12, 2015, Effective August 17, 2015

B5.39.1 Purpose: In order to protect and promote the health, safety, and welfare of employees, students, and the public, Del Mar College will provide a smoke and tobacco free environment.

A5.39.2 Scope: The College District prohibits the use of tobacco, E-cigarettes, vaping pens and any other related products and devices by any employee, student, or visitor on all premises owned, rented, leased, or supervised by the College District, including all College District facilities, buildings, and grounds. This prohibition applies to property owned by others that the College District uses by agreement, and further applies to all District vehicles.

A5.39.2.1 Exceptions to this total prohibition shall be:

- In those circumstances where the College District is party to a contract or other agreement relating to the property that limits its authority in this matter.
- All research projects, artistic productions or other College sponsored activities involving the act of smoking must have prior approval from the Office of the Provost.

B5.39.3 Provisions: The College Administration shall develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, noncompliance and enforcement.

B5.39.4 Responsibility: It is the responsibility of all members of the Del Mar College community to observe the provisions and comply with the spirit and intent of this policy.

B5.40 Policy on Drugs and Alcohol: The purpose of this policy is to inform the Del Mar College Community of its intent to comply with the "Drug Free Schools and Communities Act of 1986" (PL 99-