

Title :	Guidelines for Employees	
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All College employees, whether full or part-time, are expected to understand and fulfil the directions given below.

DUTIES

- I. Perform well and faithfully their usual duties as assigned by the College President, or personnel designated by the College President.
- II. As an employee and representative of the institution, maintain professional standards of conduct.
 - a. Be punctual and give full time and attention to fulfilling all employment responsibilities. Be proactive and productive on behalf of the institution during work hours.
 - b. Follow the directions of supervisors and work cooperatively with others to further the mission and purposes of the College; treat others with respect.
 - c. Develop, maintain, and incorporate a working knowledge of policies, processes, procedures, and other job performance requirements.
 - d. Be mindful of actions and appearance/dress and how each may be perceived by others.
- III. Participate fully in all required activities (meetings, training, continuous improvement, and accreditation initiatives, etc.).
- IV. Serve on College standing committees and ad hoc committees. These responsibilities may be voluntary or assigned.
- V. Fulfill other assignments or responsibilities consistent with training, experience, or interest as directed by the College President or personnel designated by the College President.

RATE, SCALE, AND CONTRACT DURATION

- I. For satisfactorily fulfilling employment duties, full and part-time employees shall be entitled to remuneration at the rate and scale approved by the District Governing Board for employees.
- II. Prior to rendering service, all full and part-time employees shall properly execute and sign a contract not to exceed twelve (12) months. It shall be signed and on file in the appropriate administrative office of the GCCCD prior to fulfilling any duties of said contract.

