



FINANCIAL AID

De Anza College: Downstairs Campus Center.

Phone: 408.864.8718

Foothill College: Student Services Building 8202

Phone: 650.949.7245

STUDENT EMPLOYMENT PACKET



RISK MANAGEMENT

DATE: February 19, 2002
TO: All Employees
FROM: Marsha Kelly, Director of Risk Management
SUBJECT: ILLNESS AND INJURY PREVENTION

1. GENERAL SAFETY GUIDELINES

Foothill-De Anza Community College District has an illness and injury prevention program. This program is intended to provide a safe productive work environment. Each employee receives a copy of the attached General Safety Guidelines and signs a verification that he/she understands the program and will comply with it. Please note that these general safety guidelines apply to all employees of the District. Your department may have additional safety considerations. Please check with your supervisor concerning such requirements.

2. WORK INJURIES

In the event of an on-the-job injury, all District employees must first report to the Campus Health Services Office. If Health Services is closed or if the injury requires further medical treatment, employees must go for initial diagnosis and treatment to either:

Nova Care Medical Center
20289 Stevens Creek Blvd
Cupertino, CA
(408) 996-8656

OR

Camino Medical Group
325 N. Mathilda Avenue
Sunnyvale, CA
(408) 733-4380

Your personal medical doctor may not treat you unless you have placed a memo in your personnel file prior to the injury denoting treatment by your named physician. In the event of a major medical emergency requiring immediate attention, please go to the nearest emergency center, hospital or clinic.

Thank you for your cooperation. If you have any questions or comments, please do not hesitate to contact the Risk Management Office at extension 6146 or 6131.

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GENERAL SAFETY GUIDELINES

1. All work related injuries and illness must be reported to the immediate supervisor as soon as possible after an employee becomes aware of the injury or illness.
2. Employees shall use extreme care and consideration in the performing their duties to see that they do not cause injury to others or create work hazards that could cause injury to others.
3. Employees should not attempt to lift heavy or bulky objects. Doing so could cause injury to the back or other body parts. When in doubt, please seek assistance from Plant Services (Ext. 6156), or Custodial Services on your campus.
4. Personal equipment, such as extension cords, chemicals, or electrical heaters should not be brought to the school without the permission of your supervisor or Plant Services.
5. Using electrical heaters to provide warmth for extended periods of time can cause building fires. Employees are discouraged from using electric heaters. Alternative means should be found for providing building heat over the cooler months.
6. Plant Services (Ext. 6122) must be notified as soon as possible if a fire extinguisher has been used, so that it can be recharged or replaced.
7. When a piece of equipment or a facility becomes defective, it should either be removed from service or reported to department technicians or Plant Services so that repairs can be made. Failure to report faulty conditions can result in injuries. A "Safety Report" form is included with this packet.
8. Food and liquid spills must be wiped up immediately.
9. Employees should never attempt to repair electrical equipment or appliances. Defective equipment should be removed from service and technicians notified to make the proper repairs.
10. Cabinets can be very dangerous if used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall.
11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means described by the fire department. If in doubt, call Dave Paulsen (6122). Flammable liquids should never be left out on an open counter, an earthquake could cause a spill or possible fire. All storage should be ventilated to the outside.

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12. For earthquake safety, heavy objects should be stored on lower shelves while lighter and less dangerous items can be stored on middle and upper shelves.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or secured as a unit in such a way to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects that create accident hazards should be reported to Plant Services so repairs can be completed. If possible, remove the object from service.
15. Extension cords/electrical cords should never be run under rugs or floor mats.
16. All employees should take the time BEFORE an emergency to read the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Flip charts of emergency procedures and are posted in classrooms and offices throughout the district.
17. Hazard communication where individuals must use chemicals and toxic materials in the course of their work is an important responsibility dictated by CAL OSHA. The Hazard Communication law dictates that Material Safety Data Sheets (MSDS) be kept in the work area, and be easily accessible for ready reference.

All employees who work with or around hazardous materials should be familiar with the requirements and responsibilities of the management of hazardous materials as indicated in the department's Hazardous Materials Management Plan. Questions about hazardous materials should be directed to District Fire and Safety Technician (Extension 6122).
18. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training can be given by District Fire and Safety Technician, Dave Paulsen (Extension 6122).
19. Employees should NEVER eat, drink or use personal items in the lab areas.



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HUMAN RESOURCES AND EQUAL OPPORTUNITY

TO: All Employees
FROM: Jane Enright, Vice Chancellor
Human Resources and Equal Opportunity
RE: Sexual Harassment and Discrimination
Policy and Procedures
DATE: October 14, 2003

The Foothill-De Anza Community College District provides equal opportunity in education and employment. To meet this commitment, the District maintains and supports an environment in which all employees and students can work and learn free from intimidation, harassment and discrimination. The District has adopted specific policies on sexual harassment and discrimination. Each year, new employees are required to attend a workshop on sexual harassment that current employees are also encouraged to attend.

The District has procedures to address complaints of sexual harassment and discrimination. Complaints of sexual harassment and complaints of discrimination on the basis of race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability filed against an employee by another employee or by a student are referred and handled pursuant to the District's "Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination." At Foothill College complaints should be directed to Dean of Student Affairs and Activities at (650) 949-7241. At De Anza College contact Trudy J. Walton, Dean of Student Development and EOPS at (408) 864-8828. Central Services employees should direct complaints to Jane Enright, Vice Chancellor of Human Resources and Equal Opportunity at (650) 949-6210.

Complaints of sexual harassment and complaints of discrimination filed by a student against another student shall be referred and handled pursuant to the District's "Procedures to Resolve Student-To-Student Complaints of Sexual Harassment and Discrimination." Such complaints should be directed to, Dean of Student Affairs and Activities for Foothill College at (650) 949-7241, or Trudy J. Walton, Dean of Student Development and EOPS for De Anza College at (408) 864-8828.

The Administrative Procedures noted above and additional information on sexual harassment including complaint procedures and forms are available online, as well as in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and the Office of the Vice President for Student Services (De Anza). For online access go to: <http://hr.fhda.edu/diversity/harassment>.

Each of us has the responsibility to prevent and eliminate sexual harassment and/or discrimination by reporting all instances to the appropriate person listed above.

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SEXUAL HARASSMENT AT WORK

1. WHAT IS SEXUAL HARASSMENT AT WORK?

Sexual harassment is a form of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964, California Fair Employment & Housing Act, California Code of Regulations, Title 5, and Foothill-De Anza Community College District (FHDA) policy. In general, sexual harassment means any unwelcome sexual advances, requests for sexual favors, and unwelcome verbal or physical conduct of a sexual nature.

Federal and state laws prohibit two generally recognized forms of sexual harassment: quid pro quo and hostile environment.

"Quid pro quo" is a Latin phrase meaning something for something." Typically, an employee must submit to unwelcome sexual conduct in exchange for receiving a term or condition of employment, such as a promotion, benefits, or the job itself.

"Hostile environment" sexual harassment entails unwelcome sexual conduct that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Generally, for such conduct to be sexual harassment, it must be sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment. Continuous expressions of sexual jokes, vulgar or obscene language, and suggestive innuendo or touching—all might characterize a hostile environment. One episode of such behavior, although offensive, likely would not constitute sexual harassment; however, when the behavior occurs so frequently that it is pervasive in the work setting, a hostile environment may exist.

2. WHY IS IT IMPORTANT TO KNOW ABOUT SEXUAL HARASSMENT AT WORK?

The employer is responsible for sexual harassment by its supervisory personnel—regardless of whether the specific acts complained of were authorized or even forbidden by the employer, and regardless of whether the employer knew or should have known of their occurrence.

An employer may also be liable for actions of persons other than supervisors who commit sexual harassment. Unless it can be shown that it took immediate and appropriate corrective action, an employer may be liable for sexual harassment between fellow employees if the employer (or its supervisors) knew or should have know of the conduct. The employer may even be responsible for sexual harassment that is exhibited by non-employees (such as visitors, outside vendors, service persons, etc.) if the employer knew or should have known of the conduct.

A victim of sexual harassment in the workplace may file a lawsuit against not only the employer, but also against the individual (supervisor, fellow employee or non-employee) who engaged in the harassing conduct. A plaintiff in a sexual harassment lawsuit may obtain compensatory damages (to replace the loss caused by the conduct) and punitive damages (to remedy mental anguish or punish wrongful conduct).

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The FHDA policy states that an individual proven to have engaged in sexual harassment is also subject to disciplinary action. Sexual harassment, per se, is never within the scope and course of employment.

Before complaints have the opportunity to arise, it is important that all employees are made aware of what sexual harassment is, and the implications of engaging in such behavior. This can be done through attendance at a District-sponsored sexual harassment workshop and by becoming familiar with the FHDA Sexual Harassment Policy. The comprehensive District policy for sexual harassment is contained in District Board Policy 4640.

3. WHAT CAN A VICTIM OF SEXUAL HARASSMENT DO?

An employee who experiences sexual harassment, or is in need of assistance in determining whether he or she has been or is a victim of sexual harassment, should report that conduct as soon as possible following the most recent occurrence to the appropriate Campus Coordinator.

The designated Campus Coordinator for Foothill College is the Dean of Student Affairs and Activities, (650) 949-7241; the designated Campus Coordinator for De Anza College is Trudy J. Walton, Dean of Student Development and EOPS, (408) 864-8828; and the District Coordinator is Robin Moore Director, Legal Affairs, Compliance and Training, (650) 949-6103.

An employee may first attempt to resolve the problem informally; however, participation in the informal process is optional and not a prerequisite to filing a formal complaint.

Finally, an employee may report the conduct to an appropriate governmental agency such as the Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing.

4. HOW A COMPLAINT OF SEXUAL HARASSMENT IS TREATED

The Campus Coordinator who receives an informal report of sexual harassment by an employee will undertake efforts to informally resolve the complaint. This may include meeting with the alleged harasser to make him or her aware of the offensive behavior and the impact the behavior has had. The Campus Coordinator will also provide the alleged harasser with a copy of the District's Sexual Harassment Policy, and may suggest attendance at a sexual harassment workshop, and urge greater awareness of behaviors that may be perceived as sexual harassment. Employees will not be required to confront or work out problems with the alleged harasser.

Instead of seeking informal resolution of a claim of sexual harassment, an employee may submit a formal complaint. Formal complaints by employees should be submitted to the Human Resources Office to the attention of Robin Moore, Director of Legal Affairs, Compliance and Training, 12345 El Monte Road, Los Altos Hills, CA 94022, (650) 949-6103. Employees must file complaints within six months of the date of the alleged unlawful harassment or discrimination.

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5. INTERNAL COMPLAINT PROCEDURES

The internal complaint process for allegations of sexual harassment and discrimination filed by an employee against a fellow employee, student or non-employee are contained in the District's

Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination.

The above complaint procedures and the District's unlawful Discrimination Complaint forms are available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill) and the Office of the Vice President for Student Services (De Anza).

Complaint procedures and forms are also available online and can be accessed via the District's Web site at <http://hr.fhda.edu/diversity/policies>.

An approved complaint form can also be obtained from the State Chancellor's Web site at <http://betasite.cccco.edu/divisions/legal/Discrimination/discrimination.htm>.

Retaliation against an employee or student for filing a sexual harassment complaint or for participating in an investigation is strictly prohibited.

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DRUG-FREE WORK PLACE POLICY

The Foothill–De Anza Community College District, in compliance with federal law, is providing all employees including student employees with the following statement regarding the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

Any employee convicted of a violation of any federal or state criminal drug statute is required to report that conviction to the Director of Human Resources within 5 days of the conviction.

Definitions:

The term “Workplace” is any location where an employee performs assigned duties on behalf of the District.

The term “Controlled Substance” means a controlled substance defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

The term “Controlled Substance Offense,” as used in Education Code Section 87405, means any one or more of the following offenses:

- A. Any offense in Sections 11350 to 11355, inclusive, (offenses involving controlled substances formerly classified as narcotics), 11366 (opening or maintenance of unlawful places), 11368 (forged or altered prescriptions), 11377 to 11382, inclusive, (offenses involving controlled substances formerly classified as restricted dangerous drugs), and 11550 (unlawful acts) of the California Health and Safety Code.
- B. Any offenses committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this state, would have been punished as one or more of the above-mentioned offenses.
- C. Any offense committed under former Sections 11500 to 11503, inclusive, 11557, 11715, and 11721 of the California Health and Safety Code.
- D. Any attempt to commit any of the above-mentioned offenses.

The term “conviction” means a finding of guilt, including a plea of nolo contendere, or an imposition of sentence or both by any judicial body charges with the responsibility to determine violations of federal or state criminal drug statutes.

District Policy:

It is the policy of the District to impose appropriate disciplinary sanctions on employees for the unlawful possession, use or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may result in the District requiring the employee to participate satisfactory in a drug-abuse assistance or rehabilitation program and may also include suspension or termination. The standards of conduct and sanctions applicable to employees are contained in the Foothill-De Anza Community College Board policy number 4500 and in the applicable collective bargaining agreements or employee handbooks.



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Dangers of Drugs in the Workplace:

The use of drugs and alcohol may pose significant health risks, dependency, disability and death, and may result in apathy, impaired judgment, lack of concentration and coordination, absenteeism, injuries, illness, ineffective supervision and destruction of property.

Available Assistance:

If you are a full-time employee, drug and alcohol counseling is available to you through the District's Employee Assistance Program. Information is available from the Human Resources Office. All employees can receive information on referrals to drug or alcohol counseling and rehabilitation programs from the Health Offices at both Foothill and De Anza Colleges.



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OFFICE OF FACILITIES, OPERATIONS, AND CONSTRUCTION MANAGEMENT

June 16, 2003

TO: All Employees, Occupants, Vendors, & Contractors
Of the Foothill-De Anza Community College District
FROM: John Schulze
Executive Director of Facilities, Operations
& Construction Management
RE: Notice of Asbestos Containing Building Materials.

When the Foothill and De Anza campuses were constructed, Asbestos Containing Building Materials (ACBM) were used in some areas. After a thorough investigation and testing program, we have discovered that the most common uses of asbestos in the buildings were in pipe insulation, floor tiles, and ceilings.

The ACBM has been inspected and is currently in a stable condition; however, any remodeling, which may take place, will be done in conjunction with proper asbestos abatement methods.

Contrary to widely held public perceptions; the presence of asbestos containing materials has rarely been found to pose a significant risk to building occupants. In fact, a consensus appears to be developing among scientists and public policymakers that removal of ACBM, particularly those in good condition, is not the action most protective of health, since removal often heightens risk of exposure to asbestos fibers.

According to the United States Environmental Protection Agency (EPA), "The presence of asbestos in a building does not mean that the health of the building occupants is necessarily endangered. As long as ACBM remains in good condition and is not disturbed, exposure is unlikely. When building repair, maintenance, renovation, or other activities disturb ACBM, or if it is damaged, asbestos fibers are released, creating a potential hazard to building occupants. Although not required to do so by federal law, the prudent building owner will take steps to limit building occupants' exposure to airborne asbestos."

The district is taking the most aggressive approach possible in or ongoing responsibility to protect the health of our employees.

Recognizing that, when all is said and done, people may still need a person to talk to. I have designated a member of my staff – Dave Paulsen – to help with any individual questions or concerns you may have. Dave can be reached on the Foothill campus at extension 6122. We especially ask that you call him before you make any ceiling or wall penetration to hang things or install equipment. He can then help you to prevent the disturbance of ACBM if present.

I realize this has been a long memorandum, and I appreciate your reading it through. However, this is such an important issue that I felt it deserved thorough treatment. Please expect more information to follow on this subject.

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PROCEDURES REGARDING MISUSE OF COMPUTER INFORMATION 3250

AP

This administrative procedure implements Board Policy 3250.

Abuse of computing, networking or information resources contained in or part of the District Network may result in the loss of computing privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable District or college policies, procedures, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse which violate District Board Policy 3250 include, but are not limited to, the following activities:

System abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse in violation of Board Policy 3250 or of this AP 3250.
- Forging e-mail messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California Computer Crime Laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.

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Harassment

- Using the telephone, e-mail or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Posting on electronic bulletin boards material that violates existing laws or the colleges' Codes of Conduct.
- Using the District Network to publish false or defamatory information about another person.

Commercial use

- Using the District Network for any commercial activity, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration.

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on District Web sites in violation of copyright laws.

Exceptions

Activities by technical staff, as authorized by appropriate District or college officials, to take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time; is occasional and does not interfere with or burden the District's operation. Likewise, the District will not purposefully surveil or punish reasonable use of the network for union business-related communication between employees and their unions.

Approved 11/17/97

Reviewed by Board 8/16/99, 7/7/03

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COMPUTER AND NETWORK USE: RIGHTS AND RESPONSIBILITIES 3250

Foothill-De Anza Community College District ("District") owns and operates a variety of computer and communication systems, including voicemail, electronic mail (e-mail), telephone, and access to the Internet, which are provided for the use of District faculty, administrators, staff and students in support of the programs of the Colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

The Computer and Network Use: Rights and Responsibilities Policy ("the Policy") applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Policy covers use of computer equipment and communication systems at any District facility in computer labs, classrooms, offices, libraries and the use of the District servers and networks from any location.

The Policy is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components within it, is the sole property of the District which for that reason has and retains complete and sole authority over the terms and conditions of its use. Except as provided in Board Policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network. For these reasons, the District Network is not to be relied upon as confidential and all District employees, students, independent contractors, and authorized guests can have no expectation of privacy concerning their uses of the District Network or concerning information created or stored in such media. Nevertheless, the District does not routinely inspect, monitor or disclose such information without the user's consent.

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance and academic freedom as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate. Moreover, because the District Network is solely owned and controlled by the District, system administrators may access user files or suspend services they manage without notice as required: to protect the integrity of computer systems; when required by and consistent with the law; under time-dependent, critical operational circumstances; or when there is a reason to believe that violations of law or District policy or procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged. The District shall attempt to notify users before discontinuing service. Notwithstanding any other provisions herein, however, the District shall not be required to give notice or to show cause before accessing the District Network or any parts thereof.

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For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities.

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.

“Unauthorized uses” include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in Administrative Procedure 3250.

The Board directs the Chancellor or designee to enforce all existing federal and state laws and District and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Policy will be dealt with in the same manner as violations of other District policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Students who do not observe these requirements may be in violation of the Student Code of Conduct and subject to student discipline.

All users of the District Network must read, understand, and comply with this Policy as well as Administrative Procedures 3250, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Policy.

Copies of this Policy can be found in the policies section of the College Catalogues, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the District’s Web site at <http://www.fhda.edu>.

This Policy and Administrative Procedures 3250 shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty as outlined in Board Policy 4190.

See Administrative Procedures 3250

Approved 11/17/97

Revised 7/7/03