

Policy Change	<input type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>	KEY: BOLD= new language strike through = delete language
Procedure Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>	
New Policy	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>	
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>	
		Board 2 nd Reading	<input type="checkbox"/>	
<u>Comments:</u>		<u>Referred to:</u>		<u>Edited:</u> 1/8/20 Subject Matter Area 1/15/20 P&P Committee

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Policy

3-8020 Due Process

Due Process rights are basic human rights and are enumerated in the Fifth and Fourteenth Amendments of the United States Constitution. By establishing fair and equitable dispute resolution policies, it is the intent of the Governing Board of the Yosemite Community College District to respond to allegations of misconduct with a balance that protects the accuser while affording the safeguards of due process for the accused.

YCCD policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations of law or District policy. However, false accusations determined to have been made with the intent of harming or harassing another person may subject the accuser to disciplinary action. An accusation that is not made in good faith is not protected.

The Governing Board desires to maintain an environment of fair treatment for all members of the District community, including faculty, staff, students, volunteers, trustees, contract employees, and others in the YCCD community. The Governing Board recognizes that state and federal laws and regulations establish constitutional due process standards and that California state law supports the rights of workers in California to negotiate the due process procedures applicable to their workplace through the collective bargaining process. Consequently, nothing included in this policy will supersede or nullify the language of existing collective bargaining agreements or contracts, existing policies governing due process (including those related to student conduct), or federal or state laws, regulations, case law, or precedential regulatory decisions. However, as of the time of adoption of this policy, it is the intention of the Board that existing due process policies will be reviewed and revised to be brought into alignment and consistent with this policy provided that such revised policies are consistent with the law.

The Governing Board believes that adopting Policy 3-8020 will promote fairness and equality for all members of our institution—employees (whether full or part-time), students, volunteers, docents, trustees, etc. - and will support the Governing Board's efforts to maintain high morale throughout our two-college District. However, nothing in this policy provides any additional property rights than already provided in the California Education Code or any other state or federal law.

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2 **The Chancellor is directed to ensure that the following minimum standards for due process will be**
3 **applied for all members of the District community and that Administrative Procedures are drafted if**
4 **necessary to further implement this policy:**

- 5
6 **1. If a complaint is received by the District, the District may close the matter without further**
7 **action after the District conducts a thorough preliminary investigation.**
8
9 **2. If the District determines that further investigation beyond the preliminary stage is**
10 **warranted, the District shall inform the individual against whom allegations have been made**
11 **(referred to as the Responding Party or "RP"), in writing, of the nature and scope of all charges**
12 **brought against the RP, at least ten business days before an initial meeting with an**
13 **administrator or investigator. At minimum, unless legally prohibited, a copy of Board Policy 3-**
14 **8020 and a written detailed summary of the allegations will be provided, including reference**
15 **to time(s), date(s) and location(s), individuals involved, specific conduct alleged, and policies**
16 **alleged to have been violated. The written complaint shall be provided unless otherwise**
17 **prohibited by law or if such disclosure would compromise the integrity of the investigation.**
18
19 **3. The District reserves the right to place the RP on leave or reassign the RP to another position**
20 **or work area while it carries out an investigation.**
21
22 **4. The RP shall be informed that she or he has the right to a presumption of innocence and that**
23 **the burden of proof lies with the District.**
24
25 **5. The RP will have the right to have a representative of the RP's choice present at interviews or**
26 **hearings at RP's sole expense. In addition, a CBA member has a right to a union**
27 **representative. Representatives are permitted to be active participants (but not obstruct) any**
28 **hearings, meetings, or interviews. Recording of any interviews during the investigation will**
29 **only be made by mutual consent of RP and the investigator. All proceedings should be**
30 **conducted in a respectful and dignified manner.**
31
32 **6. Prior to the District taking any final disciplinary action against the RP, the District shall provide**
33 **to the RP any relevant documents, including any final investigative report and notice of the**
34 **right to respond to the charges, either orally, in writing, or both, prior to the disciplinary**
35 **action. Such notice will be provided at least ten (10) working days prior to any disciplinary**
36 **action or hearing.**
37
38 **7. RP shall notify the applicable administrator within five (5) working days if RP requests an**
39 **informal hearing. To the extent permitted by law, the RP will be provided with a copy of the**
40 **report, including when there is no finding of misconduct, and even if the formal accusation**
41 **was dropped. Retaliation or threats made by RP (or the RP's allies) against accusers is itself**
42 **grounds for discipline.**
43
44 **8. If RP requests a hearing, the Human Resources Administrator or other appropriate**
45 **administrator will serve as the hearing officer. The hearing officer shall not be the same**
46 **person who investigated the matter. The RP is entitled to an impartial, unbiased panel or trier**
47 **of fact. Any hearing officer must render an impartial review and decision of the issue in**
48 **dispute. The RP has the right to challenge a fact-finder(s) for bias if the RP contends that the**
49 **fact-finder cannot be a fair or impartial decision-maker. Any challenge submitted by the RP to**

1 the fact-finder shall be submitted, as applicable to the person and situation, to the College
2 President, Human Resources Administrator, District Chancellor, or District Board of Trustees
3 ("decision-maker"). The decision-maker's determination shall be final.
4

5 9. During the hearing, the RP will have the right to present RP's side of the issues, refute the
6 evidence, and produce any oral or written documentary evidence, in real time. The RP's
7 representative also has the right to question witnesses, including the accuser, and respond to
8 another party's version of events. Witnesses may participate in the hearing from an off-site
9 location through the use of videoconferencing or similar means.
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11 10. An RP has a right to a decision based on the "clear and convincing" standard of evidence.
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13 11. The hearing officer will present his or her written findings to the RP within ten (10) working
14 days.
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16 12. Any finding of misconduct may be appealed according to existing procedures.
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18 **References:**

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21 **Adopted:**

22 **Last Reviewed:**