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The HCEC shall be comprised of the following membership (two-year term): one faculty
member, one administrator, one classified staff member, one confidential staff member, one L-39 member, and one student. In cases where the HCEC must meet while faculty is NIC, or over
the summer, the student and faculty HCEC members shall be paid $100 each per complaint. If a
member of the HCEC has a conflict of interest regarding any particular complaint, the HCEC
member will recuse himself or herself and be replaced by an alternate.

The HCEC shall have the authority to accept reports of alleged ethics violations. The HCEC shall
take reasonable steps to ensure the confidentiality of every report of alleged ethics violations.
Every member of the HCEC shall sign a confidentiality agreement prior to service on the HCEC.
Failure to conform to the confidentiality agreement will be deemed as an ethics violation.

After a report of an alleged ethics violation is submitted to the HCEC, the HCEC will determine
whether or not the alleged violation falls under the purview of AP 3050 in a timely manner.
Alleged violations that are not actionable under AP 3050 will be referred to the District for
further action.

Once the HCEC determines the plausibility of an alleged ethics violation, for the purpose of
confidentiality, the HCEC shall refer the report to Human Resources for an investigation.
Human Resources shall thereafter conduct the investigation and determine potential
consequences if the investigation determines that an ethics violation has occurred.

Consequences for an ethics violation may be remedial or disciplinary in nature. Remedial
action may include, but is not limited to, referral to counseling, revision of departmental
procedures, or additional training and education. Disciplinary action against employees and
students will conform to all relevant statutes, regulations, board policies, and administrative
procedures, including the provisions of any applicable collective bargaining agreement. The
action will be timely, effective, and commensurate with the severity of the circumstances.

Concerns regarding an alleged violation involving the Superintendent/President shall be
reported to and addressed