

**GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT**

***SUPERVISORY/CONFIDENTIAL  
HANDBOOK***

Revised 12/7/04

# SUPERVISORY/CONFIDENTIAL EMPLOYEES' HANDBOOK

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## **CHAPTER I**

### **EMPLOYEE STATUS**

#### **Supervisory/Confidential Employees**

All employees designated as "Supervisory/Confidential Employees" by the Governing Board shall be covered by the provisions of this Handbook and other policies of the Governing Board.

- A.** New employees to the District are considered probationary employees until they have satisfactorily completed one (1) calendar year of service, twelve (12) months from the date of initial assignment, at which time they become permanent.
- B.** Employees appointed to Supervisory/Confidential positions shall attain permanency in a new classification upon the completion of one (1) year of satisfactory service.

## **CHAPTER II**

### **SUPERVISORY/CONFIDENTIAL EMPLOYEE RIGHTS**

#### **Reassignment or Demotion**

- A.** When a Supervisory/Confidential employee is reassigned or demoted to a position in another unit, he/she shall be granted full credit for all time served in the District, regardless of the type of assignment previously held.
  
- B.** Seniority and other rights of employment will be based on the original date of hire, and the seniority within any classification.
  
- C.** All employees serving in a sworn law enforcement position shall be afforded all rights, benefits, and obligations as provided by Government Code Sections 3300-3311 et al., (Public Safety Officers Procedural Bill of Rights.)

## CHAPTER III

### HIRING, CLASSIFICATION, AND TRANSFER

#### **A. Hiring**

1. The Chancellor, or the Chancellor's designee, shall be responsible for the recruitment, selection, and recommendation to the Governing Board, of candidates for vacant Supervisory/Confidential positions covered by this Handbook.
2. Consistent with the principles of affirmative action/equal employment opportunity, the District shall seek quality leadership, provide career opportunities for its current Supervisory/Confidential employees and continue to recruit from the best available resources.
3. District employment procedures for Supervisory/Confidential positions shall be published and disseminated through normal district channels.

#### **B. Classification**

1. All Supervisory/Confidential employees employed by the District shall, upon their appointment, be classified within one of the classifications listed in Section B. 2. of this chapter.
2. Standard Classification Titles

##### TITLE

Administrative Secretary	C-D
Chancellor/Governing Board Office Assistant	C-D
Payroll Specialist	C-D
Administrative Secretary, Sr.	C-E
Personnel Specialist	C-E
Administrative Assistant	C-F
Business/Communications Services Supervisor	S-F
Contracts Specialist	C-F
Bookstore Supervisor	S-G
Custodial Supervisor	S-G
Grounds Supervisor	S-G
Human Resources and Labor Relations Specialist	C-G
Physical Education Supervisor	S-G
Warehouse Supervisor	S-G
District Accounting Supervisor	S-H
Foster Care/Education Program Supervisor	S-H
Instructional Computer Facilities Supervisor	S-H
Instructional Technology Supervisor	S-H
Payroll Supervisor	S-H

Printing Supervisor	S-H
Purchasing Supervisor	S-H
Admissions & Records Office Supervisor	S-I
Admissions & Records Technical Supervisor	S-I
Career & Job Development Services Supervisor	S-I
Chancellor/Gov. Board Office Supervisor	S-I
Child Development Center Coordinator	S-I
Counseling and Assessment Center Supervisor	S-I
Electronic Maintenance Supervisor	S-I
Financial Aid Supervisor	S-I
Grounds/Maintenance Supervisor	S-I
Health Services Supervisor	S-I
High School and Community Relations Coord.	S-I
Instructional Operations Supervisor	S-I
Public Safety Supervisor	S-I
Student Development Services Supervisor	S-I
Community Learning Operations Coordinator	S-I
Technical Services Supervisor	S-J
Computer Services Supervisor	S-K

### **Classification/Reclassification**

When there is reason to believe, by any party below, that the work regularly assigned to a position has evolved to an assignment that may be outside the employee's regular classification because of a gradual accretion of duties, a review shall be conducted through the Supervisory/Confidential Classification Review Committee. This review may be initiated by the employee, the supervisor, or Supervisory/Confidential Meet and Confer Committee.

The forms and procedure for the review will be provided by the District Employment Services to the individual who initiates the review.

A request for review of a position(s) will be accepted no more than once in a twenty-four (24) month period. The window period for submitting the reclassification review requests shall be limited to February 15, through April 15, for each subsequent year. Positions affected by a reorganization may be reviewed at times other than the window period. Notification of receipt of request shall be provided to the initiator within five (5) days of receipt in the office District Employment Services.

The classification review and determination shall be targeted for completion by the Supervisory/Confidential Classification Review Committee in 120 calendar days, excluding holidays, following the receipt of the request in District Employment Services. District Employment Services will notify the Supervisory/ Confidential Meet and Confer Committee and the employee in the event that the review cannot be completed within the 120 days and provide specific reason(s). The length of the extension shall be by mutual agreement between the District and Supervisory/ Confidential Meet and Confer Committee.

In the event the initiating party is dissatisfied with the determination, he/she may appeal such determination within fifteen (15) calendar days, excluding holidays. The appeal will include a general statement as to why the employee is requesting further consideration and will be reviewed by the Supervisory/Confidential Classification Review Committee, a representative from a consulting firm, if retained by the District, and with the individual initiating the review. The determination of the

Committee will be final and all parties involved will be notified by District Employment Services.

### **Classification and Reclassification Requirement**

If it is determined that the duties assigned to a position are not appropriate for the classification, the position will be recommended for reclassification or the inappropriate duties shall be removed from the position requirements.

The District will either remove the additional duties or will forward the recommendation to the Governing Board for final approval within thirty (30) calendar days. Should the District decide to remove the additional duties from the incumbent, the District shall meet with the employee and the Supervisory/Confidential Meet and Confer Committee to discuss the impact and effects of such decision. If at the end of the thirty (30) day period no action has been taken, the employee will receive out-of-class pay retroactive to the date of notification of the committee's final determination, until duties affecting classification are removed.

When a position is reclassified, the incumbent will be retained in the position.

When a position is reclassified, the incumbent shall be placed on the new range in accordance with the District's promotional salary rule.

If the reclassified position is vacant, it will be filled by the competitive process approved by the District.

### **Class/Classification Modification**

When the District or Supervisory/Confidential Meet and Confer Committee believe that a substantial number of the employees in a classification have had a significant change in job duties or there has been a significant impact to the work assigned to that classification, a request to review the classification description may be made October 1 through the last working day in October each year. This request will be made on the forms provided by District Employment Services. All requests must be signed by the District or Supervisory/Confidential Meet and Confer Committee representative and copies provided to the non-initiating party. These requests will be submitted to the Supervisory/Confidential Classification Review Committee. The Supervisory/Confidential Classification Review Committee's determination will be forwarded to the District and Supervisory/Confidential Meet and Confer Committee.

In the event the classification committee determines that a new classification should be created or that there has been substantial changes to the duties of an existing classification, the District and Supervisory/Confidential Meet and Confer Committee shall meet to discuss.

### **Abolition of a Position or Class of Positions**

If the District proposes to abolish a position(s) or classification, it shall notify Supervisory/Confidential Meet and Confer Committee in writing for purposes of discussion.

### **Classification Committee**

The Supervisory/Confidential Classification Review Committee shall consist of the following:

- \* Four (4) District representatives and

\* Four (4) Supervisory/Confidential representatives

Each team of representatives shall have the right to utilize the services of one additional, non-voting resource person.

The Supervisory/Confidential Classification Review Committee's primary role is to measure and evaluate the work described, and assign a value to any new or modified classification.

If it is determined that the work is not within the scope of a current classification, the Supervisory/Confidential Classification Review Committee makes a determination of an appropriate classification and the salary placement of any new or modified classification.

The Committee shall make determinations by consensus, using interest based methods, whenever possible. Consensus is defined as a general acceptance of the proposal.

**Permanent Voluntary Reassignments**

These are reassignments requested by the employee. They may be lateral or to a lower classification and must be approved by the immediate supervisor and appropriate administrator. Requests shall be in writing, as shall the decision of the immediate supervisor and appropriate administrator, President, or Vice Chancellor for district assignments.

**Permanent Involuntary Reassignments**

These are reassignments of Supervisory/Confidential employees to an established position that is open or to a new position. These reassignments must be approved by the appropriate manager, be of benefit to the District, and receive comparable remuneration including fringe benefits. The manager shall give written notice to the individual being reassigned, including the reasons for their reassignment, in accordance with the Education Code and Title V requirements.

## **CHAPTER IV**

### **HOURS OF WORK**

The workday is typically eight (8) hours within a twenty-four (24) hour period, and the workweek is typically forty (40) hours of work during any five (5) consecutive days.

Summer work schedule: When adopted by the Governing Board, the summer work week shall consist of four (4) consecutive days, Monday through Thursday, of ten (10) hours per day and forty (40) hours per week.

It is recognized by the District, that an alternative work schedule, other than eight (8) hours per day/five (5) days per week, may be a benefit to the employee and the District in the effective delivery of services.

A department or individual may initiate a proposal for an alternate schedule. Such proposal shall address how the alternative schedule will maintain and/or improve the availability of services provided by the department.

Proposals must be approved by the department manager and President or Vice Chancellor.

#### **Call Back Compensation**

In the event that it is necessary for Supervisory/Confidential staff to return to campus after completion of their normal work schedule, the employee shall be compensated at a minimum of two (2) hours at time and one-half.

#### **Stand-By Status**

The District shall specify those classifications where incumbents may be required to periodically stand-by in the event services may be required at times other than the regularly scheduled work hours.

The District and representatives of supervisory/confidential employees shall establish conduct criteria for employees to follow while in the stand-by period.

If an incumbent is directed by the District to stand-by, the employee shall receive a stipend of \$20.00 per 8-hour stand-by period. The requirement to serve stand-by shall be assigned on a rotating basis to those employees qualified to perform the anticipated assignment. If called back the employee shall be additionally be compensated as specified in Chapter IV-Call Back Compensation.

Except in emergency situations, employees shall be given 48 hours advance notice of stand-by assignment.

## **CHAPTER V**

### **SALARY AND ALLOWANCES**

#### **Supervisory/Confidential Salary Information**

Effective July 1, 2004, Supervisory/Confidential employees are paid according to the attached salary schedule which includes a 1.8% COLA increase (See Appendix A.) Supervisory/Confidential personnel on payroll as of September 1, 2004, are eligible under the attached salary schedule for the fiscal year July 1, 2004, through June 30, 2005.

The District reserves the right to increase the salaries of those employees covered by this salary schedule during the current school year or any subsequent school year in which the salary schedule may be in effect. This salary schedule will remain in effect until amended or repealed by the Governing Board. If the District reaches a more favorable agreement with any other employee group regarding salary and/or benefits, the same principles will be applied to the Supervisory and Confidential Unit.

The District and the Supervisory/Confidential Employees have found that the Efficiency Formula and other salary and benefits provisions have made progress toward meeting the interests of both parties. Reserving rights to change or repeal these provisions does not anticipate a change in the interests of the Governing Board, but provides an opportunity to evaluate conditions at the time and make any appropriate and/or necessary changes.

#### **Longevity Increments:**

Beginning the 6th year of service in the college District, an employee will receive a longevity increment of \$1,397. Every year thereafter, this longevity increment will be increased by \$313 per year.

#### **Anniversary Date:**

July 1 shall be the anniversary date for all employees. Any employee who has spent at least 60% of a year within one step will be eligible for advancement to the next step. \*Current full-time district employees who have completed a normal work year in a position or combination of positions within the district will receive the scheduled step increase in the position currently held on July 1.

#### **Supervisory/Confidential Shift Differential Compensation:**

A Supervisory/Confidential employee whose regularly assigned work shift ends after 10:00 p.m. three (3) days a week or more of the regularly scheduled workweek, shall be paid a shift differential premium of \$75 per month additional. Employees temporarily assigned to a qualifying shift, at least three (3) consecutive weeks, shall be eligible for a shift differential premium. The shift differential premium shall be paid on the pay period in which the majority of any three (3) week segment of a temporary assignment is worked.

A Supervisory/Confidential employee whose regularly assigned work shift ends after 2:00 a.m. three (3) days a week or more of the regularly scheduled workweek, shall be paid a shift differential premium of \$100 per month additional. Employees temporarily assigned to a qualifying shift, at least

three (3) consecutive weeks, shall be eligible for a shift differential premium. The shift premium shall be paid on the pay period in which the majority of any three (3) weeks segment of a temporary assignment is worked.

### **Initial Placement on the Salary Schedule**

#### **A. From Within the District**

An employee continuing from the preceding year who is promoted from another district salary schedule to the Supervisory/Confidential Salary Schedule shall first have his/her salary placement determined on the appropriate salary range of the former salary schedule for the next year in accordance with the existing regulations, and then be allocated to the lowest step within the designated salary range which provides at least a five (5) percent increase.

#### **B. New to the District**

A Supervisory/Confidential employee, new to the District, shall be placed on the step of the appropriate salary range based upon an evaluation of the type and level of his/her previous experience, as recommended by the District Chancellor and approved by the Governing Board.

### **Salary Placement Upon Reclassification**

#### **A. Present Salary Within Reallocated Range**

If position is reallocated to a lower range and the employee's base salary is within the range to which their classification is reallocated the employee shall be placed at the step which is closest, but not less than, their present base salary. If this placement is at a step other than step E, the employee shall advance to the next step on the next July 1 and continue to advance annually until reaching step E.

If position is reallocated to a higher range and the employee's base salary is within the range to which their classification is reallocated the employee shall be placed at the lowest step within the designated salary range which provides at least a five (5) percent increase. If this placement is at a step other than step E, the employee shall advance to the next step on the next July 1 and continue to advance annually until reaching step E.

#### **B. Present Salary Exceeds Maximum of Reallocated Range**

An employee whose base salary exceeds step E of the range to which their classification is reallocated shall not have their salary reduced. Their salary shall not be increased until such time as step E of the range to which their classification is allocated exceeds their present base salary.

### **Salary Deductions**

In the case where Supervisory/Confidential employees are absent without pay for any reason, the number of hours in the twelve-month contract year (2080) will be used to adjust their annual salary.

## **CHAPTER VI**

### **SICK LEAVE, PERSONAL NECESSITY LEAVE, AND PREGNANCY AND CHILD CARE LEAVE**

#### **Eligibility**

Sick leave benefits shall be available to all Supervisory/Confidential employees covered by this Handbook. Any time taken as sick leave which, upon termination does not have a sufficient accumulation from which to draw, shall be recovered from the employee.

#### **Donation of Sick Leave**

The District will allow the donation of sick leave to any individual employee who has suffered a long-term illness or disability and who has exhausted all accrued full paid leave and other full paid time off.

Donated sick leave will be considered as personally earned sick leave for purpose of determining balance of half-pay sick leave. Any sick leave donated after employee has exhausted half-pay sick leave allowance will be retroactively applied to replace half-pay sick leave used.

The offer to donate shall be made on a signed pledge form which will be prepared by the Employment Services Office. Solicitation of donations may be made by the individual requesting donations or by a representative of such individual. Once the donated sick leave is actually credited, the transfer of leave is irrevocable. No employee may donate less than eight (8) hours or more than forty (40) hours of sick leave per fiscal year. The offer to donate sick leave shall remain valid for one (1) year from the date of signature on the pledge form.

#### **Verification of Illness**

Verification of illness may be required by the District either in the form of a licensed physician's written statement or a statement by the employee describing the nature of the illness on a form acceptable to the District. Normally a physician's statement will not be required for a short-term illness of five (5) days or less unless the District has valid grounds for requesting such a statement. A request for verification of illness shall only be issued by the Risk Management/Benefits Office.

#### **Authorized Uses**

Absence from duty because of illness, injury, exposure to contagious disease, or disability due to pregnancy shall constitute proper uses of sick leave. Accumulated sick leave may also be used for personal necessity, herein defined, and in connection with leaves arising from industrial accident and illness.

When an illness or injury prevents a unit member from reporting to his or her worksite, such unit member, in appropriate situations, may apply to his or her manager through his or her immediate supervisor, for permission to perform duties from the unit member's home. Approval of such requests resides within the sole discretion of the appropriate manager (subject to review of the President and Vice Chancellor Human Resources). Prior to the implementation of any such request, a telecommuting or "work at home" plan will be developed for the unit member. Such plan shall include provisions for the length of time that the plan will be in effect, the number of hours per day to be

worked as well as any other applicable and appropriate terms and conditions. Such plans will be terminable at the will of the District. Any such plan shall be subject to applicable state or federal regulations as well as any insurance or workers' compensation requirements.

### **Sick Leave Allowance**

Supervisory/Confidential employees with a full-time assignment shall be eligible for sick leave at the rate of one (1) day per month of service, beginning with the first month in which fifteen (15) calendar days were served in the employment of the District. The accrual shall be proportionate to and for assignments less than full time. Unused, full-salary sick leave shall accrue without limitation. A permanent Supervisory/Confidential employee who resigns, and is rehired within thirty-nine (39) months of the last date of paid service, shall have all accumulated, unused full-salary sick leave credits restored.

### **Half-Salary Sick Leave**

Full-time Supervisory/Confidential employees shall have a potential of 100 workdays of sick leave at half-salary. The actual half-salary days awarded each year shall depend upon the number of full-salary sick leave days accrued. Half-salary days shall be awarded if the total of full-salary days does not exceed 100 workdays, plus the current year's entitlement. Supervisory/Confidential employees may continue on half-salary sick leave from one fiscal year to the next, but shall be eligible for a new entitlement of half-salary sick leave only when medically cleared and returned to the regular duty assignment for a minimum of one (1) day.

### **Transfer of Accumulated, Full-Salary Sick Leave**

Supervisory/Confidential employees who have previously worked for another California school district may have their previous sick leave transferred to the Grossmont-Cuyamaca Community College District pursuant to Ed Code Section 88202.

### **Extenuating Circumstances and Special Conditions**

Quarantines - Supervisory/Confidential employees who are unable to perform their duties because of legally established quarantines shall be entitled to the same leave as though they were personally ill, provided a certificate from the County Health Department is filed verifying the quarantine.

### **Personal Necessity Leave**

Leave which is credited under sick leave above may be used, at the unit member's election, for purposes of personal necessity provided that use of such personal necessity leave does not exceed seven (7) days in any school year. For the purposes of this Article, a "day" shall be the hourly equivalent of the employee's assigned workday at the time the leave is taken.

For purposes of this Section, personal necessity shall be limited to:

1. Death or serious illness of a member of the unit member's family (See Bereavement Leave);
2. An accident which is unforeseen involving the unit member's person or property, or the person or property of a unit member's immediate family;

3. Circumstances that are serious in nature and cannot be disregarded and which necessitate the immediate attention of the employee or religious holiday, provided that, under no circumstances shall leave be available for purposes of personal convenience or the extension of a holiday or a vacation period for matters which can be taken care of outside the work hours, or for recreational activities.

Before the utilization of personal necessity leave, a unit member must obtain prior written approval from the appropriate management person, except for circumstances where it is impossible to seek such approval or cases of "1." or "2." above. Should the circumstances outlined in "1." or "2." arise, the employee shall make every effort to comply with District procedures to enable the District to secure a substitute.

Under all circumstances, a unit member shall verify in writing that the personal necessity leave was used only for purposes set forth in numbers "1". and "2". of this section.

### **Immediate Family Includes**

Spouse, children, grandchildren, siblings, parents, and grandparents of the employee or spouse of the employee, siblings of parents or grandparents of the employee or the spouse of the employee, and spouses and children of said siblings. The aforesaid relationships may be either natural, adoptive, or established by marriage.

### **Pregnancy & Child Care Leave**

An employee may use sick leave if she is unable to render service to the District as a result of her pregnancy, as verified by her physician. Pregnancy Leave shall be granted by the District in accordance with the provisions of the California Education Code.

A pregnant employee may continue to work as long as her health will permit, as certified by her physician, and so long as she can carry out her duties and responsibilities. The employee must file a statement from her physician, or District approved medical advisor, not later than the fourth (4th) month of pregnancy indicating the estimated date of delivery, that the employee is in good health, and she can continue to carry out her assigned duties and responsibilities without danger to herself or her unborn child.

The use of sick leave for pregnancy-related disability shall be treated the same as any other disability for which sick leave is granted. In order to use sick leave for pregnancy disability, the employee must have actually rendered paid service to the District immediately prior to the disability.

A pregnant employee who wishes to take a personal leave without pay to prepare for childbirth may request such leave for a time mutually agreeable to the employee and the District. The District will pay all costs of the health and welfare benefits for the first three (3) months of such leave. At the expiration of the three (3) month period, the employee may arrange with the District to continue her health and welfare benefits at her own expense, subject to the insurance carrier's approval.

Child Care Leave after the birth of the child may be granted upon request, as an elective leave for a period of up to twelve (12) months. Such leave shall be without compensation or credit toward service and shall not be considered as personal illness. Such leave may also be utilized for adoption.

Child Care Leave, when combined with a preparation for childbirth leave, other than for disability, shall not exceed one (1) year.

An employee returning from pregnancy leave shall provide a physician's statement indicating that the returning employee's health will permit her to discharge the full responsibilities of her position.

## **CHAPTER VII**

### **LONG-TERM LEAVES OF ABSENCE**

#### **A. Eligibility**

Long-term leaves of absence (those in excess of 30 calendar days) may be granted to permanent employees covered by this Handbook. Probationary employees are eligible for leave due to pregnancy or military leave only. All long-term leaves, are taken without salary, except the first thirty (30) days of military leave.

#### **B. Application for Benefits**

All requests for leave shall be in writing, upon the appropriate form prescribed and provided by the District with all necessary documentation attached, such as physician's statement of incapacity or prepared study program. Requests shall be submitted to the immediate supervisor in advance of the intended leave.

#### **C. Authorized Uses**

Long-term leaves are authorized for the following uses:

##### **Health Leaves (Including Leave Due to Pregnancy)**

A Supervisory/Confidential employee with insufficient leave or accrued employment time to qualify for sick leave, or who desires not to utilize accrued sick leave, may apply for health leave without pay. All requests for health leave must be accompanied by a physician's statement of incapacity, and return to duty is dependent upon evidence of recovery.

##### **Long-Term Military Leave (More than 30 Workdays Per Year)**

A Supervisory/Confidential employee shall be granted leave for the purpose of serving in the armed forces for an extended period of time. The leave may be renewed indefinitely, except when the service commitment is voluntarily extended.

Salary Entitlement (first 30 days) - A Supervisory/Confidential employee who has a minimum of one (1) year of prior service with the District shall receive his/her salary for the first thirty (30) days of ordered military duty. Pay for such purposes (deemed to be one month's salary) shall not exceed thirty (30) days in any college year.

Return to the District - A Supervisory/Confidential employee, upon release from active duty, shall have the right of reemployment at any time within six (6) months of the termination of the ordered service.

However, the employee shall not be entitled to sick leave, vacation, or salary for the period he/she was on leave, except as noted above.

Forfeiture of District Position - A Supervisory/Confidential employee who voluntarily requests and

obtains an extension of his/her tour of duty shall forfeit all rights of return to a position with the District.

### **Other Leaves**

A Supervisory/Confidential employee may be recommended for a long-term leave of absence at the discretion of the Chancellor.

### **Length of Leave**

Long-term leaves of absence may be granted for periods up to a year, and may be extended on a year-to-year basis upon recommendation of the Chancellor and approval of the Governing Board. The total period of leave may not exceed three (3) full years in addition to any remaining portion of the year in which the leave began.

### **Retention of Earned Sick Leave**

Supervisory/Confidential employees who are granted long-term leaves of absence shall retain any sick leave which they may have accumulated at the time of the leave, but shall not accumulate any additional sick leave rights during the leave period.

### **Return from Long-Term Leave**

At the expiration of a leave of absence, a Supervisory/Confidential employee shall be returned to the position formerly held, or to a position of equal classification level and of similar requirements of ability and skill; or, the employee may request a position in a lower grade.

## **CHAPTER VIII**

### **SHORT-TERM LEAVES OF ABSENCE**

#### **A. Eligibility**

Short-term leaves of absence of less than one calendar month may be granted to any Supervisory/Confidential employee covered by this Handbook.

#### **B. Application**

Requests for short-term leaves shall be in writing, upon the appropriate form prescribed and provided by the District, and shall be filed with the Supervisory/Confidential employee's supervisor in advance of the intended leave, unless otherwise stated by the provisions of the specific leave.

#### **C. Authorized Leaves**

Short-term leaves are those which include the following:

##### **Paternity/Adoption Leave**

Upon the birth of a child, or in order for any employee to make final arrangements to adopt a child, a Supervisory/Confidential employee, upon verbal request, shall be granted one (1) day of leave without loss of pay. Upon return to duty the Supervisory/Confidential employee must submit the appropriate leave request form and validating documents.

##### **Bereavement Leave**

Absence without loss of salary for a period not to exceed three (3) days (five (5) days if minimum travel of 400 miles one-way is required) may be granted to a Supervisory/Confidential employee upon the death of a member of his/her immediate family; or of any relative living in the immediate household of the employee; or of an individual with whom the employee had a spouse-like relationship.

- a. Immediate family includes: spouse, children, grandchildren, siblings, parents, and grandparents of the employee or spouse of the employee, siblings of parents or grandparents of the employee or the spouse of the employee, and spouses and children of said siblings; the aforesaid relationship may be either natural, adoptive or established by marriage.
- b. Leave may be secured by verbal request, but requires appropriate leave request form upon return to duty.

##### **Military Leave**

Military leave shall be granted in accordance with the law. Please direct all questions to the office of Human Resources Administrative Services.

## **Judicial Leave**

Unit members will be provided leave for regularly called jury duty or to appear as a witness in court, other than as a litigant, for reasons not brought about through the connivance or misconduct of the unit member. Upon knowledge of the appearance request, the unit member shall submit a written request for an approved absence no less than ten (10) days prior to the beginning date of the leave unless the unit member receives a notice to appear at a time that is less than ten (10) days away.

Any employee who is working an evening or alternate shift (not falling between 7:30 a.m. and 5:00 p.m.; Monday through Friday) and is required to perform jury duty, shall be temporarily assigned to the day shift with no loss in wages or benefits. The employee shall not be required to perform services for the District while the employee reports to jury duty, unless released before 12:00 noon.

If a negotiated holiday, not observed by the courts, occurs while an employee is serving jury duty, said employee shall receive an alternate holiday upon returning to his/her regular work assignment.

## **Leave for Court Appearance**

When a Supervisory/Confidential employee is required to appear as a witness in court, other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the Supervisory/Confidential employee, a leave without loss of salary may be granted. The Leave Request Form shall be submitted with a copy of the subpoena attached. Witness fees received by any employee shall be remitted to the Office of Vice Chancellor-Business within ten (10) days of receipt of such fees.

## **Religious Leave**

Unit members may be granted personal leave without pay for the purpose of observing religious holidays if no personal necessity leave is available.

## **CHAPTER IX**

### **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

Industrial accident and illness leave is provided by the District for the purpose of augmenting temporary disability payments during absences due to on-the-job injury or illness (as defined by state code). Detailed information regarding industrial accident and illness leave is available from the District Employment Services.

## **CHAPTER X**

### **VACATION**

#### **A. Eligibility**

Vacation days shall be granted to all Supervisory/Confidential employees covered by this Handbook, and in accordance with the provisions contained herein.

#### **B. Vacation Requests**

All requests for vacation shall be in writing, and shall be submitted to the immediate supervisor in advance. Supervisory/Confidential employees shall schedule their vacations with the prior approval of the immediate supervisor.

#### **C. Regulations/Definitions**

##### **1. Assignment Years/Entitlement**

All Supervisory/Confidential personnel shall qualify for a Supervisory/Confidential vacation schedule under which they may accumulate two (2) days vacation time per working month as identified in their working agreement. Of this amount, ten (10) days may be carried over into the next fiscal year. Accrued vacation days are credited to an employee after six (6) months of full-time employment.

##### **2. Break in Service**

- a. Military Leaves - are credited as service for vacation eligibility purposes, but vacation days are not accrued during such leaves.
- b. Supervisory/Confidential employees who have had a break in service will be given credit only for the total months of service with the District, except that service broken for periods of less than ninety (90) calendar days shall be disregarded when computing the number of full months completed.
- c. Unpaid Leaves in excess of ninety (90) calendar days - shall be considered a break in service and will not be credited for vacation eligibility purposes.

##### **3. Month**

Employment is for at least fifteen (15) calendar days.

#### **D. Vacation Carry-Over Formula**

Confidential/Supervisory employees shall accrue earned vacation at the rate of two (2) days per month, and the vacation time shall be vested at the end of the sixth (6) month of continuous service.

On July 1 of each fiscal year the District Payroll Office shall notify each Confidential/Supervisory employee of the number of earned vacation days in excess of ten (10) that the employee has accrued as of that date, and the employee shall have until December 31 of the current fiscal year to use those vacation days. Any days in excess of ten (10) that remain credited to the employee from the previous fiscal year(s) shall be paid off in January.

**E. Winter and Spring Recess**

Vacation days taken during these periods when programs are not in session must be deducted from the accrued vacation entitlement.

**F. Use of Vacation Days in Advance of Accrual**

The Chancellor or his designee may permit Supervisory/Confidential employees to use their vacation entitlement in advance of accrual for specific purposes approved on a case-by-case basis. Should the employee resign, retire, or be reassigned to a position not eligible for vacation prior to fully earning and accruing vacation already taken, such excess days will be deducted from his/her final pay warrant in the twelve-month assignment.

**G. Vacation Scheduling**

- Must be at the convenience of the District and approved by the immediate supervisor.
- Generally, vacations should not be taken prior to completion of six (6) months in the assignment.
- Generally, no Supervisory/Confidential employee, other than a terminating employee, shall be permitted to take more than twenty (20) days at a time.
- In the event that a vacation is interrupted by illness which is covered by the sick leave provisions herein, sick leave may be substituted for vacation days.

**H. Exceptions**

Exceptions which will not seriously affect the operation of the District may be authorized by the Chancellor or his designee.

## CHAPTER XI

### HOLIDAYS

Any Supervisory/Confidential employee covered by this Handbook shall be entitled to all holidays designated by the Governing Board by adoption of the District's Academic Calendar.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Lincoln's Birthday	February 12 or any preceding or following Monday or Friday as agreed to by the District and bargaining unit in consultation with the Academic Calendar Committee.
Washington's Birthday	Third Monday in February
Spring Vacation Day	Friday of Spring Recess
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admission Day	To be observed on a day agreed to by the District and the bargaining unit in consultation with the Academic Calendar Committee.
Veteran's Day	November 11, or a Friday or Monday agreed to by the District and the bargaining unit in consultation with the Academic Calendar Committee.
Thanksgiving Day & the following Friday	
Winter Break	Two days to be scheduled during winter break as agreed by the District and bargaining unit in consultation with the Academic Calendar Committee.
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
S/C Recognition Day	For the fiscal year 2004/2005, one additional day (for example, December 22, 2004) shall be scheduled in conjunction with Winter Break as agreed to by the District and the

Supervisory/Confidential Group in consultation with the Academic Calendar Committee. In the event that District management identifies mandatory services required for a particular employee on that date, an alternate date shall be scheduled no later than February 10, 2005.

Professional  
Development Day

A day in recognition of the employee scheduled at the request of the employee and approved by the immediate supervisor. In those years where it is determined by the Academic Calendar Committee that an additional day is required in order to facilitate the shut down of District sites during the holiday period of the winter break, the Professional Development Day shall be scheduled during the winter break.

When a holiday falls on Saturday or on the sixth (6th) day of the employee's assigned workweek, the preceding workday, not a holiday, shall be deemed to be that holiday.

When a holiday falls on Sunday or on the seventh (7th) day of the employee's assigned workweek, the following day, not a holiday, shall be deemed to be that holiday.

## **CHAPTER XII**

### **BENEFITS**

Grossmont-Cuyamaca Community College District provides an insurance benefit program for all Supervisory/Confidential employees and their eligible dependents that includes medical, dental and related benefits. A Supervisory/Confidential employee must have a 50% or more regular employment contract to be eligible for these benefits.

Since district insurance carriers may change from time to time, and since employee benefits are reviewed and modified on a regular basis, details of the benefit plans are not included in this Handbook, but details are periodically distributed to all staff members from the Risk Management/Benefits Office. Specific questions regarding all benefit matters should be directed to the Benefits Technician in the Risk Management/Benefits Office.

The District will, for the year 2004, increase the District contribution for health and welfare benefits in order to maintain the benefit programs. (See Appendix B-1). Benefit programs will be reviewed for 2005.

The District will maintain the existing long-term disability policy for all employees.

The District will pay the medical and dental premiums currently in effect for eligible retired Supervisory/Confidential employees who have completed ten (10) or more years of contract service in the Grossmont-Cuyamaca Community College District from the age of retirement until eligible for Medicare.

#### **Active Supervisory/Confidential Employees Opting Out:**

No active Supervisory/Confidential employees or dependents will be permitted to opt-out of District coverage.

#### **Retirees Opting Out:**

Retirees who are under the age of 65 and who meet one of the requirements below:

- a) Retirees residing outside of the United States will receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a single party or a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a retiree and their spouse in lieu of direct coverage.
- b) Other retirees may opt-out from medical coverage and receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a single party or both the retiree and their spouse may opt-out and receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff. Retirees who opt-out with alternate insurance will be permitted to return the first of the month following proof of loss of the alternate insurance.
- c) Payments will be made in April and October.

## **CHAPTER XIII**

### **SUPERVISORY/CONFIDENTIAL EMPLOYEES' EXPENSES**

It shall be the policy of the Board to provide for the payment of the actual and necessary expenses, including traveling expenses, of employees of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board.

Use of a personal vehicle for approved school purposes shall be reimbursable to the employee at the rate set annually by the Board.

Whenever the vehicle of an employee traveling on approved District business is damaged as a result of a collision or accident, the District shall pay the costs of repairing the damage, up to a maximum of \$250. In the event the employee is covered under collision insurance, the District shall pay only those costs not reimbursed by the insurance carrier, not to exceed \$250.

Actual and necessary expenses to attend a function outside the District, shall be reimbursable to the employee, within budget limitations, if such events have as their purpose, programs which will improve the operation of the District or such events have programs which will benefit the employee in the performance of assigned District duties and approval has been obtained in advance from the Chancellor.

Attendance at District approved events outside of the District shall be without loss of regular pay.

## **CHAPTER XIV**

### **COMPLAINT AND PROBLEM RESOLUTION PROCEDURES**

#### **Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to work-related complaints and/or problems. All parties affirm that these procedures shall be kept as informal and as confidential as may be appropriate at each step of this procedure.

#### **Definition**

A "complaint/problem" is a verbal or written allegation by any Supervisory/Confidential employee alleging that a policy or procedure not subject to a collective bargaining contract grievance procedure has been violated.

Other matters for which a specific method of review is provided by law, such as dismissal, FEPC, OSHA, EEOC, or HEW are not within the scope of this procedure.

A "Peace Officer" is an employee who comes within the provisions of Penal Code Section 830 and otherwise meets all standards imposed by law on a Peace Officer.

A "day" is a day in which the central administrative office of the District is open for business and one which employees are required to work.

The "immediate supervisor" is the lowest level management or supervisory position having immediate jurisdiction over the employee.

#### **Procedures**

##### **Step I - Informal**

Every effort should be made to resolve any complaint/problem before filing a written complaint with the employee's immediate supervisor.

##### **Step II - Formal**

###### **Step A.**

The employee must present his/her complaint or problem in writing to the immediate supervisor.

This shall be a clear, concise statement of the complaint/problem, the circumstances involved, and the specific solution suggested.

The supervisor shall communicate, in writing, a decision to the employee within ten (10) days after receiving the written complaint/problem.

Within the above time limits, either party may request a personal conference with the other party and a representative of the employee's choice may be present.

**Step B.**

In the event the employee is not satisfied with the decision, the employee may appeal the decision, in writing, to the next appropriate administrative level within five (5) days. This statement should include a copy of the original complaint, the decision rendered, and a clear, concise statement of the reason for the appeal or the employee may request mediation.

**Step C.**

Step B may be repeated at each administrative level until it reaches the college President or appropriate Vice Chancellor or the complaint/problem has been resolved.

Additional rights privileges and obligations apply to Peace Officers in the Government Code 3300 to 3311 et. al. (Public Safety Officers Procedural Bill of Rights).

## **CHAPTER XV**

### **SUPPLEMENTAL RETIREMENT INCENTIVE PROGRAM**

The Governing Board may, from time to time, provide opportunities to eligible Supervisory/Confidential employees to participate in a Supplemental Retirement Incentive Program. Information on such programs is available from the Risk Management and Benefits Office.

Effective October 1, 2002, the savings experienced in the first three years of a retiree vacating his/her position will be contributed by the District, as an employee contribution on behalf of the employee, into the San Diego County Schools Fringe Benefits Consortium 457(b) plan. Savings shall be calculated in accordance with the methodology outlined in Appendix D.

The District and representatives of the supervisory and confidential employees shall continue to evaluate options for the retirement incentive program.

## CHAPTER XVI

### EMPLOYEE EVALUATION & INDIVIDUAL STRATEGIC PLAN (ISP)

#### EMPLOYEE EVALUATION

##### **Probationary Employees**

All Supervisory/Confidential employees will be evaluated in writing by their immediate supervisor on the appropriate form set forth in Appendix E.

For the purposes of this article, an immediate supervisor shall be that first level position, not a position in the Supervisory/Confidential unit unless acting out of class, whose position specifies that they are to direct the work of Supervisory/ Confidential staff and participate in the evaluation of Supervisory/Confidential staff, the first level position specified as supervisory, or the first level position specified as management to which the position reports.

Newly hired employees shall serve a twelve (12) month probationary period. Progress evaluations (see Evaluation Form – Appendix E-1) for all probationary employees shall be submitted on or about the end of the third (3rd), sixth (6th), and ninth (9th) month from the date of appointment to the position.

Continued employment, beyond the twelve (12) month probationary period, shall indicate that the employee has achieved permanency.

##### **Permanent Employees Appointed to a New Position**

Progress evaluations (see Evaluation Form – E-1) for permanent employees appointed to a new position shall be submitted twice during the first (1st) year in the new classification.

The evaluation procedure shall be as follows for both probationary and permanent employees appointed to a new position :

- a. The immediate supervisor shall meet with the employee
- b. Each element of the evaluation shall be discussed
- c. Strong areas shall be noted
- d. Weak areas shall be explained and specific recommendations made as to methods to be used to achieve improvement
- e. The evaluation shall be signed by the immediate supervisor, and the person to whom the immediate supervisor reports, prior to the time of this meeting
- f. The employee shall sign the evaluation; such signature indicating neither concurrence nor objection to the content, and the employee shall at this time have the opportunity to indicate a request for further review of the evaluation, or his/her intent to file a written rebuttal.

Any deficiency reported in the progress evaluation shall be accompanied by written documentation showing that the supervisor counseled the employee regarding the deficiency at the time it was noted. Such documentation shall include the date the counseling took place and instructions given the employee regarding methods to be used to achieve improvement.

## INDIVIDUAL STRATEGIC PLAN PROCESS (ISP)

A completed Individual Strategic Plan (ISP) form (Appendix F) for all other permanent employees shall be submitted once during the fiscal year at a time designated by the District, but no later than June 30.

Evaluations of permanent Supervisory/Confidential staff with at least one year in service, in their current position, will be accomplished through the Individual Strategic Plan System. The ISP process exists to create an environment which continuously translates the Mission, Vision and Values of the Grossmont-Cuyamaca Community College District into mutually developed individual and organizational goals, objectives and actions. The ISP System consists of three parts: a goal setting process, a review process, and a formal feedback process.

The purpose of creating an Individual Strategic Plan is to link the employee's work with that of the organization, encourage the employee to take initiative for their personal and professional growth, and recognize and acknowledge the employee's contributions to the achievement of the Grossmont-Cuyamaca Community College District's mission and vision. The employee and the immediate supervisor will jointly develop the ISP. The planning and goal development process is outlined in detail in the ISP Manual. The ISP manual will be provided to all Supervisory/Confidential staff and immediate supervisors.

If the employee and the immediate supervisor can not reach mutual agreement on the ISP goals, a committee with equal representation from the District and the Union shall be convened to mediate the differences. If mediation fails to bring consensus between the immediate supervisor and the employee, the committee may determine the ISP goals.

The purpose of review is to reflect on achievements, contributions, and areas for further development. The immediate supervisor shall prepare an annual overview of performance status. If goals were not accomplished, note observation and/or recommendations for further action. A copy of the completed ISP shall be placed in the employee's personnel file.

The purpose of the performance feedback survey program is to provide the employee with valuable feedback regarding how others view his/her behavior in the workplace. This information is provided for his/her personal and professional development, and will not be used for disciplinary, assessment or review purposes. The feedback can be used to identify goals for the ISP.

**Sources of Information** – feedback will be solicited from those who interact with the employee in the workplace on a regular basis. Typically, feedback respondents will include the employee, the immediate supervisor, four peers and four direct reports or customers. The employee will select two of the peers and two direct reports or customers, and the immediate supervisor will select two peers and two direct reports or customers. Confidentiality will be protected for both the employee and the respondents.

**Survey Schedule** – Every employee will participate in the Performance Feedback Survey Program once every three years. In addition, only one-third of all eligible employees will participate in the program in a given year.

**The Survey Process** – The details of the survey process are outlined in the ISP Manual. Survey results will be compiled into a summary report. The final report will be sent to the employee and a notice of its distribution will be sent to the immediate supervisor. The immediate supervisor and the employee are expected to meet to review and share this report. Consultation with the immediate supervisor may result in development of future ISP goals. The final report is the property of the employee. After the final report is distributed, all confidential paperwork will be destroyed.

The District and the Supervisory/Confidential agree to periodically review the ISP system.

## **General Provisions**

Special evaluations and revisions to ISP goals may be made on either a permanent or probationary employee at other than specified times upon the request of the Supervisory/Confidential member, appropriate department head, or the administration.

Allegations or hearsay statements about an employee shall not be used in the evaluation of that employee. For the purposes of the evaluation process, observations of lead personnel shall not be considered as hearsay.

Hearsay is defined as: Evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what others have said or written.

If an evaluation includes information of a derogatory nature, the subject employee shall have the right to enter on and/or have attached to such evaluation, their own documents and/or statements.

The evaluation shall be reviewed and signed by the first level of management above the immediate supervisor. The employee shall receive a copy of the evaluation and any attachments thereto after this review.

If the employee does not concur with the statements in and/or attached to the evaluation, he/she shall have the right to request, through a Supervisory/ Confidential representative, a review of the evaluation by the Chancellor or designee.

## CHAPTER XVII

### HIRING PROCEDURES FOR CLASSIFIED SUPERVISORY/CONFIDENTIAL PERSONNEL

- A.** When a position is vacated, a "Classified Contract Personnel Request Form" along with a copy of the current job description for the position is sent to the manager of the area to complete and route for authorization to fill the vacancy. Positions must be reviewed/approved by the Chancellor's Cabinet prior to advertising.
- B.** A Screening/Interviewing Committee shall be approved by the Vice Chancellor, President or Vice President. The committee will consist of a chairperson and the manager of the area, who shall appoint one to four employees of the area or a closely related area, one appointee being non-management. The committee should be selected with consideration for ethnicity and gender representation. At least one member of the committee must have had affirmative action training developed by the District. The employee vacating the position may not serve on the committee. The chairperson may select a student to serve on the committee.
- C.** All vacancies of Supervisory/Confidential positions shall be advertised in the District for not less than five (5) working days prior to public announcement of the vacancy.

If the position is not filled from within the District, job announcements will be distributed within, but not necessarily limited to, San Diego County.

- D.** An orientation meeting conducted by the Affirmative Action Officer and a representative from District Employment Services to review the selection guidelines, will take place prior to the position closing date. This meeting will involve the committee chairperson and all committee members. The committee chairperson shall assume the responsibility for development of screening/interviewing criteria. This criteria shall be approved by the Director, Employment Services and the Affirmative Action Officer prior to the end of the announcement period.
- E.** After the closing date, District Employment Services will conduct an initial screening of the applicants to determine that they meet the minimum qualifications for the position. Only those applicant files meeting minimum qualifications for the position will be sent to the committee.
- F.** After screening by the committee members, the committee chairperson will recommend those candidates to be tested/interviewed. After approval by the Director, Employment Services and the Affirmative Action Officer, District Employment Services will contact applicants regarding testing and/or interviewing dates. Individuals not selected will be sent written notification by District Employment Services at this time.
- G.** Upon completion of interviews and ranking of the candidates interviewed, the committee shall submit at least three (3) finalists in alphabetical order on the "Recommend for Hire" form to the appropriate Vice Chancellor or President and Chancellor. If three finalists cannot be submitted, written justification must be given to the appropriate Vice Chancellor or President.

The selecting administrator will notify District Employment Services in writing of the candidate

to be recommended for approval by the Governing Board.

All completed evaluation forms along with the applicant files shall be returned to District Employment Services within three (3) working days. The Director, Employment Services and the Affirmative Action Officer will review to ensure compliance with affirmative action guidelines.

- H. After approval by the Vice Chancellor or President and Chancellor, the selected applicant's references are checked by District Employment Services. The applicant is then notified by District Employment Services that they will be recommended to the Governing Board for approval of employment. District Employment Services makes an employment offer contingent upon applicant's successful completion of pre-placement physical examination and approval by the Governing Board. The hire date for the selected applicant is AFTER successful completion of the pre-placement examination and approval by the Governing Board. District Employment Services will notify all other applicants by mail within one week of the recommendation.
- I. Following receipt of the pre-placement examination results and after the Governing Board meeting, District Employment Services will notify the selected applicant of their final approval and official start date.

## **CHAPTER XVIII**

### **SEXUAL HARASSMENT**

It is against District policy for any employee, male or female, to sexually harass another employee. Requests for sexual favors, whether verbal or physical, are considered sexual harassment when they are made a condition of employment, used as a basis for employment decisions, or interfere with work performance. See the Grossmont-Cuyamaca Community College District Prohibition of Harassment Policy # 3430 and the Grossmont-Cuyamaca Community College District Policy/Procedure on Sexual Harassment Booklet for further information.

## **CHAPTER XIX**

### **ALCOHOL AND DRUGS**

Any employee found to be using or possessing alcoholic beverages or any illegal drugs while at work is subject to disciplinary action, up to and including termination. See the Grossmont-Cuyamaca Community College District Policy # 3550-Drug Free Environment and Drug Prevention Program and Board Policy # 3555 Use of Alcoholic Beverages on District owned or Operated Property.

## **CHAPTER XX**

### **CONFLICT OF INTEREST**

All employees should avoid any conflict between their own interests and the interests of the District. This includes employment of relatives, dealing with suppliers, customers, and all other organizations or individuals doing or seeking to do business with the District or any affiliate.

## **CHAPTER XXI**

### **SECONDARY EMPLOYMENT**

You are expected to devote the time and energy to get the job done. Therefore, we expect you to not engage in any outside employment which may interfere with your assigned responsibilities, jeopardize the District or its assets, or require personal attention or work that may alter your physical or mental effectiveness.

## **CHAPTER XXII**

### **PERSONNEL RECORDS**

It is your responsibility to keep the District advised of personal information that affects your benefits status:

Change of address

Change of name

Change of marital status

Birth of new family members

Cards are available at the District Employment Services to convey this information. It is extremely important to keep this information up to date.

## **CHAPTER XXIII**

### **EMERGENCIES AND NATURAL DISASTERS**

Supervisory/Confidential employees should familiarize themselves with information provided by the District Risk Management/Benefits Office and the Health Services Offices on the two campuses. Copies of appropriate publications should be available for ready reference.

## **CHAPTER XXIV**

### **SUPERVISORY/CONFIDENTIAL EMPLOYEES TEACHING**

Supervisory/Confidential employees should be judicious in their acceptance of teaching assignments and should make certain that the acceptance of such an assignment does not interfere in any way with the performance of their regular duties. Supervisory/Confidential employees may not teach more than one class or section per semester and such assignment must be outside of the regular 8:00 a.m. - 5:00 p.m. workday. Acceptance of such teaching assignments should be made in consultation with the immediate supervisor.

## **CHAPTER XXV**

### **FAMILY CARE LEAVE**

1. Family Care Leave is defined as leave for: birth or adoption of the employee's child; or placement of foster child with the employee; leave to care for seriously ill child, spouse, or parent; leave for the employee's own serious health condition.
2. Any Supervisory/Confidential member who has been employed one year as a contract employee of the District and who has worked at least sixty percent (60%) FTE in the previous twelve (12) month period of employment with the District, shall be eligible for Family Care Leave up to twelve (12) workweeks within a twelve (12) month period. This leave may be taken incrementally.
3. When applicable, the District is entitled to require that a Supervisory/Confidential member's request for Family Care Leave be supported by a certification issued by a health care provider of the individual requiring leave.
4. Supervisory/Confidential members granted Family Care Leave must utilize all available paid leave and vacation benefits during the period of leave. Following the exhaustion of all paid leave and vacation benefits, the Supervisory/Confidential member shall be placed on leave-without-pay status for the remainder of the Family Care Leave.
5. Group health plan coverage and premium payments shall be maintained on the same basis as if the employee were in paid status.
6. The District is entitled to recover from the Supervisory/Confidential member the cost of group health plan premium payments paid by the District during periods of unpaid Family Care Leave if the Supervisory/Confidential member fails to return to work after the expiration of the leave.

## **CHAPTER XXVI**

### **SKILLS DEVELOPMENT**

#### **Fee Waiver For Credit Classes**

Confidential/Supervisory personnel will be permitted to take credit classes at any campus in the District with enrollment fees waived. Registration of personnel will be based on normal District priorities.

Employees shall be reimbursed \$25 per unit for fees or book expenses for job related courses taken outside the Grossmont-Cuyamaca Community College District at an accredited institution of higher education. Reimbursement will be made upon successful completion ("C" grade or better or equivalent). This course work must be pre-approved for job relatedness by the immediate supervisor. (See M-Drive-Public-Procedure—Procedure BE 4 and BE 4 F1)

#### **Equipment / Software Program**

The Equipment / software purchase program was established with initial allocation of \$7,500. Opportunities for unit members to purchase equipment and software used by the District are established by lottery through the Risk Management/Benefits Office.

## CHAPTER XXVII

### GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT POLICY FOR ADMINISTRATIVE RETREAT RIGHTS

#### Legislative Background

Former Education Code Section 87458 provided that upon completing a contract period, a certificated "administrator" would be granted tenure as a classroom instructor. Assembly Bill 1725 repealed that section and a new section 87458 was enacted. It provides that a person employed in an administrative position that is:

- Not under contract to provide services in a program or project with public or private agencies or in other categorically funded projects of indeterminate duration.
- Not part of the classified service.
- Who has not previously acquired tenure status as a faculty member in the District

shall have the right to become a first-year probationary member once his or her administrative assignment is terminated.

Noneducational "administrators"\* do not earn status as a regular classroom instructor under Education Code 87458.1, nor are they vested with the right to become a first-year probationary faculty member under Education Code section 87458.

**\* Definition of "administrator" from Education Code Section 87002:** Any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code. That Government Code Section further defines "supervisory employee" as any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, and direct them, or to adjust their grievances, or effectively recommend such action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgement.

The Governing Board, at its discretion, has under this policy, provided the benefit of reassignment as first-year probationary faculty to noneducational administrators whose date of employment as administrators in the District is before June 21, 1994, upon termination of their assignment as provided in Section II of this policy.

For the purposes of this policy, a noneducational administrator is defined as supervisors employed in a classified position.

1. Educational administrators hired after June 30, 1990, and noneducational administrators hired before June 9, 1994, who did not have faculty tenure in the District at time of hire, shall have the right to become first-year probationary faculty member once their administrative assignments expire or are terminated if all of the following apply:

- a. An individual holds an administrative position that is either:
  - (1). an educational administrator position

OR

- (2). a noneducational administrator position.

The District shall maintain a list of all positions that qualify under this policy and their designations.

- b. An administrator possesses the minimum qualifications for employment as a faculty member. Documentation of meeting the minimum qualifications (or equivalencies) for any area for which they claim retreat rights is subject to verification by the Academic Senates. To qualify for reassignment under this provision means the District may at its discretion, offer such a reassignment to the administrator in question if the reassignment would not cause the layoff of any contract or regular faculty member.
- c. An educational administrator has completed at least two years of evaluated satisfactory service, including any time previously served as a full-time faculty member, in the District.
- d. Termination of an educational administrator's administrative assignment is for any reason other than dismissal for cause.
- e. In no case shall the District reassign administrators to a faculty position if evidence exists that justifies dismissal for cause.

2. The termination of administrative assignments shall comply with the following procedure:

- a. If an administrative assignment of an administrator is terminated because the employee's position is eliminated as part of an administrative reorganization or a reduction in force, and another administrative position of similar rank and responsibilities is open for which the employee has the minimum qualifications, the employee may be assigned to that position.
- b. An administrator may be reassigned as a faculty member only in disciplines for which an employee possesses at least the minimum qualifications (or equivalency) established by the State Board of Governors in accordance with Education Code section 87356. Administrators must declare each discipline for which they meet the minimum qualifications (or equivalency) prior to December 31 of each year. Failure to declare a discipline to which an administrator has claimed retreat rights shall result in non-reassignment. The Academic Senate shall have an opportunity to review reassignments and present its views through the Chancellor to the Board before the Board makes a final determination. The administration will determine whether sufficient courses for the load exist within the service area and will take into consideration an administrator's academic preparation, experience, interest, and/or preferences. If updating in a discipline is determined to be necessary by agreement of the appropriate vice president and department chair, a plan not to exceed six months in length, shall be

proposed by the department chair and with area administration and approved by the college president. The date of hire as a faculty member will commence at the beginning of the semester in which teaching responsibilities are assumed. Review of performance and granting of tenure shall follow District policy for evaluation and tenure of faculty.

- c. Notification to noneducational administrators shall be made in accordance with lay-off provisions for classified employees under Education Code 88017.
- d. Whenever an educational administrator is assigned to a faculty position, the Governing Board or designee shall give the employee, when requested, a written statement of reasons for the reassignment.
- e. Any administrator reassigned to a faculty position shall be compensated based on placement on the academic salary schedule according to education and experience. Placement on the academic salary schedule shall include years served as an administrator.

**ACKNOWLEDGEMENT OF RECEIPT**  
**OF SUPERVISORY/CONFIDENTIAL EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the Supervisory/Confidential Handbook and understand that it contains information on general personnel policies of the Grossmont-Cuyamaca Community College District. I will familiarize myself with the information contained in the Handbook and understand that I am governed by its contents.

This Handbook is published by the District Employment Services for the general guidance of all employees in matters related to district personnel practices. Specific questions or concerns regarding any of the information contained herein should be referred to the District Employment Services for clarification or additional information. This handbook is not intended to modify or supersede any Governing Board or District policy or procedure or any provision of law.

Name (please print)

Signature

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Date

# **APPENDICES**

## **GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

### **SUPERVISORY/CONFIDENTIAL**

### **HANDBOOK**

**(Revised 12/07/04)**

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
SALARY GRADES FOR  
SUPERVISORY/CONFIDENTIAL EMPLOYEES**

**2004/2005 with COLA of 1.8%**

SALARY GRADE	STEP	STEP	STEP	STEP	STEP
	A	B	C	D	E
K	61375	63811	66363	69017	71778
J	57612	59916	62313	64805	67397
I	52064	54667	57400	60270	63284
H	48886	51330	53897	56592	59422
G	45903	48198	50608	53138	55795
F	43101	45256	47519	49895	52390
E	39183	41142	43199	45359	47627
D	35620	37401	39271	41235	43297
C	32383	34002	35702	37487	39361
B	30694	32229	33840	35532	37309
A	29094	30549	32076	33680	35364

GOVERNING BOARD APPROVED: 12/7/04  
EFFECTIVE: 7/1/04

Supervisory/Confidential personnel active on payroll as of 12/1/04, shall operate under the following salary for the fiscal year July 1, 2004 through June 30, 2005.

Persons retiring after July 1, 2004 or persons active on payroll December 1, 2004 shall receive retroactive pay adjustments.

Revised 1/05

**Supervisory/Confidential Salary Schedule (continued)**

**Longevity Increments:** Beginning the 6th year of service in the College District, an employee will receive a longevity increment of \$1,397. Every year thereafter, this longevity increment will be increased by \$313 per year.

**Anniversary Date:** July 1 shall be the anniversary date for all employees. Any employee who has spent at least 60% of a year within one step will be eligible for advancement to the next step.

\*Current full-time district employees who have completed a normal work year in a position or combination of positions within the district will receive the scheduled step increase in the position currently held on July 1.

The District reserves the right to increase the salaries of those employees covered by this salary schedule during the current school year or any subsequent school year in which the salary schedule may be in effect. This salary schedule will remain in effect until amended or repealed by the Governing Board.

The District will maintain the district contribution for health and welfare benefits.

The District will maintain the existing long-term disability policy for all employees.

All Supervisory/Confidential personnel shall qualify for a Supervisory/Confidential vacation schedule under which they may accumulate two (2) days vacation time per working month as identified in their working agreement. Of this amount ten (10) days may be carried over into the next fiscal year. For excess carryover, refer to Supervisory/Confidential Handbook language under Chapter X - Vacation.

Ten (10) month Supervisory/Confidential employees may accumulate 20 days vacation annually. Eleven (11) month Supervisory/Confidential employees may accumulate 22 days vacation annually. Twelve (12) month Supervisory/Confidential employees may accumulate 24 days vacation annually.

**Supervisory/Confidential Shift Compensation:** Wherein a Supervisory/Confidential employee whose regularly assigned work shift ends after 10:00 p.m. three (3) days a week or more of the regularly scheduled work week, shall be paid a shift differential premium of \$75 per month additional. Employees temporarily assigned to a qualifying shift, at least three (3) consecutive weeks, shall be eligible for shift differential premium. The shift differential premium shall be paid on the pay period in which the majority of any three (3) week segment of a temporary assignment is worked.

A Supervisory/Confidential employee, whose regularly assigned work shift ends after 2:00 a.m. three (3) days a week or more of the regularly scheduled workweek, shall be paid a shift differential premium of \$100 per month additional. Employees temporarily assigned to a qualifying shift, at least three (3) consecutive weeks, shall be eligible for shift differential premium. The shift premium shall be paid on the pay period in which the majority of any three (3) weeks segment of a temporary assignment is worked.

The District will pay the medical and dental premiums currently in effect for eligible retired Supervisory/Confidential employees who have completed ten (10) or more years of contract service in the Grossmont-Cuyamaca Community College District from the age of retirement until eligible for Medicare.

<u>TITLE</u>	<u>SALARY GRADE</u>		
		Printing Supervisor	S-H
		Career & Job Development Services Supervisor	S-I
		Child Development Center Coordinator	S-I
Payroll Specialist	C-D	Financial Aid Supervisor	S-I
Administrative Secretary	C-D	Grounds/Maintenance Supervisor	S-I
Chancellor/Governing Board Office Assistant	C-D	Public Safety Supervisor	S-I
Administrative Secretary, Sr.	C-E	Admissions & Records Office Supervisor	S-I
Personnel Specialist	C-E	Counseling and Assessment Center Supv.	S-I
Administrative Assistant	C-F	Electronic Maintenance Supervisor	S-I
Business/Communications Services Supervisor	S-F	High School and Community Relations Coord	S-I
Contracts Specialist	C-F	Instructional Operations Supervisor	S-I
Human Resources and Labor Rel. Spec.	C-G	Health Services Supervisor	S-I
Bookstore Supervisor	S-G	Community Learning Operations Coordinator	S-I
Custodial Supervisor	S-G	Student Development Serv. Supervisor	S-I
Grounds Supervisor	S-G	Technical Services Supervisor	S-J
Physical Education Supervisor	S-G	Computer Services Supervisor	S-K
Warehouse Supervisor	S-G		
District Accounting Supervisor	S-H		
Chancellor/Gov. Board Office Supervisor	S-H		
Foster Care/Education Program Supervisor	S-H		
Instructional Computer-Facilities Supv.	S-H		
Instructional Technology Supervisor	S-H		
Payroll Supervisor	S-H		
Purchasing Supervisor	S-H		

<u>TITLE</u>	<u>SALARY GRADE</u>
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**INSURANCE PLANS****Medical Insurance:**

Kaiser	104144-0000, 0001, 0028
GCCCD Direct Health Plan	Summary Plan Description Effective from 1/1/04 through 12/31/04
Vision Services Plan	VSP

**Dental Insurance:**

Delta Dental (Premier)	7028-1701, 1702, 1703C
Delta PMI	4D48

**Life Insurance:**

Hartford(via JPA)	(Basic) Cert. # GL-28848-9 Policy # 83146-851
\$50,000 (Incl. AD&D)	(Voluntary-Portable) Cert. # GL-36549-1 Policy #83146-852

**Long-Term Disability:**

Hartford	390697
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**125-Plan (Optional):**

(American Family Life Assurance Company of Columbus (AFLAC))

**Hyatt Legal Plan (Optional)**

**Other voluntary optional plans may be added during the year.**

**No duplication of coverage.**

An employee may not be covered in GCCCD plans as an employee or retiree and at the same time be covered as an eligible dependent of an employee or retiree. An employee may not be covered in more than one category. Employees who are also dependents of other employees or are dependents who become eligible as an employee must elect to be enrolled as a dependent or elect to be covered as an employee in the other plan. For example, if a dependent of an employee is covered under the Direct Health plan and then they become eligible for coverage as an employee, they may remain a dependent in Direct Health or enroll in Kaiser as an employee.

**Ease Assistance Program (EAP)**

Integrated Insights Employee Assistance Plan

**1. Active Supervisory/Confidential Employees' Coverage:**

The District shall pay premiums for active permanent Supervisory/Confidential employees and their eligible dependents for the fringe benefits detailed above.

**Active Supervisory/Confidential Opting Out:**

No active Supervisory/Confidential employees or dependents will be permitted to opt-out of District coverage.

## 2. Retirees' Coverage:

- a) The District shall pay premiums for medical and dental insurance detailed in Appendix B for eligible retired employees who have completed ten (10) years service in the District as permanent Supervisory/Confidential employees.\*
  1. Retirees and dependents in HMO and/or network service areas will be covered by either Kaiser or the self-funded plan.
  2. Retirees and dependents outside the HMO or network service areas will be covered by opt-out or the self-funded plan through the three (3) out of network benefits.
  3. Retirees residing in HMO and network service areas may change between Kaiser and the self-funded plan during the open enrollment periods.
  4. Retirees residing outside the Kaiser service areas may change from Kaiser to the self-funded plan during the open enrollment period, but may not change from the self-funded plan to Kaiser.
- b) The District shall discontinue paying medical and dental insurance premiums for the retiree and their dependents at age sixty-five (65). At sixty-five (65) years of age the retiree, and in accordance with COBRA, may choose to convert the medical and dental insurance at his/her own expense, at the premium level prescribed by the insurance carrier and governmental regulations.

### Retirees Opting Out:

Retirees who are under the age of 65 and who meet one of the requirements below:

- a) Retirees residing outside of the United States will receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a single party or a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a retiree and their spouse in lieu of direct coverage.
- b) Other retirees may opt-out from medical coverage and receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a single party or both the retiree and their spouse may opt-out and receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff. Retirees who opt-out with alternate insurance will be permitted to return the first of the month following proof of loss of the alternate insurance.
- c) Payments will be made in April and October.

## 3. Death of an Active Employee or Retiree:

When an eligible general classified employee or retiree dies, the District shall continue to pay the premiums for medical and dental insurance for the surviving spouse and eligible dependents for two (2) years from the date of the death of the unit member. Thereafter, the spouse and **eligible** dependents shall have the option of continuing the benefits at their expense at the premium level prescribed by the insurance carrier and governmental regulations.

\* Including the initial one (1) year probationary period.

**COMPENSATION PHILOSOPHY**

**(What does the organization want to pay for?)**

- ◆ **PERFORMANCE** (do the job well/effectively; outcomes; agreement with strategy, expertise)
- ◆ **EXPERTISE** (ability to apply it)
- ◆ **CUSTOMER SERVICE ORIENTATION**
- ◆ **LEADERSHIP** (taking initiative, articulate a vision, team building)
- ◆ **ORGANIZATIONAL SKILLS**
- ◆ **OPERATIONAL SKILLS** (ability to work within system using resources)

**MEMORANDUM OF UNDERSTANDING  
SUPERVISORY/CONFIDENTIAL EMPLOYEES  
AND  
GROSSMONT-CUYAMACA COLLEGE DISTRICT**

The Supervisory/Confidential Group and the District agree to a retirement incentive plan as follows:

1. Amount available to each individual to fund benefit shall be based upon salary savings generated from:
  - A. Two years of savings on the salary schedule.
    1. The difference between that individual's last annual salary from the Supervisory/Confidential salary schedule and step A of that same range on the Supervisory/Confidential salary schedule, and
    2. The difference between that individual's last annual salary from the Supervisory/Confidential salary schedule and step B of that same range on the Supervisory/Confidential salary schedule.
  - B. Three years of savings from the longevity program.
    1. The amount of the individual's longevity rate payable in the last year prior to retirement.
- II. The District will contribute the above savings into the San Diego County Schools Fringe Benefits Consortium 457 (b) plan as an employer contribution on behalf of the employee, up to the limits of the IRS and state tax codes.\*
- III. All Supervisory/Confidential employees who are eligible to retire with PERS or STRS and have ten (10) years of service in a regular position with the District are eligible to participate in the retirement incentive program.
- IV. In order to facilitate prompt payment of program benefits, the employee shall provide the District with 90 days notice of retirement.
- V. The Supervisory/Confidential Group and the District will continue to evaluate options for the retirement incentive program.

\*Under terms of the 457 (b) plan, and in accordance with applicable laws and regulations, the employee may have an opportunity to contribute his/her accrued vacation pay-off and other funds into the plan, up to the limits of the IRS and state tax codes. Various options for applying the funds will be available to the employee under terms of the 457 (b) plan.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Supervisory/Confidential Personnel Evaluation

Employee \_\_\_\_\_  
 Classification \_\_\_\_\_  
 Department \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_  
 Annual \_\_\_\_\_ Special \_\_\_\_\_ Progressive \_\_\_\_\_ Probationary \_\_\_\_\_

Rating Date From: \_\_\_\_\_  
 to \_\_\_\_\_

Due in Employment Services by: \_\_\_\_\_

E X C E L L S	S T A N D A R D S	M E E T S	S T A N D A R D S	D O E S N O T M E E T	S T A N D A R D S	DEFINITIONS OF EVALUATION COLUMNS:	
						EXCEEDS STANDARDS -	Work performance is consistently superior to the standard of performance required for the position.
						MEETS STANDARDS -	Work performance is consistent in meeting the standard of performance required for the position.
DOES NOT MEET STANDARDS -	Work performance is consistently below the standard of performance required for the position.						
							1. KNOWLEDGE OF WORK: has required skills, knows routines and related general information; confers and plans efficiently and effectively.
							2. QUALITY OF WORK: has capacity for organization, neatness and accuracy; seeks assistance when necessary.
							3. QUANTITY OF WORK: completes work in reasonable length of time; maintains reasonable work speed. Takes initiative in areas of responsibility.
							4. USES OF GOOD JUDGMENT: assumes responsibility when necessary; respects confidences; attempts to resolve conflicts in a professional manner; seeks opinions of associates when appropriate.
							5. RELATIONSHIPS: responds with courtesy, warmth and good judgment; is cooperative and tactful. Keeps personal feelings from interrupting and damaging professional relationships; strives to be objective in professional relationships with staff and colleagues; possesses enthusiasm and good sense of humor; communicates effectively. Gains respect of associates.
							6. RELIABILITY: is regular in attendance and punctual in work hours; dependable; able to do required jobs well with minimum supervision..
							7. ATTITUDE: is interested and enthusiastic about work; is willing to accept and act upon reasonable suggestions and constructive criticism. Complies with rules and regulations.
							8. JOB SKILL LEVEL:- relates to the mental and/or manual skills required.
							9 LEADERSHIP ABILITY: seeks to understand a situation before passing judgment; makes constructive criticism in a professional manner; stimulates employees with whom he/she works and keeps morale high; shows evidence of sound judgment and decision-making ability.
							10. STABILITY: ability to withstand pressure and remain calm in crisis situations.
							11. PROFESSIONAL GROWTH: develops and is willing to experiment with new ideas; endeavors to improve skills.
							12. COMPLIES: with district safety rules and regulations and conducts safety training for employees.
							13. OVERALL EVALUATION: summary of all aspects of job performance.

Comments by Immediate Supervisor Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach additional sheet if necessary)

Immediate Supervisor's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Comments to be attached by employee: Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach additional sheet if necessary)  
 Yes \_\_\_\_\_ No \_\_\_\_\_ I request further review of this rating by the Chancellor or designee

Employee: I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings and that I have the right to attach my comments to this report which I will submit in five (5) working days.

Employee's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## EVALUATION FORM

### INSTRUCTIONS:

1. Check appropriate box for each evaluation factor: exceeds standards, meets standards, does not meet standards. Use the space provided for comments and attach additional sheet(s) if necessary.
2. If "does not meet standards" is checked:
  - a. Include specific directions as to how the employee can achieve improvement.
  - b. Attach written confirmation of employee counseling, showing the date(s) the employee was counseled regarding each deficiency indicated, and the goals set at that time for improvement.
3. The supervisor will meet with the employee to explain each element of this evaluation. The employee shall be told the reason(s) for any deficiencies, and be given specific direction as to action required to correct them.
4. Immediate supervisor and next level of management will sign the evaluation form prior to the meeting with the employee.
5. Return completed form to Employment Services for distribution.

# Individual Strategic Plan

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

This form is to be completed and submitted to Employment Services by **July 1, \_\_\_\_\_**. Results must be submitted to Employment Services by **June 30, \_\_\_\_\_**. These documents will be placed in your Personnel file.

Please list 2-4 **SMART** goals below. Each goal should be *specific, measurable, achievable, relevant*, and include a *timeline* which specifies begin, end, milestone and review dates.

<b>G O A L # 1 ( d e v e l o p m e n t a l )</b>		
<b><u>Write your goal here:</u></b>	<b><u>How will you measure this goal?</u></b>	Timeline: <b><i>Begin</i></b>
		<b><i>End</i></b>
<i>What resources will you need (time, money, assistance)?</i>		
<i>Record your review dates and milestones here.</i>		

Is this goal  **SPECIFIC**  **MEASURABLE**  **ATTAINABLE**  **RELEVANT**  **TIMEBOUND?**

This Goal has been  **COMPLETED**  **EXTENDED TO NEXT YEAR (explain below)**  **REPLACED (explain)**

*Record your results here.*

<b>G O A L # 2 ( t o s u p p o r t d e p a r t m e n t g o a l s )</b>		
<b><u>Write your goal here:</u></b>	<b><u>How will you measure this goal?</u></b>	Timeline: <b><i>Begin</i></b>
		<b><i>End</i></b>
<i>What resources will you need (time, money, assistance)?</i>		
<i>Record your review dates and milestones here.</i>		

Is this goal  **SPECIFIC**  **MEASURABLE**  **ATTAINABLE**  **RELEVANT**  **TIMEBOUND?**

This Goal has been  **COMPLETED**  **EXTENDED TO NEXT YEAR (explain below)**  **REPLACED (explain)**

*Record your results here.*

<b>G O A L # 3 ( t o s u p p o r t d e p a r t m e n t g o a l s )</b>		
<b><u>Write your goal here:</u></b>	<b><u>How will you measure this goal?</u></b>	Timeline: <b><i>Begin</i></b>

		<b>End</b>
<i>What resources will you need (time, money, assistance)?</i>		
<i>Record your review dates and milestones here.</i>		

Is this goal  **SPECIFIC**  **MEASURABLE**  **ATTAINABLE**  **RELEVANT**  **TIMEBOUND?**

This Goal has been  **COMPLETED**  **EXTENDED TO NEXT YEAR (explain below)**  **REPLACED (explain)**

*Record your results here.*

## G O A L # 4 (to support department goals)

**Write your goal here:**

**How will you measure this goal?**

Timeline:

**Begin**

**End**

*What resources will you need (time, money, assistance)?*

*Record your review dates and milestones here.*

Is this goal  **SPECIFIC**  **MEASURABLE**  **ATTAINABLE**  **RELEVANT**  **TIMEBOUND?**

This Goal has been  **COMPLETED**  **EXTENDED TO NEXT YEAR (explain below)**  **REPLACED (explain)**

*Record your results here.*

**We have reviewed and agreed to the above goals for the / fiscal year.**

**Employee**

**Supervisor**

**SUPERVISOR'S Conclusions Report:**

Summary statement - reflecting on achievements, contributions, and areas for further development prepare an annual overview of performance status. If goal(s) were not accomplished note observation and/or recommendations for further action.

Supervisor

Date

Comments to be attached by employee: Yes \_\_\_ No \_\_\_ (Attach additional sheet if necessary)

Yes \_\_\_ No \_\_\_ I request further review of this conclusions report by the Chancellor or designee

Employee: I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the conclusions report .

Employee's Signature

Title

Date