



MANAGEMENT EMPLOYEES HANDBOOK

**ALLAN HANCOCK JOINT COMMUNITY
COLLEGE DISTRICT**

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AHC Management Employees Handbook

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Allan Hancock College Management Handbook Preamble

This handbook provides an overview of the benefits, working conditions, and position definitions for the Allan Hancock College Management and Executive Management groups. This handbook does not apply to any other meet and confer group or bargaining unit of the district. In this handbook, the terms administrators and managers are used interchangeably to refer to members of these management groups.

The authority for the district to have such management employees is defined in *Government Code Section 3543.4. Management position, confidential positions, representation:*

“A person serving in a management position, senior management position, or a confidential position may not be represented by an exclusive representative. Any person serving in such a position may represent himself or herself individually or by an employee organization whose membership is composed entirely of employees designated as holding these positions, in his or her employment relationship with the public school employer, but, in no case, shall such an organization meet and negotiate with the public school employer. A representative may not be permitted by a public school employer to meet and negotiate on any benefit or compensation paid to persons serving in a management position, senior management position, or a confidential position”.

All employees designated as "Management Employees" by the Board of Trustees shall be covered by the provisions of this Handbook and other policies of the Board of Trustees.

Allan Hancock College Management Association Membership and Functions

The Allan Hancock College Management Association is comprised of all non-cabinet level administrators. The Management Association meets monthly, and has voluntary annual dues. The Management Association has Executive level officers; President, Vice President, Treasurer, Scribe, and Past President. The position of President may be a two-person Co-Presidency.

Elections

The Association has elections every two years for the executive level officers. In the spring of the ending term, an election team is chosen and elections are held in April. Officers can serve for multiple two-year terms, but no more than two consecutive terms unless agreed upon by a majority of the Management Association.

Meet and Confer

The Management Association is a meet and confer group, and the President(s) and/or other executive officers meet regularly with the Superintendent/President. In 2009, the Management Association was recognized as an official district association and has a place to address the Board of Trustees in the Oral Reports section of the Board Agenda at the monthly Board of Trustees Meeting.

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Council and Committee Membership

The Association has designated membership representation on the various Councils and Committees per the CCPD (Councils and Committees, Pathways to Decisions) manual. The CCPD outlines the Councils and Committee structure and is part of the district's shared governance model. Representation on the various councils and committees by Management Association members is reviewed annually, and the representatives' names are forwarded to College Council at the beginning of each academic year.

Budgets

The Management Association has signature authorization on two district accounts. The Management Association dues are in the District Trust Account 9300 6000. There is an annual district deposit of \$1000.00 to the Management Association Professional Development Account 6750 0105. At this time, there is a Professional Development Account that is funded by the district that may be used to attend conferences or offer Professional Development activities. The budget code for this account is given to individuals by request to use at the rate of \$600.00 per person - per fiscal year – on a first come – first served basis. The Superintendent/President also gives \$400.00 per year to each Administrator for professional development conference or related expenses.

Chapter 1 – Employee Status

Management and Executive Management Employees

An administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Section 3540.1.(m):

"Supervisory employee" means an 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 that 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 judgment.

It is the responsibility of the Superintendent/President and Board of Trustees to create and fill administrative positions at their discretion. The creation and filling of positions will be done in accordance with the shared governance policies:

- **BP 3420 Equal Employment Opportunity and Staff Diversity**
- **BP 7260 Classified Administrators**
- **BP 7250 Educational Administrators**

Classification

All management employees employed by the District shall, upon their appointment, be classified within one of the classifications of "Management Employees" as designated by the Board of Trustees and shall be covered by the provisions of this Handbook and other policies of the Board of Trustees.

The list of Standard Classifications is included in Salary Schedules 30 and 50.

Classified Administrators

Classified administrators are administrators who are not employed as educational administrators.

Classified administrators are those administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs (may include student service programs), other than the instructional programs of the District.

See **BP 7260 Classified Administrators**.

Educational Administrators

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding instructional or student services programs of the District.

See **BP 7250 Educational Administrators**.

Chapter 2 – Management Employee Rights

Length of Administrator Contracts (Employment Agreements)

Classified Administrators

Classified administrators may be employed by an appointment or contract of up to four years in duration.

When a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

See **BP 7260 Classified Administrators**.

*** Following the one-year probationary period and contingent upon ongoing satisfactory performance, a 2-year rolling contract will be offered. Executive Management contract length is a minimum of 3 years.*

Educational Administrators

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment not to exceed four-years duration.

The Board upon recommendation by the Superintendent/President shall set compensation.

See **BP 7250 Educational Administrators**.

*** Following the one-year probationary period and contingent upon ongoing satisfactory performance, a 2-year rolling contract will be offered. Executive Management contract length is a minimum of three years.*

Reassignment/Bumping Rights and Retreat Rights

Classified Administrators

When a classified management employee is reassigned to a position in their current/or any other unit, he/she shall be granted full recognition for all time served in the District, regardless of the type of assignment previously held.

Bumping Rights

In the case of layoff due to lack of work or lack of funds, a classified administrator shall have bumping rights based on seniority to another equal or lesser classified classification in which the administrator previously served: *per Education Code Section 88017*.

Educational Administrators

If an educational management employee is reassigned to a position in their current/or any other unit, he/she shall be granted full recognition for all time served in the District.

Retreat Rights

An educational administrator retains the right to retreat to a previously tenured instructional faculty position with the District except when terminated for cause: *per California Education Code section 87732*.

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An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if all of the following criteria are met:

1. The process by which the Board reached the determination shall be developed and agreed upon jointly by representatives of the Board and the Academic Senate and approved by the Board. The agreed upon process shall include reasonable procedures to ensure that the Board relies primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
2. The requirements of **Education Code Section 87458(c) and (d)**, or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

An educational administrator who has previously acquired tenure within the district shall retain retreat rights to that previously held instructional or service faculty position per ***Education Code Section 87454***.

Expiration of Employment Agreement Terms and Termination

Employment Agreements expire at the end of the term specified in Employment Agreement Section 2 titled Term. Any notice to the administrator that the Agreement will not be renewed shall be provided no later than March 15, [Contract ending year]. Failure to provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.

Nothing in the Employment Agreement shall be construed to prevent termination of an administrator for cause during the term of the Agreement. Notwithstanding any other provision of law or of the Employment Agreement, the Board may, unilaterally and without cause or a hearing, terminate the Employment Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to administrator a lump sum equal severance to the administrator's salary for not less than three months or the remainder of the Employment Agreement, whichever is less, at the salary rate in effect during the last month of service, as well as not less than three months health and welfare benefit coverage. If the administrator chooses to exercise either retreat or bumping rights, severance shall not apply.

Chapter 3 – Screening, Selection and Assignments

Screening and Selection

Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity.

Administrative Positions

The size of interview committees for administrative positions will be determined by the superintendent/president and may exceed ten (10) depending on the scope of responsibility. In regard to administrative positions, the interview committee is composed of administrators selected by the superintendent/president; an administrator chosen by the Management Association; at least three (3) and, in cases when the committee exceeds ten (10), up to five (5) faculty selected by the Academic Senate; a student selected by the superintendent/president from names provided by the Associated Student Body (ASB); a supervisory/confidential employee chosen by the supervisory/confidential group; and a staff member selected by California School Employees Association (CSEA) will conduct interviews and make recommendations for hiring to the superintendent/president. The Staff Diversity/Equal Employment Opportunity Committee must approve any exceptions to this procedure. The screening committee will consist of selected members of the interview committee and will review applications and recommend candidates to be interviewed. Procedures to be used must adhere to the following:

- **BP 3420 Equal Employment Opportunity and Staff Diversity**
- **AP 7260 Classified Administrators**
- **AP 7250 Educational Administrators**

Administrative Appointments

The term "administrative appointment" as used in this Section shall be defined to include administrative transfers, voluntary transfers, acting appointments, administrative reorganization, or interim appointments to management positions of District employees who are not part of the Management Standard Classifications, as long as it is pursuant to *Title 5, section 53021*.

Administrative Transfer

Management employees may be transferred by the Superintendent/President, or his/her designee, to a similar position within the management standard classifications when the needs of the District require such a change. Prior to such transfer, the needs and interest of any affected management employee shall be considered. The Superintendent/President shall make the final decision and provide reasonable notice to the management employee of the transfer to be effectuated.

When there is to be any major change or reassignment in any existing administrative position directly affecting the relationship of that administrative position to the certificated staff, College Council shall be invited to consult and make recommendations.

See **AP 7260 Classified Administrators** and **AP 7250 Educational Administrators**.

Acting Appointments

When a management employee is assigned the duties and responsibilities of another management position within the management classification categories in addition to the employee's regular duties, on an "acting" basis for a period of four (4) consecutive weeks or more, the employee shall have his/her salary increased by a minimum of five percent (5%).

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Interim Appointments

District employees may apply for vacant management positions that have been approved to fill on an interim basis. When appointments are made to higher-level positions, the employee shall have his/her salary calculated as if he/she were promoted to the position and with a minimum of a five percent (5%) increase over his/her base salary. The full-time work year for interim managers is 12 months (260/261 days).

Interim appointees from outside the District shall be placed on the Management Salary Schedule at a step that is appropriate to their related experience.

Recruitment guidelines and length of service for Interim positions can be found in the *California Code of Regulations, Title 5, 53021. Recruitment*.

Teaching Assignment

Educational or classified managers may teach a credit or non-credit course if the need arises and they meet minimum qualifications. Managers who accept a teaching assignment will be paid at the same rate as part-time credit or non-credit faculty, based on qualifications and experience. The teaching assignment must occur outside the normal management business day hours and may not occur during lunch hour or other breaks. The teaching assignment may not exceed .30 FTEF during any regular (fall or spring) semester and must be approved by the Vice President, Academic Affairs or the Superintendent/President. Any evaluation mechanisms in place for part-time faculty shall also apply to teaching managers.

Chapter 4 – Hours/Days of Work

Work Year

Positions assigned to the Management Salary Schedule or the Executive Management Salary Schedule are assigned on a 12-month work year basis.

Work Day

The work day is typically 8 hours per day.

Work Week

The work week is typically 5 days per week.

It is understood that the demands of a management position will often require more than eight (8) hours a day and/or forty (40) hours per work week. It is also recognized that an administrator may be required to work a sixth and/or seventh consecutive day. See Chapter 5 – Pay and Allowances, regarding Overtime Pay/Compensatory Time for excess days worked in a week.

For the purpose of calculating daily or hourly rates, 40 hours per week will be used.

Chapter 5 – Pay and Allowances

Definitions

Range

The number assigned to a position or class of positions denoting the relative level of the position within the classification structure, as well as the current salary range for that position. Salary Schedule 30 – Management Salary Schedule (revised April 2015 to remove ranges 0-3, and the creation of a new Executive Salary Schedule (Salary Schedule 50)). The maintained percentage between ranges is 2.91%.

Step

The incremental salary amounts along a given range (A thru F).

Increment

The differential in amounts of money between established steps of a given salary range. The maintained percentage between steps is 3.6%.

Promotion

Promotion is a change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

Reclassification

As defined by *Ed Code Section 88001*, "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.

Reallocation

Reassignment of a position or class of positions to a new salary range in terms of prevailing rates for comparable classes of positions, or internal or general adjustments of salary rates with reference to a position or classes of positions.

Y Rate

Salary is maintained at the same dollar rate until the maximum rate for the classification exceeds that dollar rate.

Salary Schedules

Salary Schedule 30 – Executive Management Salary Schedule

http://dfl.hancockcollege.edu/Human_Resources/docs/Executive%20Management%20Salary%20Schedule.pdf

Salary Schedule 50 – Management Salary Schedule

http://dfl.hancockcollege.edu/Human_Resources/docs/Management%20Salary%20Schedule%202016.pdf

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Review of Compensation and Benefits to be Paid Management Employees

Compensation and benefits paid to management employees are to be adjusted upon approval by the Board of Trustees.

Notwithstanding any other provision of this Handbook, neither a management employee's pay nor a management employee's leave credits shall be subject to deductions for absences for jury duty, attendance as a witness, bereavement, or temporary military leave.

Initial Placement on the Salary Schedule

A manager 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 educational accomplishments, related work experience, and level of expertise. The Superintendent/President or designee in consultation with the director, human resources may authorize a higher step placement within the range up to Step F when it is considered to be in the best interest of the District.

Salary Schedule Rules and Regulations

Step Advancement

Administrators may move from one step of the salary range to another based on the following:

- The date of employment or the date of promotion by the district shall determine the movement from one step of the range to the next succeeding step of the range. This date of employment or promotion shall determine the anniversary date for step advancement as well as longevity increments.
- Employees do not receive annual step movements automatically: advancement is contingent upon satisfactory work performance and the recommendation of the superintendent/president.

Longevity

Effective July 1, 2014, longevity increases (1.25 percent of base pay) granted on or after July 1, 2014 will be based on a full one-year work period after the final step of the range is reached. Longevity increases shall be granted on July 1 of any fiscal year. Longevity increases accumulated prior to July 1, 2014 will continue to be recognized as noted above.

In order to achieve a July 1 date for all longevity increases, employees already receiving longevity increments will receive a pro-rata adjustment effective July 1, 2014 based on their last longevity increase. Subsequent increases shall be based on a one-year cycle and calculated at an increment of 1.25 percent of the base salary for each longevity period.

Longevity increments are not automatic but are contingent upon satisfactory work performance and the recommendation of the superintendent/president.

Overtime Pay/Compensatory Time

Management employees are not entitled to overtime pay. Administrative employees will work a minimum five-day week. However, it is recognized that an administrator may be required to work a sixth and/or seventh consecutive day. The Superintendent/President is authorized to grant compensatory time for extra days worked, up to ten days, during a twelve-month period.

See **BP 7252 Administrative Compensatory Time**.

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Doctoral Stipend

Administrators on the Management Salary Schedule or the Executive Management Salary Schedule holding an earned doctorate from an accredited institution will receive an annual doctoral stipend of \$2,500.00.

Notwithstanding any other provision of this Handbook, neither a management employee's pay nor a management employee's leave credits shall be subject to deductions for absences for jury duty, attendance as a witness, bereavement, or temporary military leave.

Exempt Deductions

Notwithstanding any other provision of this Handbook, neither a management employee's pay nor a management employee's leave credits shall be subject to deductions for absences for jury duty, attendance as a witness, bereavement, or temporary military leave.

Uniform Allowance

The district requires the District Police Chief to wear a uniform. The district shall compensate this employee an annual amount of \$725 for uniform purchase and maintenance. The district shall make payment to the employee on or about September 1 of each year.

Other Allowance

Other uniform or district required item allowances may be added via Meet and Confer Addendums.

Chapter 6 – Leave

California employees are entitled to a very large list of leaves that include:

- Industrial Injury Leave
- ADA/FEHA Accommodation Leave
- California Family Sick Leave
- California Pregnancy Disability Leave
- FMLA/CFRA Leave
- Family Temporary Disability Leave
- Military Leave
- Leave to appear at a child's school
- Leave for victims of domestic violence
- Leave for jury duty and court appearances
- Time off to vote
- Leave due to incarceration
- Leaves provided for in the Education Code
- Use of accrued compensatory time off

Several of the leaves share definitions and eligibility criteria, but they also have exceptions unique to applying that particular leave. In addition, local district agreements for other forms of leave are included.

The following chapters address the most common forms of leave and the process to apply for them. Please contact the office of Human Resources for detailed information and questions regarding the various forms of leaves.

Definitions

Immediate family

An employee's immediate family shall consist of the employee's: spouse, domestic partner, children, step-children, or the mother, father, brother, sister, grandchildren or grandparents of the employee, spouse, domestic partner or other members of the employee's family residing in the employee's home; or other members of the employee's family primarily dependent upon the employee.

Health Care Provider

1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
2. Individuals duly licensed as physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction; including another country, who directly treat or supervise treatment of a serious health condition;
3. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
4. Nurse practitioners and nurse-midwives, clinical social workers, and physician assistants who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;

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5. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
6. Any health care provider for whom an employee or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

Chapter 6.1 – Sick Leave and Personal Necessity Leave

Sick Leave

Benefit

Full-time employees who work 12 months per fiscal year shall receive 12 days sick leave (one day per month) with full pay each fiscal year of service. Employees who work less than full time and/or less than 12 months shall receive that ratio of the 12 days sick leave as their assignment bears to a full-time assignment.

At the beginning of each fiscal year, the full amount of sick leave granted under this article shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the fiscal year. However, a new employee of the district shall not be eligible to take more than six days until the first day of the calendar month after completion of six months of active service with the district.

Sick leave may be accumulated without limitation and may be transferred to or from any district in California as provided by law. Accumulated sick leave may be converted to retirement credit in state retirement systems.

Eligibility

Sick leave benefits shall be available to all management employees covered by this Handbook. If an employee terminates district employment having used more sick leave than has been accrued, the district will recover the difference from the final warrant.

Leave taken under this Chapter that qualifies as Family Medical (FMLA)/California Family Rights Act (CFRA) shall run concurrently with leave provided under the chapter on that subject.

Entitlement to Other Sick Leave

Upon exhaustion of all accumulated sick leave an employee who continues to be sick shall be entitled to a maximum of one hundred (100) days of sick leave per fiscal year at fifty percent (50%) of their salary. These days of additional sick leave are not accumulative from year to year. This paid sick leave is exclusive and cannot be used in conjunction with any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled.

Application for Benefits

Reporting Procedures

Management employees must report absences due to illness or emergency to the immediate supervisor at the beginning of the workday except in extenuating circumstances.

The management employee shall notify his or her immediate supervisor or the supervisor's secretary at the beginning of the workday and notify him or her of the nature of the illness or emergency and the anticipated length of the absence.

If the management employee is unable to reach his or her immediate supervisor or the supervisor's administrative assistant, then he or she shall notify the appropriate supervisor or his or her administrative assistant to report the administrator's absence. The management employee shall also notify his or her staff, if appropriate, of his or her absence.

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On his or her first day of return to work, the management employee shall record the absence(s) on the appropriate district form and send it to his or her supervisor.

Employees absent due to surgery, serious injury, or illness, or absent for three or more consecutive assigned work days may be required to submit to the office of Human Resources a medical release signed by the employee's Health Care Provider prior to being permitted to return to work.

Requests to use adjunct sick leave may be made by a manager who has a balance of unused adjunct sick leave.

In case of chronic absenteeism, management employees requesting paid sick leave may be required at the discretion of the district to provide a medical statement on a form provided by the district and signed by the employee's Health Care Provider. Any medical costs shall be borne by the employee.

Human Resources will maintain a record of all leaves.

Authorized Uses

Absence from duty because of illness, injury, medical, dental, or optical appointments, exposure to contagious disease, illness or injury of a member of the employee's immediate family requiring the employee's attendance, 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.

Transfer of Accumulated, Full-Salary Sick Leave

Management employees who have previously worked for another California school district may have their previous sick leave balance transferred to the Allan Hancock Community College District, providing each of the following conditions is met:

1. Employment in the previous district as an employee was for a period of one calendar year or more;
2. Termination of employment with previous district was for reasons other than action for cause initiated by the employer; and
3. Employment with the Allan Hancock Community College District is accepted within one year of termination from the other district.

Work from Home While Convalescing

An employee may return to work only when fully cleared as prescribed above. However, during an illness or while convalescing, a manager may be temporarily allowed to work from home only at the discretion of the District. A manager shall not suffer a reduction in pay or involuntary demotion as a result of such temporary medical assignment.

Sickness While on Duty

An absence of less than a full day for illness shall not result in a management employee's pay or leave credits being reduced.

Personal Necessity Leave

Leave that is credited under sick leave may be used at the employee's election for the purposes of personal necessity provided that use of such personal necessity leave does not exceed seven (7) days in any fiscal year. To qualify for paid personal necessity leave, there shall be a compelling reason requiring

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the employee's absence from duty, which cannot be attended to outside of the employee's duty hours and which shall be limited to one of the following reasons:

Additional Bereavement: The death of a member of the employee's immediate family when additional leave is required beyond that provided by bereavement leave.

Accident/Emergency: An accident or emergency illness involving the employee's personal property or the person or property of the employee's immediate family.

Leave for Court Appearance: When a management 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 management 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 reported to the Vice President, Business Services within ten (10) days of receipt of such fees.

Other: Other emergencies or personal necessities involving essential employee welfare that are substantiated by the employee and approved by the superintendent/president or designee. In an emergency, requests for personal necessity may be made orally to the immediate supervisor.

Upon return to duty a completed application for benefits prescribed and provided by the District shall be filed.

Forms

Leave Request Forms can be found in the Doc/Forms Library on myHancock. Search by document name (Administrator Leave Request). You can also search by department (Human Resources) to locate all HR documents.

Chapter 6.2 – Long-Term Leaves of Absence and Management Leave

Long-term Leaves

Eligibility

Long-term leaves of absence, those in excess of thirty (30) calendar days, may be granted to employees covered by this Handbook. Leave taken under this Chapter that qualifies as Family Medical (FMLA)/California Family Rights Act (CFRA) shall run concurrently with leave provided in the chapter on that subject.

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 the Health Care Provider's statement of incapacity. Requests shall be submitted to the office of Human Resources in advance of the intended leave.

Authorized Uses

Long-term leaves are authorized for the following uses:

Health Leaves (including leave due to pregnancy): A management 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 Health Care Provider's statement of incapacity, and return to duty is dependent upon evidence of recovery.

Service to Other Public Agencies and Institutions: Long-term leaves of absence may be granted to management employees to serve another public agency in some full-time capacity that will benefit the District and the employee. This leave may be used for exchange instructor/management assignments where the instructor /manager's salary is to be paid by the other college or district, or by a foreign nation.

Military Leave: The employee will be granted military leave in accordance with applicable state and federal laws. The employee must provide the district with a copy of the military orders requiring the military duty. Verification must be attached to the district's absence report form as far as possible in advance of actual leave.

Other Leaves: A management employee may be granted a long-term leave of absence for other reasons at the discretion of the Superintendent/President.

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. 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.

Salary Considerations

All long-term leaves are taken without salary, except the first thirty (30) days of military leave or where FMLA/CFRA/PDL requires continued benefits. Salary step increases are allowed only for leaves to serve other public agencies, and military leaves or as required by FMLA/CFRA/PDL.

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Management Leave

Board Policy BP 7341 provides for (what was termed) Sabbatical Leave for Administrators as follows:

The Allan Hancock Joint Community College District recognizes that the professional improvement of the employee ultimately benefits students and the district itself. Sabbatical leaves provide administrators with the opportunity for professional growth, development, and revitalization.

Such leave provides administrators with an opportunity for professional growth, development, and revitalization. This leave may include, but not be limited to the following:

- Academic study or professional research
- On-site research projects
- Approved research fellowships and exchange programs
- Work or research in industry, business, or government
- Other experience as approved by the Board of Trustees

Reference: Education Code Sections 87763-64, 87775 Adopted 9/7/89

Revised: 3/5/02

(Replaces Board Policy 2070)

Chapter 6.3 – Short-Term Leaves

Eligibility

Short-term leaves of absence may be granted to any management employee covered by this Handbook. Leave taken under this Chapter that qualifies as Family Medical (FMLA)/California Family Rights Act (CFRA) shall run concurrently with leave provided in the chapter on that subject.

Application for Benefits

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 management employee's supervisor in advance of the intended leave, unless otherwise stated by the provisions of the specific leave.

Authorized Uses

Short-term leaves are authorized for the following uses:

Personal Necessity Leave with Pay

Bereavement Leave: Absence without loss of salary shall be granted to a management employee upon the death of a member of his/her immediate family, as defined in Chapter 6. The district agrees to grant necessary leave of absence with pay at the manager's regular rate of pay not to exceed three (3) days, or five (5) days if over 300 miles one way is required. The leave may be secured by verbal request, but requires completion of the appropriate leave request form upon return to duty.

Jury Duty: Leave of absence shall be granted to any management employee called for jury duty. When responding to initial summons to determine eligibility for jury service, an employee shall be excused from duty with pay. If the employee is paid for jury duty by the court, the employee shall endorse the check to the district and deliver it to the human resources department. The district shall then pay the employee his or her regular salary. Any meals, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty.

Chapter 6.4 – Industrial Injury and Illness Leave

Authorized Use/Definition

Industrial injury 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).

Eligibility

Employees will be entitled to industrial injury leave according to the provisions in the California Education Code for personal illness or injury that has qualified for Workers' Compensation under the provisions of the State Workers' Compensation Insurance Program.

Application for Benefits

An employee shall be required to verbally report an incident of on-the-job injury to their immediate supervisor within twenty-four (24) hours of the occurrence unless an emergency makes notification impossible. In addition to the verbal notification, all requests for leave shall be in writing, upon the appropriate form prescribed and provided by the District, and shall be filed with the management employee's immediate supervisor for each separate time reporting period. Upon return to work, the management employee shall file within twenty-four (24) hours for any remaining leave taken and not covered under previous applications.

A Health Care Provider's statement may be required on the District's prescribed form or upon the employee's Health Care Provider's official stationery for leaves of any duration. When required, the employee's Health Care Provider's statement shall include a diagnosis and prognosis for recovery.

Not less than three (3) workdays prior to returning from leaves of thirty (30) calendar days or more, management employees must provide a written clearance of the employee's Health Care Provider(s) indicating recovery, and fitness to resume a full range of normal duties as determined by the District.

Leave Allowance

A maximum of sixty (60) working days of leave per accident may be granted to monthly management employees. The leave allowance is reduced by one (1) day for each day of absence caused by or related to the on-the-job injury, regardless of amount or method of compensation.

Compensation

An employee injured on the job may receive temporary disability allowances as provided for in the California Labor Code and Education Code. An employee will receive his/her full day's pay during the initial sixty (60)-day leave allowance period. Thereafter, the employee will receive his/her normal pay (utilizing sick leave, vacation, or compensatory time accrued) plus any temporary disability allowance, the aggregate amount of which shall not exceed the employee's normal salary or temporary disability allowance, whichever is greater.

The employee will be provided annually with a statement of all non-taxable temporary disability benefits received for filing with his/her income tax returns.

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Leave Available Upon Expiration of Accident Leave

Sick leave, vacation, or other compensatory time off may be used in the following order:

1. The sixty (60) days' accident leave is paid first.
2. All regular full-salary sick leave is paid next.
3. Half-salary sick leave and money from the temporary disability allowance is paid next, the aggregate amount of which shall not exceed the greater of the employee's partial sick leave compensation entitlement or temporary disability allowance.
4. Vacation may be used if absence due to industrial injury or illness exceeds the sick leave benefits for which the management employee is eligible. Vacation may be used prior to half-salary sick leave, if requested by the management employee.

After all paid benefits are exhausted, the management employee receives any remaining temporary disability benefits directly from the District's compensation claims administrator, and the employee may be placed on long-term health leave without pay.

For absence beyond expiration of all leaves, please contact the office of Human Resources.

Chapter 6.5 - Family Medical Leave Act/California Family Rights Act/ Pregnancy Disability Leave (FMLA/CFRA/PDL)

FMLA/CFRA

Conditions

All leaves of absence taken in accordance with this Handbook, paid or unpaid, that are FMLA/CFRA qualifying shall run concurrent with the leave provided for under the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA). Each employee's annual entitlement shall be credited to the employee on July 1 of each fiscal year. Unused FMLA/CFRA leave shall not accrue from year to year.

Eligibility

A manager qualifies for a FMLA/CFRA leave if he/she:

- (1) has been employed for at least twelve (12) months (need not be consecutive); and
- (2) has a minimum of 1250 hours of service in the twelve (12) months preceding the leave.

Notice

Managers wishing to take family and medical leave must provide the District with at least thirty (30) days' advance notice before the leave is to begin if the need for the leave is foreseeable. If thirty (30) days' advance notice is not practicable, the manager must give the District notice as soon as practicable. The notice to the District shall include the anticipated start date and the duration of the leave. Whenever a manager provides notice to the District of the need for FMLA leave, the District is required to provide the manager with a notice detailing the specific expectations and obligations of the manager and explaining any consequences of the failure to meet these obligations.

Duration

FMLA/CFRA leave credit can be used up to a maximum of twelve (12) weeks per entitlement year. Leaves of absence taken in accordance with this Handbook may exceed twelve (12) weeks; however, nothing in this Handbook is intended to extend the provisions of the FMLA/CFRA.

FMLA/CFRA Qualifying Reasons

Leaves taken for the following reasons are "FMLA/CFRA qualifying":

- (1) the birth of a child of the employee, and to care for the newborn child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) providing for the care of the employee's parent, child, or spouse who has a serious health problem; or
- (4) because of a serious health condition that makes the employee unable to perform the functions of his/her position.

Medical Certification

Managers shall be required to furnish medical certification of the serious health condition that is the basis for the FMLA/CFRA leave. Failure to do so may result in delay in granting the FMLA/CFRA leave. Medical certification required when the manager requests leave for the care of the employee's seriously ill child, spouse, or parent shall include:

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- a) the date on which the serious health condition commenced;
- b) the probable duration of the condition;
- c) an estimate of the time the health care provider believes the manager needs to care for the individual requiring the care; and
- d) a statement that the serious health condition warrants the participation of a family member to provide care.

Medical certification required for the manager's own serious health condition shall include:

- a) the date when the serious health condition began;
- b) the probable duration of the condition; and
- c) a statement that due to the serious health condition, the employee is unable to perform the functions of his or her position.

Pregnancy Disability Leave (PDL)

Conditions

A manager affected or disabled by pregnancy related conditions, is eligible for an unpaid Pregnancy Disability Leave. Pregnancy Disability Leave shall run concurrently with FMLA only.

Eligibility

Pregnancy Disability Leave is available to both probationary and permanent managers.

Duration

The duration of the pregnancy disability leave, including any paid leave taken due to pregnancy related disability, shall not exceed four (4) months. At the conclusion of the four (4) month period, the manager may request and, if qualified, be granted a leave under the provisions of the CFRA. Leaves of absence taken in accordance with this handbook may exceed four (4) months; however, nothing in this handbook is intended to extend the provisions of Pregnancy Disability Leave as allowed by law.

Medical Certification

The District shall require medical certification of disability if the absence is longer than five (5) days. Medical certification shall include the date of disability and the probable duration of the disabling condition.

Compensation

Leaves as described in this Chapter are unpaid, except to the extent that paid accrued leave is used concurrent with these leaves.

Maintenance of Health Benefits

The District shall maintain the manager's health benefits coverage during the leave period as if the manager were still actively working.

Reinstatement

The District shall reinstate a manager on leave as provided for by this Chapter and the requirements of the law, to an equivalent position with the same pay and benefits, upon the manager's timely return from leave.

Chapter 7 - Vacation and Catastrophic Leave Donation Program

Vacation

Benefit

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

See **Board Policy BP 7251 – Vacation for Management Staff**.

Application for Benefits

All requests for vacation shall be in writing, upon the appropriate form prescribed and provided by the District, and shall be submitted to the immediate supervisor in advance. Management employees shall schedule their vacations with the prior approval of the immediate supervisor.

Assignment

Each administrator serving in a full-time, twelve-month position shall earn two (2) days of paid vacation for each month of paid service or twenty-four (24) days of paid vacation each year. The fiscal year is that period beginning July 1 and ending June 30. Vacation days are accrued as they are earned each month and are not advanced at the beginning of the fiscal year.

Earned vacation shall become a vested right of the employee upon completion of the initial six months of employment.

Vacation for administrators may not be used before it is earned unless otherwise approved by the superintendent/president.

Administrators who resign, retire, or are reassigned to a faculty position shall receive payment for their accrued vacation time. However, no administrator shall receive a cash payment for more than a year's entitlement unless approved in advance by the Superintendent/President for reason of business necessity. If an administrator separates from district employment and he or she has been advanced vacation that was not yet earned at the time of termination of service, the district will deduct from the administrator's final paycheck the current administrator's daily rate of pay for each day of unearned vacation that was used.

Break in Service for Vacation Accumulation

1. **Military and Management Leaves** - are credited as service for vacation eligibility purposes, but vacation days are not accrued during such leaves.
2. **Management 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.
3. **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.

Vacation Accumulation

Administrators must take vacation (up to 24 days) within twelve months following the end of the fiscal year in which it is earned (June 30).

Administrators cannot accrue additional paid vacation days beyond this limitation (24 days) unless approved in advance by the Superintendent/President for reasons of business necessity.

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If an administrator does request and receive approval from the Superintendent/President to carry over excess vacation days (days in excess of 24 days) prior to July 1 of a new fiscal year, then that administrator will continue to accrue two (2) days per month in excess of the twenty-four (24) days that have been carried over.

Example:

Joe Smith has 28 days on the books as of June 30. He requests in writing permission from the Superintendent/President to carry over four (4) days in excess of the 24 days permitted prior to July 1st ($24 + 4 = 28$) and receives it. So now he has 28 days to use in the new fiscal year, plus he will continue to accrue two additional days per month throughout the new fiscal year.

If an administrator does NOT request and receive approval from the Superintendent/President to carry over excess vacation days (days in excess of 24 days) prior to July 1 of a new fiscal year, then that administrator will NOT continue to accrue two additional days per month throughout the new fiscal year, up to another 24 days. He/she will only accrue the number of days up to 24 days less the number of days that were carried over.

Example:

Sally Jones has 28 days on the books as of June 30. She does NOT request or receive permission from the Superintendent/President to carry over four (4) days in excess of the 24 days permitted prior to July 1st ($24 + 4 = 28$). If she does not take any vacation, she will not accrue the two days per month in July and August, and would resume the two days per month accrual in September. Accrual will resume when the balance of excess days has been used. In this case, Sally would receive 20 days ($24 - 4$) to use in the new fiscal year.

Holidays that occur during vacation periods will not be charged against vacation.

Employees are not entitled to accrue vacation while on unpaid leave.

Vacation Scheduling

Must be at the convenience of the District and approved by the appropriate supervisor(s).

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.

Exceptions

The Superintendent/President may authorize those exceptions that will not seriously affect the operation of the District.

Catastrophic Leave Donation Program

In accordance with the Management Association Meet and Confer agreement, Administrators may contribute vacation days for use in the Catastrophic Leave Donation Program for Classified Employees.

Administrators may donate vacation days to this district leave bank. Only vacation days may be donated; sick leave may not. Administrators who are eligible to use vacation may donate vacation leave to a designated recipient. Donations must be made in one-day increments and individuals may donate up to five earned vacation days per the current fiscal year.

Upon request for catastrophic leave donation, donations can be made using the Administrator Leave Request form. Leave Request Forms can be found in the Doc/Forms Library on myHancock. Search by

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Document Name (Administrator Leave Request). You can also search by Department (Human Resources) to locate all HR documents.

Chapter 8 – Holidays

The Board of Trustees agrees to provide fifteen paid holidays to administrators as follows:

- Independence Day Holiday
- Labor Day Holiday
- Veteran's Day Holiday
- Thanksgiving Day Holiday
- The day after Thanksgiving
- Christmas Eve Holiday
- Christmas Day Holiday
- New Year's Eve Holiday
- New Year's Day Holiday
- Dr. Martin Luther King Day Holiday
- Lincoln's Day Holiday
- Washington's Day Holiday
- Spring Holiday
- Memorial Day Holiday
- Birthday Holiday (to be observed within a week of the eligible employee's birthday, or during the period between Christmas and New Year's when the college is closed.) The superintendent/president must approve any exceptions. If the employee fails to take their Birthday Holiday at the designated time during the calendar year, it is forfeited.

The district shall publish a calendar on or before July 1 of each year specifying the calendar date of observance of each of the holidays listed above.

To be eligible for holiday pay, the employee must be in a paid status on the scheduled working day immediately preceding or succeeding the holiday.

See ***Education Code Sections 79020, 79021 and Board Policy BP 7342 – Holidays.***

Chapter 9 – Insurance Benefits

The district reserves the right to select a carrier to provide claims administration and services at appropriate benefit levels. The district will consult with all constituents in considering the selection of a carrier. All contemplated changes in carrier and individual plans shall be discussed with the Allan Hancock College Staff Benefits Advisory Group prior to implementation. Management Association shall have three (3) appointed representatives on the advisory group. The advisory group can have as many representatives as would like to participate. The district reserves the right to determine the basis for establishing equivalency in considering individual carrier plans.

Active Managers

Health/Medical

For each eligible employee and dependent, the district will make a monthly contribution for health insurance through SISC or alternative coverage. A prescription drug plan is included.

The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the employee through payroll deduction. Effective October 1, 2013, the district will pay \$340.00 per month for single coverage, \$673.00 per month for two-party coverage, and \$953.00 per month for family coverage. The difference in cost between the insurance plan selected and the district contribution will be paid for by the individual through payroll deduction. Health/medical insurance for the eligible employee is mandatory unless an employee submits proof of coverage elsewhere.

Dental Insurance

The district shall provide each eligible employee and dependent a monthly district contribution for dental insurance through the district self-insurance dental plan. The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the employee through payroll deduction. Effective October 1, 2010, the district will pay \$53.12 per month for single coverage, \$100.44 per month for two-party coverage, and \$140.64 per month for family coverage. The employee will pay any additional cost through payroll deduction. Each eligible employee is required to have district provided dental insurance.

Health Plan and Dental Rates October 2016 – September 2017

<http://dfl.hancockcollege.edu/Benefits/docs/Health%20Plan%20Rates%20effective%2010-1-2016.pdf>

Vision Insurance

Effective January 1, 2013, the district shall provide each eligible employee a monthly district contribution for vision insurance through the district vision plan. The district will pay a premium cost up to \$5.65 per month for single coverage. The district is not obligated to pay any increase in the premium cost. Any increase in cost shall be borne by the employee through payroll deduction. Vision insurance is mandatory unless an employee submits proof of coverage elsewhere.

Physical Exam Fund

The district will provide 300.00 per year for each manager to be used for obtaining a physical exam, annual flu shot, out of pocket expenses not covered by medical, dental or vision insurance. This does not cover office, prescription or ER co-pays. The annual \$300.00 per year may be accrued on a year-to-year basis up to a total of \$800.00, after which the accrued amount above \$800.00, if not expended, will revert

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back to the district. The Physical Exam Fund is also applicable to spouses and dependents. Claim forms can be found in the Doc/Forms Library on myHancock. Search by Document Name (Physical Exam Fund Claim Form). You can also search by Department (Benefits) to locate all HR documents.

Cash-in-Lieu-of Benefit Program

An employee who meets the conditions as defined below may receive a cash-in-lieu of benefit in accordance with the amounts listed.

Medical/Hospital Insurance Dental Plan	Employee Only	Employee Plus One Dependent	Employee Plus Two or More Dependents	Employee With No Medical/Hospital Coverage
Employee Only	\$923.40	\$440.60	\$249.80	\$1,498.00
Employee Plus One Dependent	\$788.10	\$305.30	\$114.50	\$1,362.70
Employee Plus Two or More Dependents	\$673.60	\$190.80	\$0	\$1,248.20

Table 1 – Annual Rates as of Fall 2016

Life Insurance

The district will provide each eligible employee paid life insurance with a maximum benefit upon death of \$6,000, including accidental death and dismemberment, and a paid decreasing term life insurance with accidental death and dismemberment. Each eligible employee is required to have district provided life insurance. The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the employee through authorized payroll deduction. Additional Life Insurance may be purchased through the district from American Fidelity or alternative coverage.

Income Protection Insurance

For each eligible employee the district will pay \$0.99 per \$100 of payroll for Income Protection Insurance. The district is not obligated to pay any increase in premium cost after September 30, 2010. Any increase in cost shall be borne by the employee through authorized payroll deduction. All managers are required to have district provided income protection insurance.

District Flex Plan (IRC 125) – Effective January 1, 1988

Employees in qualified plans are allowed to earmark pre-tax dollars toward specific uses for health and dependent care. The District offers employees participation in its Flex Plan for health care premiums, health care expenses, and dependent care expenses. Amounts included in the Flex Plan would not be subject to federal, state or social security taxes. (This does not include voluntary plans that are subject to taxes.)

Retirees

See board policy **BP 7380 RETIREMENT BENEFIT POLICY**, formerly known as **BP3405**, in Appendix A for information on retiree benefits.

Chapter 10 - Travel Expenses/Professional Development/Parking Permits

Travel Expenses

The District shall pay the full cost of any meals, lodging, travel and related expenses incurred in the course of conducting assigned District business. Travel outside the State of California is subject to the approval of the Superintendent/President.

Travel forms can be found in the Doc/Forms Library on myHancock. Search by Document Name (District Travel Request Form and District Travel Claim Voucher). You can also search by Department (Business Services) to locate all travel related documents.

Management Association Professional Development Funds

The District agrees to budget the sum of one thousand dollars (\$1,000) (annually and ongoing) for management professional development activities to be recommended by the Management Association.

The superintendent/President may provide up to ten thousand dollars (\$10,000) each fiscal year to the *Management Professional Development Fund*, as funds are available. This fund can be used for attending or hosting Professional Development activities. The Management Association in conjunction with the Professional Development Committee regulates the activities. Managers are limited to six hundred dollars (\$600) per person per academic year from this fund for conference/travel. Funds are awarded on a first-come first-served basis.

Professional Development forms can be found in the Doc/Forms Library on myHancock. Search by Document Name (Management Association Professional Development Course Offering and Management Association Professional Development). You can also search by Management Association to locate all related documents.

Administrator Professional Development Funds

The Superintendent/President shall give each active manager (Interim included), four hundred dollars (\$400) each fiscal year for Professional Development. Each manager shall be assigned a budget code for his/her use from the Budget Analysts office.

Parking Permits

Each manager will receive one (1) free annual “Static Cling” parking permit. One (1) additional permit may be purchased for ten dollars (\$10). Lost permit replacement charge is ten dollars (\$10).

Chapter 11 – Evaluations

The primary purpose of evaluation of administrators is the continued improvement of the management of community college education and services in the district. The evaluation process is designed to enhance performance, promote professionalism, and be closely linked with professional growth efforts.

All administrators on the management salary schedule shall be subject to evaluation per Board Policy 7150. This policy does not pertain to the superintendent/ president, who is evaluated annually by the Board of Trustees using process agreed upon by the board and the superintendent/president.

The administrator evaluation process is currently under review.

See **BP/AP 7150 ADMINISTRATOR EVALUATION** in Appendix B for the current process.

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Chapter 12 – Duration

This Management Employee Handbook is intended to be a living document. The provisions of this handbook will remain in effect each year with annual addendums, corrections, or MOU's as arise through the Meet and Confer process with the Superintendent/President.

The provisions of the Management Employees Handbook are hereby approved.

Kevin G. Walthers, Ph.D.
Superintendent/President
Board of Trustees
Allan Hancock Joint Community College District

District Date: _____

Appendix A - Retirement Benefit Policy

BP 7380

**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7380 RETIREMENT BENEFIT POLICY

The following Retirement Benefit Policy applies to full-time Allan Hancock College Management, Supervisory, Confidential, and *Faculty Employees (See * Note below).

PLAN A

FOR AHC RETIREES BETWEEN 55 AND 65 YEARS OLD

Group I-A

Current fulltime Allan Hancock College Management, Supervisors and Confidential, and Faculty Employees Eligible to Retire by June 30, 1989:

I-A-1 A minimum of ten years of consecutive full-time District service is required immediately preceding retirement to qualify for these benefits for employees who retire after June 30, 1989.

The District will contribute an amount equal to that paid toward the AHC medical insurance premium for single coverage on the AHC medical insurance plan as provided to active full-time management and faculty employees to age 65, at which time the retiree converts to plan B. The District will also contribute an amount equal to that paid toward the AHC medical insurance premium for spousal coverage on the AHC medical insurance plan as provided to spouses of active full-time management and faculty employees. Coverage for spouse is limited to one year for each year of marriage to employee at time of employee's retirement to a maximum of 15 years, or spouse's age 65, whichever comes first. If widowed, District will continue to contribute toward spouse's coverage utilizing the same eligibility criteria cited above to age 65. Children (to age 18 or 23 if full-time college student) may be added at retiree's expense. Children of a deceased retiree have the option to buy-in (to age 18 or 23 if full-time college student) at their own expense. Children on the AHC medical plan at the time of retirement or death of employee are automatically eligible to continue on the plan at their own expense. However, if not on the plan, they must be accepted by the insurance company.

OR

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I-A-2 Retiree has option to designate the payment of medical insurance premiums up to an amount equal to that paid by the District in Plan I-A-I towards a medical insurance plan in-lieu-of the District medical plan.

OR

I-A-3 If employee has not been on the AHC medical insurance plan, s/he will continue to receive TSA amount annually until age 65. AHC employees on this plan who wish to switch to AHC medical insurance plan at or during retirement before age 65, must pass a required physical examination and be accepted by insurance company. The same requirement applies to spouses and children not on AHC plan who wish to qualify for coverage at or during AHC employee's retirement.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Group II-A

Employees Hired Before January 1, 1989, but Not Eligible for STRS or PERS Retirement as of June 30, 1989:

II-A-1 Fifteen years of full-time District employment required.

The options available to Group II-are options I-A-1, I-A-2, and I-A-3.

Group III-A

Faculty Employees Hired after April 1, 1989 but prior to July 1, 1993.*

III-A-1 Twenty years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 25th year at which time the employee becomes fully vested.

Options same as Group I-A-1, I-A-2, or I-A-3.

Group IV-A

Management Employees Hired on or after April 1, 1989 but prior to January 1, 1994.

IV-A-1 Ten years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 15th year at which time the employee becomes fully vested.

The District will maintain coverage for a retiree under the medical insurance plan upon PERS or STRS retirement as evidenced by the receipt of monthly retirement payments from PERS or STRS provided the employee is at least 55 years of age but less than 65 and has been a regular employee of the District for the required number of years as outlined above, and provided the retiree is actively employed by Allan Hancock College at the time of retirement. Upon reaching age 65, the employee converts to Plan B. The District will also contribute an amount equal to that paid toward the AHC medical insurance plan as provided to spouses of active full-time management and faculty employees (at the percentage of full vesting for the retiree). The employee will also have the option of increasing coverage for self up to 100 percent total in exchange for less (or no) coverage for spouse. As with Group I-A-I, coverage

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for spouse is limited to one year for each year of marriage to employee at time of employee's retirement to a maximum of 15 years, or spouse's age 65, whichever comes first.

OR

IV-A-2 Retiree has the option to designate the payment of medical insurance premiums up to an amount equal to that paid by the District in Plan IV-A-1 towards a medical insurance plan in-lieu-of the District medical plan.

OR

IV-A-3 If the employee has not been on the AHC medical insurance plan, he/she will continue to receive cash-in-lieu-of amount annually until age 65. AHC employees on this plan who wish to purchase coverage under the AHC medical insurance plan at or during retirement before age 65 must sign up when first eligible or wait for open enrollment. The same requirement applies to spouses and children not on AHC plan who wish to qualify for coverage at or during AHC employee's retirement.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Group V-A

Management Employees Hired on or after January 1, 1994.

V-A-1 Ten years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 15th year at which time the employee becomes fully vested.

The District will maintain coverage for a retiree under the medical insurance plan upon PERS or STRS retirement as evidenced by the receipt of monthly retirement payments from PERS or STRS provided the employee is at least 55 years of age but less than 65 and has been a regular employee of the District for the required number of years as outlined above, and provided the retiree is actively employed by Allan Hancock College at the time of retirement. Upon reaching age 65, the retired employee shall no longer be eligible for District paid medical benefits. The retiree's spouse shall not be eligible for this benefit through District paid premium. However, the retiree may purchase coverage for self and/or spouse. There is no conversion to Plan B under this plan.

[Board action January 1, 1994.]

Options outlined for Group I-A (I-A-2 and I-A-3) are available to this group, but refer only to single coverage (no spouse or children).

Group VI-A

Confidential and Supervisory Employees Hired after April 1, 1989, but prior to January 1, 1994.

VI-A-1 Twenty years of full-time District employment required to qualify for medical insurance benefit.

Options same as Group I-A-1, I-A-2, or I-A-3.

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Group VII-A

Confidential and Supervisory Employees Hired on or after January 1, 1994.

VII-A-1 The District will maintain coverage for a retiree under the medical insurance plan upon PERS retirement as evidenced by the receipt of monthly retirement payments from PERS provided the employee is at least 55 years of age but less than 65 and has been a regular employee of the District for twenty or more consecutive years of service, and provided the employee is actively employed by Allan Hancock College at the time of retirement. Upon reaching age 65, the employee shall no longer be eligible for District paid medical benefits. The retiree's spouse shall not be eligible for this benefit through District paid premium. However, the retiree may purchase coverage for self and/or spouse. There is no conversion to Plan B under this plan. [Board action January 1, 1994.]

Options as outlined for Group I-A (I-A-2 and I-A-3) are available to this group, but refer only to single coverage (no spouse or children).

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

PLAN B FOR AHC RETIREES AGE 65 AND OLDER

Group I-B

Current Full-time AHC Management, Supervisors & Confidential, & Faculty Employees Eligible to Retire by June 30, 1989.

I-B-1 A minimum of ten years of consecutive full-time District service is required immediately preceding retirement to qualify for these benefits for employees who retire after June 30, 1989. For AHC retirees not covered by any other form of medical insurance such as national, state, employer, private or spousal coverage, etc., the District will contribute an amount equal to that paid toward the AHC medical insurance premium for single coverage as provided to active full-time management and faculty employees. The District will also contribute an amount equal to that paid toward the AHC medical insurance premium for spousal coverage on the AHC medical insurance plan to spouse's age 65. Coverage for spouse is limited to one year for each year of marriage to employee at time of retirement to a maximum of 15 years, or spouse's age 65, whichever comes first. If AHC retiree dies, District will continue to contribute toward spouse's coverage utilizing the same eligibility criteria cited above to age 65. The retiree has the option to add his/her children (to age 18 or 23 if full-time college student) at his/her own expense. Children of a deceased AHC retiree have the option to buy-in (to age 18 or 23 if full-time college student) at their own expense. Children on the AHC medical plan at the time of retirement or death of the employee are automatically eligible to continue on the plan at their own expense. However, if not on the plan, they must be accepted by the insurance company.

OR

I-B-2 Retiree eligible for I-B-1 has option to designate the payment of medical insurance premiums up to an amount equal to that paid by the District in Plan I-B-1 towards a medical insurance plan of retiree's choice in-lieu-of the District medical plan.

OR

I-B-3 This option is for AHC retirees covered by Medicare or any other form of national, state, employer, private or spousal medical insurance. The District will pay two percent of the employee's highest average annual compensation earnable by a member during any period of three (3) consecutive years in the program toward premiums for the retiree's Medicare supplemental insurance of his/her choice, and/or Medicare Catastrophic Coverage Act of 1988 supplemental premium for Part A coverage, and/or the Medicare premium surtax, and/or the Medicare deductible, and/or other Medicare related costs. The sum received by the retiree will be increased by two percent (2%) annually on the first day of the month following the employee's retirement date anniversary.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Group II-B

Employees Hired Before January 1, 1989, but not Eligible for STRS or PERS Retirement as of June 30, 1989.

II-B-1 Fifteen years of full-time District employment required.

The options available to Group II-B-1 are options I-B-1, I-B-2, or I-B-3.

Group III-B

Faculty Employees Hired After April 1, 1989, but prior to July 1, 1993*.

III-B-1 Twenty years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional ten percent will be added for each year of employment to the 25th year at which time the employee becomes fully vested.

The options available to Group III-B-1 are I-B-1, I-B-2, or I-B-3.

Group IV-B

Management Employees Hired on or after January 1, 1989 but prior to January 1, 1994.

IV-B-1 Ten years of full-time District employment required to qualify for 50 percent of the medical insurance benefit. An additional 10 percent will be added for each year of employment to the 15th year at which time the employee becomes fully vested.

The options available to Group IV-B are I-B-1, I-B-2, or I-B-3.

Group V-B

Management Employees Hired on or after January 1, 1994.

V-B There is no conversion to Plan B for this group. However, retirees may purchase coverage for self and spouse at their own expense.

Group VI-B

Confidential and Supervisory Employees Hired After April 1, 1989, but prior to January 1, 1994.

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VI-B-1 Twenty years of full-time District employment required for 100 percent benefit.

The options available to Group VI-B-1 are I-B-1, I-B-2, or I-B-3.

Group VII-B

Confidential and Supervisory Employees Hired on or after January 1, 1994.

There is no conversion to Plan B for this group. However, retirees may purchase coverage for self and spouse at their own expense.

NOTES

- | | |
|---------|---|
| Note #1 | For purposes of brevity, the word DISTRICT shall be used to describe The Allan Hancock Joint Community College District. The word BOARD shall refer to the Allan Hancock Joint Community College District Board of Trustees. |
| Note #2 | The medical insurance benefit refers to medical insurance for medical coverage. It does not include dental, vision, life or any other form of insurance. (The life insurance policy is dropped upon retirement.) |
| Note #3 | Retirees age 55 to 65 may voluntarily switch from option I-A-1 to option I-A-2 or I-A-3, and at age 65 may convert from Option I-A-2 to I-A-3, or if eligible for Plan B, from I-B-1 to I-B-2 during retirement. See I-A-3 for exception. (On certain plans, at age 65, retiree automatically converts from Plan A to Plan B.) |
| Note #4 | Spouse, under certain plans, is eligible for District coverage upon employee's retirement. If eligible, spouse benefits only apply if the spouse is married to AHC employee at time of AHC employee's retirement. |
| Note #5 | Spouse loses District benefit upon divorce, but may extend the coverage on the AHC medical insurance plan at own expense for 36 months (COBRA Act). After this extension expires, ex-spouse may purchase a conversion plan from the college insurance company. In the case where two employees are married to each other and one employee retires, and there is a subsequent dissolution of marriage or the District employed spouse leaves the employ of the District, the retiree's status will revert to the plan option he/she was eligible for at the time of retirement, or if over 65 years of age, the applicable option(s) described in Plan B, if eligible. |
| Note #6 | Widowed spouse loses benefits if s/he remarries. |
| Note #7 | In the event the medical insurance premium payments paid by the District are reduced by agreement with the Faculty Association as part of a negotiated agreement, the retirees will continue to receive an amount paid by the District equal to the amount paid by the District at the time of the agreement. Thus, while the retiree's benefits may be frozen, they will not be decreased. |
| Note #8 | Eligible AHC Retirees 65 or older who do not qualify for Medicare and wish to take advantage of Options I-B-1 or I-B-2 must provide the District with proof of |

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ineligibility for Medicare. Proof of ineligibility may be obtained either by going in person to the local Social Security Office or by calling the following toll free number 1-800-772-1213. The Social Security representative will set up a personal or teleclaim appointment at which time the necessary information will be obtained from the individual. After the claim has been processed and a determination of ineligibility made, the individual will receive a letter from the Social Security Office notifying them of their status. The employee/retiree who is ineligible for Medicare must provide a copy of that letter to the District showing proof of non-coverage before qualifying for the stated benefits.

- Note #9 Medical insurance benefits and deductible schedules shall not be less for retirees than provided regular management and faculty employees who were hired at the same time.
- Note #10 Medical insurance benefits and deductible schedules are subject to change.
- Note #11 Sabbatical Leave and Willie Brown Act participants and Board approved leaves of absences for up to two years do not constitute a break in service for purposes of establishing eligibility for these retirement benefits. However, time taken for a leave of absence will not count toward total years of service credit for the purpose of qualifying for these benefits.
- Note #12 Spouses are not eligible for AHC medical insurance program at age 65 unless the spouse is an employee of AHC who has been carried on the AHC policy as a dependent. At age 65, the spouse could then opt for Plan B as appropriate. (However, the spouse may be eligible for coverage at his/her own expense.)
- Note #13 If two AHC employees/retirees are married to each other, then one must take coverage as a dependent, if they choose to enroll in the District paid medical plan. This does not apply if they are enrolled in different District medical insurance plans.
- Note #14 The period of November 15-December 15 each year is the only open enrollment period for AHC medical insurance. The effective date of commenced coverage will be January 1 of the following year. These restrictions also apply to spouses and dependents.
- Note #15 The District reserves the right to select a carrier to provide claims, services, and administration for benefits.
- Note #16 The District reserves the right to determine the basis for establishing equivalency in considering individual carrier plans.
- Note #17 Retiree must draw STRS or PERS retirement pay to qualify for retiree medical benefits and must have been actively employed at Allan Hancock College at the time of retirement. The college recognizes some time may elapse between the time STRS or PERS retirement papers are filed and the STRS or PERS checks actually are processed, and will provide the medical benefits for the retiree during this time.
- Note #18 Employee must inform District in writing of initial coverage decision within 35 days of retirement.
- Note #19 For those not eligible for the above, the District will permit enrollment by any former District management and faculty retiree employee and spouse or surviving spouse in the medical (indemnity or HMO) or dental plans currently provided for active management and faculty employees, at premium rates set by the insurance companies. The coverage may be fully paid for by the retiree

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and/or spouse, but nothing compels the medical or dental plan carriers to underwrite this liability (AB 528 – effective January 1, 1986).

- Note #20 Payments, when applicable, will be paid quarterly in advance.
- Note #21 This policy shall be governed and construed in accordance with the laws of the State of California excluding that body of law applicable to conflicts of law. In the event any such provision to either party shall be held by a court of appropriate jurisdiction to be contrary to California or Federal law, the remaining provisions of this policy shall remain in force and effect.
- Note #22 Faculty refers to any instructor, counselor, librarian or any other employee who will retire under STRS and/or PERS and who is on the District's "Certificated Contract Salary Schedule" at the time of retirement.
- Note #23 Management refers to any employee who will retire under STRS and/or PERS and who is on the District's "Management Salary Schedule" at the time of retirement.
- Note #24 Children eligible for coverage, where applicable, to age 18 or 23 if full-time college student.
- Note #25 AHC regular employees who work less than full-time will receive pro-rata medical benefits at same percentage of their contract for medical insurance.

Addendum to Board Policy 3405

Policy additions and corrections required by changes in Internal Revenue Services regulations, District benefits changes, or insurance company guidelines will continue to be updated in this addendum. Current changes are as follows:

1. In cases where children may be added to a retiree's health benefits coverage, the applicable age parameters have been changed, so that the references to children now reads, "Children (to age 19 or 25 if unmarried and a dependent according to IRS regulations) may be added at retiree's expense."
2. All references in the policy to TSA (tax-sheltered annuity) now refer to "cash-in-lieu-of" benefit. The change came into effect when the District adopted the Section 125 plan so that employees could tax shelter certain medical-related expenses.
3. If employees who have not been on the District medical insurance plan wish to switch to the District plan at or during retirement before age 65, they must sign up when first eligible or wait for open enrollment. Previously, a physical examination and acceptance by the insurance company were required. The same requirement applies to spouse and children not on the AHC plan who wish to qualify for coverage at or during the AHC employee's retirement.
4. The open enrollment period referred to in the policy is now mid-August to mid-September, and the effective date of coverage is now October 1.

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5. Board Policy 3405 does not apply to faculty members hired on or after July 1, 1993. Those employees are now covered by the Agreement between the Allan Hancock Joint Community College District and the Faculty Association of Allan Hancock College.

* Refer to Faculty Association Agreement for faculty employees hired on or after July 1, 1993.

Adopted: 1/18/94

Revised: 2/29/02

(Replaces Board Policy 3405)

Appendix B – Administrator Evaluations Policy

BP 7150

Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources

BP 7150 ADMINISTRATOR EVALUATIONS

Purpose: The primary purpose of evaluation of administrators is the continued improvement of the management of community college education and services in the district. The evaluation process is designed to enhance performance, promote professionalism, and be closely linked with professional growth efforts.

All administrators on the management salary schedule shall be subject to evaluation as prescribed herein. This policy does not pertain to the superintendent/ president, who is evaluated annually by the Board of Trustees using process agreed upon by the board and the superintendent/president.

Administrators shall undergo an initial, a comprehensive, and/or an annual evaluation every year as indicated in the procedure schedule. Administrators are to be evaluated by the supervising administrator, self, and, if appropriate, faculty, and classified staff.

New educational administrators shall be evaluated using the initial evaluation process by the end of the first six months of employment. New classified administrators shall be evaluated using the initial evaluation process by the end of the first four months of employment. During this evaluation period, the administrator shall be evaluated by the supervising administrator, self, peers, and faculty and classified staff with whom the administrator has regular contact.

Administrators can be evaluated at any time, as determined by the superintendent/president or the administrator's immediate supervisor. In such cases, the administrator shall be evaluated by the immediate supervisor or by the comprehensive evaluation.

Criteria: All employees on the Management Salary Schedule upon the recommendation of the superintendent/president shall be subject to evaluation as prescribed herein.

The following criteria delineate the major areas of performance evaluation.

- A. The administrator demonstrates satisfactory performance in carrying out job responsibilities as listed in the job description.
- B. Administrator demonstrates satisfactory performance in carrying out activities aligned to the college's strategic plan and unit's operation plan (program review).
- C. The administrator evidences sound and reliable performance in the following skills: communication, leadership, professional knowledge and expertise, collegiality and administration/management, and exemplary service.
- D. The administrator demonstrates the ability to complete in a timely manner established goals and objectives.

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Reference: California Education Code §87663, 87664

Adopted: 7/1/82
Revised: 4/21/92
Revised: 11/20/01
Revised: 9/7/04
Revised: 4/21/09

(Replaces Board Policy 2110)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7150 ADMINISTRATOR EVALUATIONS

Educational Administrator Evaluation

The educational administrator evaluation process is the responsibility of the direct supervisor. All administrators will be evaluated annually. New educational administrators will follow the *initial* evaluation process identified below. Evaluations for new educational administrators will be completed by the end of first six months of employment; evaluations for continuing administrators will be completed by February 1. The administrator shall sign the evaluation form indicating the review has taken place. Signing the evaluation form does not necessarily indicate agreement with the evaluation results. The administrator being evaluated may attach a response to the evaluation within 15 days.

The district may evaluate administrators at any time as determined by the superintendent/president or the administrator's immediate supervisor. In such cases, the *initial* evaluation process as defined below will be used. The supervising administrator shall submit a written evaluation to the superintendent/president.

(See the Administrator Evaluation Forms matrix for explanation of forms.)

Initial Evaluation:

During the first month of employment, the administrator will confer with the supervisor to establish goals and objectives (form GO) and a professional development plan (form PD) which align with the college's strategic plan, the unit's operational plan (program review), and Board Policy 7150.

By the end of the first six months of employment, the supervisor will distribute a survey (form S-2) to faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator's work. The supervisor and the administrator will identify specific individuals to be surveyed (form S-1); however, any member of the campus community may participate in the survey. The supervisor will summarize the results of the survey including survey comments (form S-3). The supervisor shall meet with the administrator to review job performance and input from colleagues. The results of the review shall be included in the written evaluation (form E).

- With a successful evaluation, the administrator will undergo a *comprehensive* evaluation in the next evaluation cycle beginning in November.
- If the overall performance evaluation indicates "improvement needed" or "unsatisfactory," the supervisor and the administrator will develop a corrective action plan for the upcoming year, including a timeframe for review of progress. The

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supervisor will write a progress report for the administrator's personnel file within 90 days of the evaluation.

- An administrator whose evaluation indicates "improvement needed" or "unsatisfactory" will have one year to demonstrate improvement.
- After one year, should the administrator's *comprehensive* evaluation again indicate "needs improvement" or "unsatisfactory," the superintendent/president has the option to recommend to the board of trustees non-renewal of the administrator's employment contract or termination.

Comprehensive Evaluation:

According to the evaluation schedule, a *comprehensive* evaluation shall be conducted as follows:

- The supervisor shall survey (form S-2) coworkers, including all faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator's work. Surveys are to be distributed by November 15 and returned by November 30.
- The administrator will complete a self-evaluation (form SE) by November 30 of the appropriate year.
- Prior to February 1, the supervisor will meet with the administrator to review the evaluation results and will complete an evaluation summary report (form E). The supervisor will consider all information relevant to the administrator's defined goals and objectives, including the survey results. The administrator shall sign the form indicating that the evaluation has taken place. Signing the form does not necessarily mean agreement with the evaluation. The administrator may attach, within 15 days, a response to the evaluation form.
- After the review of the evaluation, the administrator and supervisor will identify goals and objectives (form GO) and a professional development plan (form PD) for the next year.
- With a successful *comprehensive* evaluation, a recommendation will be made to extend the administrator's contract.
- If the overall performance evaluation indicates "improvement needed" or "unsatisfactory," the supervisor and the administrator will develop a corrective action plan for the upcoming year, including a timeframe for review of progress; and the administrator's employment contract will not be extended beyond the current term or the administrator will be placed on a one-year contract.
- An administrator with an "improvement needed" or "unsatisfactory" evaluation will have until December 15 following the evaluation to work with the supervisor to demonstrate the required improvement. By January 31, the supervisor will write a progress report for the administrator's personnel file.

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- Should the supervisor's report be rated as "improvement needed" or "unsatisfactory," the superintendent/president has the option to recommend to the board of trustees non-renewal of the administrator's employment contract or termination.

Annual Evaluation:

According to the evaluation schedule, an annual evaluation shall be conducted as follows:

- The supervisor shall provide the administrator a performance evaluation summary (form E) by January 31 based on previously established expectations.
- Following the evaluation meeting, the administrator shall complete, in consultation with the supervisor, goals and objectives (form GO) and a professional development plan (form PD) for the following year.
- Evaluations for continuing administrators shall be completed by February 1 of the appropriate year and filed with Human Resources by February 15.

Evaluation Schedule:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Initial	Comp	Annual	Comp	Annual	Annual	Comp	Annual	Annual	Annual	Comp
Following the eleventh year, a <i>comprehensive</i> evaluation will be performed every four years.										

Classified Administrator Evaluation

The classified administrator evaluation process is the responsibility of the direct supervisor. All administrators will be evaluated annually. New classified administrators will follow the *initial* evaluation process identified below. Evaluations for new classified administrators will be completed within the first year of employment. Evaluations for continuing administrators will be completed by February 1. The administrator shall sign the evaluation form indicating the review has taken place. Signing the evaluation form does not necessarily indicate agreement with the evaluation results. The administrator being evaluated may attach a response to the evaluation within 15 days.

The district may evaluate administrators at any time as determined by the superintendent/president or the administrator's immediate supervisor. In such cases, the *comprehensive* evaluation process as defined below will be used. The supervising administrator shall submit a written evaluation to the superintendent/president.

(See the Administrator Evaluation Forms matrix for explanation of forms.)

Initial Evaluation:

During the first month of employment, the administrator will confer with the supervisor to establish goals and objectives (form GO) which align with the college's strategic plan, the unit's operational plan (program review), and Board Policy 2110.

By the end of the fourth month of employment, the supervisor will confer with the administrator, and will evaluate the administrator's job performance (form E) and review

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progress on the previously established goals and objectives (form GO). At this time a professional development plan (form PD) will be developed. The administrator shall sign the form indicating that the review has taken place. Signing the form does not necessarily indicate agreement with the evaluation results. The administrator may attach a response to the evaluation form within 15 days.

During the tenth month of employment, the supervisor will survey (form S-2) faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator's work. The supervisor and the administrator will identify specific individuals to be surveyed (form S-1); however, any member of the campus community may participate in the survey. The supervisor will summarize the results of the survey including survey comments (form S-3). The supervisor shall meet with the administrator to review job performance and input from colleagues.

Prior to the end of the eleventh month of employment, the supervisor shall meet with the administrator and provide a written evaluation of performance (form E). The supervisor will consider all information relevant to the administrator's defined goals and objectives, including the results of the survey conducted in the previous month. The administrator shall sign the form indicating that the evaluation has taken place. Signing the form does not necessarily mean agreement with the evaluation results. The administrator may attach a response to the evaluation form within 15 days.

- With a successful evaluation, the administrator will become a regular employee and will undergo an annual evaluation in the next evaluation cycle beginning in November.
- If the administrator's overall evaluation is "improvement needed" or "unsatisfactory," the superintendent/president will determine whether to continue or terminate the administrator's employment (Board Policy 2010). If the administrator's employment is to continue, the supervisor and the administrator shall develop a corrective action plan including a review of progress within six months.
- The administrator will have until the time specified in the corrective action plan to work with the supervisor to demonstrate the required improvement. The supervisor will write a summary report for the administrator's personnel file. The administrator shall sign the form indicating that the review has taken place. Signing the form does not necessarily mean agreement with the evaluation results. The administrator may attach a response to the form within 15 days.

Annual Evaluation:

According to the evaluation schedule, an *annual* evaluation shall be conducted as follows:

- By January 31, the supervisor shall provide the administrator with a written evaluation of performance (form E) based on previously established expectations.
- Following the evaluation meeting, the administrator shall develop, in consultation with the supervisor, goals and objectives (form GO) and a professional development plan (form PD) for the following year.

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- Evaluations for continuing administrators shall be completed by February 1 of the appropriate year and filed with Human Resources by February 15.

Comprehensive Evaluation:

According to the evaluation schedule, a *comprehensive* evaluation shall be conducted as follows:

- The administrator will complete a self-evaluation (form SE) by November 30 of the appropriate year.
- The supervisor shall survey (form S-2) coworkers, including all faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator's work. Surveys are to be distributed by November 15 and returned by November 30.
- Prior to February 1, the supervisor will meet with the administrator to review the evaluation results and will complete an evaluation summary report (form E). The supervisor will consider all information relevant to the administrator's defined goals and objectives, including the survey results. The administrator shall sign the form indicating that the evaluation has taken place. Signing the form does not necessarily mean agreement with the evaluation. The administrator may attach, within 15 days, a response to the evaluation form.
- After the review of the evaluation, the administrator and supervisor will identify goals and objectives (form GO) and a professional development plan (form PD) for the next year.
- With a successful comprehensive evaluation, the administrator will undergo an annual evaluation in the next evaluation cycle beginning in November.
- If an administrator's overall evaluation is "improvement needed" or "unsatisfactory," the supervisor and the administrator shall develop a corrective action plan for the upcoming year, including a timeframe for review of progress. The supervisor will write a progress report for the administrator's personnel file within 90 days of the evaluation.
- Should the administrator's performance again be rated as "improvement needed" or "unsatisfactory," the superintendent/president has the option of continuing or terminating the administrator's employment.

Evaluation Schedule:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Initial	Annual	Comp	Annual	Annual	Comp	Annual	Annual	Annual	Comp	Annual
Following the tenth year, a <i>comprehensive</i> evaluation will be performed every four years.										

**Administrator Evaluation
FORMS**

Form Identifier	Time Line	Purpose
GO Goals and Objectives	in conjunction with evaluation summary, by February 1	Used in Initial, Annual and Comprehensive evaluations.
SE Self-Evaluation	By November 30	Used in Comprehensive evaluation.
PD Professional Development Plan	In conjunction with evaluation summary, by February 1	Used in Initial, Annual and Comprehensive evaluations.
S-1 Survey Distribution List	Between November 1-15	Used in Initial and Comprehensive evaluations.
S-2 Survey	Between November 15-30	Used in Initial and Comprehensive evaluations. It is the survey that is distributed to those who have direct knowledge of the administrator's work.
S-3 Analysis of Survey Results	Between December 1 and January 30	Used in Initial and Comprehensive evaluations.
E Evaluation Summary Report	By February 1 filed with HR by February 15	Used in Initial, Annual , and Comprehensive evaluations. It is the form used by the supervisor to summarize the results of the evaluation procedure and is the form that becomes part of the administrator's personnel file.

Approved: No date

Revised: 4/21/09

(Replaces Administrative Procedure 2110.01)