



ADMINISTRATIVE EMPLOYEE BENEFITS SUMMARY

For all current administrative staff (Classified and Educational Administrators):

- I. **Work Year:** Administrators are hired to work a specific number of days per year (e.g. 225 or 206) depending on the classification they were hired into. For questions regarding number or work days per year, refer to the Administrative/Management Salary Schedules on the HR website. Employees work the requisite number of required work days per year, which are scheduled in consultation with and approved by the supervisor. At the beginning of each year, each administrator shall propose to their supervisor a calendar of days to be worked. It is the responsibility of the employee and the supervisor to ensure all non-work days are fully utilized each year. Written authorization from an employee's supervisor is required to carry over non-work days from one fiscal year to another, and no more than five (5) non-work days may be carried over to the following fiscal year. Accordingly, it is the responsibility of the administrator and their immediate supervisor to ensure that non-work days are honored and used prior to the end of each fiscal year so that any carry over days will NOT exceed five (5) days. In the event an administrative employee is required to work more than the requisite number of required work days, the employee and their supervisor will develop a written plan to address the resolution of the additional days.

- II. **Step Increases:** Effective July 1st each year as applicable, administrators move up one step on the Administrative/Management Salary Schedule until they reach the top step of the salary schedule.

- III. **Longevity:** Effective July 1, 2021 the District shall implement a longevity pay plan to compensate long service administrative employees with longevity increments that shall not exceed 17.5% of base salary. The District will implement the longevity pay plan in phases as follows:
 - a. Phase 1 effective July 1, 2021: Two and one-half percent (2.5%) of base salary after five (5) years (60 working months) of service

 - b. Phase 2 effective July 1, 2022: An additional five percent (5%) of base salary after ten (10) years (120 working months) of service

 - c. Phase 3 effective TBD: An additional five percent (5%) of base salary after fifteen (15) years (180 working months) of service

- d. Phase 4 effective TBD: An additional five percent (5%) of base salary after twenty (20) years (240 working months) of service

Years of service takes into account an employee's regular employment, even if in a different employee group. For example, if an employee worked as a regular confidential employee for 5 years, then became a manager for the past 1 year, the entire 6 years of regular employment would count toward eligibility for longevity pay. Time as a short-term, temporary, associate faculty, or substitute employee would not count toward eligibility for longevity pay.

IV. **Probationary/Permanent Status of Classified Administrative Positions:**

Employees newly hired for classified administrative positions shall be considered probationary employees until they have satisfactorily completed six months of probationary service. Upon satisfactorily completing this period, they shall become permanent classified administrative employees of the District. (Educational administrators are hired pursuant to Ed Code and thus do not have a specified probationary period.) Probationary classified administrators shall be evaluated at three (3) months and six (6) months and thereafter shall follow the administrator evaluation cycle as set forth in Section V. below.

The President or designee may dismiss an employee during the initial probationary period without cause.

Permanent employees who are promoted shall be considered probationary in their new position until they have satisfactorily completed six (6) months of probationary service in that position.

V. **Leaves:**

a. **Sick Leave:** Twelve (12) days of paid sick leave per fiscal year.

- i. Full time, 100% administrative employees earn leave at a rate of eight (8) hours for each month in paid service, to a maximum of twelve (12) days per year. Unused sick leave may be accumulated without limit. When employment with the District is terminated, there will be no cash reimbursement for unused, accumulated sick leave; however, employees who retire with CalPERS or CalSTRS may be able to have any accumulated unused hours of sick leave reported to CalPERS or CalSTRS for purpose of enhancing retirement benefits.
- ii. On July 1st of each year, the full amount of sick leave to be earned that year shall be credited to each administrator. Credit for sick leave need not

be earned prior to taking such leave and such leave may be taken at any time during the employee's work year.

- iii. In addition to sick leave, administrators will be eligible to use a total of three (3) days per fiscal year for critical illness of family members or individual responsibility leave (no carry over and no payout for unused days).
 1. **Critical Illness of a Family Member:** Critical Illness leave may be used in the case of critical illness or accident of a member of the immediate family. The illness must be serious in nature and of circumstances that the employee could not reasonably be expected to disregard. Immediate family for the purpose of this section shall include parent, principal domestic partner, child or a member of the immediate household of the employee. Such leave shall not accrue from year to year. The three days of critical illness leave shall be counted as part of the twelve (12) weeks of FMLA/CFRA leave for eligible employees.
 2. **Individual Responsibility (IR):** Individual Responsibility leave may be used at the employee's discretion to attend to any type of personal matters or business. IR days can be taken as whole days or in one-hour increments with no documentation required and may be combined with other non-work days. IR days do not accrue and roll over from year to year. They must be used in the year they are given, and unused IR days will not be paid out. Supervisor approval is required before using IR days, and time used must be accounted for on a monthly absence report. As with other paid leaves, IR days must be exhausted prior to use of extended illness/sub difference pay.
- b. **Extended Illness Leave:** When a person is absent from their duties on account of illness or accident for a period of five months or less, whether or not the absences arise out of or in the course of employment of the employee, the amount deducted from the salary due the employee for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill the employee's position during their absence.
- c. **Personal Necessity Leave:** Seven (7) days of earned sick leave credit in one fiscal year may be used by the employee in increments of one hour or more in cases of personal necessity as defined in the Education Code and outlined in the following subsections:

- i. Death or member of employee's immediate family when the number of days of absence exceeds authorized bereavement leave.
- ii. Accident involving the employee's person or property, or the person or property of a member of their immediate family.
- iii. Imminent danger to person or property of employee when the danger requires the attention of the employee during their assigned hours of service. Such danger may be occasioned by flood, fire, earthquake or be of other serious nature, and under such circumstances that the employee cannot reasonably disregard.
- iv. Illness of member of employee's immediate family when the absence is in excess of the three (3) days allowed under critical illness of family and when the illness, diagnosis, care, or treatment of an existing health condition of, or preventive care for an immediate family member requires the attention of the employee during working hours. The illness must be serious in nature and of circumstances that the employee could not reasonably be expected to disregard. Immediate family for the purpose shall include spouse, biological, adoptive or foster parents, registered domestic partner, child, grandparent, grandchild, sibling or a member of the immediate household of the employee.
- v. Appearance in court when an employee is required to appear in court as a litigant party or witness under subpoena or any order made with jurisdiction except when appearing as a paid expert witness.
- vi. Personal emergencies other than mentioned above when the employee's need for absence is based upon immediate and/or unavoidable personal circumstances, use of personal necessity absence shall be permissible, subject to prior approval of the administering supervisor.
- vii. For an employee who is a victim of domestic violence, sexual assault, or stalking, personal necessity leave may be used to take time off work for any of the following reasons:
 1. To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

2. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 3. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 4. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
 5. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
 6. The terms “domestic violence,” “sexual assault,” and “stalking” are defined in California Labor Code section 230 and 230.1.
- viii. Observations, celebrations, or honoring of diverse cultural traditions (one day per year).
- ix. The personal necessity absence shall not be granted during a leave of absence, holiday, or Board granted day off.
- d. **Family Leave:** Administrative employees shall be granted family care leave in accordance with State and Federal laws and regulations.
- e. **Industrial Accident and Illness Leave:** In addition to any other benefits that an employee with six (6) months paid service may be entitled to under the Workers’ Compensation laws of this state, such employees shall be entitled to the following benefits:
- i. An employee suffering an injury or illness arising out of and in the course and scope of employment shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
 - ii. Payment for wages lost on any day shall not, when added to an award granted the employee under the Workers’ Compensation laws of this state, exceed the normal wage for the day. Regular pay will be reduced by an

amount equal to the temporary disability payment check while the employee is on industrial leave.

- iii. The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this section, the employee shall be entitled to use only so much of their accumulated and available normal sick leave and other paid leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.
 - iv. Any time an employee on Industrial Accident or Illness leave is able to return to work, the employee shall be reinstated in their position without further loss of regular pay or unused benefits.
 - v. Continuation of Benefits: An employee unable to work due to industrial accident or industrial illness, shall continue to receive medical coverage for a period not to exceed six (6) months from the first day the employee is on unpaid status with the District.
- f. **Catastrophic Leave Donations:** Administrators are eligible to receive catastrophic leave donations and to donate leave to other administrators, faculty and staff according to the provisions of the CCEU and CCFT Bargaining Unit Agreements.
- g. **Bereavement Leave:** Five (5) days of paid bereavement leave for members of the employee's immediate family (mother, mother-in-law, father, father-in-law, spouse, principal domestic partner, son, daughter, brother, sister or grandparent, a relative living in the immediate household, or an individual having a close relationship, which the Superintendent/President may accept as qualifying for bereavement leave). Additional available sick or other leave may be permitted at the immediate supervisor's discretion.
- h. **Maternity Leave:** Administrative employees who are working are entitled to use sick leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from on the same terms and conditions governing leaves of absence for other illness or medical disability. Such leave shall not be used for childcare, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above. The length of such disability leave,

including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician. Said employee may be required to produce a licensed medical practitioner's certificate of medical condition. If an employee does not have a sufficient paid leave balance to cover the period of disability leave, leave of absence without pay shall be granted. Upon return to work the employee shall be placed in the same classification without loss of seniority and benefits.

- i. **Military Leave:** Administrative employees shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.
- j. **Jury Duty/Witness Pursuant to Subpoena:** An administrative employee required to report for jury duty, or to answer a subpoena as an unpaid witness shall be granted a leave of absence with pay from assigned duties until released by the court. The employee shall keep the department informed regarding the court schedule.
- k. **Leave for New Parents:** Employees may use up to twelve (12) workweeks of paid sick leave to care for a new child:
 - i. A biological parent may use leave pursuant to this section within the first year of their infant's birth.
 - ii. A non-biological parent may use leave pursuant to this section within the first year of legally adopting a child.
 - iii. When an administrative employee has exhausted all available sick leave, the employee shall be compensated at no less than 50% of the employee's regular salary for the remaining portion of the 12-work week period of parental leave.
- l. **General Leaves:** An administrative employee who has used all paid time to which they are entitled and who requests in writing to be absent from work because of personal reasons, may be granted a personal leave without pay for a period of time not to exceed one (1) week if approved by their supervisor and/or unit administrator. A personal leave without pay of more than one (1) week may be extended upon approval of the Board of Trustees up to one (1) full year of total leave time. Fringe benefits will be paid by the District through the last day of the month in which an approved unpaid leave begins. The District will resume payment for such benefits effective on the first day of the month following the employee's return to work. The employee may arrange with the Human

Resources department to keep their insurance in force during the period of the leave by prepaying the premiums on a monthly basis.

VI. **Evaluations:** The management performance evaluation process is designed to recognize the strengths and accomplishments of Cabrillo’s managers and to identify areas for improvement or professional development. The process should also assess the performance of the manager in the overall mission of the college, re-energize the college’s overall efforts and be an interactive process focused on developing professionalism and excellence in all members of the manager team. These procedures shall apply to all managers below the level of the Superintendent/President.

a. General Guidelines:

- i. All managers shall be evaluated on an annual basis. Each manager shall undergo a comprehensive evaluation at least once every three years.
- ii. The word “manager” includes both classified and educational administrators.
- iii. The word “supervisor” refers to the administrator to whom the manager being evaluated reports.
- iv. The word “staff,” unless otherwise specified, includes management, faculty and support staff.
- v. Confidentiality shall be maintained by all who participate in this process. The contents of all documents shall remain confidential, in accordance with the California Public Records Act, Government Code section #6524.
- vi. The word “goals” or the phrase “performance goals” may include but is not limited to the following kinds of goals: master plan strategies for which the manager is responsible, performance objectives, and professional growth objectives.

b. **Comprehensive Evaluations:** New, promoted, recently completed probation, or reassigned managers shall first receive a comprehensive evaluation in the year following appointment to the position. Thereafter, comprehensive evaluations shall occur at least once every three years. Nothing in these procedures shall prevent the Superintendent/President or the supervisor from initiating a comprehensive evaluation of a manager during any year not scheduled for such an evaluation.

- i. Administrative employees hired or completed their probationary period prior to January 1 of that year are to be evaluated by June 30 of that same year.
- ii. Administrative employees hired or completed their probationary period after January 1 of that year are to be evaluated in the following year's regular evaluation cycle.

The comprehensive evaluation process is as follows:

- i. The Human Resources department compiles the list of managers due for comprehensive evaluation.
- ii. The supervisor and manager schedule a meeting to discuss and agree upon a list of people who will receive the performance survey. All contract faculty and staff reporting directly to the manager shall receive an evaluation feedback questionnaire. Additional employees will be identified to receive surveys when the manager being evaluated has College-wide responsibilities. Managers who have classroom and/or counseling assignments shall undergo a classroom/counseling evaluation. This classroom/counseling evaluation shall consist of an observation done by a faculty member in the same discipline as the manager, chosen by the appropriate Vice President. It shall also include student evaluations based on current practice in faculty evaluations.
- iii. Human Resources distributes to the supervisor the summary report of the evaluation feedback.
- iv. The manager being evaluated submits to the supervisor a self-evaluation to include completion of the performance feedback questionnaire and a narrative that reviews the effectiveness of their performance in the position as detailed in the job description. This narrative should also address progress toward goals set forth in the previous evaluation, additional contributions to the campus and community, professional growth activities, and contributions to and support of the District diversity, equity, inclusion, and anti-racism goals and initiatives. The narrative should conclude with the manager's suggestions for possible new goals for the next three years.
- v. The supervisor writes the manager's overall evaluation based on the manager's performance of the duties contained in the job description and a

review of the goals established for the manager during the previous evaluations using information from the survey summary, the manager's self-evaluation, the supervisor's own observations, and all applicable information influencing the function and staffing of that area that are within the manager's control. (See Section d.) The evaluation should include the new goals and staff development suggestions, as applicable.

- vi. The evaluation concludes with a meeting between the manager and the supervisor during which the performance feedback summary and the overall evaluation are reviewed and discussed. This meeting shall include the identification and discussion of management development activities as necessary to address the new performance goals. If a significant problem has been identified, a plan for improvement with measurable outcomes shall be attached. If during the evaluation process, the manager and supervisor identify a College-wide issue that is inhibiting optimum performance and needs to be addressed at a higher level, the supervisor may take this issue forward to the next level for consideration.
- vii. Only the overall evaluation will be retained in the manager's personnel file, which is maintained by the Human Resources department. All materials developed during the evaluation process shall be destroyed after 90 calendar days, except when information provided requires retention due to legal or ethical issues.

c. Annual Evaluations:

- i. An annual evaluation shall be conducted in a year not scheduled for a comprehensive evaluation.
- ii. The annual evaluation shall include the following components:
 - 1. Supervisor's overall written evaluation to include review of the job description, effectiveness of performance, progress towards performance goals identified in the prior comprehensive and annual evaluations, contributions to and support of the District diversity, equity, inclusion, and anti-racism goals and initiatives, and identification of any applicable new goals.
 - 2. Evaluation conference between the manager being evaluated and the supervisor. This conference shall include discussion and identification of management development activities, as applicable.

d. Administrative Review of Evaluations:

The following applies to both comprehensive and annual evaluations:

- i. Within ten (10) working days after the meeting at which the manager receives their overall evaluation, the manager may respond in writing to the overall evaluation. The response shall be attached to the evaluation. A copy of this response will be given to the supervisor.
 - ii. Should the manager being evaluated believe that they have been evaluated unfairly, a panel consisting of the Vice President, Human Resources and Labor Relations and two other managers (one selected by the concerned manager and one appointed by the Superintendent/President) shall review the manager's concerns. The panel will review the materials, consult with the supervisor and the manager, and issue a determination within thirty (30) working days. This determination will be forwarded to the Superintendent/President whose decision will be final.
 - iii. Vice Presidents will review all evaluations for those managers within their component but not under their direct supervision.
 - iv. The Superintendent/President may review evaluations and that review may result in oral and/or written input to the manager being evaluated and to the manager's supervisor.
 - v. At the discretion of the Superintendent/President, there may be a review of an evaluation by the Governing Board.
- e. **Performance Categories:**
Performance categories, in addition to the specific duties listed in the job description, shall include, but are not limited to:
- i. **Management Skills:** ability to organize, encourages teamwork, builds morale, meets timelines/deadlines, facilitates meetings effectively, possesses knowledge of department and total organization, maintains currency in field, encourages discussion, promotes confidence and trust, allows/fosters input in decision making, conducts objective staff evaluations, facilitates effective conflict resolution, promotes constituent/department advocacy within the mission and goals of the College, demonstrates consistently effective and fair employment practices.

- ii. Communication Skills: keeps staff/faculty informed, encourages open/honest communication, provides clarity, accessibility, responsiveness, encourages discussion.
- iii. Interpersonal Skills: maintains positive rapport, demonstrates sensitivity to diversity, equity, inclusion, anti-racism, and motivates others, contributes to and supports the District diversity, equity, inclusion, and anti-racism goals and initiatives with respect to both students, employees, and all members of the Cabrillo College community.
- iv. Analytical Skills: ability to make sound decisions, efficient budget management including budget development, sound budget decisions.
- v. Leadership Skills: attention to long range planning, encourages and provides opportunities for staff development, attention to student and community needs, support for and encouragement of innovation, development of leadership among faculty and staff, encourages and motivates others.

f. Timeline:

To complete the process in a timely manner, the following timelines have been established. It is the responsibility of the supervisor and the Human Resources department to monitor the process to ensure timely completion. Timelines for evaluation of newly-hired or promoted managers may be adjusted at the request of the supervisor and with the approval of the Superintendent/President.

February:

- Human Resources department identifies managers to be evaluated
- Managers identified for a comprehensive evaluation meet with their supervisor and agree on who will receive the performance feedback questionnaire survey

March-April:

- Human Resources distributes surveys to all direct reports and additional employees identified by the supervisor and manager to receive solicited surveys
- Recipients of the survey complete the survey

April 30:

- Deadline by which all surveys are returned and completion of the performance feedback summary

May:

- The evaluation feedback summary is submitted to the supervisor
- Managers complete self-evaluation and submit it to their supervisor

Prior to June 30th:

- Supervisor writes overall evaluation
- Supervisor and manager meet to discuss evaluation, celebrate accomplishments, agree on new performance goals, and identify professional development opportunities to address performance feedback and goals. Completed evaluations should be returned to Human Resources no later than June 30.

Note: Given the number of managers reporting directly to the Vice President of Instruction, the Vice President may, in cooperation with the Human Resources department, request that the comprehensive evaluation process for some instructional managers occur during a fall semester.

VII. **Benefits:**

- a. **Health and Welfare Benefits:** Administrative employees shall receive a health and welfare benefits stipend commensurate with other employees of the District, and shall, when appropriate, enjoy the choice and/or level of such benefits. The benefits stipend shall be applied as a contribution toward employee's total benefits cost. A general summary of these benefits is listed below. (See HR website for updates. Copies of pertinent documents are available in the Human Resources department).
 - i. Employee and dependent medical/hospital/surgical/prescription insurance.
 - ii. Dental coverage is provided through Delta Dental for covered diagnostic, preventive, and basic services.
 - iii. Disability insurance for short-term or long-term disabilities resulting from covered accidents or sickness.
 - iv. District paid life insurance coverage in an amount equal to one times your annual earnings to a minimum of \$100,000.
 - v. Employee option to participate in voluntary programs such as vision coverage, tax shelter annuities (e.g. 403(b) and 457 plans), or flexible spending plans to help save you money on health and day care expenses.

- b. **Parking permit:** The District will provide administrative employees with a District parking permit or a bus pass without charge.
- c. **Professional Liability:** Administrators are covered under the District’s insurance policy.
- d. **Health and Welfare Benefits – Continuation in the Event of Layoff:** An administrator separated from employment through layoff shall continue to be enrolled in, and shall continue to receive District contributions of medical benefits only to the extent provided that the employee was enrolled in a medical insurance plan while employed, in accord with the following schedule:
 - At least 9 months of service, but less than 5 years 4 months
 - At least 5 years of service, but less than 7 years 6 months
 - At least 7 years of service 9 months

VIII. **Retirement Programs:**

- a. **CalPERS:** Classified administrative employees are members of the California Public Employees Retirement System (CalPERS). The District contracts for the CalPERS “Pick-Up” Program as provided in the Internal Revenue Code (IRC) Section 414 (h) (2). This program provides that employee contributions to CalPERS are nontaxable. For membership information, employees are advised to visit the CalPERS website at: <http://www.calpers.ca.gov/>.
- b. **CalSTRS:** Educational administrative employees are members of the California State Teachers’ Retirement System (CalSTRS). The District contracts for the “Pick-Up” option covered by the Internal Revenue Code (IRC) Section 414 (h) (2). This program provides that employee contributions to CalSTRS are nontaxable. For membership information, employees are advised to visit the CalSTRS website at: <http://www.calstrs.com/>.
- c. **Retirement options:** Full retirement shall be executed upon the initiation of the employee as authorized by the provisions of their retirement program and in accordance with District policy and as authorized by law.
- d. **Retiree Benefits:** All retiring administrative staff will be entitled to the following eligibility for medical, hospital, and prescription drug coverage:
 - i. The District shall provide the cost of the same medical insurance coverage as provided regular administrative employees for any administrator who

has reached the age of fifty (50) with ten (10) years of service. This coverage will be the same medical plan the employee is in at the time of retirement.

- ii. Coverage shall include the retiree's spouse or principal domestic partner and continue until the retiree reaches the age of sixty-five (65) – as long as the spouse or principal domestic partner is on the medical plan at the time of retirement.
- iii. Once the retiree reaches age sixty-five (65) and until reaching the age of seventy (70), the District shall provide the cost of the medical insurance for the retiree only. When the retiree turns age sixty-five (65), the retiree can elect to self-pay their spouse's (or principal domestic partner's) medical coverage.
- iv. As soon as any retiree, retiree's spouse or principal domestic partner is qualified for Medicare, the District shall not be responsible for providing private medical coverage, but shall provide the "Carve-Out" plan. The retiree, retiree's spouse or principal domestic partner is required to enroll in Medicare Parts A and B, at age sixty-five (65) or earlier if eligible.
- v. If the employee, employee's spouse or principal domestic partner is age sixty-five (65) or older when retiring, they will be required to enroll in Medicare Parts A and B by the first of the month following the date of retirement. (e.g. Employee is 65 years old and retires on June 15. Enrollment in Medicare Parts A and B is required by July 1.)
- vi. After age seventy (70), the retiree and spouse (or principal domestic partner) may continue coverage at their own expense.
- vii. At the time of retirement, retirees shall have the option to continue their and their spouse's and/or dependent's (or principal domestic partner's) dental coverage and/or vision coverage at the retiree's expense. If the retiree does not continue their and/or their spouse and/or dependent's dental and/or vision coverage, they may not later elect to re-enroll.
- viii. Survivors of deceased retired administrators have the option of remaining on the District medical plan until the retiree would have reached the age of sixty-five (65) – as long as the survivor was on the medical plan at the time the retiree retired. After which, the survivor may continue medical coverage at their own expense.

- e. **Retiree Dental Coverage:** The following dental coverage is available after ten (10) years of district service:
 - i. Continuation of dental coverage at the retiree's expense.
 - ii. Maximum benefit paid per calendar year is \$2,000 per person.
 - iii. Survivors of deceased retired administrators have the option of remaining on the District dental insurance at their own expense.

- f. **Retiree Privileges:** The following retiree privileges are available after ten (10) years of district service:
 - i. Staff parking permit without charge.
 - ii. Free admission to designated College-sponsored athletic events, concerts, or plays.
 - iii. Library privileges.
 - iv. Email privileges upon request.