



LONG BEACH
CITY COLLEGE

MANAGEMENT HANDBOOK EVALUATION | PERSONNEL PLAN



PRESENTED TO THE BOARD OF TRUSTEES

MARCH 24, 2021

THIS PLAN INCORPORATES THE FOLLOWING AS APPLICABLE:

- [The Strategic Plan](#)
- [The EEO Plan](#)
- The Board of Trustees Policies and Administrative Regulations, in particular those on discrimination and harassment: [BP 3002](#), [AR 3002](#) & [BP 3031](#), [AR 3031](#)
- [Administrative Regulation 3008](#) – Institutional Code of Ethics
- [The Personnel Commission Rules](#) as they relate to Classified Administrators and Confidential Employees.

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1. INTRODUCTION

This handbook is designed to cover all District administrators (educational and classified), managers, supervisors, and confidential employees. The positions are identified in Appendix A of the Plan.

The various sections and provisions of the Government Code, Education Code, California Administrative Code, Title 5, and District Policies, procedures, Administrative Regulations, the Rules and Regulations of the Classified Service, or administrator contracts that are applicable to District management employees, shall remain in effect. Nothing in this Plan is intended to limit the responsibility and authority of the Board of Trustees or the Superintendent-President.

The need for a comprehensive and fully integrated plan for the Management Team of the District is based upon the following:

- Employee relations and compensation policies and procedures for management are established under the authority of the Governing Board and implemented under delegated authority by the Superintendent-President. This structure provides the required emphasis for the special needs of the Management Team.
- The varying fiscal conditions in the state, coupled with changes in District enrollment patterns, present additional challenges for management. Flexibility in the use of limited resources is one appropriate response to these ever-changing fiscal conditions.
- There is a clear need to recognize the essentials in Management positions for planning, accountability, cost effectiveness, and maximum utilization of human, physical, and fiscal resources; to exert leadership to enhance the educational mission and to plan for the future of the College; and to guide the development of employees and methods which will facilitate the meeting of institutional goals and program/services objectives.
- Matters of major concern to Management are the proliferation and complexity of public policy, educational futures, and changing social, legal, and economic conditions—all of which influence the environment surrounding higher education.
- The kinds of personnel and compensation policies that provide leadership with the flexibility to recruit, retain, develop and motivate employees, and provides incentives that recognize achievement in management performance must be assessed and recalibrated as needed.
- A central principle is to align authority, responsibility, accountability, and compensation to meet the changing needs of the students and community which the District serves.

In education, success is measured by student success. If an organization is to be effective and benefit all concerned, the following conditions must be present:

- Managing through service and leading by example
- Mutual trust at all levels - respect the worth and expertise of others
- Open Communication - deal respectfully and directly with people, problems, and situations
- Teamwork – practiced both vertically and horizontally
- An Attitude of Service - encourage and involve everyone
- Inspiration - an optimistic and positive demeanor
- Community Orientation - becoming involved in the needs of the community
- Creative, Innovative Environment - plan, organize, and implement programs
- An emphasis on both individual and team development
- Appropriate recognition – demonstrate appreciation and recognized effort
- Accountability - cost effectiveness, achievements, responsibility, and evaluation
- Competency – management must possess social and technical skills required by position

The Plan is an integrated personnel system covering appointment, evaluation, promotion, compensation, benefits, employment status, education and development, leaves, personnel rights, and conditions of employment.

The Management Team includes employees who have primary responsibility for the implementation of policy that has been adopted by the Governing Board, as well as ensuring that the operations of the College are in compliance with state law and regulations of the Board of Governors of the California Community Colleges.

Administration and implementation of the Plan are the responsibilities of the Vice President of Human Resources under delegated authority from the Superintendent-President.

2. MANAGEMENT FUNCTIONS

Executive and administrative levels focus more on strategic planning, establishing and measuring goals and objectives, formulating policy, and developing and administering budgets. At the supervisory level, supervisors focus more on assigning and directing the work of assigned staff.

The Management functions include the following:

- Developing and implementing plans, policies, and programs; establishing and monitoring progress toward program goals and objectives; evaluating accomplishments; and making necessary adjustments in plans, priorities, and objectives to meet specific needs or changing conditions.
- Defining duties and positions; establishing organizational structures; and determining long-range staffing requirements (specialties, number of people, career paths, turnover, etc.) to meet program demands.
- Developing, justifying, and administering program budgets and authorizing program expenditures and services.
- Determining methods, techniques, systems, and materials required to meet program goals.
- Assessing and recommending internal change based on the impact of substantive changes in funding, laws, policies, and program dynamics.
- Representing the College and its programs and services to the public, media, other educational institutions, and professional associations.
- Selecting, training, and evaluating staff; assigning and directing their work; providing leadership and stimulation for staff growth and development; and applying principles of equal opportunity in all personnel activities.

3. RESPONSIBILITIES OF INDIVIDUAL MANAGEMENT TEAM MEMBERS

In addition to the functions listed in the previous section, management as individuals have the following responsibilities:

- Interdependence of Operation – Management endeavors to operate as a team, recognizing that any action by one Management Team member has an impact on others.
- Authority – Administrators and Managers are authorized to make judgments and decisions that commit the College to various courses of action within the scope of their position descriptions.

- Commitment to Learning – Management is responsible for creating and supporting a total environment dedicated to learning and open to those who want to learn.
- Team Management – Management Team members are an integral part of the total College operation who participate in and contribute to the broad educational and support processes. Management must work together in the planning stages of college-wide programs for effective implementation, solution of problems, and the attainment of high quality in all services delivered.
- Collaboration and Participatory Management – Management is responsible for fostering and maintaining a supportive environment characterized by trust and respect for the dignity and creative potential of the individual. As such, Management is responsible for utilizing the governance processes to involve all constituent groups in goal setting, problem solving, and decision reaching so that all will develop attitudes of partnership and shared responsibility.
- Cost Effectiveness – Management is responsible for integrating and coordinating all programs and services used that respond to program users and broad management needs of the College within a fiscally responsive environment.
- Ethical Behavior—Management has the responsibility to adhere to the highest standards of conduct, acting in a manner to merit the trust and confidence of all constituent groups, and to work in the spirit of harmony and consideration of individual differences with other managers, staff, faculty and students.
- Planning and Awareness – Management is responsible for anticipating and responding to needs and problems, many of which are not covered by existing policy or guides and which require the development of new programs, techniques, or other innovative methods.
- Competence – Management is expected to possess the knowledge, skills, and abilities in their field of expertise to understand and to implement the principles and concepts underlying the program, to administer it effectively, to communicate its value to others, and to encourage colleagues to provide necessary courses of action for program support.
- Collaboration and Networking – Management develops procedures and/or recommendations through collaboration and networking with all constituent groups to reach consensus that underscores the interest(s) of the District.

4. THE PLAN OBJECTIVES

The Plan objectives include the following:

- To develop and retain well-qualified Management Team members; to enhance their management capabilities in areas such as leadership through service and accountability; to provide opportunities for professional development; and to maximize the talents and contributions of each team member in pursuit of mission and goals of Long Beach City College.
- To facilitate and enhance effectiveness and productive efforts of the Management Team through evaluation of performance and the recognition of merit/accomplishments.
- To provide a system in which the particular abilities, contributions, expertise, and effectiveness of the individual can be considered, along with the level of responsibility of the job performed, in determining appropriate compensation.
- To enable the Superintendent-President, who is in a primary position to judge the accomplishments and value of an individual's performance and to approve the selective use of salary funds authorized by the Governing Board for the purpose of recognizing individual differences among management.
- To provide flexibility to accommodate the variations in job requirements which are a normal part of a changing environment in which the College must operate.
- To provide a system of fiscal controls within which the Superintendent-President recommends to the Governing Board appropriate salaries for Management classifications.

5. BASIC COMPONENTS OF THE PLAN

5.1 Classification Structure

Each Management Team position is placed in one of four levels. The placement of each position in a particular level is premised on an assessment of the general knowledge, skills, abilities and qualification requirements needed to perform the assigned duties and responsibilities. Additional criteria which have been considered include, but are not limited to, nature and complexity of program or organizational unit; scope of management responsibility; level of planning required; special job demands; extent of authority for independent decision making; and accountability and impact of policies administered and/or decisions made.

Levels of management include the following:

- Executive: those designated as having the administrative authority in the execution of District business that includes the Superintendent-President, Executive Vice President, and the Vice Presidents.
- Administrator: an administrator organizes, supports, and manages the systems and strategies of the College that assist in the effective operation of the College. An administrator typically has responsibility for a division of the College.
- Managers: are those designated as having significant responsibilities for formulating District policies or administering District departments or programs. Managers typically have supervisors reporting to them.
- Supervisors: supervisors are those individuals who oversee the day-to-day operation of a department or area of the District that includes assigning work and directing the workforce.
- Confidential employees: while part of the Management Team, confidential employees are classified hourly employees, governed by the Personnel Commission Rules and Regulations, and support executives.

5.2 Salary Structure

The salary structure/schedule consists of a classification salary schedule with a salary range including eleven (11) steps established for each Management and Confidential position.

Salary adjustments, authorized under the Plan, provide for annual step adjustments to individual salary rates. However, there are no automatic salary increases for management. Confidential employees automatically receive an annual salary adjustment (see Section 5.3). Management Team members who have not attained the maximum step of the salary range for their respective classification shall qualify to be considered for advancement each July 1st after having been compensated as a Management Team member for at least 50 percent of the preceding fiscal year. Step increases will be determined by merit and recommended by the supervisor, and approved by the Vice President (see Section 6.1).

The Governing Board may, at its sole discretion, approve salary adjustments other than the salary adjustments provided for in this plan.

5.3 Salary Administration/Compensation

Management at the executive level and administrative level are expected to function at or near the peak of competence and expertise immediately upon employment by the District. As a consequence of this expectation, the Governing Board supports compensating management employees commensurate with the market value of their expertise immediately upon placement. Executives and academic administrators are contract employees. The recommendation to the Board of Trustees by the Superintendent/President for salary placement shall be based on experience, skill, and the relevant background of the individual.

Once an individual is appointed, subsequent salary advancements are based on merit as related to performance as outlined in this handbook.

There are no automatic step adjustments, nor does an upward adjustment of the classification salary schedule automatically affect individual salaries. Step adjustments are determined by merit as related to performance. Adjustments of salaries within the appropriate levels must be based on funds allocated to the District for this purpose by the Governing Board (see Section 6.1).

5.4 Educational Stipend

Administrators employed in classifications assigned to Range 13 and above of the Management Team Salary Schedule, shall be granted an annual educational stipend for attainment of a Doctoral Degree from an accredited institution in the amount of \$2,250 as set forth in Article I, Section 53406 of the Title 5 Regulations for satisfying Minimum Qualifications from accredited institutions.

5.5 Mileage Reimbursement

Management Team members shall be eligible to receive reimbursement from the District for the use of his/her personal vehicle on District business in accordance with the Administrative Regulations and applicable law.

5.6 Workweek, Workday, Exempt

Management Team members are considered exempt from wage and hour considerations. Confidential employees are hourly and subject to wage and hour considerations. Management employees must properly report and use leave time, including vacation, sick, and personal necessity.

5.7 Classification Review

Reclassification procedures provide an opportunity for adjustment to classifications to meet the legitimate needs of the College.

5.8 Promotions

Management Team members covered by this plan may be promoted to a classification with a higher salary which has been officially established and classified.

Procedures must be in place that provide new opportunities to meet existing and emerging institutional needs, provide necessary management flexibility to appropriately control processes vital to the institution's functions, and create professional development opportunities for management.

5.9 Recruitment and Selection

Recruitment and selection of Management Team members shall be conducted in accordance with Equal Employment Opportunity Guidelines and Objectives and in accordance with Administrative Regulation 3003, "Academic Administrative Hiring" and the Rules and Regulations of the Classified Service. Candidates must meet minimum qualification standards for the position to be filled.

The Superintendent-President submits the final recommendation on all selections of Management Team personnel to the Board of Trustees.

Confidential employees are selected as outlined in the Personnel Commission rules.

5.10 Professional Development

Management development is primarily the responsibility of each Management Team member.

Professional self-development, improvement, and maintenance of currency in the field, whether or not at district expense, are normal requirements for retention and advancement in management positions. Self-development may take many forms: graduate courses and degrees, certification programs, conferences, workshops, professional associations meetings, working with mentors, etc.

The District provides on-going management development programs for all Management Team and Confidential employees. The District also supports the attendance at professional conferences that benefit the District as funds allow.

5.11 Terms of Employment

Educational Administrators:

Per California Education Code 72411, and Board Policy and Administrative Regulation 3035, every Educational Administrator shall be employed by the Governing Board of the District by a contract and Classified Administrators may be employed by a contract.

Classified Management Team Members:

For classified positions designated by the Personnel Commission as executive, administrative, managers/supervisory, the probationary period shall be up to one (1) year or two hundred and sixty (260) days of paid regular service, whichever is less, in one classification in the classified service excluding days absent for illness or injury. New employees shall be evaluated prior to the end of the third, eighth and eleventh months of service. Such classified positions are governed by the California Education Code and the Rules and Regulations of the Classified Service.

Confidential Team Members complete an initial probationary period within a period of six months or 130 days, whichever is longer, and pursuant to the Rules and Regulations of the Classified Service.

5.12 Seniority

Classified management positions shall retain any earned seniority in previous classified assignments.

5.13 Retreat Rights

Educational administrator retreat rights are governed by California Education Code 87458 and existing case law, as well as Board Policy and Administrative Regulations.

5.14 Benefits

The District provides its employees covered under this plan with a variety of benefit programs—contributory (financially supported by the District and employee), non-contributory (financially supported by the District), and voluntary (at the Management Team member's option).

5.14.1 Contributory Programs

Health and Welfare Benefits: The group health/medical care plans provide for a variety of health and welfare benefits contracted for Management Team members and eligible dependents. They include medical, dental, vision, and mental/behavioral health insurance as well as, an Employee Assistance Program. Employees may select any health/medical

insurance plan offered by the District. Management Team members contribute a portion toward the premiums for their health and welfare benefits. The contribution cost represents a percent of the total cost of the benefits selected. This information is made available to new Management Team employees when they complete their initial employment paperwork. It is also provided during the Open Enrollment period each year.

Retiree Health and Welfare Benefits: A Management Team member who retires from the District under PERS or STRS guidelines, after twelve (12) or more years of service qualifies for District-paid medical benefits (see Appendix D, Retiree Health and Welfare Benefits, for eligibility and conditions).

Retirement: The District provides Management Team members with membership in either PERS or STRS. Employees who are members of STRS do not pay into Social Security; however, upon retirement are subject to a government pension offset.

Spousal/Domestic Partner Continuation of Fringe Benefits Upon Death of Management Team Member: If, after twelve (12) years of service, a Management Team member dies while currently employed, the District shall, commencing with the date of the Management Team member's death or the beginning of their unpaid disability leave, provide the benefits to the surviving spouse or domestic partner (that meets District eligibility). Benefits are provided at a rate of 1 (one) year of medical benefits for every 3 (three) years of service to the District as a Management Team member.

If the death occurs after the Management Team member has retired, the spouse or domestic partner may continue the District paid medical as though the retiree was still alive and then continue on a self-pay basis after the District paid medical period is over (see Appendix D, Retiree Health and Welfare Benefits, for eligibility and conditions).

For any outstanding paychecks or payments, the individual/trust designated as the warrant recipient on the Warrant Recipient Designation Form will receive all such payments.

5.14.2 Non-Contributory Programs

Life Insurance: This program provides a \$100,000 group term life insurance benefit. The plan also includes an additional benefit for accidental death and dismemberment.

Worker's Compensation: This program ensures that a Management Team member will have adequate means of

support while unable to work as the result of work- related injury or illness.

California Law guarantees certain benefits to employees who are injured or become ill during the course and scope of their job duties. The benefits include medical care, payment for lost wages, payment for permanent disability, rehabilitation, and death benefits.

5.14.3 Voluntary Programs in which Contributions are Made Solely by the Management Team Member

- Additional life insurance and, or additional AD&D (Accidental Death and Dismemberment) Insurance.
- Tax Shelter Annuity Programs (403b)
- ROTH 403b
- LBCC Deferred Compensation Plan (457b).
- IRC Section 125 Flexible Spending Plan--Redirection of Salary/Pre-Tax Basis. The plan allows Management Team members to redirect a portion of salary, on a pre- tax basis, to a flexible spending account to provide reimbursement for two specific types of expenses: Dependent Care (DC) and Unreimbursed Medical (URM). In addition, Management Team employees may elect to redirect, on a pre-tax basis, their share of the monthly premium for health insurance.

5.14.4 Appointments to Less Than Full-Time Positions

Individuals appointed to less than full-time (1.00 FTE) but equal to or greater than .50 FTE, shall be entitled to full health, dental, vision ,and life insurance benefits. All other benefits provided for under the Plan shall be prorated on the basis of percent of full-time equivalent (FTE)

5.15 Leaves

5.15.1 General

Leave benefits defined in sections 5.15.2, .3, .4 and .5 below, will be prorated if a Management Team member serves less than 12 months of service to the District or is less than full-time.

5.15.2 Vacation Leave

Management Team members covered by the plan earn twenty-one (21) vacation days (168 hours) per year. When the end of the fiscal year vacation leave balance is over 256 hours, the subsequent year's vacation leave allotment shall be reduced by the amount of hours in excess of the 256 hours carried over in to that year.

Vacation shall be taken as authorized by the direct supervisor and shall be scheduled by mutual agreement and operational necessity. Upon separation from the District, earned vacation will be compensated in accordance with payroll procedure and applicable laws.

5.15.3 Sick Leave

Each full-time Management Team member covered by this plan shall accrue thirteen (13) days of sick leave with pay for each year of District service. Members employed less than full-time or for less than a full year of service shall be entitled to a pro-rata share of the sick leave benefit. Sick leave may be accumulated without limitation. The full amount of sick leave shall be credited to each team member. Credit for sick leave need not be accrued prior to taking such leave, and such leave may be taken at any time during the year up to the amount which would be accrued by June 30 of that fiscal year.

Employees shall be provided with the opportunity to transfer accrued, unused sick leave from another elementary, union, unified, or community college district, in accordance with California Education Code and District Procedures.

5.15.4 Personal Necessity Leave

Management Team employees may use up to seven (7) days of accumulated sick leave per fiscal year as personal necessity. Personal necessity is defined as an activity that is serious in nature, cannot be reasonably disregarded, can only be performed during the normal workday, and cannot be performed before or after regular working hours. Paternity leave; death in the family; illness or accident involving the Management Team employee or property of member of the immediate family; appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or order made with jurisdiction; or other compelling personal reasons are included as personal necessity leave. The use of this leave, due to a death in the immediate family, would be in addition to bereavement leave.

5.15.5 Management Leave (Non-Duty Days)

Management Team members shall be provided five (5) non-duty days during each fiscal year. This leave is non-cumulative and is pro-rated for members employed less than full-time or less than a full year.

5.15.6 Parental Leave

An employee covered by this handbook who has at least twelve (12) months of service with the District may take up to twelve (12) weeks of leave for reason of the birth of a child of the employee, or the placement of a child with the employee in connection with the adoption or foster care of the child by the employee. The leave will be paid from any accumulated sick time of the employee. Should accumulated sick time be exhausted prior to the end of the leave period, the remaining time shall be paid at the rate of 50% of their regular salary. An employee shall not be provided more than one twelve (12) week leave period pursuant to this section during any twelve (12) month period. The intent of this section is to comply with Education Code Section 87780.1 and Section 88196.1. The Education Code shall control should there be any conflict between the language of this Handbook and the applicable sections of the Education Code.

5.15.7 Industrial Accident and Illness Leave

In addition to any other benefits that a Management Team member may be entitled to under the Workers' Compensation laws of this state, absence by a Management Team member which is determined to be to a job-related accident or illness, shall be administered in accordance with Administrative Regulation 3015, the Rules and Regulations of the Classified Service and/or District procedures.

5.15.8 Statutory Illness Leave

Each Management Team employee shall be granted 100 days of non-cumulative statutory illness leave at the beginning of each fiscal year. After all accrued sick leave, an employee who is still absent from his/her employment shall begin to draw on the 100 days of statutory illness which shall be compensated at the rate of fifty percent of the regular salary. Employees may apply vacation, and other paid time available to them, with the exception of sick leave, either before or after applying statutory illness leave. Catastrophic leave can only be applied after all

other leave has been exhausted.

5.15.9 Bereavement Leave

This program provides a Management Team member with up to 4 days absence, 6 days if out-of-state travel is more than 250 miles or if out of state travel is necessary because of death in the immediate family.

Definition of Immediate Family: Members of the immediate family are defined as mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/domestic partner of the employee, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or of the spouse/domestic partner of the employee, or any relative who has been living in the immediate household of the employee.

(See Administrative Regulations and the Rules and Regulations of the Classified Service for further information.)

5.15.10 Jury Duty Leave

To ensure that a source of income is provided while a Management Team member is required to perform jury duty, the District will pay the full salary. Any compensation, excluding reimbursement for meals, mileage and parking allowances, received by an employee as a member of a jury shall be remitted to the District.

5.15.11 Military Leave

A military leave of absence will be granted to Management Team members pursuant to California Education Code. Such leave shall be supported by a copy of the official orders requiring the employee to report to active duty.

Under declaration of war or a declared presidential emergency, a Management Team member who is granted military leave will earn service increments the same as if providing service to the District. The Management Team member shall be paid regular salary at the time the leave is granted for a period of time of up to thirty (30) service days maximum in any fiscal year.

5.15.12 Catastrophic Leave Donation Program

A Management Team member who suffers from a catastrophic illness or injury or who must be absent to care for a member of their immediate family who suffers from a catastrophic illness

may participate in a catastrophic leave donation program, provided:

- The Management Team member requests in writing to participate, or the Management Team member's representative requests on their behalf.
- The Management Team member or representative provides written verification of the catastrophic illness or injury or of the catastrophic illness or injury of the immediate family member and of the need for the Management Team member to provide care for the immediate family.
- The Management Team member exhausts all accrued paid leave credits.
- The District determines that the Management Team member is unable to work due to the Management Team member's or the immediate family member's catastrophic illness or injury, and in the case of the immediate family member, the Management Team member's need to care for the family member.

Management Team members desiring to donate sick/vacation leave credits authorize the donation in writing and acknowledge in writing that the donation cannot be revoked. However, the District at its discretion may choose to return sick or vacation leave credits to the donating employee.

A catastrophic illness or injury is one which is expected to incapacitate the Management Team member or the immediate family member for at least three (3) months, or which is diagnosed as a terminal illness or injury.

The maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) months (California Education Code, Section 87045).

5.15.13 Non-Accruable Education Leave

Management Team members may apply, through the Executive Committee, for three (3) hours per week of non-paid non-accruable leave for a maximum of two (2) semesters towards an applicable graduate degree.

5.15.14 Other Paid Leaves

Other paid leave may be authorized for a Management Team member in accordance with prevailing law, Administrative Regulations and/or the Rules and Regulations of the Classified Service.

5.16 Holidays

Each Management Team member covered by this Handbook shall be entitled to the Board approved holidays as outlined in the Academic Calendar.

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When the holiday falls on a Sunday, the following work day shall be deemed to be that holiday.

5.17 Resignation

The Superintendent-President or the Vice President of Human Resources (as the Superintendent-President's designee) is authorized to accept the resignation of a Management Team member and to establish the effective date of such resignation. Resignations will be approved by the Board of Trustees in accordance with operational procedures of the Human Resources Department (see Board Policy 3029).

5.18 Disciplinary Action

Management Team members shall be disciplined in accordance with California Education Code, Administrative Regulations, and the Rules and Regulations for Classified Service as applicable to their management employment status with the District.

5.19 Reduction of Management – Management Rights

Educational Administrators:

The Board of Trustees may terminate the services of Contract Administrators in accordance with California Education Code 72411 and the terms and conditions of the individual employment contract.

Classified Administrators, Managers, and Supervisors:

Classified members of the Management Team may be laid off from their position or District employment as a result of a lack of work or a lack of funds in accordance with California Education Code 88117 and 88127 and Rules and Regulations of the Classified Service. Reemployment rights are also contained in those provisions.

5.20 Reassignment

The Superintendent-President may reassign academic managers to any classification/duties which the Superintendent-President deems to be necessary to the District's operation and programs.

6. MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION PROGRAM

6.1 Introduction

Management Team members shall receive a written evaluation and evaluation conference with his/her immediate supervisor every year by March 31. During his/her first two years of employment as a Management Team member with the District, the team member will receive an annual written evaluation and evaluation conference unless the Personnel Commission rules and regulations dictate more often. The District retains the right to conduct special evaluations at any time. Classified probationary managers and senior management should refer to the Rules and Regulations of the Classified Service for further information. Confidential employees should refer to the Rules and Regulations of the Classified Service for the performance evaluation process.

For those Management Team members eligible for a step advancement, their immediate supervisor will prepare a written evaluation by March and make a recommendation to the Vice President within the area on whether a step advancement is merited as justified by the evaluation rating, so that all evaluation steps are completed by March 31. The area Vice President will consult with the immediate supervisor about their recommendations and will then make a recommendation to the Superintendent-President. All decisions on step advancements should be provided to the management team member at the evaluation meeting and no later than May 15.

6.2 Purpose

The purpose of the Management Professional Development/Evaluation Program is to recognize exemplary work and to identify opportunities for development. The evaluation is based on the goals developed by the Governing Board and objectives developed by the individual and his/her supervisor, the individual's position description, and feedback from peer raters.

6.3 Program Goals

- The supervisor will regard evaluation as an ongoing process and offer timely feedback throughout the evaluation period and recommend specific areas for development.
- Supervisors are responsible for using the information in the evaluation to identify and recommend specific areas for professional development activities.
- Contract and salary decisions will be supported by the

evaluation.

- The supervisor and the evaluatee will review and discuss the results of the behavioral rating portion of the evaluation.
- If applicable, the extent to which the individual has become involved in outside community activities may be reviewed.
- The accomplished objectives will be reviewed and areas identified for further development.
- Each Management Team member's objectives will be discussed and agreed upon annually including measurable outcomes.

6.4 Management Team Member Objectives

The Management Team member shall develop goals and objectives in consultation with their supervisor at the beginning of their assignment and then annually thereafter. These goals and objectives shall align with the Strategic Plan and other District goals as may be adopted by the Governing Board and the Superintendent-President.

The objectives developed by each Management Team member will integrate the unit needs with the needs of the College. The agreed-upon objectives will ensure that the Management Team member will be prepared to move the College in a uniform direction while achieving the goals adopted by the Governing Board. Ongoing monitoring of the objectives will ensure that the Management Team member and supervisor will periodically review the progress, related budget constraints, and any additional short-term objectives that must be accomplished.

The number of objectives established will vary depending on the supervisor, manager, the amount of risk-taking involved, and the resources available.

6.5 Professional Development Plan

Each Management and Confidential Team member, in consultation with their supervisor, should develop a Professional Development Plan to enhance their technical understanding and "soft skills" to enhance their service and leadership abilities.

6.6 Performance Evaluation

The evaluation process is designed to recognize exemplary work as well as identify areas for further development.

The goals of the performance evaluation process are:

- To recognize and acknowledge individuals who display a high level of service and leadership abilities as measured by objective results
- To identify and provide assurance to those individuals who are performing satisfactorily
- To identify opportunities for development
- To clarify job expectations and develop a prioritization of responsibilities where needed

6.7 Management Team Member's Self Evaluation

The Management Team member will complete a self-evaluation.

6.8 Supervisor's Evaluation

The supervisor will evaluate the performance of the Management Team member, which shall include taking into consideration the Management Team member's self-evaluation.

6.9 Behavioral Rating Scale

The behavioral rating scale should be completed by the following:

- The supervisor
- The Management Team member
- Peer evaluators who depend on the service and work of the evaluatee selected as follows:

A total of up to 20, with 10 selected by the Management Team member and 10 selected by their direct supervisor. Manager and Supervisors whose scope of work reduces the number of peers that they serve may have less peer evaluators than Executives and Administrators. The selection of the same individual by both the Management Team Member and their direct supervisor may also reduce the number of total peer evaluators.

6.10 Performance Conference

The supervisor and the evaluatee will agree upon a mutually convenient time to review the evaluation.

Management employees reporting directly to an area VP will submit the evaluation documents in addition to salary recommendations for consideration.

The evaluatee should retain a copy of the supervisory evaluation, the self-evaluation, and the behavioral rating scales (the listing of rater pool comments generated by the behavioral rating form should be given to the employee - no other copies are to be retained). The originals must be forwarded to the Vice President, Human Resources who will arrange to place them in the evaluatee's personnel file. The evaluation will be confidential with access limited to those persons who normally have access to the individual's confidential record.

6.11 Reconsiderations

Should a Management Team member believe that he/she has been evaluated unfairly, a panel consisting of the Vice President, Human Resources, and the Vice President of the area of concern shall review the situation(s). If the evaluation was conducted by the Vice President, then a Vice President from another area shall be selected to participate on the panel.

The panel will not question the supervisor's credibility or judgment; rather, it will determine whether or not the evaluation process was properly administered and that the supervisor provided periodic reviews and support to the Management Team member during the evaluation year.

The panel will consult with the supervisor and the evaluatee, review the situation, and issue a determination. This determination will be forwarded to the Superintendent-President whose decision shall be final.

7. FUNDING PLAN

The Management Plan will be allocated funds to support salary adjustments provided for under the Plan as made available in the District Budget. The Superintendent-President determines the frequency and amount of salary adjustments based on an evaluation of merit, contribution, and value to the College. The Vice President, Human Resources is charged by the Governing Board with monitoring the operation of the plan for the Superintendent-President. All salary adjustments for Management Team members, as provided for under this plan, are subject to the approval of the Superintendent-President. (See Appendix C)

8. MANAGEMENT PERSONNEL PLAN MAINTENANCE

The Management Plan will be reviewed periodically. The review shall be initiated by the Superintendent-President or the Vice President of Human Resources.

A workgroup consisting of a Management Team member from each level (Executive, Administrator, Manager/Supervisor, and Confidential) chaired by the Vice President of Human Resources, shall review the Management Plan periodically.

9. SAVINGS CLAUSE

If during the life of this Plan, there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provisions of this plan, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this plan shall not invalidate any remaining portions which shall continue in full force and effect.

APPENDIX A

MANAGEMENT POSITIONS BY RANGE

RANGE	POSITION TITLES
1	Custodial Supervisor I Human Resources Technician
2	Senior Supervisor, Custodial Human Resources Specialist Business Client Supervisor
3	
4	Executive Assistant Manager, Administrative Support-ERD Operations Manager (Facilities) Sr. Administrative Assistant, HR Mandated Cost Sr. Administrative Assistant, Personnel Commission Supervisor, Grounds and Transportation TRIO (DSPS) Supervisor
5	Associate Director, Scholarship Board Secretary Financial Analyst-SBDC Supervisor, Enrollment Services Supervisor, Student Success & Support Program
6	Executive Assistant to the Superintendent-President Manager, Student Technology Help Desk
7	Human Resources Analyst Assistant Director, Cal WORKS Bursar Functional Lead Analyst Manager, Career Pathways (Workforce Dev.) Manager, Career Pathways Support Svcs (Academic) Manager, Child Development Center Manager, Environ. Health & Safety & Parking Svcs
8	Assoc. Director, Communications & Community Engagement Budget Officer Deputy Director, Enrollment Services Alumni Manager, 10K Small Businesses Program Manager, FKCE Accounting Supervisor
9	Assoc. Director, 10K Small Businesses Business Systems Analyst IV Data Scientist Deputy Director, Facilities Rentals & Grounds Director of Planning (Institutional Effectiveness) Director to the Superintendent-President Director, Academic Services Director, Adult Education Program Director, Basketball Director, Operations/Head Coach/Volleyball Director, Operations/Head Coach/Football Director, Promise Pathways Director, Student Conduct and Student Life Director, Track & Field/Cross Country/Head Coach Manager, Facilities Maintenance Manager, Human Resources Manager, Payroll & Benefits Manager, Workforce Development Training Project Manager, Educational & Multimedia Tech.

RANGE	POSITION TITLES
10	Applications Development Analyst IV Business Systems Analyst V Deputy Director, Finance & Accounting Deputy Director, Purchasing & Contracts Director, DSPS Director, Grants Director, LB SBDC Program Director, Student Equity
11	Deputy Director, Academic Computing & Multimedia Svcs Deputy Director, Information Security Deputy Director, Network Svcs Deputy Director, Operations & Maintenance Deputy Director, Student Health Svcs & Student Life
12	Applications Development Analyst V Deputy Director, Planning & Construction Director, Global Trade Initiatives Director, Workforce Development Sr. PeopleSoft Database Admin & Systems Manager
13	Associate Dean Director, Application Support & Development Director, Athletics Director, Business Support Svcs Director, Network Svcs Exec. Director, Small Bus. & Entrepreneurship Prog. Sr. Director, Financial Aid
14	Director, Comm. Relations & Enrollment Dev. Director, District Facilities Director, Fiscal Svcs
15	Dean Executive Director, Human Resources Executive Director, Public Affairs & Marketing
16	Associate Vice President Chief Information Systems Officer Chief Operating Officer, CAED Executive Dean, Enrollment Services
17	
18	
19	Vice President
20	Executive Vice President

APPENDIX B
LONG BEACH COMMUNITY COLLEGE DISTRICT

MANAGEMENT TEAM

BROAD BANDED SALARY SCHEDULE

ANNUAL PAY RATES

2020-2021

RANGE	STEPS										
	1	2	3	4	5	6	7	8	9	10	11
1	53,440	56,112	58,918	61,864	63,719	65,631	67,601	69,121	70,676	71,737	72,813
2	57,076	59,930	62,927	66,073	68,055	70,096	72,200	73,825	75,485	76,617	77,767
3	60,944	63,991	67,190	70,549	72,666	74,847	77,092	78,827	80,599	81,809	83,036
4	65,057	68,309	71,725	75,312	77,571	79,898	82,295	84,146	86,040	87,330	88,640
5	69,431	72,903	76,548	80,376	82,787	85,271	87,829	89,805	91,826	93,203	94,601
6	74,085	77,789	81,679	85,763	88,335	90,985	93,715	95,824	97,979	99,449	100,941
7	79,034	82,985	87,135	91,492	94,237	97,063	99,975	102,224	104,525	106,092	107,684
8	84,298	88,513	92,938	97,585	100,513	103,528	106,634	109,033	111,486	113,159	114,856
9	89,897	94,391	99,110	104,067	107,188	110,404	113,716	116,275	118,891	120,674	122,485
10	95,851	100,643	105,676	110,960	114,288	117,717	121,248	123,977	126,766	128,668	130,598
11	102,185	107,294	112,658	118,291	121,840	125,495	129,260	132,169	135,142	137,170	139,227
12	108,921	114,366	120,085	126,089	129,872	133,768	137,781	140,881	144,051	146,212	148,405
13	116,085	121,889	127,983	134,383	138,415	142,567	146,844	150,148	153,526	155,829	158,166
14	123,706	129,891	136,385	143,205	147,500	151,926	156,483	160,004	163,604	166,058	168,549
15	131,811	138,401	145,320	152,587	157,165	161,879	166,736	170,488	174,323	176,938	179,592
16	140,431	147,452	154,825	162,567	167,443	172,467	177,640	181,638	185,725	188,510	191,338
17	149,599	157,079	164,933	173,180	178,376	183,726	189,239	193,496	197,850	200,818	203,830
18	172,909	181,554	190,632	200,164	206,169	212,354	218,725	223,645	228,678	232,108	235,589
19	184,777	194,016	203,716	213,902	220,320	226,930	233,737	238,996	244,374	248,040	251,759
20	197,400	207,270	217,633	228,515	235,370	242,432	249,704	255,323	261,068	264,984	268,959

Effective: July 1, 2020
Board Approved: October 28, 2020

APPENDIX C

FUNDING MANAGEMENT SALARY INCREASES

GUIDELINES

- Salary increases (adjustments) to the Management Salary Schedule shall be based on a “benchmarking methodology” utilizing the fifteen largest single college community college districts based on multiple criteria primarily of which will be the most current funded full- time equivalent students (FTES) as well as other factors as deemed appropriate such as budgets and permanent staffing levels.
- Salary increases shall be based on a sustainable, that is, an on-going funding source (fixed income resource to the District).
- One time funding sources or “ending fund balances” are not to be used for salary increases.
- During the period, when no comprehensive salary survey is undertaken, and in order to prevent management salary regression to the benchmark colleges, then the Superintendent- President may authorize utilizing the average percentage of salary increases of the benchmark districts granted to their management employees.

It is acknowledged that State funding for Long Beach Community College District operations can be unstable and, therefore, unpredictable. In an environment of fiscal instability, making a commitment to salary increases beyond a given year poses a serious problem to the overall stability of the College operations. The District Budget shall reflect the amount available, if any, for management salary increases, including step advancements.

APPENDIX D

I. Retiree Health and Welfare Benefits

- A. Management Team members hired prior to February 1, 1995 who retire from District service, shall designate one of the following retiree medical benefit options at the time their retirement forms are submitted to the District:

Option A

A Management Team member who retires from the District under PERS or STRS guidelines, after twelve (12) or more years of service qualifies for District-paid medical benefits according to the following schedule:

<u>Age at Retirement</u>	<u>Years of Service*</u>	<u>Terms of Coverage</u>
Under 65	12	Until age 67
65 or over	12-22	2 years after retirement
65 or over	23-29	3 years after retirement
65 or over	30 or more	4 years after retirement

*defined as service as a regular monthly salaried employee of the District.

Option B

A Management Team member who retires from the District under PERS or STRS guidelines, after twelve (12) or more years of service qualifies for one (1) year of District-paid medical benefits for every three (3) years of full-time service as a regular monthly salaried employee of the District.

- B. Employees hired after February 1, 1995 shall only be eligible for Option B.
- C. Retiree medical benefit contributions will not apply to employees who beginning on July 1, 2008 have twelve (12) or more years of permanent full-time Management Team service with the District. Such employees would have started employment with the District on or before June 30, 1996.
- D. Retiring employees who are age 65 or over and qualified dependents of said retiring employees who are age 65 or over shall be required to enroll in and participate in Medicare Parts A and B as a condition of receiving medical benefits.
- E. A Management Team employee who retires with less than twelve (12) years of service and all retired Management Team members who are no longer eligible for District-paid medical benefits may participate indefinitely in the District medical plan by paying their own premiums.
- F. A Management Team member's surviving spouse or surviving domestic partner shall receive benefits under the following conditions:
1. The affected employee had completed twelve (12) years of service;
 2. The retired member has not exhausted all of their accrued medical benefits;
 3. Death or permanent disability occurs while currently employed, or before expiration of the benefits as accrued by the employee;

4. Application for such benefits must be made within thirty (30) days of the employee's death or determination of disability;
5. This provision shall be governed by the eligibility criteria of the insurance carrier, provided that the spouse or domestic partner was eligible for coverage under the original provision of the affected insurance plan. This provision is subject to change upon written notice from the group insurance carrier.