



Managers, Supervisors, & Confidential Employees Handbook

San José · Evergreen Community College District

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SECTION 1

INTRODUCTION AND PURPOSE OF THIS MANUAL

1.1 INTRODUCTION

The San José•Evergreen Community College District (SJECCD) has a rich history with its two colleges dating back to the establishment of Evergreen Valley College in 1975, and San José City College, which is the oldest community college in Santa Clara County, established in 1921.

Today, SJECCD serves approximately 20,000 students each semester. Student Success is the heart of our mission and we've hired the best and brightest faculty and staff to ensure that our students are well prepared when they transfer to a university, enter the workforce, or embark on a path of lifelong learning.

SJECCD will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all SJECCD employees.

Further, SJECCD expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of SJECCD's Board of Trustees, committees, membership, staff, students and the general public.

We are proud of our employees, and our Mission, Vision, Values and Global Ends Statements that provide the guiding principles for employees of the San José Evergreen Community College District. Please make yourself familiar with them.

1.2 MISSION STATEMENT

As a leading educational institution, the mission of SJECCD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents of socioeconomic change.

1.3 VISION STATEMENT

SJECCD is the premier post-secondary education institution in our region for advancing opportunity, equity, and social justice through educational excellence.

1.4 VALUES STATEMENT

Our District's core values are opportunity, equity and social justice. Each one of these values is incorporated into our strategic planning and is a part of the foundational commitments we make to our communities.

1.5 GLOBAL ENDS STATEMENT

The San José•Evergreen Community College District exists to ensure all students, especially those with educational and/or socioeconomic challenges, will have the skills and capabilities to be successful in the next stage of their life, sufficient to justify the use of available resources.

1.6 PURPOSE OF THIS HANDBOOK

This handbook has been prepared to inform new and current employees of the policies and procedures of the SJECCD and to establish the District's expectations of all employees. It is not all - inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

The SJECCD reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current SJECCD policy arises, conform to current SJECCD policy. Every effort will be made to keep you informed of the SJECCD's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

SECTION 2

MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL EMPLOYEES

2.1 MANAGEMENT, SUPERVISORY AND CONFIDENTIAL EMPLOYEES DEFINITIONS

The San José•Evergreen Community College District management, supervisory and confidential positions designated by the Governing Board are listed in the Management Salary Schedule and the Supervisory and Confidential Salary Schedule. See Appendix A – Classifications and Appendix B – Salary Schedules.

2.1.1 Managers

A manager is any person employed by the governing board of a community college district in a supervisory or management position.

2.1.1.1 Academic Managers

Academic Managers are those managers employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Academic Managers referenced in this handbook include supervisory or management employees designated on the salary schedule. Some managers may have supervisory responsibilities because they have employees reporting to them and some may not.

2.1.1.2 Classified Managers

Classified Managers are managers who are not employed as Academic Managers. Classified Managers referenced in this handbook include supervisory or management employees designated on the salary schedule. Some managers may have supervisory responsibilities because they have employees reporting to them and some may not.

2.1.2 Supervisory Employees

Supervisory employees have varied major responsibilities such as formulating and recommending District policies and procedures; administering and evaluating district programs; assigning, supervising, and evaluating employees; and adjudicating grievances. These responsibilities require the use of independent judgment.

2.1.3 Confidential Employees

Confidential employees are responsible for understanding confidentiality and protecting the integrity of information to which they are privy. A confidential employee who is required to develop or present management proposals with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions to employee groups.

2.2 RESPONSIBILITY

When speaking or acting as individuals, rather than as employees of the District, managers, supervisors and confidential (MSC) employees have the same rights and responsibilities as any citizen living in a democracy to participate as individual in political and governmental affairs.

2.2.1 Management and Supervisory Employees

Management and supervisory employees are key contributors in providing overall leadership for the District. This includes educational leadership and support services, formulating and implementing District policies and procedures, administering District programs, adjudicating grievances, supervising and evaluating District employees. The duties and responsibilities of management and supervisory employees are outlined in this document, Board Policies, Administrative Procedures, and in their individual job descriptions.

2.2.2 Confidential Employees

Confidential employees are responsible for understanding confidentiality and protecting the integrity of information to which they have access while performing the duties as per their job description.

2.3 MANAGEMENT/SUPERVISORY/CONFIDENTIAL EMPLOYEES COUNCIL (MSCC)

The MSCC represents managers, supervisors, and confidential employees except executive managers and any non-permanent employees. MSCC represents its members in discussion with the District concerning working conditions, economic and welfare matters, performance issues, disciplinary matters, and other employment related concerns. A represented employee may present individual concerns in these areas through regular administrative channels.

SECTION 3

EQUAL OPPORTUNITY

3.1 EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer. The District prohibits unlawful discrimination based on the following legally protected characteristics: race, color, religion, creed, sex, gender, gender identity, gender expression, pregnancy (including childbirth and related medical conditions), marital status (including domestic partnership status), age, national origin or ancestry, physical disability (including HIV/AIDS) or mental disability, medical condition, veteran status, sexual orientation, genetic characteristics (including information and testing), the perception that a person has any of these characteristics, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful.

The District's commitment to equal opportunity employment applies to all persons involved in the operations of the District and prohibits unlawful discrimination by any employee of the District, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to individuals with disabilities, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and request such an accommodation. The individual with the disability should specify in writing what barriers or limitations make it difficult for him or her to perform the job. The District will conduct an investigation regarding these barriers or limitations and will then identify possible accommodations, if any, that will help to eliminate the barrier(s) or limitation(s). If the accommodation is reasonable and will not impose an undue hardship on the District and/or a direct threat to the health and/or safety of the individual or others, the District will make the accommodation. The District may also propose and implement alternative accommodation(s).

3.2 DISCRIMINATION AND HARASSMENT

It is the highest priority of the San José•Evergreen Community College District to maintain a working and learning environment for every student, District employee and campus visitor that is free from discrimination and harassment.

Every District employee and student should be treated with dignity and respect. To achieve this goal, the District will have zero tolerance against behavior that amounts to discrimination or harassment. Zero tolerance means that in all instances where

discrimination or harassment is found, corrective action will be taken in accordance with state law, the District's collective bargaining agreements, handbooks, and policies. All supervisory personnel will be responsible for maintaining an environment that is free of prohibited discrimination and harassment.

The relevant discrimination and harassment policies and procedures can be found posted on the District website, at:

Board Policies <http://www.boarddocs.com/ca/sjeccd/Board.nsf/Public>

Administrative Procedures <http://www.boarddocs.com/ca/sjeccd/Board.nsf/Public>.

SECTION 4

COMPENSATION

4.1 SALARY SCHEDULES

Management, Supervisory and Confidential personnel salary schedules shall be adopted by the Governing Board. Salary schedules shall be competitive as determined by the District with comparable San Francisco Bay Area Community College Districts.

The goal is to target the median total compensation in relation to the Bay 10 Community College Districts. Total compensation is defined by the combination of salary and benefits.

Although subject to change by the District, currently the comparable San Francisco Bay Area Community College Districts are:

Chabot/Las Positas Community College District
Contra Costa Community College District
Foothill/De Anza Community College District
Marin Community College District
San Mateo County Community College District
West Valley/Mission Community College District
Peralta Community College District
Ohlone Community College District
San Francisco Community College District

The salary schedule shall provide for salary ranges and annual step increments for years of service to a maximum of five years on the Management schedule and six years on Supervisory and Confidential salary schedules.

- 4.1.1 Salary Schedule Increase- The following on-schedule increases shall be implemented in the year designated.

For the purposes of this Article, “Relevant Property Tax Revenue” refers to the permanent on-going sources of District property tax revenue, which are: Secure HOPTR, Secure Roll, Unitary and Railroad, Supplemental and Unsecured. “Relevant Property Tax Revenue” excludes revenue from one-time sources such as RDA.

4.1.1.1 For the 2020-2021 fiscal year an amount equal to a 5 % increase in salary shall be applied to the salary schedules retroactive July 1, 2020. See Appendix B-1 for the new salary schedules.

4.1.1.2 For the 2021-2022 fiscal year an amount equal to a 4.0% increase in salary shall be applied to the salary schedules. See Appendix B-2 for the new salary schedules.

- 4.1.1.3 For the 2022-2023 fiscal year an amount equal to a 3.0% increase in salary shall be applied to the salary schedules. See Appendix B-3 for the new salary schedules.

An automatic increase will be applied to the 2022-2023 fiscal year under the following circumstances:

- If the May 2022 year over year Relevant Property Tax Revenue for the District shows an annual increase of at least 4.5%, but less than 5%, faculty will be given a salary increase for 2022-2023 of .5% over the 3.0% , for a total annual raise of 3.5%.
- If the May 2022 year over year Relevant Property Tax for the District shows an annual increase of at least 5.0% but less than 5.5% , faculty will be given a salary increase for 2022-2023 of 1.0% over the 3.0% for a total annual raise of 4.0%
- If the May 2022 year over year Relevant Property Tax Revenue for the District shows an annual increase of at least 5.5% but less than 6%, faculty will be given a salary increase for 2022-2023 of 1.5% over the 3.0% for a total annual raise of 4.5%.
- If the May 2022 year over year Relevant Property Tax Revenue for the District shows an annual increase of 6 % or above, 5.6%-6.0%, faculty will be given a salary increase for 2022-2023 of 2.0% over the 3.0% for a total annual raise of 5%.

4.2 SALARY PLACEMENT GUIDELINES

Placement of all MSC employees on the salary schedule of the District shall be done in a common and uniform manner, based upon the responsibilities and requirements of the position.

The Chancellor may recommend initial placement above the first step if the MSC employee possesses previous related work experience which exceeds the District's entry-level qualifications for the position.

4.3 CONTRACT DATES

The contract dates for regular managers shall be set based on the following situations:

- 4.3.1** If contract managers' hire dates are between July 1 and February 28 (or 29)

inclusively, in any fiscal year, their first contracts shall expire June 30 of the current fiscal year. A determination on contract renewal for the following fiscal year must be made by March 1 of the current fiscal year.

- 4.3.2** If contract managers' hire dates are between March 1 and June 30, inclusively, in any fiscal year, their first contracts shall expire June 30 of the following fiscal year. A determination on contract renewal for next following fiscal year must be made by March 1.

4.4 SALARY STEP INCREMENTS

All regular MSC employees will be advanced to the next higher step of the salary range assigned to the job classification as follows.

- 4.4.2** Contract managers' salary step increment shall be July 1 based on contact renewal.

- 4.4.3** Supervisory and Confidential members' salary step increment shall be the anniversary date of their original hire date as regular Supervisory and Confidential employees.

4.4.3.1 If the original hire date or date of promotion is between the first and sixteenth of the month, inclusively, the anniversary date shall be first of said month.

4.4.3.2 If the original hire date or date of promotion is between the seventeenth and the thirty-first of the month, inclusively, the anniversary date shall be the first of the following month.

Subsequent earned increments shall be granted on each anniversary date until the maximum step of the salary range is reached.

4.5 PROFESSIONAL GROWTH

4.5.1 Professional Growth Committee (PGC)

A Professional Growth Committee (PGC) shall be formed within the District to review applications submitted by MSC employees for Professional Growth salary awards. The Committee will be comprised of three (3) MSC employee representatives and the Vice Chancellor, Human Resources or his/her designee from the District. Representatives shall be appointed by the MSCC Executive Committee. The chairperson shall be the Vice Chancellor, Human Resources.

4.5.2 Professional Growth Award Applications

MSC employees may submit applications (See Appendix C) for growth awards to the Human Resources Office once annually and no later than March 1 of each academic year. The Professional Growth Committee (PGC) will receive applications from the Human Resources Office and shall review them no later than May 15 of each academic year.

4.5.3 Professional Growth Award Payments

For approved Professional Growth activities, payment shall be made on the basis of \$100 per semester unit or equivalent to a maximum of twelve (12) units completed in the previous calendar year. (Quarter units shall be considered as equal to two-thirds (2/3) of a semester unit.) Once approved, payments shall be made in a lump-sum payment.

Payments shall be made in the following month after the Board approval of the Professional Growth award.

4.5.4 Verification

All required verifying evidence of completion for Professional Growth awards must be submitted to the District Office of Human Resources no later than March 1 if the award is to be granted for that academic year, provided all other conditions of this section have been met.

4.6 ADMINISTRATOR ADDITIONAL PAY

4.6.1 Additional Pay

Equitable salary adjustments shall be made for a MSC employee who is temporarily required to work in a position which has a higher salary range, or for a MSC employee who is assigned major additional or greater responsibility. These adjustments shall be made for changes in assignment which go beyond thirty days each year and shall require approval of the Governing Board.

4.6.2 Compensation Overload Teaching Assignment

Managers, Supervisors, or Confidential employees who are employed as instructors within the District on an overload assignment, shall be appropriately placed on, and paid according to the adjunct faculty salary schedules.

4.7 LONGEVITY

4.7.1 Longevity pay is an amount paid to a MSC employee in recognition of total years of continuous service with the District as follows:

Effective July 1, 2021

<u>Years of Service</u>	<u>Annual Longevity</u>
10	\$1,900
15	\$2,500
20	\$3,100
25	\$3,700

Effective July 1, 2022

<u>Years of Service</u>	<u>Annual Longevity</u>
10	\$2,500
15	\$3,100
20	\$3,800
25	\$4,400

- 4.7.2** To qualify for longevity, a MSC employee must have the required number of years of paid, regular service. Years of service shall be calculated from the initial date of hire to the next annual/anniversary hire date. Longevity placement will occur in the month following the employee's anniversary hire date. Time spent on unpaid leave or in special employment shall not be included in calculating years of service, unless otherwise prohibited by applicable law.
- 4.7.3** Longevity pay is added to annual salary and paid on a monthly prorated basis. MSC employees working less than full time shall receive a prorated amount of longevity pay.
- 4.7.4** Longevity pay shall be used in calculating employee retirement and insurance benefits, to the extent permitted by the appropriate retirement system and insurance carrier.

4.8 EDUCATIONAL DEGREE AWARD

- 4.8.1** MSC employees who have received a doctorate degree from an accredited institution and provide an official transcript to the District Office of Human Resources shall receive an annual \$2,500 award paid on a monthly prorated basis.

SECTION 5

MANAGEMENT CLASSIFICATION COMMITTEE

5.1 PURPOSE

The Management Classification Committee (MCC) was established to create, implement, and maintain a valid and reliable job evaluation system to objectively measure the relative worth or importance of each management classification, as described in Appendix A. The ongoing role of the MCC is to evaluate changes to existing management classifications, evaluate all new management classifications, and ensure the long term integrity of the job evaluation system.

5.2 MEMBERSHIP

5.2.1 The MCC shall be comprised of eight members, including the Vice Chancellor of Human Resources as the Committee Chair, five administrators selected by the MSC Executive Committee (minimum one member from each unit) the Classification Consultant, and the District Classification Analyst.

5.2.2 MSC members appointed by the MSC Executive Committee shall serve a minimum two-year term once selected. Terms will be staggered to ensure consistency and continuity in the ongoing administration of the system. When a member becomes unable to serve on the Committee, the MSC Executive Committee shall appoint a replacement member to continue through that member's term.

5.3 DUTIES

MCC members shall meet to review and evaluate new management classifications and changes to current management classifications. The MCC as a team will review the job description and discuss the overall scope of responsibility. Each MCC member will evaluate the duties and responsibilities using the District's job evaluation system.

SECTION 6

RECLASSIFICATION

6.1 DEFINITION OF RECLASSIFICATION

Reclassification is 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 such position. An increase in workload at the same level does not qualify for reclassification. An MSC member or supervising administrator may initiate a reclassification request once that member has completed two years in a specific position and it can be shown that responsibilities or additional duties have been added to the position that are at a higher level and are not reflected in the job description.

An MSC member who has been granted a reclassification must complete three fiscal years (July 1 to June 30) in the new classification before applying again for a reclassification review.

6.2 RECLASSIFICATION PROCEDURE

- 6.2.1** Reclassification requests must be submitted to the Human Resources Department from November 1 to November 30 using the MSC Position Description Questionnaire Form (PDQ Form, see Appendix D).
- 6.2.2** The reclassification review process shall be completed by April 1; reclassifications granted in April, May or June shall be effective July 1.
- 6.2.3** Reclassification requests, using the PDQ Form, may be submitted by an MSC member, direct supervisor or higher level administrator once that member has completed two years in a specific position. It must be clearly demonstrated in the PDQ that additional duties or responsibilities have been added to the position that are at a higher level and are not reflected in the job description.
- 6.2.4** The PDQ Form must be signed by the MSC member, the immediate supervisor, and the college President/Chancellor and must be accompanied by an organization chart of the unit, current job description and proposed job description.
- 6.2.5** Once appropriate signatures have been obtained, the completed PDQ Form, with accompanying documentation, must be submitted to the Human Resources Department by the employee making the reclassification request.
- 6.2.6** The District will retain a classification professional who shall conduct an analysis and review of the request based on information obtained through the following:
 - The completed “MSC Position Description Questionnaire Form”, including accompanying documentation as noted above;

- Individual interviews with the MSC member and MSC member's immediate supervisor and/or manager;
- A desk audit, if deemed necessary;
- Internal and external audits of similar or related positions as necessary;
- Any other relevant information requested by the Vice Chancellor of Human Resources or the classification professional.

6.2.7 If an external scan of the labor market is necessary, the primary sources for external data will be as follows:

Chabot/Las Positas Community College District
 Contra Costa Community College District
 Foothill/De Anza Community College District
 Marin Community College District
 San Mateo County Community College District
 West Valley/Mission Community College District
 Peralta Community College District
 Ohlone Community College District
 San Francisco Community College District

When necessary, additional sources may be identified.

6.2.8 For Supervisor or Confidential positions, the classification professional shall provide the Vice Chancellor of Human Resources with a written recommendation for classification and salary range based on the completed analysis. In addition, if a revised or new job description is warranted, the recommendation shall be presented to the Vice Chancellor of Human Resources. The Vice Chancellor of Human Resources or designee shall review these recommendations and, if necessary meet with the classification professional, appropriate District administrators and Chancellor, and/or schedule subsequent meetings with the MSC member.

6.2.9 For Management positions, the classification professional shall provide the Vice Chancellor of Human Resources with a written recommendation for classification based on the completed analysis, who will then forward it to the Management Classification Committee (MCC) for evaluation. A revised or new job description shall be presented to MCC for review and evaluation if applicable to the recommendation.

6.3 EFFECTIVE DATE

6.3.1 For Supervisor or Confidential positions, the decision of the Vice Chancellor of Human Resources will be communicated in writing to the MSC member, the supervisor and the MSC Executive Committee with a copy of the new job description, if needed, on or before April 1.

6.3.2 For Management positions, the evaluation of the MCC will be communicated in writing to the MSC member, the supervisor and the MSC Executive Committee with a copy of the new job description, if needed, on or before May 1.

6.3.3 Reclassifications shall be effective July 1, contingent upon Board approval.

6.4 SALARY AND ANNIVERSARY DATE

6.4.1 Any MSC member who is reclassified will be placed at the lowest classification step which provides an increase of at least seven point five (7.5%) percent. The member's evaluation and anniversary date, for purposes of step increases and longevity, shall not change. When the member's anniversary date and the effective date of the reclassification coincide, the anniversary increment shall be applied before the reclassification computation is made.

6.5 APPEALS

6.5.1 If the MSC member disagrees with the reclassification decision, he/she may submit a written appeal. Such an appeal must be based upon errors and/or omissions in the reclassification process and filed in the Human Resources Department within 30 days from the date when the written reclassification notification was received.

6.5.2 Appeal Process

6.5.2.1 For Supervisor or Confidential positions, the appeal will be considered by an Appeal Panel composed of two members selected by the MSC Executive Committee and the Vice Chancellor of Human Resources or designee, with the classification professional and the HR classification analyst serving as a resource.

- The Appeal Panel will consider the appeal within 30 days upon the receipt of the written appeal. The results of the Appeal Panel meeting will be communicated to the MSC member, his/her supervisor, and the MSC Executive Committee in writing by June 1 of that year. If the Appeal Panel recognizes errors and/or omissions, the recommendation shall be revised.
- The determination of the Appeal Panel is final with no further appeal possible.
- Any reclassifications shall be effective July 1, contingent upon Board approval.

6.5.2.2 For Management positions, the appeal will be considered by the Management Classification Committee (MCC).

- The MCC will consider the appeal within 30 days upon receipt of the written appeal. The results of the MCC meeting will be communicated to the MSC member, his/her supervisor, and the MSC Executive Committee in writing by June 1 of that year. If the MCC recognizes errors and/or omissions, the recommendation shall be revised.
- The determination of MCC is final with no further appeal possible.
- Any reclassifications shall be effective July 1, contingent upon Board approval.

SECTION 7

CHANGE IN STATUS

7.1 PROMOTION

When a Manager, Supervisor or Confidential employee is appointed to a position which clearly represents a promotion over his/her present position, he/she shall be placed on the new range at the first step which provides at least a seven and a half (7.5%) percent salary increase; however, the salary placement cannot go beyond the highest step of the new range on the salary schedule.

If the Manager, Supervisor or Confidential employee is promoted after January 1, he/she shall be placed as above; however, if on July 1 the employee's salary in the prior position would have equaled or exceeded the salary in the higher classification, then an advancement to the next higher step shall be made. This advancement shall occur on July 1.

7.2 Y-RATING

7.2.1 "Y-Rate" Placement – Criteria

"Y-Rating" may apply when a Manager, Supervisor or Confidential employee is assigned to a Management, Classified Supervisory or Confidential position with a lower salary range than that previously received. The Governing Board may choose to "Y-Rate" reassigned Managers, Classified Supervisors or Confidential employees on a case-by-case basis.

7.2.2 Release from "Y-Rating"

"Y-Rated" Managers, Supervisors and Confidential employees shall remain at the range and step for which they qualified the previous academic year until such time as: (1) they meet the current qualifications for that range, or (2) the range and step for which they have been assigned fiscally meet or exceed their "Y-Rated" salary.

7.3 REDUCTION IN FORCE

When any reduction in the MSC staff may be required, the applicable provisions of the Education Code shall be followed.

7.4 RESIGNATION OR RETIREMENT

7.4.1 Resignation

Any employee may resign from District service by submitting a letter of resignation stating the effective date.

7.4.2 Retirement

The retirement of an academic MSC employee under the provisions of any retirement law shall automatically affect the dismissal of the MSC employee from the employment of the District at the end of the current school year.

SECTION 8

PERSONNEL FILES

8.1 OFFICIAL PERSONNEL FILE

Personnel files of MSC members shall be maintained at the District Human Resources Department. Personnel files shall not include ratings, reports, or records which were obtained prior to the employment of the MSC member. Such files shall be available for inspection pursuant to state law and as set forth below.

8.2 DEROGATORY MATERIALS

Information of a derogatory nature shall not be entered or filed unless the MSC member is given written notice and the opportunity to review and comment within a ten-day period. A MSC member shall have the right to enter, and have attached to any such derogatory statement, his/her own comments. After two years, the MSC member can request that the derogatory materials be placed in a confidential envelope to be used only for legal purposes.

8.3 RIGHT TO EXAMINE

All MSC members who want to inspect their personnel file shall make an advance appointment. Personnel files shall be available for inspection during regular office hours each day then the Human Resources office is open for business.

8.4 CONFIDENTIALITY

Personnel files shall be confidential and shall be available for inspection in accordance with applicable law.

SECTION 9

ADMINISTRATOR PERFORMANCE EVALUATION

9.1 DISTRICT PHILOSOPHY

- 9.1.1** In accordance with Education Code Section 87663, the policy on evaluation of administrators¹ is designed to recognize excellence in management and supervision, to strengthen performance, to designate areas needing improvement, and to foster the growth and development of administrators in meeting the educational needs of faculty, staff and students engaged in the process of teaching and learning.
- 9.1.2** The administrator evaluation addresses the District's policy on cultural diversity in the academic environment, and is designed to evaluate an administrator's ability to promote academic excellence, foster cultural, racial, and human understanding, and to promote cultural proficiency at both an individual and institutional level. The evaluation is also designed to evaluate an administrator's ability to provide positive role models for all students, and to create an inclusive and supportive educational and work environment for employees, students and the local community.
- 9.1.3** To achieve these objectives this process shall be carried out in accordance with the provisions identified in this Handbook.
- 9.1.4** Evaluation of administrators shall have as its goal the improvement of District/college instruction and service through the establishment of individual and institutional goals and objectives for administrators that are in line with the overarching goals of the District. Goals and objectives will be reviewed and updated every year in July.
- 9.1.5** The immediate supervisor of an administrator being evaluated shall be responsible for conducting and completing the evaluation. Evaluations shall include the following components: annually established goals and objectives, mid-year review, a peer review process and an annual performance review.

The process shall require that the peers reviewing are both representative of the diversity of California and sensitive to equal employment opportunity and diversity concerns. It shall be the supervisor's responsibility to solicit written comments from individuals who are directly supervised by or who are indirectly impacted by decisions of the administrator being evaluated. Evaluation reports shall be available for review by the Chancellor and College President for their staff.

¹ The administrator evaluation procedures apply to managers, directors, deans, and vice presidents.

9.2 CONFIDENTIALITY

Procedures for the evaluation of administrators shall be carried out in accordance with approved District personnel policies and shall observe confidentiality for all employees who participate in the process. A breach of this confidentiality may be grounds for disciplinary action.

9.3 CONTENT OF THE EVALUATION PROCEDURE

Administrators shall be evaluated on the basis of job-related competencies in the following areas:

- Professionalism and job-related knowledge as defined by the job description and/or by any special conditions agreed to by the employee and the District;
- Application of appropriate management/supervisory techniques in carrying out the administrator's responsibilities;
- District/college-wide leadership in the area(s) of assignment;
- Effective interpersonal and communication skills in working with members of the college community (faculty, staff, students, administrators and community members);
- Success in student progress toward achieving stated student learning outcomes and effectiveness in producing those learning outcomes;
- The accomplishment of objectives from the previous evaluation; and
- The ability to do the above in a culturally proficient manner.

9.4 ADMINISTRATOR PERFORMANCE EVALUATION PROCEDURE

9.4.1 The performance of all Administrators shall be evaluated annually. The performance evaluation process is designed to improve the overall operation of the organization and to assist the administrator in the growth and development of professional abilities, as well as to identify areas of strengths and weaknesses. The evaluation process promotes and supports appropriate management and leadership skills and assures that administrators have goals that are in line with the overarching goals of the San José•Evergreen Community College District.

9.4.2 Administrators' evaluations include goals and objectives, mid-year review, annual evaluation and a peer and staff feedback survey. The Administrators' Performance Evaluation contains specific documents for each of these components. In addition to this evaluation, each administrator must complete a self-evaluation.

9.4.3 There is an evaluation cycle with two parts that includes (A) year 1, 2 & 3 and (B) year 4, 5, & 6. Part B is repeated as the administrator's service continues in the same position.

Evaluation Cycle:

Year 1	July	Within the 1 st 30 days – Goals & Objectives (G & O) set for year 1
	Jan. 15	Mid-Term Performance Evaluation Due
	Mar. 15	Contract Renewal (1 year)
Year 2	July	Annual Evaluation; G&O set for year 2, Self-evaluation
	Oct – Dec	Staff & Peer Feedback Survey conducted
	Jan. 15	Survey Review; Mid-Term Performance Evaluation Due
	Mar. 15	Contract Renewal (1 year)
Year 3	July	Annual Evaluation Due; G&O set for year 3, Self-evaluation
	Oct – Dec	Staff & Peer Feedback Survey conducted
	Jan. 15	Survey Review; Mid-Term Performance Evaluation Due
	Mar. 15	Contract Renewal (Two-Year)
Yr. 4 – 1st year of two-year	July	Annual Evaluation Due; Goals & Objectives set for year 4, Self-evaluation
	Jan. 15	Contract Extension Notification Form
	Mar. 15*	Contract Renewal (rolling)
Yr. 5 – 2nd year of two-year	July	Annual Evaluation Due; Goals & Objectives set for year 5, Self-evaluation
	Jan. 15	Contract Extension Notification Form
	Mar. 15*	Contract Renewal (rolling)
Yr. 6 – 3rd year of two-year	July	Annual Evaluation Due; Goals & Objectives set for year 6, Self-evaluation
	Oct – Dec	Staff & Peer Feedback Survey conducted
	Jan. 15	Survey Review; Mid-Term Evaluation Due
	Mar. 15*	Contract Renewal (rolling)
Yr. 7 – Repeat of Cycle 4-6	July	Annual Evaluation Due; Goals & Objectives set for year 7, Self-evaluation

*Statutory date requirement related to notice of contract renewal

- 9.4.4** After affirmation of a multi-year contract (year 3), annual evaluations will continue to occur each year. Every third year, a Staff & Peer Feedback Survey and Mid-Term Evaluation will occur. An administrator's two-year contract is a rolling two-year contract. An Administrator Contract Extension Notification Form (Appendix E) is required to be reviewed and completed by the supervising administrator and the administrator. The completed form is submitted to Human Resources by January 15.
- 9.4.5** An administrator's contract rolling over can be suspended if a mid-year evaluation is completed and does not reflect satisfactory work performance. A mid-term evaluation can be done in any year of the cycle if deemed necessary. The Administrator Contract Extension Notification Form must be submitted with an Administrator's mid-year evaluation to Human Resources when a contract extension is being denied.
- 9.4.6** The peer and staff feedback shall consist of input from a representative group of responders who are familiar with the work of the administrator. Responses shall be actively sought from supervisors, faculty, and classified staff, as well as students when relevant. Peer review will be representative of the diversity of California and sensitive to equal employment opportunity and diversity concerns. Where deemed appropriate, the individual being evaluated may also request input from person(s) outside the campus community.
- 9.4.7** The administrator and his/her supervisor will prepare a list of individuals to participate in the Peer and Staff Feedback Survey. Each individual will be asked to evaluate the administrator using the survey instrument (Appendix F).
- 9.4.8** No anonymous oral or written material in any form shall be used in the administrator evaluation procedure, nor shall such materials be referenced in any administrator's evaluation.

9.5 MID-YEAR/TERM EVALUATION PROCESS

- 9.5.1** At the beginning of each fiscal year, the administrator will meet with his/her supervisor to establish goals and objectives, agree upon major job functions and responsibilities, and if appropriate a professional development plan for the next academic year. Goals and objectives will be established in July every year (Appendix G).
- 9.5.2** If the administrator is scheduled for peer and staff feedback, the supervisor will send the survey evaluation to participants beginning in October.
- 9.5.3** During the time period of November through Mid-December of each year the administrator and his/her supervisor will meet to conduct a Mid-Year/Term evaluation to review progress toward goals and objectives and assess performance,

and if one was developed the administrator's professional development/improvement plan. Adjustments may be made, as needed.

- 9.5.4** The evaluation will be discussed with the administrator being evaluated who will have an opportunity to provide written comment prior to the evaluation being forwarded to the President or Chancellor. The administrator being evaluated has the right to respond to all evaluation materials.
- 9.5.5** By the first week in January the supervising administrator shall complete the Mid-Year/Term evaluation. The evaluation will be forwarded through his/her supervising administrators, if any, and on to the College President, or if in the District Office to the Chancellor.
- 9.5.6** By no later than January 15th, the Mid-Year/Term evaluation including contract renewal notice shall be submitted to Personnel Services, District Human Resources Office.
- 9.5.7** Nothing in these procedures prevents a supervising administrator from conducting an evaluation at any time.
- 9.5.8** All evaluations must be signed by the administrator being evaluated prior to being placed in the district personnel file. If an administrator refuses to sign an evaluation, the evaluation shall be placed in the file with a record of the refusal.

9.6 ANNUAL EVALUATION PROCESS

- 9.6.1** The administrator annual performance evaluation begins in Year Two by using the Annual Administrator Performance Evaluation Form (Appendix H) and the completed Mid-Year/Term Evaluation. In evaluations period following Year Two, the Peer and Staff Feedback Survey results will be incorporated into the annual evaluation. The primary components are as follows:
 - 1) Goal and Objective Setting
 - 2) Peer & Staff Feedback
 - 3) Assessment of Performance
 - 4) Formal feedback
 - 5) Self-Assessment
- 9.6.2** The administrator being evaluated (Evaluatee) and his/her supervisor (Evaluator) shall complete the annual evaluation by July 31.

9.7 EVALUATOR RESPONSIBILITIES

- 9.7.1** The immediate supervisor will serve as the Evaluator and work with the evaluatee to set annual goals and objectives, conduct a mid-term review, and an Annual

Performance Evaluation for all direct administrator reports according to the established schedule for evaluations.

9.7.2 The Evaluator has the primary responsibility for initiating, scheduling, and completing the performance evaluation conferences according to established guidelines, procedures, and timelines. The evaluator is responsible for the following:

- 1) Ensuring confidentiality throughout the Administrator Performance Evaluation process.
- 2) Adherence to evaluation procedures and timelines.
- 3) Conducting an accurate, objective, and fair appraisal of the Evaluatee's performance during the specified period.
- 4) Facilitating appropriate follow-up, coaching, professional development and other related activities.
- 5) Forwarding completed evaluation materials to the appropriate senior college administrator, College President, Vice Chancellor, or Chancellor for review and signature.

9.8 EVALUATEE RESPONSIBILITIES

9.8.1 The Evaluatee, the administrator being evaluated, is responsible for the following:

- 1) Timely preparation of performance goals and objectives for the new evaluation year.
- 2) Submission of required evaluation materials on or before established deadlines.
- 3) Participating fully in the process.

9.9 CHANCELLOR, VICE CHANCELLOR OR COLLEGE PRESIDENT RESPONSIBILITIES

The Chancellor is accountable for the administration of the Administrator Performance Evaluation Process and follow-up activities in conjunction with the Vice Chancellors and College Presidents.

9.10 OFFICE OF HUMAN RESOURCES RESPONSIBILITIES

The Office of Human Resources is responsible for the following:

- 1) Compiling, maintaining, communicating, and disseminating the Administrator Performance Evaluation List and Schedule for all administrators in the District.
- 2) Facilitating training and development activities relating to the Administrator Performance Evaluation process, as appropriate.

- 3) Ensuring principles of confidentiality in the maintenance of Administrator Performance Evaluation materials according to District policies and procedures.
- 4) Facilitating a collaborative, systematic monitoring and assessment system of the Administrator Performance Evaluation Process, and recommending appropriate revisions, as needed.
- 5) Follow up with administrators who are delinquent in submitting timely completed evaluations.
- 6) Receiving completed evaluations for filing into the Evaluatee's personnel file.

SECTION 10

PERFORMANCE EVALUATION FOR SUPERVISORS AND CONFIDENTIAL EMPLOYEES

10.1 PROBATIONARY PERIOD – SUPERVISORS AND CONFIDENTIAL EMPLOYEES

10.1.1 Supervisors and confidential employees shall work a six-month or 130 days of paid service whichever is longer probationary period, after which they shall achieve permanent status. The probationary period shall commence with the employee's first day of actual work/service with the District.

10.1.2 The period of time by which the six-month or 130 days of paid service whichever is longer probationary period shall exclude:

- Non-work summer months for 10 and 11 month employees; and
- Periods of time in which any MSC employee is on an unpaid leave of absence for more than ten consecutive work days, unless otherwise prohibited by applicable law.

10.2 EVALUATION OF SUPERVISORY EMPLOYEES

10.2.1 Probationary Employees

During the six-month or 130 days of paid service whichever is longer probationary period, Supervisors are evaluated once by the end of five months of employment. Among other criteria, a satisfactory evaluation is necessary to gain regular status in the District. Obtaining a satisfactory evaluation does not guarantee an employee that they will gain regular status. If an unsatisfactory evaluation is recorded during the probation period, a determination will be made by the immediate supervisor on the appraisee's employment status with the District

10.2.1.1 Evaluation Process

10.2.1.1.1 Within the first two weeks of an employee assuming a Supervisor position, the employee meets with their immediate supervisor to discuss evaluation goals and list the following (See Appendix I):

- Performance areas
- Annual goal statement
- List top 3 to 5 job responsibilities of the position
- List 3 to 5 key goals for the first year

10.2.1.1.2 After five months of employment, the immediate supervisor meets with the employee to:

- Discuss and rate the progress toward each of the annual goals
- Assess each of the relevant Performance Success Factors
- Provide a summary of overall Performance Evaluation
- Return signed Evaluation Form to the Office of Human Resources

10.2.1.1.3 After eleven months of employment, the immediate supervisor meets with the employee to:

- Discuss and rate the progress toward each of the annual goals
- Assess each of the relevant Performance Success Factors
- Provide a summary of overall Performance Evaluation
- Return signed Evaluation Form to the Office of Human Resources

10.2.1.2 After the completion of the eleven month employment evaluation, the employee is done with the First Year Evaluation. The immediate supervisor will then discuss and set goals for the Second Year Evaluation at the end of the 11th month evaluation.

10.2.2 Annual Evaluation Process

The supervisory employee's annual performance evaluation begins annually on the effective date of confirming regular employee status. The immediate supervisor discusses and sets goals on an Annual Evaluation Form (See Appendix J) under the Prospective Annual Goal Statement section.

10.2.2.1 Performance Areas: List top 3 to 5 job responsibilities of the position.

10.2.2.2 Prospective Annual Goal Statements/Mid-year review & Feedback: List the goals the employee and his/her supervisor set at the last evaluation.

10.2.2.3 Mid-Year Review: Complete a mid-year review with the his/her supervisor, provide specific feedback for any areas that need attention.

10.2.2.4 Year-End Annual Goal Evaluation: Using the same goals in the Prospective Goal Statement, copy these goals on to the section labeled "Year-End Annual Goal Evaluation".

- Summarize performance in each area by noting accomplishments, any modifications to the goals, and areas for improvement. Assign the rating that best identifies the overall performance.

10.2.2.5 Areas for Improvement: List those areas needing improvement; be specific.

10.2.2.6 Performance Success Factors: Assess each relevant factor, specifying both areas of strength and, if applicable, areas for improvement.

10.2.2.7 Overall Performance Evaluation: Summarize performance for the year by considering what was accomplished and how it was accomplished.

10.2.2.8 Return signed evaluation form to the Office of Human Resources.

10.2.2.9 Individual Improvement Plan: if necessary.

10.2.3 Goal Setting For The Following Year Evaluation

The employee and the immediate supervisor discusses and sets goals on an Annual Evaluation Form (See Appendix J) under the Prospective Annual Goal Statement section.

10.3 EVALUATION OF CONFIDENTIAL EMPLOYEES

10.3.1 The purpose of the Confidential employees' performance evaluation program is to:

- Measure performance in an objective, unbiased manner.
- Develop individual plans for improvement based on agreed-upon goals, strengths and weaknesses.
- Evaluate growth and future career plans.
- Encourage continuing participation in professional development and identify growth opportunities.
- Provide opportunities for formal feedback.

10.3.2 Responsibility

Performance evaluations are conducted by the Confidential employee's immediate supervisor and reviewed by a higher-level designated supervisor (normally the evaluator's supervisor). It is in the best interest of the District, employee's supervisor, and employee to be evaluated annually for the first three years and every other year thereafter, unless there is a basis for the District to continue conducting annual evaluations. Human Resources will coordinate and administer the performance appraisal process.

10.3.3 Probationary Employees

During the six-month or 130 days of paid service whichever is longer probationary period, Confidential employees are evaluated once by the end of the fourth month of employment. Among other criteria, a satisfactory evaluation is necessary to gain regular status in the District. Obtaining a satisfactory evaluation does not guarantee an employee that they will gain regular status. If an unsatisfactory evaluation is recorded during the probation period, a determination will be made by the immediate supervisor on the appraisee's employment status with the District.

10.3.4 Performance Criteria (Appendix K – Confidential Employee Evaluation Form)

The District will establish minimum standards for all employees in the areas of work habits and working relationships. These include, but are not limited to:

- Job Knowledge: Understands and demonstrates the skills and duties required for the job.
- Performance of Responsibilities: Uses time efficiently, organizes work effectively, completes work on schedule.
- Quality of Work: Performs work with accuracy, thoroughness, effectiveness and neatness.
- Judgment: Effectiveness of decisions.
- Adaptability: Demonstrates the ability and willingness to be flexible, adapts to change and learns new tasks.
- Cooperation/Working Relationships: Works effectively with students and associates.
- Communication: Effectively listens and expresses ideas in written and oral form.
- Attendance/Observance of Work Hours: Conforms to agreed upon work schedule.
- Initiative/Creativity: Originates useful ideas, suggestions for improvement, and voluntarily initiates new assignments.
- Overall Performance Rating.

SECTION 11

WORK SCHEDULE

11.1 WORK SCHEDULE

The work schedule for full-time Managers, Supervisors and Confidential employees shall normally be forty hours a week for twelve months.

11.2 HOURS

Managers, Supervisors and Confidential employees shall be exempt from overtime payment for the performance of regular assigned duties.

SECTION 12

BENEFITS

12.1 ELIGIBILITY

The District shall provide all eligible MSC employees and their eligible dependents with benefits as specified in this section and consistent with the requirements with the terms of the applicable plans.

12.1.1 Eligible Members

MSC employees employed at 100% shall receive benefit coverage for employee and eligible dependents. MSC employees employed at least 50% or more but less than 100% shall receive 100% benefit coverage for employee and share the pro-rata cost of the eligible dependents' benefits.

Benefits for eligible MSC employees shall become effective as of the first day of the calendar month following the month in which service to the District first begins.

12.1.2 Benefit Coverage

Medical Benefits

The District shall provide for eligible MSC employees and the employee's eligible dependents one of the following medical benefit programs:

Anthem Blue Cross – SISC 100-B \$10 Anthem Classic PPO per Summary of Benefits description.

Kaiser Health Plan – Kaiser Permanente Traditional Plan \$10 DOV 10 100 DayRX (SISC) per Disclosure Form.

A description of plan benefits for the most current year can be found in Appendix O.

Eligible Dependents-Medical Only

Subject to the terms of the contracts with all providers, eligible dependent is defined as the MSC employee's spouse, registered domestic partner, or child up to the age of 26.

Other Benefits

The District shall provide other benefits as listed for the eligible MSC employee and the employee's dependents.

Eligible Dependents-Other Benefits

Subject to the terms of the contracts with all providers, eligible dependent is defined as the MSC employee's spouse, registered domestic partner, or unmarried child up to age

26 for dental, vision, and EAP coverage, and 21 for life insurance. If certified by the carrier, unmarried disabled children incapable of self-support due to a continuously disabling illness or injury may be continued as the employee's dependent, regardless of age.

A dependent over the age of 19 but under the age of 26 who enters or returns to an eligible status will become eligible for re-enrollment effective the first day of the month after all required documentation is submitted to Human Resources, or the first day of the month following the start of the semester/quarter, whichever is later.

Dental Benefits

The District shall provide a dental care plan for eligible MSC employees and the employee's dependents.

Vision Care Benefits

The District shall provide a vision care plan for eligible MSC employees and the employee's dependents.

Life Insurance

The District shall provide a group term life insurance program for its MSC employees and dependents. The District shall make available a supplemental life insurance plan that may be purchased by MSC employees for themselves and their dependents.

Disability Insurance

The District shall provide a disability plan for eligible MSC employees.

Employee Assistance Plan

The District shall provide an employee assistance plan for eligible MSC employees and the employee's eligible dependents.

Flexible Spending Account

MSC employees may participate in an IRC Section 125 plan.

12.2 MEDICAL BENEFITS

The District shall contribute to the following benefits an amount not to exceed (in annual cost) the current fixed rates as listed in Appendix O.

12.3 EMPLOYEE LIFE INSURANCE

12.3.1 Employee death benefit calculation shall be based on age and salary as follows:

Under 50	150% of salary
Age 50 but less than 55	100% of salary
Age 55 but less than 60	100% of salary

Age 60 but less than 65	50% of salary
Age 65 but less than 70	25% of salary
Benefits terminate at age 70	

12.3.2 Dependent Life Insurance - dependent death benefit as follows:

Over age 6 months	\$1,500.00
Age 0-6 months	\$100.00

12.4 LONG-TERM DISABILITY INSURANCE

The District's benefit is 66.67% of the MSC employee's salary, to a maximum monthly benefit of \$5,000 per month, for a qualifying disability. Such benefit shall begin on the 91st consecutive day of total disability or after the expiration of accumulated paid leave, whichever occurs last.

In the event the disability is a result of work-related injury or illness, entitlement to long-term disability benefits shall be reduced by the amount of Workers' Compensation benefits received. The qualifying long-term disability benefit provided under this section shall be payable in accordance with the effective Group Plan Benefit.

12.5 HEALTH BENEFIT WAIVER

As of July 1, 2018, with the implementation of the District's contract with the Self-Insured Schools of California (SISC), health waivers will no longer be offered to District employees eligible for health & welfare benefits. SISC requires 100% participation of eligible full-time employees.

However, those employees who were participating in the Health Benefit Waiver as of July 1, 2018 were permitted to retain their Health Benefit Waiver benefit in the pro-rated, annual amount of \$3,500 to a tax-sheltered annuity plan such as a District 403b plan or life insurance.

In the event that an eligible member who retained the member's Health Benefit Waiver experiences a loss of their other coverage, the member shall enroll in a SISC approved plan within 30 days to the loss of coverage. In the event that an eligible member experiences any other qualifying event, such as a change in family status, the MSC member may, within 30 days from the qualifying event, enroll in a SISC approved plan. If the MSC member fails to enroll within the specified time period, the MSC member must wait to the next Open Enrollment period. Once an employee cancels their Health Benefit Waiver and enrolls in a District medical plan, they shall not be permitted to re-enroll in a Health Benefit Waiver at a later date.

12.6 WORKERS' COMPENSATION

MSC employees are protected under provisions of the State Workers' Compensation Insurance Law. Injuries must be reported within 24 hours by the MSC employee to the appropriate supervisor. Employees may pre-designate their primary physician to treat a work related injury or illness, provided they have the proper form on file in Human Resources prior to the date of injury/illness.

12.7 BENEFITS DURING UNPAID LEAVES AND UNAUTHORIZED ABSENCES

Benefits paid by the District are in effect only when a MSC employee is in approved District paid status. During unpaid leaves of absence or unauthorized absence, the District shall not contribute toward the cost of any benefit except those required by applicable law.

Except as provided by applicable law, a MSC employee on an authorized unpaid leave of absence may continue coverage by paying monthly or quarterly in advance to the District the full cost of premiums. Payment is due the first of each month. If payment is not received within the thirty-day grace period, coverage will be terminated.

Once terminated for non-payment, re-enrollment is not allowed until the first of the month after the MSC employee returns to work; however, the employee (and dependents if applicable) may be eligible for COBRA continuation coverage.

SECTION 13

RETIREMENT BENEFITS

13.1 MEDICAL BRIDGE PLAN

13.1.1 Benefit

The Medical Bridge Plan will provide the retirees with continued coverage in the Retiree group of the same District medical plan the eligible employee was enrolled in prior to retirement, until the first of the month in which he/she becomes eligible for Medicare or turns 65, whichever comes first.

The Medical Bridge Plan will provide District-paid medical coverage to eligible retirees only until the age of 65. If the legal age of eligibility for receiving Medicare benefits increases beyond age 65, the District will reconsider this section.

13.1.2 Eligibility

The Medical Bridge Plan shall be provided for MSC employees hired after June 30, 1983, who meet the following criteria:

- i. The employee must have been employed full-time in the District for at least fifteen consecutive years immediately preceding retirement from the District;
- ii. The employee must not have had a break in service during the fifteen-year period as noted above. For the purpose of this section, sabbaticals, other approved paid leaves of absence, and paid or unpaid legally protected leaves do not constitute a break in services. Other approved unpaid leaves of absence do constitute a break in service; and
- iii. The employee must have reached the age of 60 prior to the effective date of the employee's retirement.

13.1.3 Upon retirement, the retiree may elect to continue coverage for his/her eligible dependent(s) for the period of time the retiree is enrolled; however, the retiree must pay the full premium for each dependent, quarterly and in advance. Once terminated for non-payment, the dependent(s) will not be reinstated. The District shall not contribute to the cost of any dependent(s) coverage.

13.2 RETIREMENT BENEFITS FOR EMPLOYEES HIRED PRIOR TO JUNE 30, 1983

13.2.1 Eligibility

The District shall provide all eligible MSC employees who retire from the District and CalPERS/CalSTRS, and their spouses of record with medical benefits subject to all the conditions set forth below.

13.2.2 Hiring Date

MSC employees hired prior to June 30, 1983 shall be eligible for these benefits.

13.2.3 Age

A retired MSC employee must be 55 years of age or older as of the effective date of his/her retirement.

13.2.4 Service

A retired MSC employee must have been continuously employed as a paid full-time regular classified or academic MSC employee by the District immediately prior to retirement for ten or more years, including the entire work year immediately preceding the date of retirement. Any authorized but unpaid leaves of absence, other than unpaid legally protected medical and family leaves, do not count toward the service requirement.

13.2.5 Eligible Spouse

The use of “spouse” in this section refers to a person who is legally married to the retiree or the registered domestic partner of the retiree at the time of the retiree’s retirement from the District. Eligibility of the spouse ceases upon divorce or the retiree’s death.

13.2.6 Medical Benefits

The District shall provide each eligible retired MSC employee and his/her spouse with the following medical benefit coverage. The retiree may elect to continue eligible children but must pay 100% of their premium, quarterly and in advance.

13.2.6.1 Age 64 And Under

The retired MSC employee and/or spouse continues coverage in the Retiree group of the same District medical plan the retiree and/or spouse was enrolled in prior to retirement.

13.2.6.2 Age 65 And Over

Medicare eligible: Upon attaining age 65 the retired MSC employee and/or spouse are required to enroll in and maintain Medicare Parts A&B and enroll in the District plan that supplements Medicare. A copy of his/her Medicare card must be submitted to the Benefits Office in Human Resources fifteen days prior to retirement or the retiree or spouse’s 65th birthday, whichever is later. As of the first of the month in which he/she turns 65, the District shall only pay the premium for the District plan

which supplements Medicare. The District shall not pay for any Medicare coverage for the retiree and/or spouse.

13.2.6.3 Age 65

Medicare ineligible/not enrolled: Beginning the first day of the month in which the retiree and/or spouse turn 65, the District will only pay the premium for the District medical plan that supplements Medicare. If the retiree and/or spouse is not eligible for/not enrolled in Medicare, the retiree is responsible for the difference in the premium between the plan that supplements Medicare, and the District plan he/she or his/her spouse is enrolled in. All premiums must be paid in full quarterly and in advance. Once terminated for non-payment, the retiree and/or spouse will not be reinstated.

13.2.7 Surviving Spouse

If the spouse is legally married to the retiree from the time of retirement until the time of death, the surviving spouse may remain as a member of the District medical health plan by reimbursing the District quarterly in advance for the full cost of such benefit. Such benefit ceases upon remarriage.

13.2.8 Employee Assistance Program

Up to six free visits per episode are available to all eligible retirees and their spouses.

13.2.9 Dental and Vision Benefits

Dental and/or vision insurance may be continued for the retiree and eligible dependents (if applicable), only if the retiree elects to continue their coverage at the time of retirement. This coverage cannot be added later. The retiree must pay the full cost of such benefits quarterly and in advance. Once terminated voluntarily or for non-payment, the retiree and/or eligible dependents will not be reinstated.

SECTION 14

LEAVES

14.1 AUTHORIZATION

Leaves of absence shall be granted as authorized by the District.

14.2 CREDIT ON SALARY SCHEDULE

Unless otherwise stipulated in the specific leave policy, time spent on unpaid leave shall not be counted as experience for advancement on the salary schedule.

14.3 SICK LEAVE

14.3.1 A full-time administrator accrues paid sick leave at the rate of one day of leave for each month of service. An administrator employed less than full-time or less than a full month shall accrue sick leave on a prorated basis. In the event the anticipated contract period is not completed, any leave granted in excess of the prorated amount for the actual contract period of employment shall be recovered through an adjustment in the final pay issued.

14.3.2 Sick leave is cumulative from year to year and shall be advanced at the beginning of each fiscal year on the basis of the anticipated contract period. Sick leave may not be advanced or borrowed from the subsequent fiscal year.

14.3.3 Sick leave is available for use in the first month of employment.

14.3.4 At the request of the District, a MSC member who has been on sick leave for five or more consecutive days, or has a pattern of sick leave that suggests abuse of such leave and has been requested by his/her supervisor or the District Human Resources Department to provide a medical statement, must submit a statement from his or her medical provider verifying the need for the absence and the date on which the employee will be or was able to return to work.

14.3.5 The Board may grant additional days of sick leave with full pay beyond those to which MSC member is otherwise entitled in cases of exceptional circumstances and demonstrated need.

14.3.6 Sick leave accumulated in other California school districts will be credited to the MSC member upon request and certification if the application for transfer is made within one year of termination from the former district.

14.3.7 Each MSC employee shall be entitled to use up to seven days of accumulated sick leave on an annual basis for the purpose of death of a member of the MSC

member's immediate family (refer to Section 14.4.5) when additional time is needed beyond the amount of bereavement leave otherwise provided; for an accident involving the person or property of the MSC member or the MSC member's immediate family; or a court or administrative appearance by the MSC member as a litigant, party or witness.

14.3.8 Advance Credit for Sick Leave

14.3.8.1 At the beginning of each fiscal year, regular MSC employees shall be extended sick leave credit up to the number of days they would be allowed, with salary, in one fiscal year. New MSC employees shall be extended sick leave credit from the date of hire up to the number of days they would be allowed by the Education Code, with salary, in one fiscal year.

14.3.8.2 In the event a MSC employee terminates employment with the District after having used more sick leave days than the number which he/she has earned, the unearned portion shall be deducted from the employee's final warrant. If no salary is due the MSC employee who has used more sick leave days than the number earned shall be billed by the District for the amount which the District has overpaid.

14.4 PERSONAL NECESSITY LEAVE

Upon approval, Sick Leave may be used by a MSC employee in case of personal necessity. Personal Necessity Leave shall be limited to circumstances that are serious in nature and that the MSC employee cannot reasonably be expected to disregard, but that necessitate immediate attention, and cannot be taken care of after work hours or on weekends. Emergency circumstances may prevent a MSC employee from requesting approval. In such cases the MSC employee shall telephone the District Human Resources at the earliest reasonable opportunity.

14.4.1 Each MSC employee shall be allowed up to seven days' absence each school year for personal necessity. The seven days Personal Necessity Leave shall be deducted from Sick Leave.

14.4.2 The MSC employee shall submit a completed Leave Request to their immediate supervisor whenever possible within three working days prior to taking the leave.

14.4.3 The MSC employee may not be required to secure advance permission for Personal Necessity Leave for any of the following reasons:

- i. Death or serious illness of a member of the employee's immediate family,
or
- ii. Accident involving the person or property of the employee or an employee's immediate family.

However, the MSC employee must submit a completed Personal Necessity Leave Request form to their immediate supervisor within three working days after return to duty.

14.4.4 Personal Necessity Leave shall not be allowed for any day preceding or following a holiday or vacation. Personal Necessity Leave days shall not be cumulative from year to year.

14.4.5 Members of the immediate family shall mean the MSC employee's spouse or registered domestic partner, and the son or daughter, brother or sister, parent, grandparent, grandchild, step-parent or step-child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law of the MSC employee or the MSC employee's spouse or registered domestic partner, or any relative living in the immediate household of the MSC employee.

14.5 LEAVE FOR NEW PARENTS

MSC employees who are new parents ("New Parents") may be eligible to use sick leave to care for their children. New Parents Leave is available only in certain situations, as described below.

14.5.1 New Parents shall be allowed up to 30 days of absence each academic year, which includes any Personal Necessity Leave, if any, to care for a new child. The 30 days of New Parents Leave shall be deducted from Sick Leave.

14.5.2 New Parents may use leave under this provision only under the following two circumstances:

- i. Biological parent may use leave to care for a child within the first years of the infant's birth.
- ii. An adoptive parent may use leave to care for a child within the first year of legally adopting the child.

14.5.3 To the extent an employee is eligible for leave pursuant to Section 14.7 – Family Medical Leave Act 1993, the entitlement and use of New Parents Leave shall be satisfied by and run concurrently with leave taken pursuant to Section 14.7 and the California Family Rights Act.

14.6 INDUSTRIAL ACCIDENT AND ILLNESS

Industrial Accident and Illness is defined as illness or injury which is supported by a doctor's certificate and which qualifies under Workers' Compensation Insurance as being work-related. In accordance with State Law the District shall carry Workers' Compensation Insurance. All injuries, no matter how trivial, must be reported immediately

to the MSC employee's supervisor and a report of injury filed by the supervisor with the Human Resources Office.

14.6.1 Classified managers and supervisors and confidential employees are required to complete one year of service with the District in order to be eligible for Industrial Accident and Illness Leave because of occupational injury or illness. This service requirement does not apply to academic employees.

14.6.2 The total number of days for one injury or illness shall not exceed sixty working days. Such leave is not cumulative from year to year. Industrial Accident and Illness Leave shall commence on the first day of absence.

14.6.3 Industrial Accident and Illness Leave shall be reduced by one day for each day of authorized absence regardless of whether a claim has been settled under Workers' Compensation.

If an absence overlaps into a new fiscal year, the MSC employee will have available to carry over into the next fiscal year only the number of days not used the prior year for the same illness or injury.

14.6.4 The Industrial Accident and Illness Leave of Absence is to be used in lieu of sick leave entitlement acquired under the Education Code. When entitlement to Industrial Accident and Illness Leave has been exhausted, entitlement to other paid Leave shall then be used; but if a MSC employee is receiving Temporary Disability Benefits, he/she shall be entitled to use only so much of his/her accumulated or available Sick Leave,

Vacation or other available paid leave which, when added to the temporary disability benefits, provides for a full day's wage or salary. Once an employee exhausts all available paid, state and federally protected leaves but remains temporarily disabled, the employee will be placed on a leave without pay and their temporary disability benefits will be paid directly to them by the District's Third Party Administrator for workers' compensation.

14.6.5 MSC employee benefits are to be computed on the basis of the MSC employee's regular wage or salary while in a paid status, prior to the deduction of any amounts for temporary disability payments.

14.6.6 Any MSC employee receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California, unless the Governing Board, by express written permission, authorized travel outside the State.

14.7 FAMILY MEDICAL LEAVE ACT - 1993

In compliance with the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), eligible District MSC employees may take unpaid leave of up to 12 weeks

for qualified medical and family reasons. The purpose of the FMLA and CFRA are to provide MSC employees reasonable leave to care for an eligible family member, or the MSC employee himself or herself, in the event of a serious medical condition, or to enable the MSC employee to care for a child within one year of the child's adoption or receipt into foster care, or to provide employees military emergency or caregiver leave. While on FMLA leave, MSC employees are entitled to District paid benefits in the same manner as prior to the leave.

FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to twenty-six weeks of FMLA leave in a single twelve-month period to care for a covered veteran or service member with a serious injury or illness sustained during active duty.

Leave under the FMLA and CFRA (collectively "FMLA Leave") is not an additional leave. This means that the leave is granted only to ensure a total of 12 weeks of leave with benefits. For example, if a MSC employee has taken personal necessity leave of one week, FMLA Leave will be for 11 weeks, making a total of 12 weeks of leave.

Leave under CFRA runs concurrently with FMLA leaves as applicable.

14.7.1 Eligibility

To be eligible for FMLA Leave, MSC employees must have: (1) been employed for a total of at least 12 months; (2) worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) worked at a location where at least 50 employees are employed by the District within 75 miles, as of the date the leave is requested.

14.7.2 Qualifying Events for Purposes of FMLA Leave

- 1) The birth or adoption of a child, or the receipt of a child into foster care, within one year of such birth or placement, or
- 2) The MSC employee's own serious health condition that makes it impossible to perform essential job functions, or
- 3) A serious health condition of a MSC employee's child, spouse, parent or member of the immediate household, which requires the MSC employee to care for the family member, or
- 4) A "qualifying exigency," as defined in the FMLA, arising from a spouse's, child's or parent's covered active duty as a member of the military reserves, National Guard or Armed Forces, or
- 5) To care for a spouse, child, parent or next of kin who is a covered service member.

14.7.2.1 Eligible Child

- 1) A biological, adopted or foster child or a stepchild under the age of 18, or
- 2) A disabled child of any age, or
- 3) A child under 18 who is treated as the MSC employee's child or for whom the MSC employee has been "in loco parentis," or
- 4) For purposes of military emergency and caregiver leave, a biological, adopted or foster child, stepchild, legal ward or a child for whom the person stood in loco parentis, and who is of any age.

14.7.3 Application for FMLA Leave

A request for FMLA Leave must be made in writing by completing the FMLA Leave application form. The application must be submitted to the MSC employee's administrator and then forwarded to the Office of Human Resources at least thirty days before the requested start of the leave unless the reason for the leave were not foreseeable, in which case the request must be made immediately. The completed application must state the reason for the leave and the beginning and ending dates of the leave.

14.7.4 Conditions of FMLA Leave

- 14.7.4.1** A MSC employee who requests FMLA Leave for his or her own serious health condition is required to use all available paid time: accrued sick leave, vacation and differential pay of up to five months' total leave. A MSC employee who requests FMLA Leave to care for his or her spouse, child, parent or member of the immediate household with a serious medical condition or for the birth or adoption of a child may choose to use sick leave to cover the requested leave period. However, he or she must first use vacation, then personal necessity followed by sick leave. The MSC employee may also choose to use vacation time before using unpaid leave. At the exhaustion of all above paid leaves, the remainder of the leave (up to a maximum of twelve weeks) will be unpaid.
- 14.7.4.2** District paid benefits will continue during the period of FMLA Leave. If the MSC employee does not return from leave and employment is terminated, District paid benefits shall terminate at the end of the month in which they were last in paid status.
- 14.7.4.3** Only one FMLA Leave may be taken in each twelve-month period. This twelve-month period is a forward rolling leave calculated from the date on which the last FMLA Leave started, or in the case of the first leave, the first date on which the MSC employee becomes eligible and has a qualifying reason.

- 14.7.4.4** The District may require the MSC employee to obtain a second medical opinion at District expense. If the two medical opinions conflict; the opinion of a third medical provider, approved jointly by the MSC employee and the District, may be required at District expense, and the third opinion will be final and binding.
- 14.7.4.5** FMLA Leave taken because of the serious health condition of a MSC employee, spouse, child, parent or member of the immediate household may be taken intermittently or on a reduced schedule when medically necessary. Leave may be counted in full or partial days or full or partial weeks. Leave taken because of the birth or placement of a child may not be taken intermittently or on a reduced schedule leave unless expressly approved by the Office of Human Resources.
- 14.7.4.6** While in unpaid status under FMLA Leave, a MSC employee will not accrue additional benefits such as sick leave, vacation, or seniority. However, FMLA Leave is counted as active work status for the purposes of pension vesting or eligibility in pension plans.
- 14.7.4.7** If both spouses (or registered domestic partners) work for the District and are eligible for FMLA Leave, their leave is limited to a total of twelve weeks between the two of them for the birth, adoption, or foster care placement of a child or to care for the employee's parent with a serious health condition.

14.7.5 Medical Certification Statement

When a MSC employee requests leave based on the serious health condition of the employee or the employee's spouse, domestic partner, child, parent or member of the immediate household, the employee must provide a Medical Certification Statement completed by a health care provider within 15 calendar days of making the request. The certification must state the date of which the health condition commenced, the probable duration of the condition, and the appropriate medical facts allowed by the law regarding the condition. If leave is for the care of a family member, it should also estimate the amount of time that the MSC employee will be needed to care for the patient. If leave is for the MSC employee's own health condition, the certification should also state that the MSC employee is unable to perform the functions of his or her own position. If additional leave is requested beyond the period stated in the certification, the District may require re-certification in accordance with these procedures.

14.7.6 Return From Leave

The MSC employee is expected to return to work on the date stated in the application for leave. If the MSC employee wishes to return earlier, both the MSC

employee's administrator and the Office of Human Resources should be notified at least five days before the MSC employee's planned return. Failure to return from leave without notification may constitute an abandonment of the MSC employee's position. The District will require a certification that the MSC employee is physically able to return from leave due to the MSC employee's own serious health condition. However, if a MSC employee returning from FMLA Leave due to his or her own serious medical condition is unable to perform the essential functions of his or her job because of a physical or mental condition, the District's obligations to that MSC employee may be governed by the Americans with Disabilities Act.

14.7.7 Reinstatement Rights

A MSC employee on FMLA Leave is entitled to be returned to the same position held prior to the leave, if still available, or to a position with equivalent pay, benefits, if applicable, and other terms and conditions of employment, subject to provisions of the Contract. A MSC employee on FMLA Leave will not suffer the loss of any other employment benefits that the MSC employee earned or was entitled to before using the leave.

14.7.8 Coordination with Pregnancy Disability Leave

FMLA Leave is separate and distinct from disability leave for pregnant MSC employees. Pregnant MSC employees may be entitled to a disability leave in addition to FMLA Leave. An eligible MSC employee may be entitled to take a pregnancy disability leave of up to four months and FMLA Leave of up to twelve weeks for a combination of approximately seven months.

14.8 BEREAVEMENT

Each MSC employee shall be granted necessary time off, with pay, not to exceed three days, five days if out-of-state travel is required, or seven days if out-of-country travel is required, in the event of the death of any member of the MSC employee's immediate family as defined in Section 14.4.5. Said leave shall not be deducted from accumulated sick leave. Such Bereavement Leave days shall be taken within thirty days of the death of the qualifying family member.

14.9 MILITARY LEAVE

Military leave of absence shall be granted as provided for in accordance with the appropriate provisions of the Military and Veteran's Code. Such leave must be verified by a copy of the military orders requiring military duty.

Additionally, a permanent MSC employee who has been employed continuously for not less than one year immediately prior to the day on which the absence begins and for half-time or more shall be entitled to full pay for the first thirty calendar days of absence for

active duty in any one fiscal year. Pay may not exceed thirty days in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military duty.

14.10 JURY DUTY

Jury Duty shall be considered the equivalent hour-for-hour of a day of assigned work. If the employee is dismissed from jury service, the expectation is for the employee to return to work. A MSC employee shall receive full pay when serving as a member on a jury in a case before a court of law, provided he/she signs over and remits all compensation received for such jury duty, exclusive of mileage, to the District. The employee may be requested to provide written verification from the court clerk of having served. The MSC employee called for jury duty shall immediately report such jury duty notice to the administrator.

14.11 QUARANTINE

A MSC employee whose place of residence is quarantined by county health officers shall receive full salary during the period of enforced quarantine. If the MSC employee is not ill, no deduction shall be made from his/her accumulated days of paid illness absence. A statement from a qualified physician and/or public health authorities relative to the quarantine restrictions shall be required in all cases.

14.12 CATASTROPHIC ILLNESS LEAVE (CIL)

14.12.1 Definitions

Catastrophic illness or injury means an illness or injury that is expected to incapacitate a MSC employee for an extended period of time, or that incapacitates a member of the employee's immediate family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because the MSC employee has exhausted all of his or her sick leave and other paid time off.

Immediate family member(s) for the purpose of this policy is defined to include only the following: parents, spouse, registered domestic partner, children and legal dependents.

14.12.2 Basic Provisions

The following provisions apply to the catastrophic illness leave (CIL) bank available to MSC employees:

Any MSC employee with a balance of eligible sick leave credits of twenty-five days or more after such donation may donate days to the bank, up to, but not more than fifteen days per year. However, MSC employees leaving the employment of

SJECCD may donate up to the balance of their sick leave into the Catastrophic Illness Leave Bank.

Any MSC employee may receive CIL leave credits from the bank when approved in accordance with the required provisions.

There will be no attempt to evaluate a day donated or received on the basis of the pay rate of the donor or the recipient.

14.12.3 Procedure

The applicant or his/her designated agent for CIL must submit an Application for Catastrophic Illness Leave - MSC form (Appendix L) to the Benefits Analyst in Human Resources. All requests must be accompanied by a health care provider's statement verifying the catastrophic illness or injury (as defined above) of the MSC employee or his/her immediate family member.

The Benefits Analyst will provide the Vice Chancellor of Human Resources and the Chancellor relevant information and documentation for approval of catastrophic illness leave.

The District will attempt to protect the privacy of the applicant.

14.12.4 Establishing the Bank and Collecting Deposits

MSCC Executive Committee leadership will send out an annual call in the month of September for MSCC members to donate towards MSC Catastrophic Leave. In the email call out, the Donation Form for Catastrophic Illness Leave – MSC (Appendix M) will be attached.

14.12.5 Eligibility Requirements

MSCC members requesting to utilize the Catastrophic Leave Bank must utilize their existing and accrued vacation, administrative leave and/or sick leave prior to the usage of the Catastrophic Leave Bank.

If an applicant is eligible for differential pay, the leave drawn from the bank will be prorated to bring the MSC employee up to, but not over, his/her base salary.

14.12.6 Length of Leave

The maximum length of CIL is a total of 90 workdays including those which use substitute differential sick leave (See Section 14.18). In extreme cases where additional leave is needed the MSC employee may make a request for additional days to the Vice Chancellor of Human Resources.

14.12.7 Donation Process

A written Donation of Sick Leave form must be submitted and signed by the donor.

Donation forms shall be submitted to the Human Resources Office.

Donated leave becomes the property of the bank until authorized for allocation by the Vice Chancellor of Human Resources, and under no circumstances will donated leave be returned to the donor (except as a recipient of CIL). Donations are completely voluntary.

14.12.8 Termination of Catastrophic Leave

CIL terminates and any remaining donated sick leave and is returned to the bank:

- i. When the recipient terminates employment with the District, or
- ii. When the need no longer exists based on physician's recommendation, or
- iii. When the bank runs out of donated sick days.

14.13 PARENTAL LEAVE

14.13.1 A MSC employee may be granted a maximum of one year of unpaid leave of absence to care for a newborn or recently adopted child. The request for parental leave must be made in writing. The Office of Human Resources will forward the request to the Chancellor for action by the Board of Trustees. Leave to care for a newborn or recently adopted child runs concurrently with leave granted under the Family and Medical Leave Act and California Family Rights Act.

14.13.2 A MSC employee on parental leave must notify Human Resources within seven months after the start of the leave whether he/she intends to return to the employment of the District. The District shall attempt – but makes no guarantee – to place the MSC employee in the same assignment on the same campus as that which was held when the leave began. Unpaid parental leave is not counted in the calculation of salary increments and other service related benefits.

14.14 UNPAID LEAVE OF ABSENCES

14.14.1 Conditional of Leaves of Absences

Leaves of absence may be granted by the Governing Board subject to the following conditions:

- i. All requests for leaves of absence shall be made to the designated supervisor. All leaves of absence require the approval of the District.

- ii. Supporting evidence or proof of the necessity for the leave, if required, shall be submitted with the letter of request for leave.

Upon the expiration of a leave of absence, the MSC employee will be placed in an existing position in the same job classification in which he/she previously worked.

14.14.2 Return from Leaves

A MSC employee on Leave as set forth in this section shall notify the District Human Resources no less than fifteen days prior to the expiration date of the leave of his/her intent to return to employment in the District. Failure to so notify the District in accordance with this procedure shall constitute and be considered an abandonment of the position.

14.15 LEAVE OF ABSENCE REPORT

A leave of absence report shall be submitted by the last working day of the month. This report shall be signed by the MSC employee and his/her supervisor.

The District may require a physician's certificate verifying any illness or medical or dental appointments claimed by a MSC employee.

14.16 USE OF VACATION FOR SICK LEAVE

Whenever a MSC employee has used all illness absence credit to which he/ she is entitled, the additional absence shall be charged against earned vacation, if any. When both allowable sick leave and vacation time have been exhausted, the differential sick leave provisions will apply.

14.17 UNPAID LEAVE PROVISIONS

A MSC employee who is on an unpaid leave of absence shall retain all sick leave credit earned prior to the leave of absence, but shall earn no credit for sick leave during the leave.

14.18 DIFFERENTIAL SICK LEAVE

MSC employees who are absent from their duties on account of illness or accident for a period of a hundred work days or less, whether or not the absence arose out of or in the course of employment, shall be provided differential sick leave subject to the following conditions:

14.18.1 For Educational Administrators the differential benefit period of 100 working days shall begin upon the expiration of all accumulated paid leave.

14.18.2 For Classified Managers, Supervisors or Confidential employees the differential

period begins on the first day of accident or illness, but the payment shall begin upon expiration of all accumulated paid leave.

14.18.3 The amount deducted from the salary due the Manager, Classified Supervisor or Confidential employee shall not exceed the salary actually paid a substitute.

14.18.4 Managers, Supervisors and Confidential employees shall be provided continued District-paid health benefits while on approved differential leave.

14.18.5 No differential payments will be made during any period of the fiscal year during which the Manager, Supervisor or Confidential employee would not normally be employed.

14.18.6 Differential payments will terminate when income protection benefits begin under the District's income protection plan.

14.18.7 For Classified Managers, Supervisors or Confidential employees the five-month differential is cumulative and does not begin anew when broken by active service within the fiscal year. The five-month differential does not begin anew for the same accident or illness if an absence bridges two fiscal years.

SECTION 15

PROFESSIONAL DEVELOPMENT LEAVE

15.1 PURPOSE

Professional Development Leave (PDL) may be granted to full-time MSC employees for the purpose of carrying out an approved program which will benefit the District and colleges. It is understood that professional development leave is not granted as a reward for work already performed, but rather it is a means of preparing for continued and enhanced service to the District in the future.

Professional Development Leave (PDL) shall have significant relevance to the employee's specific assignment and be focused toward professional growth.

15.2 STATUTORY REQUIREMENTS

All provisions pertaining to professional development leaves shall conform to statutory requirements.

15.3 ELIGIBILITY

MSC employees who have rendered at least six consecutive years of full-time service in paid status to the District shall be eligible for PDL. Other leaves of absence granted by the District shall not be deemed a break in the continuity of service. The period(s) of such absence, however, shall not be included as service in computing the six consecutive years of service required by this section.

The number of MSC employees on professional development leave during any academic year shall be determined by the Governing Board and shall be based upon funding availability.

15.4 APPLICATION AND APPROVAL PROCESS

15.4.1 Application

Applications for Professional Development Leave (See Appendix N) must be submitted to the Office of Human Resources by January 15 of the year preceding the fiscal year for which the leave is to become effective. A detailed plan for the leave period shall be submitted to the appropriate supervising administrator to allow for sufficient time for written comments and the review of Vice President/Vice Chancellor and President/Chancellor.

If the leave application is denied, the MSC member may appeal. An appeal panel shall be constituted with three (3) members designated by the MSCC Executive Committee and the Vice Chancellor, Human Resources plus one additional

executive administrator. The appeal must be in writing and submitted to the Office of Human Resources within fifteen (15) working days of the denial. The panel shall review the leave application, the reasons for denial, and the appeal. The panel will convene within thirty (30) days to conduct its review and make the final determination.

15.4.2 Approval

Board action on applications shall normally be taken by the second regular Board meeting in January. In the event that an approved leave cannot be taken by the recipient, alternate approved applications may be granted up to June 1 of the year preceding the fiscal year in which the leave is to be taken.

15.5 SCHEDULE OF LEAVE

Professional development leaves may be for six months to one year. A leave for one year may begin in the fall semester and continue through the spring semester, or the leave may begin in the spring semester and continue through the fall semester.

15.6 COMPENSATION

Professional development leaves granted for six months to one year shall be paid at a rate equal to 70% of the regular annual salary. Leaves, less than one year, shall be paid at a rate equal to 90% of the regular salary while on leave. While on leave, the salary the recipient of the leave would have received if he/she had remained in regular service shall be the basis for computing his/her compensation. The salary for the leave recipient shall be paid in the same manner as that paid during regular service.

15.7 CREDIT FOR BENEFITS AND LONGEVITY

Time spent on professional development leave shall be credited for salary increments and for District benefits, including longevity requirements.

15.8 SERVICE OBLIGATION

Recipients of professional development leaves shall contract to serve the District after completion of the leave for a period twice as long as the leave. If the recipient does not serve this full period, the amount of salary paid to the leave recipient during the leave and for the leave must be repaid to the District. The District reserves the right to waive this service obligation requirement for reasons the Governing Board determines to be beneficial to the District.

15.9 ILLNESS, INJURY OR DEATH

In the event of injury to, or illness of the leave recipient during the professional development leave, which prevents completion of the purpose of the leave, the leave will

be terminated and provisions for sick leave shall apply. If death prevents the recipient from fulfilling his/her agreement to return to service in the District, no repayment of salary shall be required. If upon return to service and prior to completion of the obligatory years of service referenced in Section 15.8, should there be an illness or injury qualifying the leave recipient for disability retirement, such illness or injury shall exempt the recipient from further obligations relative to that leave.

15.10 REINSTATEMENT

Upon return to service after a professional development leave, the leave recipient shall be reinstated in the position held at the time the leave was granted.

15.11 INTERIM REPORT

The District shall require an interim report, in writing, at the midpoint of each semester describing the leave recipient's progress in fulfilling the obligations of the leave. Any changes in the activities planned and approved in the leave must be submitted to the Professional Development Committee for approval prior to implementation. Failure to submit the interim report to the Professional Development Committee may result in the rescission of approval of the professional development leave and cessation of salary payments.

15.12 EVIDENCE OF COMPLETION

Upon returning from professional development leave, the leave recipient shall be required to submit a written report that includes evidence of completion as articulated in the application to the appropriate President or Chancellor with a copy to the Office of Human Resources by the end of the first returning semester.

The report shall describe in detail the learning activities which took place during the leave and concomitant benefits accrued to the leave recipient and to the District. Academic course work taken as part of the leave shall be described in the report and verified by official transcript sent directly to the District Human Resources Office by the granting institution.

Human Resources shall review the written report to assure that the requirements of the leave have been met. The President/Chancellor in consultation with Human Resources shall forward a recommendation to the Chancellor/Board for acceptance or rejection of the report.

If the report is rejected the reasons shall be provided in writing, together with specific recommendations for satisfactory completion of the leave obligation. If the report is rejected, the recipient in no more than 30 days shall submit a revised report to the appropriate President or Chancellor.

The Chancellor shall have final review of all recommendations. If in the opinion of the Chancellor the leave recipient has not satisfactorily completed his/her obligations and activities as stated in the approved leave plan, the Chancellor, upon approval by the Governing Board, shall pursue available legal means to recover the money paid to the leave recipient while on leave, including the recovery of legal fees and costs.

SECTION 16

EDUCATIONAL IMPROVEMENT, GOVERNMENT SERVICE, EXCHANGE PROGRAMS & PROFESSIONAL ORGANIZATIONS

16.1 AUTHORIZATION

Leaves for educational improvement, government service, exchange programs, or health reasons may be granted by official action of the Governing Board on the recommendation of the Chancellor/President.

16.2 COMPENSATION - DURATION

Such leaves of absence shall normally be granted without pay and shall normally last no more than one year. An extension of the leave may be granted where completion of the program requires longer than one year and where advantage will accrue to the District.

16.3 CREDIT ON SALARY SCHEDULE

Leaves for educational improvement, foreign service, and exchange programs shall be counted for advancement on the salary schedule as if there had been no interruption of service. Leaves for health purposes shall not count for such advancement.

16.4 NOTIFICATION OF INTENT TO RETURN

In leaves covered in this section, the employee must sign an agreement that the Chancellor/President shall be notified in writing not less than sixty days before the end of the authorized leave of his/her intention to return. If the Chancellor/President is not notified as herein provided, the position will be considered to be vacant. At least twenty calendar days before the notice is due, the Chancellor/President shall remind the employee of this obligation by certified letter to his/her last known address.

16.5 PROFESSIONAL ORGANIZATIONS

The District supports the rights of individuals and groups to join and participate in the activities of professional education organizations.

SECTION 17

VACATION

17.1 VACATION DAYS

MSC employees shall earn 14.67 hours of vacation for each month of full-time employment. Earned vacation days will not be vested until completion of the initial six months of employment in paid status.

17.1.1 MSC employees shall make reasonable effort to consume all earned vacation during the appropriate fiscal year. No more than forty-two (42) vacation days or 336 hours may be accumulated.

17.1.2 Remuneration shall not normally be paid for earned and unused vacation, except upon separation from employment. MSC employees are entitled to lump-sum compensation for all earned and authorized accrued vacation, provided that the MSC employee has completed six months of employment in regular status.

17.1.3 At the option of the District, an MSC employee who has not been permitted to take a vacation as a result of action by the District shall accumulate the amount not taken for use in the next year or shall receive cash reimbursement for said amount.

17.2 ADMINISTRATIVE LEAVE

In addition to holidays and vacation, MSC employees shall receive paid leave for six working days or 48 hours per fiscal year, which shall not be cumulative from year-to-year. MSC employees employed for less than twelve months, 40 hours per week, shall receive a pro rata proportion of these leave days.

SECTION 18

HOLIDAYS

18.1 DESIGNATED HOLIDAYS

MSC members shall be entitled to nineteen (19) paid holidays. For each calendar year, the following are the designated holidays and any day declared a holiday by the Governor under the Education Code:

- January 1st, known as New Year's Day
- Martin Luther King Jr. Day
- Second Friday in February Lincoln's Day
- Third Monday in February, known as Washington's Day
- Thursday of Spring Break known as Native American Day
- Friday of Spring Break in April, known as Cesar Chavez Day
- Last Monday in May, known as Memorial Day
- June 19, known as Juneteenth
- July 4th, known as Independence Day
- First Monday in September, known as Labor Day
- September 9th, or another day, known as Admissions Day as a floating holiday
- November 11th or another day, known as Veteran's Day
- The last Thursday in November this is proclaimed as Thanksgiving Day
- Friday following Thanksgiving Day
- December 24th
- December 25th
- December 31th
- A Floating Holiday annually set
- A Board-granted holiday during Christmas-New Year's break

When a holiday falls on a Sunday, the following Monday shall normally be deemed to be the holiday in lieu of the day observed. When a holiday falls on a Saturday, the preceding Friday shall normally be deemed to be the holiday.

SECTION 19

DISCIPLINARY ACTIONS

19.1 DEFINITION OF DISCIPLINE

Discipline may be imposed on permanent MSC employees only for just cause. Disciplinary action primarily relies on actions that are progressive which includes employee conferencing/oral warnings, written warnings, written reprimands, suspensions, involuntary demotions and dismissals. When the incident giving rise to discipline is significant in nature, the resulting disciplinary action may warrant combining or skipping steps in the process. The provisions of this Article apply to permanent, non-probationary workers only.

19.2 CAUSES FOR DISCIPLINE

The continued employment of any permanent MSC employee is contingent upon proper performance of assigned duties, proper conduct, and personal fitness. Causes for discipline shall include, but not be confined to one or more of the following, which shall be grounds for suspension, demotion or dismissal of any permanent MSC employee:

- 19.2.1** Abandonment of position. A position shall be deemed abandoned if a MSC employee fails to report for work without notifying the supervisor for three (3) consecutive days.
- 19.2.2** Abuse or misuse of sick leave or any other authorized leave privileges.
- 19.2.3** Carelessness, willful misconduct, or negligence in the performance of duty, including sleeping while on duty.
- 19.2.4** Conviction of a serious crime by a court of law. A serious crime includes the conviction of a felony, any crime involving moral turpitude, or any crime bringing discredit upon the District. A plea or verdict of guilty or a conviction following a plea of nolo contendere to a charge or a serious crime shall be deemed to be a conviction within the meaning of this section.
- 19.2.5** Displaying discourteous, offensive, or abusive conduct or language toward supervisors, other MSC employees, students, or the public while in the performance of District employment.
- 19.2.6** Dishonest acts including theft of District property.
- 19.2.7** Engaging in political activities during regular assigned hours of employment.
- 19.2.8** Failure or refusal to perform the normal and reasonable duties of the position.

- 19.2.9** Failure to disclose or falsifying information supplied to the District including, but not limited to, information supplied on application forms, employment records, or any other District records.
- 19.2.10** Failure to meet job qualifications including, but not limited to, failure to possess or keep in effect any required licenses, certificate or other similar requirement specified in the law or the MSC employee's job description or otherwise necessary for the MSC employee to perform the duties of the position.
- 19.2.11** For MSC employees who drive a vehicle in the regular course of their employment: Failure to satisfy the insurability requirements of the District's insurance carrier under the District's regular insurance policies. The District's ability to obtain insurance for the MSC employee under a high risk or any policy other than the regular insurance policies does not mitigate this failure.
- 19.2.12** Incompetence or inefficiency in the performance of duties.
- 19.2.13** Insubordination (including, but not limited to, refusal to do assigned work).
- 19.2.14** Offering of anything of value or any service in exchange for special treatment in connection with employment, or accepting anything of value or any service in exchange for granting any special treatment to another MSC employee or to any member of the District staff or the public.
- 19.2.15** Persistent violation and/or refusal to obey District safety rules and regulations.
- 19.2.16** Possession or consumption of alcoholic beverages or illegal drugs on District premises or reporting for service while under the influence of alcoholic beverages, illegal drugs or controlled substances.
- 19.2.17** Repeated and unexcused absence or tardiness.
- 19.2.18** Using the credit, time, facilities, equipment or supplies of the District for the MSC employee's private gain or advantage or the private gain or advantage of another.
- 19.2.19** Violation of any rule or regulation of the District or provisions of the Education Code or the laws of the State of California in relationship to District employment.
- 19.2.20** Willful damage to public property, waste of public supplies or equipment, or carelessness with District property or funds including misuse of the District computer system.

19.3 PROGRESSIVE DISCIPLINE

Progressive discipline upholds the value of the MSC employee. By understanding the importance of appropriate feedback and specific information from the supervisor, a MSC employee has the opportunity to correct deficiencies.

When the MSC employee fails to self-correct, the discipline regarding poor performance/unacceptable conduct may become more severe. At each step, the cause(s) for discipline and the specific acts of inadequate performance/misconduct giving rise to the discipline shall be clearly identified. Whenever, a MSC employee meets with a supervisor or manager to discuss performance/conduct issues that may lead to discipline the MSC employee has the right to be represented.

Progressive discipline shall generally include these steps:

- 19.3.1 Oral Warning/Conference.** An informal meeting with MSC employee and supervisor to discuss performance/conduct concerns and identify the appropriate actions for improvement. This is the lowest level of discipline. A supervisor shall follow-up with a memo that clearly states the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and the expectations for improvement. This memo is not placed in the personnel file.
- 19.3.2 Written Warning.** A document issued to the MSC employee that identifies the cause for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, the expected remedies and a reasonable and specific time frame by which improvement is expected. This is the next level of discipline. The written warning is a form of communication between the supervisor and the MSC employee. This warning is not placed in the personnel file.
- 19.3.3 Written Reprimand.** A written document is prepared that identifies the reasons for the reprimand that shall include the causes for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and the previous disciplinary notifications to the MSC employee. The written reprimand shall be presented to the MSC employee, if requested, in a meeting with the supervisor at minimum. A copy of the reprimand shall be placed in the MSC employee's personnel file. The supervisor shall give the MSC employee in writing the expectations for improvement, and a reasonable and specific period of time to permit the MSC employee time to correct the deficiency without incurring further disciplinary action. The MSC employee shall receive notification from Human Resources that he/she has ten days to attach a statement/response to the reprimand.
- 19.3.4 Suspension.** This action identifies a specific number of days and a certain time period for an employee to be relieved of his/her duties without pay. The

employee shall receive a written notice of charges executed by the Chancellor or designee. Upon return from a suspension, the MSC employee shall meet with his/her supervisor. The MSC employee may request representation at this meeting. The supervisor shall reiterate the reason for the suspension and the behavior or corrective action needed to prevent further disciplinary action.

19.3.5 Involuntary Demotion. Placement of a MSC employee into a lower classification, may be an option if appropriate.

19.3.6 Termination. Employment with the District ceases and MSC employee is dismissed.

19.4 DISCIPLINARY PROCEEDINGS

19.4.1 Notice:

19.4.1.1 A recommended disciplinary action shall be initiated and shall be effective for all purposes, except as hereinafter described, when a written notice of said action, executed by the Chancellor or designee, is served upon the permanent MSC employee to be disciplined.

19.4.1.2 Such written notice shall contain the following:

- (a) The specific charges against said MSC employee in terms of the acts of misconduct with which he/she is charged and the relation thereof to the specific causes for disciplinary action listed above.
- (b) A statement of a said MSC employee's right to appeal for a hearing on such charges and enclosed form to be used to request such a hearing.
- (c) The time within which such hearing shall be requested.
- (d) If the recommended disciplinary action is termination or a suspension of more than five (5) days, a statement that the MSC employee may request a *Skelly* conference or may submit a written response prior to any disciplinary action being taken.

19.4.2 The discipline recommended by the notice shall commence on the work day immediately following the day of service of said notice unless the District is required to offer the MSC employee the opportunity for a pre-disciplinary conference pursuant to *Skelly vs. State Personnel Board*.

19.4.2.1 A suspension of five (5) days or less does not require the District to offer the opportunity for a *Skelly* conference; however, the immediate supervisor shall meet with the MSC employee and the MSCC representative to explain the reason for the suspension.

19.4.2.2 If the recommended disciplinary action is termination or a suspension of more than five (5) days, the MSC employee may request a *Skelly* conference or may submit a written response prior to any disciplinary action being taken.

19.4.2.3 If, after receiving and evaluating the MSC employee's response, the *Skelly* Officer believes modifications to the notice are necessary; he or she shall make any recommendations to the Chancellor that are appropriate. Unless the *Skelly* Officer informs the MSC employee to the contrary, however, the discipline shall become effective on the date specified in the notice.

19.5 HEARING

A MSC employee served with a notice of disciplinary action as described above shall be entitled to appeal said action to the Governing Board of the District.

19.5.1 Request for Hearing

19.5.1.1 The request for hearing must be filed on the form provided within five (5) working days of the service of the notice of disciplinary action. Such service is deemed completed at the time of deposit in the U.S. Mail. Should said fifth (5th) day fall on a day on which the offices of the District are not open for business, the time within which said notice of appeal may be filed shall be extended until 5:00 p.m. of the next following day when the offices of the District are open for business.

19.5.1.2 Failure to request a hearing within five (5) working days of the date of the notice shall be a waiver of a right to a hearing unless special circumstances are present which justify extension of the time period.

19.5.2 Scheduling of the Hearing

A hearing shall be conducted by either the Governing Board of the District or by a hearing officer.

19.5.2.1 If the Governing Board will not be conducting the hearing, within (30) days after the date of the filing of the appeal, unless otherwise agreed to by MSC and the District, the District and MSC shall attempt to agree mutually on a hearing officer. If the parties are unable to reach mutual agreement, the District shall, as soon as possible, either:

Obtain a panel list of hearing officers from the State of California Mediation/Conciliation Service and conduct alternative strikes to narrow the list to one hearing officer

OR

Refer the hearing to the California Office of Administrative Hearings for the appointment of an administrative law judge as the hearing officer.

19.5.2.2 The appellant MSC employee shall be given not less than ten (10) days written notice of the date, time, and place of said hearing of the Governing Board or hearing officer. Said notice of the date, time, and place of hearing shall be effective upon its deposit and addressed to the last known address of the appellant MSC employee as set forth in the MSC employee's personnel file.

19.5.3 Conduct of Hearing

At the time and place designated, the Governing Board or hearing officer shall hold a hearing for the purpose of determining the validity of the charges brought against the appellant MSC employee and of the reasonableness of the discipline imposed pursuant to said charges. Such hearing shall be closed to the public unless otherwise requested by the appellant MSC employee. The appellant MSC employee may be present and have the right to be represented by counsel. The hearing may be continued from time to time and at the end of such presentation the Governing Board or hearing officer may take the evidence under consideration for a reasonable period of time before announcing its decision in the matter.

19.5.4 Burden of Proof

The Chancellor shall carry the burden of proof in support of the disciplinary action. The Chancellor and the appellant MSC employee may call witnesses, shall have the right of cross-examination, and may present documentary and demonstrative evidence.

19.5.5 Recommendation of the Hearing Officer

If a hearing officer is appointed by the Governing Board, a non-binding advisory opinion or recommendation shall be presented in writing to the Governing Board no later than fifteen (15) days after the hearing is completed unless otherwise agreed to by MSC and the District.

19.5.6 Decision of the Governing Board

The decision of the Governing Board shall designate express findings of the charges upon which the disciplinary action was based and may wholly reverse or affirm the disciplinary action imposed by the Chancellor or modify the severity of same.

19.5.7 Loss of Salary

If the disciplinary action of the Chancellor is wholly reversed by the Governing Board, or the severity of discipline imposed is partially reversed, the MSC

employee may be entitled, upon the decision of the Governing Board or hearing officer, to complete or partial reinstatement as the case may be, and shall be entitled to reimbursement from District funds of that salary forfeited by virtue of that portion of the disciplinary action which was overruled by the Governing Board.

19.5.8 Finality of Decision

The findings and decision of the Governing Board shall be final and conclusive on all parties, and not subject to the grievance procedures provided for in this contract.

SECTION 20

WORKPLACE SAFETY AND SECURITY

20.1 WORKPLACE SAFETY

- 20.1.1** The SJECCD takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy.
- 20.1.2** Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to your supervisor.
- 20.1.3** In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information, about on the job injuries, refer to the worker's compensation section of this handbook.
- 20.1.4** Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

20.2 WORKPLACE SECURITY

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

20.3 EMERGENCY PROCEDURES

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

SECTION 21

COMPUTER AND INFORMATION SECURITY

21.1 SJECCD'S COMPUTER AND COMMUNICATION SYSTEMS

21.1.1 This section sets forth some important rules relating to the use of SJECCD's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and SJECCD's telephone, voice mail and electronic mail systems.

21.1.2 SJECCD has provided these systems to support its mission. Although limited personal use of SJECCD's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, SJECCD's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

21.2 ELECTRONIC FILES ARE PROPERTY OF SJECCD

21.2.1 All data in SJECCD's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of SJECCD. SJECCD may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in SJECCD's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to SJECCD. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

21.3 TRANSMITTING OFFENSIVE MATERIAL IS PROHIBITED

21.3.1 SJECCD's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, SJECCD's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

21.4 SECURITY PROCEDURES

21.4.1 Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to SJECCD's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of

safeguarding information. The following activities, which present security risks, should be avoided.

21.4.2 Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.

21.4.3 Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

SECTION 22

INTERNET ACCEPTABLE USE POLICY

22.1 INTERNET ACCESS IS TO SUPPORT SJECCD'S MISSION

22.1.1 At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. SJECCD has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of SJECCD, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

22.2 SJECCD MAY MONITOR INTERNET USAGE

22.2.1 SJECCD may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, SJECCD may restrict access to certain sites that it deems are not necessary for business purposes.

22.3 PROHIBITED INTERNET ACTIVITIES

22.3.1 SJECCD's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive including epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support.
- Without prior approval of SJECCD, software should not be downloaded from the Internet as the download could introduce a computer virus onto SJECCD's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information

- to news groups that may be mistaken as the position of SJECCD.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- Computer games should not be loaded on SJECCD's PCs.
- Unlicensed software should not be loaded or executed on SJECCD's PCs.
- SJECCD software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

22.4 SECURITY PRACTICES USERS SHOULD ADOPT

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for

confidentiality or privacy.

- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside SJECCD.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact your supervisor.

SECTION 23

PROFESSIONAL DEVELOPMENT FUND

23.1 FUND

The District every fiscal year shall provide a fund of \$30,000 for purposes of a MSC professional development fund (PDF). All MSC professional development funds must be used solely for the purposes of activities that promote professional development for MSC staff members that fulfills one or more of the following criteria:

- 23.1.1 Provides professional enrichment for the employee; or
- 23.1.2 Prepares the employee for potential new or increased responsibilities; or
- 23.1.3 Provides opportunities to refine or develop skills for career enhancement and better work performance.

Such activities may include but are not limited to conferences, workshops, seminars, and classes.

23.2 ELIGIBILITY REQUIREMENTS

All regular full-time MSC members with at least one (1) year of service with SJECCD are eligible to apply for PDF. Each MSC staff member may receive funding for one (1) professional developmental opportunity every fiscal year. The maximum amount to be awarded to any MSC member is \$3,500. Funds may be used for travel, hotel, registrations fees or meals.

23.3 PROCESS FOR APPLICATIONS

All MSC members applying for PDF must complete the following forms and submit them to the MSC designated officer (as designated on the form which is subject to change annually).

- 23.3.1 Application for MSC Staff Development Funds (Form found online within the District Human Resources Employee's Group MSC webpage), and
- 23.3.2 Request for Conference Attendance (District Form)
- 23.3.3 (Optional form) Request for Warrant (District Form) only if you desire direct payment from the District for payment prior to the event. If choosing this option please allow sufficient time for processing prior to the event. You must allow a minimum of 30 days prior to payment deadline. Applicants (not the District or MSC) are responsible for all late fees or increases in costs of registrations. Please be aware that late fees for registrations are not reimbursable costs for MSC PDF.
- 23.3.4 Upon return from the PDF event, PDF award recipients must complete the second part of the District form Request for Conference Attendance.
- 23.3.5 Upon return from the PDF event, PDF award recipients shall complete the Professional Development Funded Activity Report See District website for form)

Applicants for funds are responsible for ensuring that all necessary signatures are on all forms prior to submitting the forms to the MSC PDF officer as designated on the form. Applications for MSC PDF will be processed in the order they are received on a first come/ first serve basis. Maximum awards for any individual may not exceed \$3,500 every year. Applications for MSC Professional Development funds may be submitted starting July 1st of each fiscal year for that year's funding. The MSC PDF committee will determine if the requested activity meets the PDF requirements under this section and the amount to be approved or rejected prior to the date of the activity.

Approved MSC PDF recipients will be notified by an MSC PDF Committee member or designee by e-mail with the amount so awarded. MSC members who submit an application will have their application returned to them after their request has been granted or denied. All MSC PDF award recipients must keep the forms until their activity is completed and then use the District "Request for Conference Attendance" form to complete the second portion of the form that is to be completed upon return from the approved activity with their claimed reimbursements from the event with all original receipts as required attached to the form. All requests for reimbursement with original receipts attached, should be filed with the District Fiscal Services within two (2) weeks of returning from the approved event. In no event will requests for reimbursement be accepted after the close of the fiscal year in which the event occurred.

23.4 REQUIREMENTS OF MSC PDF RECIPIENTS UPON RETURN FROM EVENT

All MSC members who receive a PDF awarded amount must share the information they have learned from the Professional Development event with other SJECCD staff members upon their return. Each awarded individual MSC member must complete the Staff Development Funded Activity Report upon their return. Completion of this requirement must be submitted to the MSC PDF committee within 1 month of returning from the event. Failure to comply with this provision will result in the MSC staff member being permanently denied all future ability to receive MSC PDF awards.

SECTION 24

TERM

- 24.1** This Handbook shall be effective as of October 12, 2021 and will supersede any previous version of Managers, Supervisors, and Confidential Employees' Handbook or Policy. The MSCC shall notify the District in writing no later than March 15 of each year of its request to modify, amend or terminate this Handbook.

Appendix A

MSC Classifications with Salary Schedules

A-1	2020-2021
A-2	2021-2022
A-3	2022-2023

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGEMENT TITLES & RANGES
FISCAL YEAR 2020-2021

Effective: 7/1/2020
Revised: 10/21/2021

5% over 2019-2020
Approved by Board: 10/12/2021

CLASSIFICATION	RANGE	STEP				
		1	2	3	4	5
Associate Dean, Career Technical Education *	M 26	128,798	135,237	142,001	149,099	156,555
Associate Dean, Noncredit Education *	M 26	128,798	135,237	142,001	149,099	156,555
Associate Director, Workforce Institute	M 26	128,798	135,237	142,001	149,099	156,555
Bond Program Manager	M 26	128,798	135,237	142,001	149,099	156,555
Controller	M 25	125,777	132,065	138,868	145,601	152,881
Dean, Academic Success and Student Equity *	M 30	141,627	148,707	156,144	163,950	172,149
Dean, Enrollment Services	M 30	141,627	148,707	156,144	163,950	172,149
Dean, Research, Planning & Institutional Effectiveness *	M 30	141,627	148,707	156,144	163,950	172,149
Dean, Workforce and Economic Development (WI)	M 30	141,627	148,707	156,144	163,950	172,149
Director, Admissions & Records	M 23	119,942	125,939	132,236	138,849	145,793
Director, Adult and Noncredit Education	M 30	141,627	148,707	156,144	163,950	172,149
Director, Business and Workforce	M 26	128,798	135,237	142,001	149,099	156,555
Director, College Extension	M 26	128,798	135,237	142,001	149,099	156,555
Director, College Fiscal Services	M 25	125,777	132,065	138,868	145,601	152,881
Director, Communications, Community Relations & Diversity	M 25	125,777	132,065	138,868	145,601	152,881
Director, Enterprise Application Services	M 30	141,627	148,707	156,144	163,950	172,149
Director, Financial Aid & Scholarship Programs	M 26	128,798	135,237	142,001	149,099	156,555
Director, General Services	M 26	128,798	135,237	142,001	149,099	156,555
Director, Human Resources	M 26	128,798	135,237	142,001	149,099	156,555
Director, Marketing & Public Relations	M 30	141,627	148,707	156,144	163,950	172,149
Director, Special Programs *	M 26	128,798	135,237	142,001	149,099	156,555
Director, Student Accessibility Services	M 26	128,798	135,237	142,001	149,099	156,555
Director, Student Development & Activities	M 23	119,942	125,939	132,236	138,849	145,793
Director, Student Outreach and Recruitment	M 23	119,942	125,939	132,236	138,849	145,793
Director, Student Services and Wellness *	M 26	128,798	135,237	142,001	149,099	156,555
Director, WIN/CalWORKS	M 26	128,798	135,237	142,001	149,099	156,555
Division Dean (Academic) *	M 34	156,028	163,828	172,019	180,624	189,655
Executive Director, Fiscal Services	M 36	163,927	172,123	180,729	189,768	199,255
Executive Director, Government and External Affairs	M 30	141,627	148,707	156,144	163,950	172,149
Executive Director, Information Technology Services & Solutions	M 36	163,927	172,123	180,729	189,768	199,255
Executive Director, Institutional Effectiveness, Research & Planning *	M 38	172,226	180,837	189,880	199,372	209,341
Executive Director, Strategic Partnerships & Workforce Innovation *	M 38	172,226	180,837	189,880	199,372	209,341
Facilities Manager	M 20	111,697	117,285	123,148	129,303	135,768
Institutional Advancement Officer	M 34	156,028	163,828	172,019	180,624	189,655
Marketing & Public Information Officer	M 34	156,028	163,828	172,019	180,624	189,655
METAS Project Director	M 23	119,942	125,939	132,236	138,849	145,793
Police Chief	M 30	141,627	148,707	156,144	163,950	172,149
Police Services Lieutenant	M 20	111,697	117,285	123,148	129,303	135,768
Senior Director, Information Technology Infrastructure & Security	M 34	156,028	163,828	172,019	180,624	189,655
SparkPoint Program Manager	M 26	128,798	135,237	142,001	149,099	156,555
Vice President, Academic Affairs *	M 38	172,226	180,837	189,880	199,372	209,341
Vice President, Administrative Services	M 38	172,226	180,837	189,880	199,372	209,341
Vice President, Strategic Partnerships & Workforce Innovation *	M 38	172,226	180,837	189,880	199,372	209,341
Vice President, Student Affairs *	M 38	172,226	180,837	189,880	199,372	209,341

* Educational Administrator Position

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
SUPERVISOR TITLES & RANGES
FISCAL YEAR 2020-2021

Effective: 7/1/2020
 Revised: 10/21/2021

5% over 2019-2020
 Approved by Board: 10/12/2021

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Academic Affairs Supervisor	S-130	95,204	100,072	105,209	110,565	116,234	122,046
Administrative Services Supervisor	S-130	95,204	100,072	105,209	110,565	116,234	122,046
Business Services Supervisor	S-130	95,204	100,072	105,209	110,565	116,234	122,046
Campus Technology Support Services Supervisor	S-142	107,312	112,762	118,469	124,569	130,963	137,511
Corporate Account Supervisor, WI	S-144	109,467	115,018	120,900	127,100	133,590	140,270
Custodial Services Supervisor	S-103	72,769	76,495	80,360	84,596	88,795	93,235
Facilities Supervisor	S-115	82,064	86,204	90,637	95,204	100,072	105,076
Financial Aid Supervisor	S-115	82,064	86,204	90,637	95,204	100,072	105,076
Grounds Services Supervisor	S-115	82,064	86,204	90,637	95,204	100,072	105,076
Helpdesk & Reprographics Supervisor	S-120	86,204	90,637	95,204	100,072	105,209	110,469
Maintenance Supervisor	S-135	100,072	105,209	110,565	116,234	122,158	128,265
Police Dispatch and Records Supervisor	S-120	86,204	90,637	95,204	100,072	105,209	110,469
Project Supervisor, WI	S-144	109,467	115,018	120,900	127,100	133,590	140,270
Student Success Supervisor	S-115	82,064	86,204	90,637	95,204	100,072	105,076
Talent Search Program Supervisor	S-115	82,064	86,204	90,637	95,204	100,072	105,076
Upward Bound Program Supervisor	S-115	82,064	86,204	90,637	95,204	100,072	105,076

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL TITLES & RANGES
FISCAL YEAR 2020-2021

Effective: 7/1/2020
 Revised: 10/21/2021

5% over 2019-2020
 Board Approved: 10/12/2021

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Benefits Coordinator	C-130	95,204	100,072	105,209	110,565	116,234	122,046
Budget Analyst	C-125	90,637	95,204	100,072	105,209	110,565	116,093
Confidential Administrative Assistant	C-90	63,983	67,257	70,710	74,260	77,988	81,886
Confidential Executive Administrative Assistant	C-110	77,988	82,064	86,204	90,637	95,204	99,964
Executive Administrative Assistant, Board Services	C-130	95,204	100,072	105,209	110,565	116,234	122,046
Executive Administrative Assistant to the Chancellor's Office	C-130	95,204	100,072	105,209	110,565	116,234	122,046
Executive Administrative Assistant to the President	C-110	77,988	82,064	86,204	90,637	95,204	99,964
Human Resources Specialist	C-115	82,064	86,204	90,637	95,204	100,072	105,076
Human Resources Specialist, Senior	C-125	90,637	95,204	100,072	105,209	110,565	116,093
Secretary to the Chancellor's Office	C-80	57,918	60,862	63,983	67,257	70,710	74,246
Senior Human Resources Analyst - Compliance, Training & Employee Relations	C-135	100,072	105,209	110,565	116,234	122,158	128,265
Senior Human Resources Analyst - Systems & Classifications	C-135	100,072	105,209	110,565	116,234	122,158	128,265

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGEMENT TITLES & RANGES
FISCAL YEAR 2021-2022

Effective: 7/1/2021
Revised: 10/21/2021

4% over 2020-2021

Approved by Board: 10/12/2021

CLASSIFICATION	RANGE	STEP				
		1	2	3	4	5
Associate Dean, Career Technical Education *	M 26	133,950	140,646	147,681	155,063	162,817
Associate Dean, Noncredit Education *	M 26	133,950	140,646	147,681	155,063	162,817
Associate Director, Workforce Institute	M 26	133,950	140,646	147,681	155,063	162,817
Bond Program Manager	M 26	133,950	140,646	147,681	155,063	162,817
Controller	M 25	130,808	137,348	144,215	151,425	158,998
Dean, Academic Success and Student Equity *	M 30	147,292	154,655	162,390	170,508	179,035
Dean, Enrollment Services	M 30	147,292	154,655	162,390	170,508	179,035
Dean, Research, Planning & Institutional Effectiveness *	M 30	147,292	154,655	162,390	170,508	179,035
Dean, Workforce and Economic Development (WID)	M 30	147,292	154,655	162,390	170,508	179,035
Director, Admissions & Records	M 23	124,740	130,977	137,525	144,403	151,625
Director, Adult and Noncredit Education	M 30	147,292	154,655	162,390	170,508	179,035
Director, Business and Workforce	M 26	133,950	140,646	147,681	155,063	162,817
Director, College Extension	M 26	133,950	140,646	147,681	155,063	162,817
Director, College Fiscal Services	M 25	130,808	137,348	144,215	151,425	158,998
Director, Communications, Community Relations & Diversity	M 25	130,808	137,348	144,215	151,425	158,998
Director, Enterprise Application Services	M 30	147,292	154,655	162,390	170,508	179,035
Director, Financial Aid & Scholarship Programs	M 26	133,950	140,646	147,681	155,063	162,817
Director, General Services	M 26	133,950	140,646	147,681	155,063	162,817
Director, Human Resources	M 26	133,950	140,646	147,681	155,063	162,817
Director, Marketing & Public Relations	M 30	147,292	154,655	162,390	170,508	179,035
Director, Special Programs *	M 26	133,950	140,646	147,681	155,063	162,817
Director, Student Accessibility Services	M 26	133,950	140,646	147,681	155,063	162,817
Director, Student Development & Activities	M 23	124,740	130,977	137,525	144,403	151,625
Director, Student Outreach and Recruitment	M 23	124,740	130,977	137,525	144,403	151,625
Director, Student Services and Wellness *	M 26	133,950	140,646	147,681	155,063	162,817
Director, WIN/CalWORKS	M 26	133,950	140,646	147,681	155,063	162,817
Division Dean (Academic) *	M 34	162,269	170,381	178,900	187,849	197,240
Executive Director, Fiscal Services	M 36	170,484	179,008	187,958	197,359	207,225
Executive Director, Government and External Affairs	M 30	147,292	154,655	162,390	170,508	179,035
Executive Director, Information Technology Services & Solutions	M 36	170,484	179,008	187,958	197,359	207,225
Executive Director, Institutional Effectiveness, Research & Planning *	M 38	179,115	188,070	197,475	207,347	217,715
Executive Director, Strategic Partnerships & Workforce Innovation *	M 38	179,115	188,070	197,475	207,347	217,715
Facilities Manager	M 20	116,165	121,976	128,074	134,475	141,199
Institutional Advancement Officer	M 34	162,269	170,381	178,900	187,849	197,240
Marketing & Public Information Officer	M 34	162,269	170,381	178,900	187,849	197,240
METAS Project Director	M 23	124,740	130,977	137,525	144,403	151,625
Police Chief	M 30	147,292	154,655	162,390	170,508	179,035
Police Services Lieutenant	M 20	116,165	121,976	128,074	134,475	141,199
Senior Director, Information Technology Infrastructure & Security	M 34	162,269	170,381	178,900	187,849	197,240
SparkPoint Program Manager	M 26	133,950	140,646	147,681	155,063	162,817
Vice President, Academic Affairs *	M 38	179,115	188,070	197,475	207,347	217,715
Vice President, Administrative Services	M 38	179,115	188,070	197,475	207,347	217,715
Vice President, Strategic Partnerships & Workforce Innovation *	M 38	179,115	188,070	197,475	207,347	217,715
Vice President, Student Affairs *	M 38	179,115	188,070	197,475	207,347	217,715

* Educational Administrator Position

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
SUPERVISOR TITLES & RANGES
FISCAL YEAR 2021-2022

Effective: 7/1/2021
Revised: 10/21/2021

4% over 2020-2021
Approved by Board: 10/12/2021

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Academic Affairs Supervisor	S-130	99,012	104,075	109,417	114,988	120,883	126,928
Administrative Services Supervisor	S-130	99,012	104,075	109,417	114,988	120,883	126,928
Business Services Supervisor	S-130	99,012	104,075	109,417	114,988	120,883	126,928
Campus Technology Support Services Supervisor	S-142	111,604	117,272	123,208	129,552	136,202	143,011
Corporate Account Supervisor, WI	S-144	113,846	119,619	125,736	132,184	138,934	145,881
Custodial Services Supervisor	S-103	75,680	79,555	83,574	87,980	92,347	96,964
Facilities Supervisor	S-115	85,347	89,652	94,262	99,012	104,075	109,279
Financial Aid Supervisor	S-115	85,347	89,652	94,262	99,012	104,075	109,279
Grounds Services Supervisor	S-115	85,347	89,652	94,262	99,012	104,075	109,279
Helpdesk & Reprographics Supervisor	S-120	89,652	94,262	99,012	104,075	109,417	114,888
Maintenance Supervisor	S-135	104,075	109,417	114,988	120,883	127,044	133,396
Police Dispatch and Records Supervisor	S-120	89,652	94,262	99,012	104,075	109,417	114,888
Project Supervisor, WI	S-144	113,846	119,619	125,736	132,184	138,934	145,881
Student Success Supervisor	S-115	85,347	89,652	94,262	99,012	104,075	109,279
Talent Search Program Supervisor	S-115	85,347	89,652	94,262	99,012	104,075	109,279
Upward Bound Program Supervisor	S-115	85,347	89,652	94,262	99,012	104,075	109,279

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL TITLES & RANGES
FISCAL YEAR 2021-2022

Effective: 7/1/2021
Revised: 10/21/2021

4% over 2020-2021
Board Approved: 10/12/2021

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Benefits Coordinator	C-130	99,012	104,075	109,417	114,988	120,883	126,928
Budget Analyst	C-125	94,262	99,012	104,075	109,417	114,988	120,737
Confidential Administrative Assistant	C-90	66,542	69,947	73,538	77,230	81,108	85,161
Confidential Executive Administrative Assistant	C-110	81,108	85,347	89,652	94,262	99,012	103,963
Executive Administrative Assistant, Board Services	C-130	99,012	104,075	109,417	114,988	120,883	126,928
Executive Administrative Assistant to the Chancellor's Office	C-130	99,012	104,075	109,417	114,988	120,883	126,928
Executive Administrative Assistant to the President	C-110	81,108	85,347	89,652	94,262	99,012	103,963
Human Resources Specialist	C-115	85,347	89,652	94,262	99,012	104,075	109,279
Human Resources Specialist, Senior	C-125	94,262	99,012	104,075	109,417	114,988	120,737
Secretary to the Chancellor's Office	C-80	60,235	63,296	66,542	69,947	73,538	77,216
Senior Human Resources Analyst - Compliance, Training & Employee Relations	C-135	104,075	109,417	114,988	120,883	127,044	133,396
Senior Human Resources Analyst - Systems & Classifications	C-135	104,075	109,417	114,988	120,883	127,044	133,396

*Salary Schedule Amounts for 2022-2023 are Subject to Change, See Article 4.1.1.3

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGEMENT TITLES & RANGES
FISCAL YEAR 2022-2023

Effective: 7/1/2022
Revised: 11/5/2021

3% over 2021-2022
Approved by Board: 10/12/2021

CLASSIFICATION	RANGE	STEP				
		1	2	3	4	5
Associate Dean, Career Technical Education *	M 26	137,969	144,865	152,111	159,715	167,702
Associate Dean, Noncredit Education *	M 26	137,969	144,865	152,111	159,715	167,702
Associate Director, Workforce Institute	M 26	137,969	144,865	152,111	159,715	167,702
Bond Program Manager	M 26	137,969	144,865	152,111	159,715	167,702
Controller	M 25	134,732	141,468	148,541	155,968	163,766
Dean, Academic Success and Student Equity *	M 30	151,711	159,295	167,262	175,623	184,406
Dean, Enrollment Services	M 30	151,711	159,295	167,262	175,623	184,406
Dean, Research, Planning & Institutional Effectiveness *	M 30	151,711	159,295	167,262	175,623	184,406
Dean, Workforce and Economic Development (WI)	M 30	151,711	159,295	167,262	175,623	184,406
Director, Admissions & Records	M 23	128,482	134,906	141,651	148,735	156,174
Director, Adult and Noncredit Education	M 30	151,711	159,295	167,262	175,623	184,406
Director, Business and Workforce	M 26	137,969	144,865	152,111	159,715	167,702
Director, College Extension	M 26	137,969	144,865	152,111	159,715	167,702
Director, College Fiscal Services	M 25	134,732	141,468	148,541	155,968	163,766
Director, Communications, Community Relations & Diversity	M 25	134,732	141,468	148,541	155,968	163,766
Director, Enterprise Application Services	M 30	151,711	159,295	167,262	175,623	184,406
Director, Financial Aid & Scholarship Programs	M 26	137,969	144,865	152,111	159,715	167,702
Director, General Services	M 26	137,969	144,865	152,111	159,715	167,702
Director, Human Resources	M 26	137,969	144,865	152,111	159,715	167,702
Director, Marketing & Public Relations	M 30	151,711	159,295	167,262	175,623	184,406
Director, Special Programs *	M 26	137,969	144,865	152,111	159,715	167,702
Director, Student Accessibility Services	M 26	137,969	144,865	152,111	159,715	167,702
Director, Student Development & Activities	M 23	128,482	134,906	141,651	148,735	156,174
Director, Student Outreach and Recruitment	M 23	128,482	134,906	141,651	148,735	156,174
Director, Student Services and Wellness *	M 26	137,969	144,865	152,111	159,715	167,702
Director, WIN/CalWORKS	M 26	137,969	144,865	152,111	159,715	167,702
Division Dean (Academic) *	M 34	167,137	175,492	184,267	193,484	203,157
Executive Director, Fiscal Services	M 36	175,599	184,378	193,597	203,280	213,442
Executive Director, Government and External Affairs	M 30	151,711	159,295	167,262	175,623	184,406
Executive Director, Information Technology Services & Solutions	M 36	175,599	184,378	193,597	203,280	213,442
Executive Director, Institutional Effectiveness, Research & Planning *	M 38	184,488	193,712	203,399	213,567	224,246
Executive Director, Strategic Partnerships & Workforce Innovation *	M 38	184,488	193,712	203,399	213,567	224,246
Facilities Manager	M 20	119,650	125,635	131,916	138,509	145,435
Institutional Advancement Officer	M 34	167,137	175,492	184,267	193,484	203,157
Marketing & Public Information Officer	M 34	167,137	175,492	184,267	193,484	203,157
METAS Project Director	M 23	128,482	134,906	141,651	148,735	156,174
Police Chief	M 30	151,711	159,295	167,262	175,623	184,406
Police Services Lieutenant	M 20	119,650	125,635	131,916	138,509	145,435
Senior Director, Information Technology Infrastructure & Security	M 34	167,137	175,492	184,267	193,484	203,157
SparkPoint Program Manager	M 26	137,969	144,865	152,111	159,715	167,702
Vice President, Academic Affairs *	M 38	184,488	193,712	203,399	213,567	224,246
Vice President, Administrative Services	M 38	184,488	193,712	203,399	213,567	224,246
Vice President, Strategic Partnerships & Workforce Innovation *	M 38	184,488	193,712	203,399	213,567	224,246
Vice President, Student Affairs *	M 38	184,488	193,712	203,399	213,567	224,246

* Educational Administrator Position

*Salary Schedule Amounts for 2022-2023 are Subject to Change, See Article 4.1.1.3

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
SUPERVISOR TITLES & RANGES
FISCAL YEAR 2022-2023

Effective: 7/1/2022
Revised: 11/5/2021

3% over 2021-2022
Approved by Board: 10/12/2021

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Academic Affairs Supervisor	S-130	101,982	107,197	112,700	118,438	124,509	130,736
Administrative Services Supervisor	S-130	101,982	107,197	112,700	118,438	124,509	130,736
Business Services Supervisor	S-130	101,982	107,197	112,700	118,438	124,509	130,736
Campus Technology Support Services Supervisor	S-142	114,952	120,790	126,904	133,439	140,288	147,301
Corporate Account Supervisor, WI	S-144	117,261	123,208	129,508	136,150	143,102	150,257
Custodial Services Supervisor	S-103	77,950	81,942	86,081	90,619	95,117	99,873
Facilities Supervisor	S-115	87,907	92,342	97,090	101,982	107,197	112,557
Financial Aid Supervisor	S-115	87,907	92,342	97,090	101,982	107,197	112,557
Grounds Services Supervisor	S-115	87,907	92,342	97,090	101,982	107,197	112,557
Helpdesk & Reprographics Supervisor	S-120	92,342	97,090	101,982	107,197	112,700	118,335
Maintenance Supervisor	S-135	107,197	112,700	118,438	124,509	130,855	137,398
Police Dispatch and Records Supervisor	S-120	92,342	97,090	101,982	107,197	112,700	118,335
Project Supervisor, WI	S-144	117,261	123,208	129,508	136,150	143,102	150,257
Student Success Supervisor	S-115	87,907	92,342	97,090	101,982	107,197	112,557
Talent Search Program Supervisor	S-115	87,907	92,342	97,090	101,982	107,197	112,557
Upward Bound Program Supervisor	S-115	87,907	92,342	97,090	101,982	107,197	112,557

*Salary Schedule Amounts for 2022-2023 are Subject to Change, See Article 4.1.1.3

SAN JOSE - EVERGREEN COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL TITLES & RANGES
FISCAL YEAR 2022-2023

Effective: 7/1/2022
Revised: 11/5/2021

3% over 2021-2022
Board Approved: 10/12/2021

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Benefits Coordinator	C-130	101,982	107,197	112,700	118,438	124,509	130,736
Budget Analyst	C-125	97,090	101,982	107,197	112,700	118,438	124,359
Confidential Administrative Assistant	C-90	68,538	72,045	75,744	79,547	83,541	87,716
Confidential Executive Administrative Assistant	C-110	83,541	87,907	92,342	97,090	101,982	107,082
Executive Administrative Assistant, Board Services	C-130	101,982	107,197	112,700	118,438	124,509	130,736
Executive Administrative Assistant to the Chancellor's Office	C-130	101,982	107,197	112,700	118,438	124,509	130,736
Executive Administrative Assistant to the President	C-110	83,541	87,907	92,342	97,090	101,982	107,082
Human Resources Specialist	C-115	87,907	92,342	97,090	101,982	107,197	112,557
Human Resources Specialist, Senior	C-125	97,090	101,982	107,197	112,700	118,438	124,359
Secretary to the Chancellor's Office	C-80	62,042	65,195	68,538	72,045	75,744	79,532
Senior Human Resources Analyst - Compliance, Training & Employee Relations	C-135	107,197	112,700	118,438	124,509	130,855	137,398
Senior Human Resources Analyst - Systems & Classifications	C-135	107,197	112,700	118,438	124,509	130,855	137,398

Appendix B

Salary Schedules

B-1	2020-2021
B-2	2021-2022
B-3	2022-2023

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGEMENT SALARY SCHEDULE
FISCAL YEAR 2020-2021**

Effective: 7/1/2020

Board Approved:

5% Increase Over 2019-2020

Range	Step 1	Step 2	Step 3	Step 4	Step 5
11	90,202	94,714	99,450	104,423	109,643
12	92,365	96,984	101,830	106,926	112,272
13	94,583	99,314	104,278	109,492	114,968
14	96,861	101,704	106,791	112,132	117,738
15	99,189	104,151	109,355	114,824	120,565
16	101,570	106,649	111,985	117,583	123,463
17	104,011	109,213	114,671	120,405	126,425
18	106,514	111,841	117,434	123,306	129,471
19	109,076	114,529	120,257	126,268	132,581
20	111,697	117,285	123,148	129,303	135,768
21	114,370	120,092	126,093	132,399	139,019
22	117,125	122,981	129,131	135,587	142,365
23	119,942	125,939	132,236	138,849	145,793
24	122,820	128,962	135,410	142,181	149,289
25	125,777	132,065	138,668	145,601	152,881
26	128,798	135,237	142,001	149,099	156,555
27	131,893	138,486	145,410	152,682	160,315
28	135,057	141,811	148,902	156,347	164,164
29	138,303	145,215	152,478	160,102	168,107
30	141,627	148,707	156,144	163,950	172,149
31	145,024	152,274	159,891	167,886	176,280
32	148,507	155,930	163,727	171,913	180,510
33	152,216	159,826	167,820	176,211	185,022
34	156,028	163,828	172,019	180,624	189,654
35	159,928	167,927	176,322	185,137	194,394
36	163,927	172,123	180,729	189,768	199,255
37	168,025	176,427	185,247	194,510	204,237
38	172,226	180,837	189,880	199,372	209,341
39	176,530	185,358	194,627	204,357	214,575
40	180,944	189,993	199,491	209,468	219,940

NOTES REGARDING EARNINGS:

Longevity Increment

\$1,200 per year completion of 10 years of service

\$1,800 per year completion of 15 years of service

\$2,400 per year completion of 20 years of service

\$3,000 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE
FISCAL YEAR 2020-2021**

Effective: 7/1/2020

Board Approved:

5% Increase Over 2019-2020

Range	Step A	Step B	Step C	Step D	Step E	Step F
100	70,710	74,260	77,988	82,064	86,204	90,515
101	71,357	74,985	78,789	82,832	87,028	91,379
102	72,023	75,790	79,613	83,714	87,989	92,388
103	72,769	76,495	80,360	84,596	88,795	93,235
104	73,494	77,318	81,202	85,362	89,695	94,180
105	74,260	77,988	82,064	86,204	90,637	95,170
106	74,985	78,789	82,832	87,028	91,520	96,096
107	75,790	79,613	83,714	87,989	92,461	97,084
108	76,495	80,360	84,596	88,795	93,325	97,991
109	77,318	81,202	85,362	89,695	94,266	98,978
110	77,988	82,064	86,204	90,637	95,204	99,964
111	78,789	82,832	87,028	91,520	96,170	100,979
112	79,613	83,714	87,989	92,461	97,130	101,987
113	80,360	84,596	88,795	93,325	98,110	103,016
114	81,202	85,362	89,695	94,266	99,054	104,007
115	82,064	86,204	90,637	95,204	100,072	105,076
116	82,832	87,028	91,520	96,170	101,052	106,106
117	83,714	87,989	92,461	97,130	102,110	107,217
118	84,596	88,795	93,325	98,110	103,132	108,288
119	85,362	89,695	94,266	99,054	104,190	109,400
120	86,204	90,637	95,204	100,072	105,209	110,469
121	87,028	91,520	96,170	101,052	106,191	111,500
122	87,989	92,461	97,130	102,110	107,312	112,677
123	88,795	93,325	98,110	103,132	108,389	113,810
124	89,695	94,266	99,054	104,190	109,467	114,940
125	90,637	95,204	100,072	105,209	110,565	116,094
126	91,520	96,170	101,052	106,191	111,642	117,225
127	92,461	97,130	102,110	107,312	112,762	118,400
128	93,325	98,110	103,132	108,389	113,880	119,575
129	94,266	99,054	104,190	109,467	115,018	120,768
130	95,204	100,072	105,209	110,565	116,234	122,046
131	96,170	101,052	106,191	111,642	117,330	123,198
132	97,130	102,110	107,312	112,762	118,469	124,394
133	98,110	103,132	108,389	113,880	119,706	125,691
134	99,054	104,190	109,467	115,018	120,900	126,946
135	100,072	105,209	110,565	116,234	122,158	128,265
136	101,052	106,191	111,642	117,330	123,353	129,522
137	102,110	107,312	112,762	118,469	124,569	130,796
138	103,132	108,389	113,880	119,706	125,805	132,095
139	104,190	109,467	115,018	120,900	127,100	133,456
140	105,209	110,565	116,234	122,158	128,355	134,773
141	106,191	111,642	117,330	123,353	129,670	136,154

Range	Step A	Step B	Step C	Step D	Step E	Step F
142	107,312	112,762	118,469	124,569	130,963	137,511
143	108,389	113,880	119,706	125,805	132,278	138,891
144	109,467	115,018	120,900	127,100	133,590	140,270
145	110,565	116,234	122,158	128,355	134,905	141,649
146	111,642	117,330	123,353	129,670	136,282	143,095
147	112,762	118,469	124,569	130,963	137,593	144,473
148	113,880	119,706	125,805	132,278	139,005	145,955
149	115,018	120,900	127,100	133,590	140,340	147,357
150	116,234	122,158	128,355	134,905	141,771	148,860
151	117,330	123,353	129,670	136,282	143,242	150,405
152	118,469	124,569	130,963	137,593	144,633	151,865
153	119,706	125,805	132,278	139,005	146,046	153,348
154	120,900	127,100	133,590	140,340	147,559	154,936
155	122,158	128,355	134,905	141,771	149,009	156,459
156	123,353	129,670	136,282	143,242	150,479	158,003
157	124,569	130,963	137,593	144,633	152,068	159,672
158	125,805	132,278	139,005	146,046	153,559	161,237
159	127,100	133,590	140,340	147,559	155,068	162,821
160	128,355	134,905	141,771	149,009	156,617	164,448

NOTES REGARDING EARNINGS:

Longevity Increment

\$1,200 per year completion of 10 years of service

\$1,800 per year completion of 15 years of service

\$2,400 per year completion of 20 years of service

\$3,000 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL SALARY SCHEDULE
FISCAL YEAR 2020-2021

Effective: 7/1/2020

Board Approved:

5% Increase Over 2019-2020

Range	Step A	Step B	Step C	Step D	Step E	Step F
80	57,918	60,862	63,983	67,257	70,710	74,246
81	58,469	61,530	64,629	67,943	71,357	74,924
82	59,118	62,100	65,315	68,572	72,023	75,624
83	59,724	62,746	65,882	69,258	72,769	76,409
84	60,274	63,355	66,611	69,962	73,494	77,169
85	60,862	63,983	67,257	70,710	74,260	77,973
86	61,530	64,629	67,943	71,357	74,985	78,734
87	62,100	65,315	68,572	72,023	75,790	79,580
88	62,746	65,882	69,258	72,769	76,495	80,320
89	63,355	66,611	69,962	73,494	77,318	81,184
90	63,983	67,257	70,710	74,260	77,988	81,886
91	64,629	67,943	71,357	74,985	78,789	82,728
92	65,315	68,572	72,023	75,790	79,613	83,595
93	65,882	69,258	72,769	76,495	80,360	84,377
94	66,611	69,962	73,494	77,318	81,202	85,262
95	67,257	70,710	74,260	77,988	82,064	86,168
96	67,943	71,357	74,985	78,789	82,832	86,974
97	68,572	72,023	75,790	79,613	83,714	87,900
98	69,258	72,769	76,495	80,360	84,596	88,826
99	69,962	73,494	77,318	81,202	85,362	89,630
100	70,710	74,260	77,988	82,064	86,204	90,515
101	71,357	74,985	78,789	82,832	87,028	91,379
102	72,023	75,790	79,613	83,714	87,989	92,388
103	72,769	76,495	80,360	84,596	88,795	93,235
104	73,494	77,318	81,202	85,362	89,695	94,180
105	74,260	77,988	82,064	86,204	90,637	95,170
106	74,985	78,789	82,832	87,028	91,520	96,096
107	75,790	79,613	83,714	87,989	92,461	97,084
108	76,495	80,360	84,596	88,795	93,325	97,991
109	77,318	81,202	85,362	89,695	94,266	98,978
110	77,988	82,064	86,204	90,637	95,204	99,964
111	78,789	82,832	87,028	91,520	96,170	100,979
112	79,613	83,714	87,989	92,461	97,130	101,987
113	80,360	84,596	88,795	93,325	98,110	103,016
114	81,202	85,362	89,695	94,266	99,054	104,007
115	82,064	86,204	90,637	95,204	100,072	105,076
116	82,832	87,028	91,520	96,170	101,052	106,106
117	83,714	87,989	92,461	97,130	102,110	107,217
118	84,596	88,795	93,325	98,110	103,132	108,288
119	85,362	89,695	94,266	99,054	104,190	109,400
120	86,204	90,637	95,204	100,072	105,209	110,469
121	87,028	91,520	96,170	101,052	106,191	111,500
122	87,989	92,461	97,130	102,110	107,312	112,677

Range	Step A	Step B	Step C	Step D	Step E	Step F
123	88,795	93,325	98,110	103,132	108,389	113,810
124	89,695	94,266	99,054	104,190	109,467	114,940
125	90,637	95,204	100,072	105,209	110,565	116,094
126	91,520	96,170	101,052	106,191	111,642	117,225
127	92,461	97,130	102,110	107,312	112,762	118,400
128	93,325	98,110	103,132	108,389	113,880	119,575
129	94,266	99,054	104,190	109,467	115,018	120,768
130	95,204	100,072	105,209	110,565	116,234	122,046
131	96,170	101,052	106,191	111,642	117,330	123,198
132	97,130	102,110	107,312	112,762	118,469	124,394
133	98,110	103,132	108,389	113,880	119,706	125,691
134	99,054	104,190	109,467	115,018	120,900	126,946
135	100,072	105,209	110,565	116,234	122,158	128,265
136	101,052	106,191	111,642	117,330	123,353	129,522
137	102,110	107,312	112,762	118,469	124,569	130,796
138	103,132	108,389	113,880	119,706	125,805	132,095
139	104,190	109,467	115,018	120,900	127,100	133,456
140	105,209	110,565	116,234	122,158	128,355	134,773
141	106,191	111,642	117,330	123,353	129,670	136,154
142	107,312	112,762	118,469	124,569	130,963	137,511
143	108,389	113,880	119,706	125,805	132,278	138,891
144	109,467	115,018	120,900	127,100	133,590	140,270
145	110,565	116,234	122,158	128,355	134,905	141,649
146	111,642	117,330	123,353	129,670	136,282	143,095
147	112,762	118,469	124,569	130,963	137,593	144,473
148	113,880	119,706	125,805	132,278	139,005	145,955
149	115,018	120,900	127,100	133,590	140,340	147,357
150	116,234	122,158	128,355	134,905	141,771	148,860
151	117,330	123,353	129,670	136,282	143,242	150,405
152	118,469	124,569	130,963	137,593	144,633	151,865
153	119,706	125,805	132,278	139,005	146,046	153,348
154	120,900	127,100	133,590	140,340	147,559	154,936
155	122,158	128,355	134,905	141,771	149,009	156,459
156	123,353	129,670	136,282	143,242	150,479	158,003
157	124,569	130,963	137,593	144,633	152,068	159,672
158	125,805	132,278	139,005	146,046	153,559	161,237
159	127,100	133,590	140,340	147,559	155,068	162,821
160	128,355	134,905	141,771	149,009	156,617	164,448

NOTES REGARDING EARNINGS:

Longevity Increment

\$1,200 per year completion of 10 years of service

\$1,800 per year completion of 15 years of service

\$2,400 per year completion of 20 years of service

\$3,000 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGEMENT SALARY SCHEDULE
FISCAL YEAR 2021-2022**

Effective: 7/1/2021

Board Approved:

4% Increase Over 2020-2021

Range	Step 1	Step 2	Step 3	Step 4	Step 5
11	93,810	98,503	103,428	108,600	114,029
12	96,060	100,863	105,903	111,203	116,763
13	98,366	103,287	108,449	113,872	119,567
14	100,735	105,772	111,063	116,617	122,448
15	103,157	108,317	113,729	119,417	125,388
16	105,633	110,915	116,464	122,286	128,402
17	108,171	113,582	119,258	125,221	131,482
18	110,775	116,315	122,131	128,238	134,650
19	113,439	119,110	125,067	131,319	137,884
20	116,165	121,976	128,074	134,475	141,199
21	118,945	124,896	131,137	137,695	144,580
22	121,810	127,900	134,296	141,010	148,060
23	124,740	130,977	137,525	144,403	151,625
24	127,733	134,120	140,826	147,868	155,261
25	130,808	137,348	144,215	151,425	158,996
26	133,950	140,646	147,681	155,063	162,817
27	137,169	144,025	151,226	158,789	166,728
28	140,459	147,483	154,858	162,601	170,731
29	143,835	151,024	158,577	166,506	174,831
30	147,292	154,655	162,390	170,508	179,035
31	150,825	158,365	166,287	174,601	183,331
32	154,447	162,167	170,276	178,790	187,730
33	158,305	166,219	174,533	183,259	192,423
34	162,269	170,381	178,900	187,849	197,240
35	166,325	174,644	183,375	192,542	202,170
36	170,484	179,008	187,958	197,359	207,225
37	174,746	183,484	192,657	202,290	212,406
38	179,115	188,070	197,475	207,347	217,715
39	183,591	192,772	202,412	212,531	223,158
40	188,182	197,593	207,471	217,847	228,738

NOTES REGARDING EARNINGS:

Longevity Increment

\$1,900 per year completion of 10 years of service

\$2,500 per year completion of 15 years of service

\$3,100 per year completion of 20 years of service

\$3,700 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE
FISCAL YEAR 2021-2022**

Effective: 7/1/2021

Board Approved:

4% Increase Over 2020-2021

Range	Step A	Step B	Step C	Step D	Step E	Step F
100	73,538	77,230	81,108	85,347	89,652	94,136
101	74,211	77,984	81,941	86,145	90,509	95,034
102	74,904	78,822	82,798	87,063	91,509	96,084
103	75,680	79,555	83,574	87,980	92,347	96,964
104	76,434	80,411	84,450	88,776	93,283	97,947
105	77,230	81,108	85,347	89,652	94,262	98,977
106	77,984	81,941	86,145	90,509	95,181	99,940
107	78,822	82,798	87,063	91,509	96,159	100,967
108	79,555	83,574	87,980	92,347	97,058	101,911
109	80,411	84,450	88,776	93,283	98,037	102,937
110	81,108	85,347	89,652	94,262	99,012	103,963
111	81,941	86,145	90,509	95,181	100,017	105,018
112	82,798	87,063	91,509	96,159	101,015	106,066
113	83,574	87,980	92,347	97,058	102,034	107,137
114	84,450	88,776	93,283	98,037	103,016	108,167
115	85,347	89,652	94,262	99,012	104,075	109,279
116	86,145	90,509	95,181	100,017	105,094	110,350
117	87,063	91,509	96,159	101,015	106,194	111,506
118	87,980	92,347	97,058	102,034	107,257	112,620
119	88,776	93,283	98,037	103,016	108,358	113,776
120	89,652	94,262	99,012	104,075	109,417	114,888
121	90,509	95,181	100,017	105,094	110,439	115,960
122	91,509	96,159	101,015	106,194	111,604	117,184
123	92,347	97,058	102,034	107,257	112,725	118,362
124	93,283	98,037	103,016	108,358	113,846	119,538
125	94,262	99,012	104,075	109,417	114,988	120,738
126	95,181	100,017	105,094	110,439	116,108	121,914
127	96,159	101,015	106,194	111,604	117,272	123,136
128	97,058	102,034	107,257	112,725	118,435	124,358
129	98,037	103,016	108,358	113,846	119,619	125,599
130	99,012	104,075	109,417	114,988	120,883	126,928
131	100,017	105,094	110,439	116,108	122,023	128,126
132	101,015	106,194	111,604	117,272	123,208	129,370
133	102,034	107,257	112,725	118,435	124,494	130,719
134	103,016	108,358	113,846	119,619	125,736	132,024
135	104,075	109,417	114,988	120,883	127,044	133,396
136	105,094	110,439	116,108	122,023	128,287	134,703
137	106,194	111,604	117,272	123,208	129,552	136,028
138	107,257	112,725	118,435	124,494	130,837	137,379
139	108,358	113,846	119,619	125,736	132,184	138,794
140	109,417	114,988	120,883	127,044	133,489	140,164
141	110,439	116,108	122,023	128,287	134,857	141,600

Range	Step A	Step B	Step C	Step D	Step E	Step F
142	111,604	117,272	123,208	129,552	136,202	143,011
143	112,725	118,435	124,494	130,837	137,569	144,447
144	113,846	119,619	125,736	132,184	138,934	145,881
145	114,988	120,883	127,044	133,489	140,301	147,315
146	116,108	122,023	128,287	134,857	141,733	148,819
147	117,272	123,208	129,552	136,202	143,097	150,252
148	118,435	124,494	130,837	137,569	144,565	151,793
149	119,619	125,736	132,184	138,934	145,954	153,251
150	120,883	127,044	133,489	140,301	147,442	154,814
151	122,023	128,287	134,857	141,733	148,972	156,421
152	123,208	129,552	136,202	143,097	150,418	157,940
153	124,494	130,837	137,569	144,565	151,888	159,482
154	125,736	132,184	138,934	145,954	153,461	161,133
155	127,044	133,489	140,301	147,442	154,969	162,717
156	128,287	134,857	141,733	148,972	156,498	164,323
157	129,552	136,202	143,097	150,418	158,151	166,059
158	130,837	137,569	144,565	151,888	159,701	167,686
159	132,184	138,934	145,954	153,461	161,271	169,334
160	133,489	140,301	147,442	154,969	162,882	171,026

NOTES REGARDING EARNINGS:

Longevity Increment

\$1,900 per year completion of 10 years of service

\$2,500 per year completion of 15 years of service

\$3,100 per year completion of 20 years of service

\$3,700 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL SALARY SCHEDULE
FISCAL YEAR 2021-2022

Effective: 7/1/2021

Board Approved:

4% Increase Over 2020-2021

Range	Step A	Step B	Step C	Step D	Step E	Step F
80	60,235	63,296	66,542	69,947	73,538	77,216
81	60,808	63,991	67,214	70,661	74,211	77,921
82	61,483	64,584	67,928	71,315	74,904	78,649
83	62,113	65,256	68,517	72,028	75,680	79,465
84	62,685	65,889	69,275	72,760	76,434	80,256
85	63,296	66,542	69,947	73,538	77,230	81,092
86	63,991	67,214	70,661	74,211	77,984	81,883
87	64,584	67,928	71,315	74,904	78,822	82,763
88	65,256	68,517	72,028	75,680	79,555	83,533
89	65,889	69,275	72,760	76,434	80,411	84,431
90	66,542	69,947	73,538	77,230	81,108	85,161
91	67,214	70,661	74,211	77,984	81,941	86,037
92	67,928	71,315	74,904	78,822	82,798	86,939
93	68,517	72,028	75,680	79,555	83,574	87,752
94	69,275	72,760	76,434	80,411	84,450	88,672
95	69,947	73,538	77,230	81,108	85,347	89,615
96	70,661	74,211	77,984	81,941	86,145	90,453
97	71,315	74,904	78,822	82,798	87,063	91,416
98	72,028	75,680	79,555	83,574	87,980	92,379
99	72,760	76,434	80,411	84,450	88,776	93,215
100	73,538	77,230	81,108	85,347	89,652	94,136
101	74,211	77,984	81,941	86,145	90,509	95,034
102	74,904	78,822	82,798	87,063	91,509	96,084
103	75,680	79,555	83,574	87,980	92,347	96,964
104	76,434	80,411	84,450	88,776	93,283	97,947
105	77,230	81,108	85,347	89,652	94,262	98,977
106	77,984	81,941	86,145	90,509	95,181	99,940
107	78,822	82,798	87,063	91,509	96,159	100,967
108	79,555	83,574	87,980	92,347	97,058	101,911
109	80,411	84,450	88,776	93,283	98,037	102,937
110	81,108	85,347	89,652	94,262	99,012	103,963
111	81,941	86,145	90,509	95,181	100,017	105,018
112	82,798	87,063	91,509	96,159	101,015	106,066
113	83,574	87,980	92,347	97,058	102,034	107,137
114	84,450	88,776	93,283	98,037	103,016	108,167
115	85,347	89,652	94,262	99,012	104,075	109,279
116	86,145	90,509	95,181	100,017	105,094	110,350
117	87,063	91,509	96,159	101,015	106,194	111,506
118	87,980	92,347	97,058	102,034	107,257	112,620
119	88,776	93,283	98,037	103,016	108,358	113,776
120	89,652	94,262	99,012	104,075	109,417	114,888
121	90,509	95,181	100,017	105,094	110,439	115,960
122	91,509	96,159	101,015	106,194	111,604	117,184

Range	Step A	Step B	Step C	Step D	Step E	Step F
123	92,347	97,058	102,034	107,257	112,725	118,362
124	93,283	98,037	103,016	108,358	113,846	119,538
125	94,262	99,012	104,075	109,417	114,988	120,738
126	95,181	100,017	105,094	110,439	116,108	121,914
127	96,159	101,015	106,194	111,604	117,272	123,136
128	97,058	102,034	107,257	112,725	118,435	124,358
129	98,037	103,016	108,358	113,846	119,619	125,599
130	99,012	104,075	109,417	114,988	120,883	126,928
131	100,017	105,094	110,439	116,108	122,023	128,126
132	101,015	106,194	111,604	117,272	123,208	129,370
133	102,034	107,257	112,725	118,435	124,494	130,719
134	103,016	108,358	113,846	119,619	125,736	132,024
135	104,075	109,417	114,988	120,883	127,044	133,396
136	105,094	110,439	116,108	122,023	128,287	134,703
137	106,194	111,604	117,272	123,208	129,552	136,028
138	107,257	112,725	118,435	124,494	130,837	137,379
139	108,358	113,846	119,619	125,736	132,184	138,794
140	109,417	114,988	120,883	127,044	133,489	140,164
141	110,439	116,108	122,023	128,287	134,857	141,600
142	111,604	117,272	123,208	129,552	136,202	143,011
143	112,725	118,435	124,494	130,837	137,569	144,447
144	113,846	119,619	125,736	132,184	138,934	145,881
145	114,988	120,883	127,044	133,489	140,301	147,315
146	116,108	122,023	128,287	134,857	141,733	148,819
147	117,272	123,208	129,552	136,202	143,097	150,252
148	118,435	124,494	130,837	137,569	144,565	151,793
149	119,619	125,736	132,184	138,934	145,954	153,251
150	120,883	127,044	133,489	140,301	147,442	154,814
151	122,023	128,287	134,857	141,733	148,972	156,421
152	123,208	129,552	136,202	143,097	150,418	157,940
153	124,494	130,837	137,569	144,565	151,888	159,482
154	125,736	132,184	138,934	145,954	153,461	161,133
155	127,044	133,489	140,301	147,442	154,969	162,717
156	128,287	134,857	141,733	148,972	156,498	164,323
157	129,552	136,202	143,097	150,418	158,151	166,059
158	130,837	137,569	144,565	151,888	159,701	167,686
159	132,184	138,934	145,954	153,461	161,271	169,334
160	133,489	140,301	147,442	154,969	162,882	171,026

NOTES REGARDING EARNINGS:

Longevity Increment

\$1,900 per year completion of 10 years of service

\$2,500 per year completion of 15 years of service

\$3,100 per year completion of 20 years of service

\$3,700 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

*Salary Schedule Amounts for 2022-2023 are Subject to Change, See Article 4.1.1.3

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGEMENT SALARY SCHEDULE
FISCAL YEAR 2022-2023**

Effective: 7/1/2022

Board Approved:

3% Increase Over 2021-2022

Range	Step 1	Step 2	Step 3	Step 4	Step 5
11	96,624	101,458	106,531	111,858	117,450
12	98,942	103,889	109,080	114,539	120,266
13	101,317	106,386	111,702	117,288	123,154
14	103,757	108,945	114,395	120,116	126,121
15	106,252	111,567	117,141	123,000	129,150
16	108,802	114,242	119,958	125,955	132,254
17	111,416	116,989	122,836	128,978	135,426
18	114,098	119,804	125,795	132,085	138,690
19	116,842	122,683	128,819	135,259	142,021
20	119,650	125,635	131,916	138,509	145,435
21	122,513	128,643	135,071	141,826	148,917
22	125,464	131,737	138,325	145,240	152,502
23	128,482	134,906	141,651	148,735	156,174
24	131,565	138,144	145,051	152,304	159,919
25	134,732	141,468	148,541	155,968	163,766
26	137,969	144,865	152,111	159,715	167,702
27	141,284	148,346	155,763	163,553	171,730
28	144,673	151,907	159,504	167,479	175,853
29	148,150	155,555	163,334	171,501	180,076
30	151,711	159,295	167,262	175,623	184,406
31	155,350	163,116	171,276	179,839	188,831
32	159,080	167,032	175,384	184,154	193,362
33	163,054	171,206	179,769	188,757	198,196
34	167,137	175,492	184,267	193,484	203,157
35	171,315	179,883	188,876	198,318	208,235
36	175,599	184,378	193,597	203,280	213,442
37	179,988	188,989	198,437	208,359	218,778
38	184,488	193,712	203,399	213,567	224,246
39	189,099	198,555	208,484	218,907	229,853
40	193,827	203,521	213,695	224,382	235,600

NOTES REGARDING EARNINGS:

Longevity Increment

\$2,500 per year completion of 10 years of service

\$3,100 per year completion of 15 years of service

\$3,800 per year completion of 20 years of service

\$4,400 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE
FISCAL YEAR 2022-2023**

Effective: 7/1/2022

Board Approved:

3% Increase Over 2021-2022

Range	Step A	Step B	Step C	Step D	Step E	Step F
100	75,744	79,547	83,541	87,907	92,342	96,960
101	76,437	80,324	84,399	88,729	93,224	97,885
102	77,151	81,187	85,282	89,675	94,254	98,967
103	77,950	81,942	86,081	90,619	95,117	99,873
104	78,727	82,823	86,984	91,439	96,081	100,885
105	79,547	83,541	87,907	92,342	97,090	101,946
106	80,324	84,399	88,729	93,224	98,036	102,938
107	81,187	85,282	89,675	94,254	99,044	103,996
108	81,942	86,081	90,619	95,117	99,970	104,968
109	82,823	86,984	91,439	96,081	100,978	106,025
110	83,541	87,907	92,342	97,090	101,982	107,082
111	84,399	88,729	93,224	98,036	103,018	108,169
112	85,282	89,675	94,254	99,044	104,045	109,248
113	86,081	90,619	95,117	99,970	105,095	110,351
114	86,984	91,439	96,081	100,978	106,106	111,412
115	87,907	92,342	97,090	101,982	107,197	112,557
116	88,729	93,224	98,036	103,018	108,247	113,661
117	89,675	94,254	99,044	104,045	109,380	114,851
118	90,619	95,117	99,970	105,095	110,475	115,999
119	91,439	96,081	100,978	106,106	111,609	117,189
120	92,342	97,090	101,982	107,197	112,700	118,335
121	93,224	98,036	103,018	108,247	113,752	119,439
122	94,254	99,044	104,045	109,380	114,952	120,700
123	95,117	99,970	105,095	110,475	116,107	121,913
124	96,081	100,978	106,106	111,609	117,261	123,124
125	97,090	101,982	107,197	112,700	118,438	124,360
126	98,036	103,018	108,247	113,752	119,591	125,571
127	99,044	104,045	109,380	114,952	120,790	126,830
128	99,970	105,095	110,475	116,107	121,988	128,089
129	100,978	106,106	111,609	117,261	123,208	129,367
130	101,982	107,197	112,700	118,438	124,509	130,736
131	103,018	108,247	113,752	119,591	125,684	131,970
132	104,045	109,380	114,952	120,790	126,904	133,251
133	105,095	110,475	116,107	121,988	128,229	134,641
134	106,106	111,609	117,261	123,208	129,508	135,985
135	107,197	112,700	118,438	124,509	130,855	137,398
136	108,247	113,752	119,591	125,684	132,136	138,744
137	109,380	114,952	120,790	126,904	133,439	140,109
138	110,475	116,107	121,988	128,229	134,762	141,500
139	111,609	117,261	123,208	129,508	136,150	142,958
140	112,700	118,438	124,509	130,855	137,494	144,369
141	113,752	119,591	125,684	132,136	138,903	145,848

Range	Step A	Step B	Step C	Step D	Step E	Step F
142	114,952	120,790	126,904	133,439	140,288	147,301
143	116,107	121,988	128,229	134,762	141,696	148,780
144	117,261	123,208	129,508	136,150	143,102	150,257
145	118,438	124,509	130,855	137,494	144,510	151,734
146	119,591	125,684	132,136	138,903	145,985	153,284
147	120,790	126,904	133,439	140,288	147,390	154,760
148	121,988	128,229	134,762	141,696	148,902	156,347
149	123,208	129,508	136,150	143,102	150,333	157,849
150	124,509	130,855	137,494	144,510	151,865	159,458
151	125,684	132,136	138,903	145,985	153,441	161,114
152	126,904	133,439	140,288	147,390	154,931	162,678
153	128,229	134,762	141,696	148,902	156,445	164,266
154	129,508	136,150	143,102	150,333	158,065	165,967
155	130,855	137,494	144,510	151,865	159,618	167,599
156	132,136	138,903	145,985	153,441	161,193	169,253
157	133,439	140,288	147,390	154,931	162,896	171,041
158	134,762	141,696	148,902	156,445	164,492	172,717
159	136,150	143,102	150,333	158,065	166,109	174,414
160	137,494	144,510	151,865	159,618	167,768	176,157

NOTES REGARDING EARNINGS:

Longevity Increment

\$2,500 per year completion of 10 years of service

\$3,100 per year completion of 15 years of service

\$3,800 per year completion of 20 years of service

\$4,400 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL SALARY SCHEDULE
FISCAL YEAR 2022-2023

Effective: 7/1/2022

Board Approved:

3% Increase Over 2021-2022

Range	Step A	Step B	Step C	Step D	Step E	Step F
80	62,042	65,195	68,538	72,045	75,744	79,532
81	62,632	65,911	69,230	72,781	76,437	80,259
82	63,327	66,522	69,966	73,454	77,151	81,008
83	63,976	67,214	70,573	74,189	77,950	81,849
84	64,566	67,866	71,353	74,943	78,727	82,664
85	65,195	68,538	72,045	75,744	79,547	83,525
86	65,911	69,230	72,781	76,437	80,324	84,339
87	66,522	69,966	73,454	77,151	81,187	85,246
88	67,214	70,573	74,189	77,950	81,942	86,039
89	67,866	71,353	74,943	78,727	82,823	86,964
90	68,538	72,045	75,744	79,547	83,541	87,716
91	69,230	72,781	76,437	80,324	84,399	88,618
92	69,966	73,454	77,151	81,187	85,282	89,547
93	70,573	74,189	77,950	81,942	86,081	90,385
94	71,353	74,943	78,727	82,823	86,984	91,332
95	72,045	75,744	79,547	83,541	87,907	92,303
96	72,781	76,437	80,324	84,399	88,729	93,167
97	73,454	77,151	81,187	85,282	89,675	94,158
98	74,189	77,950	81,942	86,081	90,619	95,150
99	74,943	78,727	82,823	86,984	91,439	96,011
100	75,744	79,547	83,541	87,907	92,342	96,960
101	76,437	80,324	84,399	88,729	93,224	97,885
102	77,151	81,187	85,282	89,675	94,254	98,967
103	77,950	81,942	86,081	90,619	95,117	99,873
104	78,727	82,823	86,984	91,439	96,081	100,885
105	79,547	83,541	87,907	92,342	97,090	101,946
106	80,324	84,399	88,729	93,224	98,036	102,938
107	81,187	85,282	89,675	94,254	99,044	103,996
108	81,942	86,081	90,619	95,117	99,970	104,968
109	82,823	86,984	91,439	96,081	100,978	106,025
110	83,541	87,907	92,342	97,090	101,982	107,082
111	84,399	88,729	93,224	98,036	103,018	108,169
112	85,282	89,675	94,254	99,044	104,045	109,248
113	86,081	90,619	95,117	99,970	105,095	110,351
114	86,984	91,439	96,081	100,978	106,106	111,412
115	87,907	92,342	97,090	101,982	107,197	112,557
116	88,729	93,224	98,036	103,018	108,247	113,661
117	89,675	94,254	99,044	104,045	109,380	114,851
118	90,619	95,117	99,970	105,095	110,475	115,999
119	91,439	96,081	100,978	106,106	111,609	117,189
120	92,342	97,090	101,982	107,197	112,700	118,335
121	93,224	98,036	103,018	108,247	113,752	119,439
122	94,254	99,044	104,045	109,380	114,952	120,700

Range	Step A	Step B	Step C	Step D	Step E	Step F
123	95,117	99,970	105,095	110,475	116,107	121,913
124	96,081	100,978	106,106	111,609	117,261	123,124
125	97,090	101,982	107,197	112,700	118,438	124,360
126	98,036	103,018	108,247	113,752	119,591	125,571
127	99,044	104,045	109,380	114,952	120,790	126,830
128	99,970	105,095	110,475	116,107	121,988	128,089
129	100,978	106,106	111,609	117,261	123,208	129,367
130	101,982	107,197	112,700	118,438	124,509	130,736
131	103,018	108,247	113,752	119,591	125,684	131,970
132	104,045	109,380	114,952	120,790	126,904	133,251
133	105,095	110,475	116,107	121,988	128,229	134,641
134	106,106	111,609	117,261	123,208	129,508	135,985
135	107,197	112,700	118,438	124,509	130,855	137,398
136	108,247	113,752	119,591	125,684	132,136	138,744
137	109,380	114,952	120,790	126,904	133,439	140,109
138	110,475	116,107	121,988	128,229	134,762	141,500
139	111,609	117,261	123,208	129,508	136,150	142,958
140	112,700	118,438	124,509	130,855	137,494	144,369
141	113,752	119,591	125,684	132,136	138,903	145,848
142	114,952	120,790	126,904	133,439	140,288	147,301
143	116,107	121,988	128,229	134,762	141,696	148,780
144	117,261	123,208	129,508	136,150	143,102	150,257
145	118,438	124,509	130,855	137,494	144,510	151,734
146	119,591	125,684	132,136	138,903	145,985	153,284
147	120,790	126,904	133,439	140,288	147,390	154,760
148	121,988	128,229	134,762	141,696	148,902	156,347
149	123,208	129,508	136,150	143,102	150,333	157,849
150	124,509	130,855	137,494	144,510	151,865	159,458
151	125,684	132,136	138,903	145,985	153,441	161,114
152	126,904	133,439	140,288	147,390	154,931	162,678
153	128,229	134,762	141,696	148,902	156,445	164,266
154	129,508	136,150	143,102	150,333	158,065	165,967
155	130,855	137,494	144,510	151,865	159,618	167,599
156	132,136	138,903	145,985	153,441	161,193	169,253
157	133,439	140,288	147,390	154,931	162,896	171,041
158	134,762	141,696	148,902	156,445	164,492	172,717
159	136,150	143,102	150,333	158,065	166,109	174,414
160	137,494	144,510	151,865	159,618	167,768	176,157

NOTES REGARDING EARNINGS:

Longevity Increment

\$2,500 per year completion of 10 years of service

\$3,100 per year completion of 15 years of service

\$3,800 per year completion of 20 years of service

\$4,400 per year completion of 25 years of service

Educational Degree Award

\$2,500 per year for employees who receive a doctorate degree from an accredited institution.

Appendix C

Professional Growth Award Application Form



**SAN JOSÉ/EVERGREEN COMMUNITY COLLEGE DISTRICT
M.S.C. PROFESSIONAL GROWTH AWARD**

(PLEASE SUBMIT ONE APPLICATION FORM PER COURSE)

In order for your application to be considered complete the following must be attached:

- 1. A copy of the course description**
- 2. Original transcripts**

(NOTE: EMPLOYEES MUST HAVE COMPLETED 12 MONTHS OF EMPLOYMENT)

Name: _____

Employee ID: _____ Location: _____ Ext _____

Department: _____ Supervisor: _____

Job Title: _____

Have you completed the 12-month employment? _____

COURSE INFORMATION:

Type: ☐ College Course - Semester _____

☐ Other: _____

Location: _____ Dept. & Course # _____

Course Title: _____ Instructor Name: _____

Start Date: _____ End Date: _____ Days: _____ Time: _____

Units Earned: _____ (OR) Hrs. of Credit: _____ Final Grade: _____

EXPLANATION OF COURSE BENEFIT: (Attach a separate sheet if necessary)

Applicant Signature

Date

Appendix D

MSCC Position Description Questionnaire (PDQ)

MSCC Position Description Questionnaire (PDQ)

This form is being used:

- ☐ Employee Initiated ☐ Management Initiated ☐ to Reclassify a Position ☐ to Create a Position
- ☐ for Class Study or Update

Instructions: Please review this form, and complete it as fully as you possibly can (not all sections of this form will be applicable to all positions.) Enter your responses in the gray sections below each question and return it to your manager upon completion.

EMPLOYEE INFORMATION		
Name:	College/ unit:	
Date:	Department:	
Email:	Current job title and range:	
Ext:	Requested job title and range:	
SUPERVISOR INFORMATION		
Immediate Supervisor Name:		
Supervisor Title:		
Supervisor Work Location:		
Supervisor Contact Information:		
JOB SPECIFICATIONS		
JOB RESPONSIBILITIES		
Please describe the primary role and function of the position. If this is a position review/reclassification, provide examples and create a brief one paragraph job description. Please (outline) significant changes in the position:		
PRIMARY ROLE DESCRIPTION		
Please identify specific duties and responsibilities and provide a breakdown of the approximate percentage of time spent, on average, on each duty.		
Job activities	% of time	New duty or change

Attach a copy of the current and the proposed organizational chart to this document. Include current and proposed job description.

Interpersonal Communication/Interaction:

- a. Provide a previous and current organizational chart listing the names, position and status, full time and/or part time or List the names and job titles of individuals you directly supervise. For each listing, note whether these are part- time or full-time positions, and, where applicable, the number of staff directly supervised by these individuals.

Person(s) You Directly Supervise	His or Her Job Title	Part Time or Full Time	Number of Employees he or she Supervises

- b. If your position involves leadership, supervisory, or managerial responsibilities for other staff, check (✓) below in the first two columns of boxes the responsibilities assigned to you on an on-going basis. Then check your level of involvement in supervising/managing employees regularly assigned to you.

Supervisor/Manager		Level of Involvement									
<input type="checkbox"/>	Employee leave	<input type="checkbox"/>	Give	<input type="checkbox"/>	Input	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	OR	<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Resolve grievances	<input type="checkbox"/>	OR	<input type="checkbox"/>	Give	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	OR	<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Select new employees	<input type="checkbox"/>	Input	<input type="checkbox"/>	OR	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	OR	<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Transfer/promotion action	<input type="checkbox"/>	Give	<input type="checkbox"/>	Input	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	OR	<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Disciplinary action	<input type="checkbox"/>	OR	<input type="checkbox"/>	Give	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	OR	<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Discharge action	<input type="checkbox"/>	Input	<input type="checkbox"/>	OR	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	OR	<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Adjust salary of staff	<input type="checkbox"/>	Give	<input type="checkbox"/>	Input	<input type="checkbox"/>	Recommend	<input type="checkbox"/>		<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Evaluate performance	<input type="checkbox"/>	OR	<input type="checkbox"/>	Give	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	Additional Responsibility:_____	<input type="checkbox"/>	Input	<input type="checkbox"/>	OR	<input type="checkbox"/>	Recommend	<input type="checkbox"/>		<input type="checkbox"/>	Final Approval
<input type="checkbox"/>	_____	<input type="checkbox"/>	Give	<input type="checkbox"/>	Input	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>	

POSITION SCOPE AND IMPACT

Explain the impact, to the extent possible, that the work of this position has within the department, division, college and district and/or externally, if applicable.

Describe the constituents, both internal and external to SJECCD, with whom this position works most closely.

JOB REQUIREMENTS (CREATING A NEW POSITION ONLY):**LICENSES, SKILLS, EXPERIENCE AND TECHNICAL**

Please list any specific education, training, or certification that is required for the successful performance of this job.

Experiences

Indicate any education, specific degree, major, license, registration, or certification required, as you would in our online recruiting system, and why it is needed:

Degree	License	Certification
Major	Registration	Other

SUPERVISORY RESPONSIBILITIES – Evaluate Hire, Train and Discipline (CREATING A NEW POSITION ONLY):

Is this position responsible for managing a department or unit? If so, please name the department or unit.
☐ No ☐ Yes, department/unit:

Designate the type of staff this position supervises using the following categories: (overtime eligible, exempt, temporary) student worker, and independent contractor. Please also note the number of individuals this position supervises. List types of positions.

Check off the primary supervisory responsibilities of this position.

- ☐ Conducts interviews independently
- ☐ Directs the work of other employees and assigns significant tasks. Provide an example:

☐ Independently prepares and delivers performance evaluation(s)
- ☐ Hires, transfers, promotes staff
- ☐ Takes disciplinary action
- ☐ Makes recommendations for termination

FUNCTIONAL MANAGEMENT

What responsibility does this position have for establishing, interpreting and/or implementing plans, policies or procedures? Provide an example(s) that demonstrate this responsibility. If your position has any financial (budgetary or procurement) responsibilities, complete the following table, showing the **approximate annual value** of the item over which you have financial approval, accountability, or signature authority. For each item listed below on the left, check (✓) all boxes that apply. Do not list any type if less than \$1,500.00

Type of Item of Value	Dollar Amount	Justify Needs & Recommend Proposals (✓)	Prepare Financial Data & Documents (✓)	Approve Final Requests (✓)	Authorize Expenditures or Allocations (✓)	Monitor, Track & Record Expenditures or Allocations (✓)
Salaries & Wages						
Equipment & Machinery						
Material & Supplies						
Grants(pass through funds)						
Program Services						
Contractual or Rental Services						
Travel & Lodging						
Other (specify)						
Total						

Describe the major financial decisions this position makes, and the effect that these decisions have on the overall operating or financial success of the **College/District**.

Include the sizes(s) of the annual budget(s) for which this position is responsible:

General Fund	Restricted
Categorical	Other (please explain)

If the position manages a segment of the department budget, indicate the line item(s).

How much authority for spending funds does this position have? Is there a maximum? Provide examples.

If this position manages grants, categorical and/or restricted funds, indicate the types of funds and numbers of each, stating dollar amounts.

Does this position have the authority to appropriate funds to different areas? If so, for which line item(s) in the budget?

☐ No ☐ Yes, name the line items:

COMMENTS AND SIGNATURES

EMPLOYEE'S COMMENTS

Please provide any further comments you have about your position:

Employee's Signature:

Date:

SUPERVISOR'S COMMENTS

Please provide comments about the accuracy and completeness of this form:

Supervisor's Signature:

Date:

By signing this document, you are acknowledging receipt. Your signature does not indicate your validation of the information contained in it. You will have further opportunity to contribute during the classification review process.

PRESIDENT/CHANCELLOR'S SIGNATURE

Please provide comments about the accuracy and completeness of this form:

President/Chancellor's Signature:

Date:

HR Department:

Appendix E

Administrator Contract Extension Notification Form



**SAN JOSÉ/EVERGREEN COMMUNITY COLLEGE DISTRICT
MANAGER CONTRACT EXTENSION NOTIFICATION FORM**

Employee Name: _____ Employee ID: _____

Location: _____ Extension: _____

Job Title: _____ Department: _____

Supervising Administrator: _____

☐ Multi-year contract rollover will be extended for the _____ fiscal year.

☐ Multi-year contract rollover will NOT be extended for the _____ fiscal year. Mid-year evaluation included.

Employee Signature

Date

Supervisor Administrator Signature

Date

****This document must be submitted to Human Resources by January 15.***

Appendix F

Staff & Peer Feedback Survey Component of Comprehensive Evaluation for Administrators

San José-Evergreen Community College District
On-Line Staff & Peer Feedback Survey
Component of Comprehensive Evaluation for Administrators

Directions:

The Staff & Peer Feedback Survey is to be issued by Human Resources. The information is confidential. The administrator and supervising administrator develop together a participant list that includes 10 to 20 individuals district-wide who represent direct reports, peers, and those who work with the administrator. The final list is to be confirmed by the supervising administrator and sent to Human Resources.

Employee's Name: _____

Position Title: _____

Feedback Response Key: **5:** Exceptional **4:** Exceeds Expectations **3:** Meets Expectations
2: Below Expectations **1:** Does Not Meet Expectations **NA/O:** Not Applicable/Observed

Performance Factors

Feedback Response

COMMUNICATION SKILLS

<ol style="list-style-type: none"> 1. The Administrator regularly exhibits the ability to inform others in oral and written communications. 2. The Administrator relies on relevant data in problem solving. 3. The Administrator communicates in a tactful, respectful, and civil manner. 4. The Administrator demonstrates sensitivity to the needs and abilities of others, makes reasonable accommodations for mental and physical disabilities, for cultural, ethnic, gender, and religious differences, and exemplifies a supportive attitude. 5. The Administrator regularly exhibits the ability to effectively communicate in a culturally proficient manner in his/her division/program across all areas of diversity; conducts discussions in his/her area of responsibility regarding how they may work towards meeting the districts diversity goals. 	
---	--

LEADERSHIP

<ol style="list-style-type: none"> 1. The Administrator has a highly developed sense of vision and innovation and takes initiative in building that vision for area of responsibility. 2. The Administrator motivates the work group and empowers others to work collaboratively. 3. The Administrator promotes professional expertise and staff development. 4. The Administrator actively participates in district and college committees and task groups. 	
--	--

<ol style="list-style-type: none"> 5. The Administrator models effective leadership. 6. The Administrator uses sound judgment and responds to situations in an appropriate manner. 7. The Administrator supports, enhances, and facilitated the district's commitment to cultural richness, diversity goals and cultural proficiency. 	
--	--

PROFESSIONAL KNOWLEDGE AND EXPERTISE

<ol style="list-style-type: none"> 1. The Administrator has in-depth knowledge or technical expertise in one of the areas or disciplines which he or she supervises. 2. The Administrator participates in and has provided training and development activities designed to support a diverse working and learning environment for students and employees. 3. The Administrator has made identifiable efforts to increase their level of cultural competency (knowledge of history, culture, language, contributions, sociopolitical perspective, of the diverse student body we serve) since their last evaluation. 4. The Administrator has an appropriate level of general knowledge about all of the areas or disciplines which he or she supervises. 5. The Administrator demonstrates understanding of college and district goals, policies, and procedures. 6. The Administrator demonstrates support for increasing the diversity of students and works to develop retention strategies. 	
---	--

TEAM WORK

<ol style="list-style-type: none"> 1. The Administrator maintains a professional and cooperative attitude in working with work groups and teams. 2. The Administrator gives firm direction when needed. 3. The Administrator strives to builds consensus, trust and confidence within his/her teams. 4. The Administrator provides for broad-based collaboration in planning and decision making in areas of responsibility. 5. The Administrator resolves conflicts in a constructive way. 6. The Administrator provides for broad-based collaboration in planning and decision making as it relates to college/district community. 	
--	--

ADMINISTRATIVE SKILLS

<ol style="list-style-type: none"> 1. The Administrator attends to administrative details (e.g., budget, evaluations, schedule, etc.) in his/her area. 2. The Administrator schedules meetings appropriately. 3. The Administrator uses meeting time effectively and efficiently. 4. The Administrator is organized and effectively, prioritizes, and delegates. 	
--	--

5. The Administrator establishes work direction, sets priorities clearly, defines and breaks tasks into their components and assigns them appropriately. 6. The Administrator is able to work under pressure, demonstrating ability to work effectively despite pressures of deadlines, crises, and changing demands. 7. The Administrator identifies, utilizes, and develops human resources and/or institutional strategies to serve needs.	
---	--

COMMENTS

<p>What do you consider to be the Administrator's greatest strengths?</p>
<p>In what areas do you think the Administrator could improve? How might the Administrator improve in these areas?</p>
<p>Optional Additional Comments:</p>

Appendix G

Performance Goals and Objectives Component of Administrator Evaluations

PERFORMANCE GOALS AND OBJECTIVES

Person, Dean

Performance Goals and Objectives for 20XX -XX

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs, the Dean provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to the division: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional divisions; provide leadership for faculty and staff in offering quality educational services for college students; and supervise and evaluate the performance of assigned personnel.

The Dean is responsible for the division including XX1, XX2, XX3 and XX4.

KEY DUTIES and RESPONSIBILITIES

Leadership

1. Participate in strategic and long-range instructional planning for the College and the District.
2. Provide leadership for program review, including program improvement and development; systematic assessment of student progress and learning_outcomes; review and recommend changes to maintain relevance of division programs to meet student and community needs.
3. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional program.
4. Maintain current knowledge of new trends and innovations in community colleges and higher education.
5. Promote excellence in teaching.

Curriculum & Program Development

1. Work with faculty to plan for curriculum additions, modifications, and deletions; set priorities for resource needs; provide program analysis.
2. Facilitate maintenance of relevant curriculum appropriate to the college mission.
3. Work with faculty to identify and implement Student Learning Outcomes.

Resource Allocation

1. Develop and manage the Division budget consistent with District policy and sound financial management principles.
2. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.
3. Develop and maintain safe laboratory facilities that allow faculty and staff to meet the needs of the science laboratory curriculum.
4. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.

Staffing

1. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.
2. Recruit and develop adjunct faculty pools.

Student Success

1. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
2. Oversee and evaluate requests for: credit by exam, course waivers, and other student petitions.
3. Resolve student issues and assist faculty and staff to refer issues (DSP, student behavior, grade changes, etc.) to appropriate departments.

Community Relations/Outreach

1. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.
2. Determine and oversee needs for other college sites and centers regarding instructional programs and services, provide for proper staffing of classes, and administer and evaluate courses and assigned instructional full time and part-time staff.
3. Facilitate academic partnerships between Division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

Scheduling

1. Ensure preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year instructional plans.
2. Assign faculty to classes, monitor schedules and faculty and staff workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.

Directions: To be completed with input from employee and supervising administrator

ANNUAL PERFORMANCE GOALS 20XX-XX	ON-TRACK	NEEDS ATTENTION	COMMENTS
	Mid-Term Review		
Goal			

ANNUAL PERFORMANCE OBJECTIVES 20XX-XX	ON- TRACK	NEEDS ATTENTION	COMMENTS
	Mid-Term Review		
Objective *The administrator participates in student learning outcome assessment by effectively leading those directly responsible for student progress. (provide specific examples how this standard has been met.) <i>*For academic administrators</i>			

Performance Review Components	On-Track	Needs Attention	N/A	Comments
Professional Knowledge And Expertise				
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership				
Quality Of Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative And Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem Solving/Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organizational Abilities				
Planning Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organizational Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality Of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fiscal/Budgetary Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication Skills				

Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharing Information With Staff And /Or Department/Division In Supporting An Informed Workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diversity/Civility/Workforce Development				
Civility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diversity Hiring And Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Learning Outcomes				
Student Learning Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (SLO)				
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CONTRACT RENEWAL NOTICE	YES		NO	

EMPLOYEE SIGNATURE/DATE
SUPERVISING ADMINISTRATOR SIGNATURE/DATE

VICE PRESIDENT/VICE CHANCELLOR SIGNATURE/DATE
PRESIDENT/CHANCELLOR SIGNATURE/DATE

Appendix H

Annual Administrator Performance Evaluation Form



San José Evergreen Community College District Administrator Annual Performance Evaluation

Administrator Name:	
Position Title:	Hire Date:
Evaluation Cycle:	Evaluation Period: to
Supervising Administrator:	

For supervising administrator: For each category provided, indicate rating and complete overall comment section to provide support for ratings.

- | | |
|-----------------------------|---|
| EXCEPTIONAL | Contributions to institution consistently exceeds expectations. Performance is beyond what is required of the job. |
| EXCEEDS EXPECTATIONS | Sustained consistently high performance. |
| MEETS EXPECTATIONS | Performance is what is expected for the position. |
| NEEDS IMPROVEMENT | Performance meets some requirements of the position; however, critical job components are performed unsatisfactorily. An immediate and sustained improvement in quality and/or quantity of work is necessary. Specific directives to improve with timelines are to be provided. |
| UNSATISFACTORY | Corrective action is required. Continued performance at this level is unacceptable. Immediate improvement as directed is expected. |

Professional Knowledge and Expertise
<p>JOB KNOWLEDGE</p> <p><input type="checkbox"/> a. Exceptional Excellent understanding of position responsibilities. Extremely knowledgeable at all times.</p> <p><input type="checkbox"/> b. Exceeds Expectations Good knowledge of position responsibilities. Well informed. Actively pursues additional knowledge.</p> <p><input type="checkbox"/> c. Meets Expectations Has sufficient knowledge of position responsibilities.</p> <p><input type="checkbox"/> d. Needs Improvement Inadequate knowledge of position responsibilities. Understanding of job duties not sufficient. To increase significantly core knowledge required for position.</p> <p><input type="checkbox"/> e. Unsatisfactory Lack of knowledge. Very little understanding of job responsibilities. Needs immediate change remediation to extensively expand knowledge required for the position.</p>
<p>CONTINUOUS INDIVIDUAL GROWTH AND DEVELOPMENT</p> <p><input type="checkbox"/> Exceptional Prioritizes taking initiative to maintain currency and develop professionally.</p> <p><input type="checkbox"/> b. Exceeds Expectation Consistently takes initiative to maintain currency and develop professionally.</p> <p><input type="checkbox"/> c. Meets Expectation Takes initiative to maintain currency and develop professionally.</p> <p><input type="checkbox"/> d. Needs Improvement Infrequently takes initiative to maintain currency and develop professionally.</p> <p><input type="checkbox"/> e. Unsatisfactory Fails to take initiative to maintain currency and develop professionally.</p>
<p>DEPENDABILITY</p> <p><input type="checkbox"/> a. Exceptional Frequently requests more responsibility. Rarely needs supervision. Makes frequent constructive suggestions. Extremely well organized and efficient.</p> <p><input type="checkbox"/> b. Exceeds Expectation Takes responsibility on own initiative. Requires little supervision or follow-up. Will make constructive suggestions. Well organized. Sets high goals and makes good progress.</p> <p><input type="checkbox"/> c. Meets Expectation Accepts amount of responsibility expected for position. Requires some supervision. Understands priorities. Sets satisfactory goals and puts forth effort to meet them.</p> <p><input type="checkbox"/> d. Needs Improvement Accepts responsibility when requested. Makes occasional constructive suggestions. Requires follow-up and supervision. Less than satisfactory effort made in reaching goals.</p> <p><input type="checkbox"/> e. Unsatisfactory Does not accept responsibility. Rarely has constructive suggestions. Requires follow-up and supervision on a continual basis. Has little concept of priorities. Goal setting is very limited.</p>

Leadership
<p>QUALITY OF LEADERSHIP</p> <p><input type="checkbox"/> a. Exceptional Demonstrates highest quality of leadership by positive role-modeling, generating enthusiasm and commitment to the institution at all times. Arrives at the best decision even on challenging matters.</p> <p><input type="checkbox"/> b. Exceeds Expectation Considerable skill in directing others. Consistently sound thinker in given situations that occur in his/her area.</p> <p><input type="checkbox"/> c. Meets Expectation Demonstrates good leadership. Commands respect of staff. Displays good judgment resulting from sound evaluation.</p> <p><input type="checkbox"/> d. Needs Improvement Sometimes demonstrates adequate control and direction. Judgment is occasionally sound.</p> <p><input type="checkbox"/> e. Unsatisfactory Often weak and unable to exert control. Decisions and recommendations are often unsound or ineffective.</p>
<p>INITIATIVE AND CREATIVITY</p> <p><input type="checkbox"/> a. Exceptional Always takes initiative within area of responsibility and beyond. Exceptionally creative.</p> <p><input type="checkbox"/> b. Exceeds Expectation Demonstrated initiative and creativity is noteworthy.</p> <p><input type="checkbox"/> c. Meets Expectation Demonstrates creativity and initiative routinely.</p> <p><input type="checkbox"/> d. Needs Improvement Has occasionally identified problems and developed solutions.</p> <p><input type="checkbox"/> e. Unsatisfactory Does develop new ideas. Often ignores problems.</p>
<p>PROBLEM SOLVING/DECISION MAKING</p> <p><input type="checkbox"/> a. Exceptional Defines problems and analyses quickly and accurately. Uses all information sources and job knowledge to fullest potential. Demonstrates excellent insight in solving problems. Takes prompt and appropriate action and follows through.</p> <p><input type="checkbox"/> b. Exceeds Expectation Possesses good decision-making skills. Uses job knowledge and information sources to good advantage. Shows consistent insight in solving problems.</p> <p><input type="checkbox"/> c. Meets Expectation Understands situations in most cases. Analyzes problems to make sound decisions. Demonstrates insight in solving problems.</p> <p><input type="checkbox"/> d. Needs Improvement Researches or understands in some cases. May be hesitant about making decisions in general. May make wrong decisions due to lack of knowledge or evaluation of the situation.</p> <p><input type="checkbox"/> e. Unsatisfactory Does not research or evaluate situations properly. Makes decisions with little information or research or refuses to make decisions or makes poor decisions. Demonstrates little or no insight into solving problems. Avoids making decisions.</p>

Organizational Abilities
<p>PLANNING ABILITY</p> <p><input type="checkbox"/> a. Exceptional Demonstrates exemplary ability to do long range and short term planning based on set goals and objectives.</p> <p><input type="checkbox"/> b. Exceeds Expectation Sets clear objectives. Uses available resources well. Consistently forecasts to improve planning.</p> <p><input type="checkbox"/> c. Meets Expectation Is a careful, effective planner. Anticipates and takes action to solve problems.</p> <p><input type="checkbox"/> d. Needs Improvement Plans ahead occasionally. Identifies simple problems.</p> <p><input type="checkbox"/> e. Unsatisfactory Fails to seek or find problems in areas of responsibilities. Often performs poorly due to lack of planning.</p>
<p>SAFETY ENSURES COMPLIANCE AND ADDRESSES SECURITY AND SAFETY/EMERGENCY PROCEDURES</p> <p><input type="checkbox"/> Exceptional Demonstrates exemplary ability proactively to address and follow security and safety procedures.</p> <p><input type="checkbox"/> b. Exceeds Expectation Proactively addresses and follows security and safety procedures.</p> <p><input type="checkbox"/> c. Meets Expectation Addresses and follows security and safety procedures.</p> <p><input type="checkbox"/> d. Needs Improvement Inconsistently addresses and follows security and safety procedures.</p> <p><input type="checkbox"/> e. Unsatisfactory Fails to address and follow security and safety procedures.</p>
<p>ORGANIZATIONAL ABILITY</p> <p><input type="checkbox"/> a. Exceptional Is a highly skilled organizer. Is able to obtain optimum effectiveness.</p> <p><input type="checkbox"/> b. Exceeds Expectation Consistently displays effective organizational abilities.</p> <p><input type="checkbox"/> c. Meets Expectation Displays efficiency in the ability to organize. Makes appropriate use of resources.</p> <p><input type="checkbox"/> d. Needs Improvement Inconsistent in contributing to organizational efficiencies. Frequently demonstrates inability to address organizational effectiveness or efficient concerns.</p> <p><input type="checkbox"/> e. Unsatisfactory Does not make effective use of resources. Lacks the ability to address organizational effectiveness or efficiency concerns.</p>
<p>QUANTITY OF WORK</p> <p><input type="checkbox"/> a. Exceptional Accomplishments exceed expectations and objectives. Projects and assignments are frequently completed before deadline.</p> <p><input type="checkbox"/> b. Exceeds Expectation Accomplishments consistently exceed expectations. Projects and assignments are completed on time.</p> <p><input type="checkbox"/> c. Meets Expectation Accomplishments meet expectations in all areas. Projects and assignments are completed in timely basis.</p> <p><input type="checkbox"/> d. Needs Improvement Amount of work accomplished is often unacceptable. Projects and assignments are periodically late or incomplete.</p> <p><input type="checkbox"/> e. Unsatisfactory Amount of work is unacceptable. Projects and assignments are late or incomplete.</p>

QUALITY OF WORK

- ☐ a. Exceptional

Quality of work is superior.

- ☐ b. Exceeds Expectation

Quality of work exceeds requirements.

- ☐ c. Meets Expectation

Work is of an acceptable quality.

- ☐ d. Needs Improvement

Work is sometimes of poor quality, although some work may be satisfactory.

- ☐ e. Unsatisfactory

Work is of poor quality.

PROGRAM MONITORING AND IMPROVEMENT (DATA COLLECTION, USE AND ANALYSIS)

- ☐ a. Exceptional

Proactively incorporates data collection, use and analysis in program monitoring and improvement.

- ☐ b. Exceeds Expectation

Consistently incorporates data collection, use and analysis in program monitoring and improvement

- ☐ c. Meets Expectation

Understands data collection, use and analysis in program monitoring and improvement

- ☐ d. Needs Improvement

Infrequently incorporates data collection, use and analysis in program monitoring and improvement

- ☐ e. Unsatisfactory

Fails to understand the importance of data collection, use and analysis in program monitoring and improvement

CONFLICT RESOLUTION

- ☐ a. Exceptional

Outstanding ability to effectively resolve conflict between and among others.

- ☐ b. Exceeds Expectation

Noteworthy ability to resolve conflict between and among others.

- ☐ c. Meets Expectation

Adequately resolves conflict between and among others.

- ☐ d. Needs Improvement

Infrequently resolves conflict between and among others.

- ☐ e. Unsatisfactory

Fails to resolve conflict between and among others

ISCAL/BUDGETARY SKILLS

- ☐ a. Exceptional

Expert abilities in fiscal and budgetary matters.

- ☐ b. Exceeds Expectation

Highly skilled in fiscal and budgetary matters.

- ☐ c. Meets Expectation

Skilled in fiscal and budgetary matters.

- ☐ d. Needs Improvement

Needs to improve skills in fiscal and budgetary matters.

- ☐ e. Unsatisfactory

Is unskilled in fiscal and budgetary matters.

Communication Skills**ORAL EXPRESSION**

- ☐ a. Exceptional

Outstanding ability to communicate ideas to others.

- ☐ b. Exceeds Expectation

Consistently able to express ideas clearly and concisely.

- ☐ c. Meets Expectation

Usually organizes and expresses thoughts clearly and concisely.

- ☐ d. Needs Improvement

Sometimes able to express thoughts clearly.

- ☐ e. Unsatisfactory

Unable to express thoughts clearly.

WRITTEN EXPRESSION

- ☐ a. Exceptional

Outstanding ability to communicate ideas to others.

- ☐ b. Exceeds Expectation

Consistently able to express ideas clearly and concisely.

- ☐ c. Meets Expectation

Usually organizes and expresses thoughts clearly and concisely.

- ☐ d. Needs Improvement

Sometimes able to express thoughts clearly.

- ☐ e. Unsatisfactory

Unable to express thoughts clearly. Lacks organization.

13 SHARING INFORMATION WITH STAFF AND /OR DEPARTMENT/DIVISION IN SUPPORTING AN INFORMED WORKFORCE

☐ a. Exceptional

Always acquires and disseminates information in a timely manner and conducts individual and staff briefings to confirm understanding.

☐ b. Exceeds Expectation

Consistently acquires and disseminates information in a timely manner and confirms staff's understanding.

☐ c. Meets Expectation

Generally disseminates information with clarity to subordinate and department.

☐ d. Needs Improvement

Inconsistent dissemination of useful information in unpredictable or untimely manner. Information not well understood or is transferred to subordinate and department in an incomplete manner.

☐ e. Unsatisfactory

Does not obtain or share information with subordinate or department personnel. Lack of useful information leads to subordinate and department not being productive.

Diversity/Civility/Workforce Development

EMPLOYEE DEVELOPMENT – GROWTH & RETENTION

☐ a. Exceptional

Demonstrates exceptional motivation and teamwork. Training and employee development procedures are always utilized. Corrective action is fair and very effective. Sets high standards of performance which are generally achieved. Outstanding level of communication with employees. Promotion of high standards in the workplace through timely evaluations.

☐ b. Exceeds Expectation

Demonstrates consistent level of motivation and teamwork. Training procedures and work standards are well developed and communicated. Disciplinary measures are appropriate and effective. Encourages open communication with employees.

☐ c. Meets Expectation

Demonstrates satisfactory motivation and teamwork. Training is undertaken and completed on a regular basis. Work standards are adequate. Disciplinary measures are taken when necessary and are appropriate to situation. Communicates satisfactorily with employees.

☐ d. Needs Improvement

Marginally demonstrates marginal motivation and initiative. Training only undertaken in crisis situations. Performance objectives and standards are seldom developed or communicated. Disciplinary action not appropriate, communicates poorly with employees.

☐ e. Unsatisfactory

Lacks the ability to motivate. Little training undertaken. Performance objectives and standards are neither developed nor communicated. Disciplinary action is not taken or is not appropriate to situation.

CIVILITY

☐ a. Exceptional

Demonstrates exceptional ability to foster civility in the work and learning environment.

☐ b. Exceeds Expectation

Demonstrates consistently the ability to foster civility in the work and learning environment.

☐ c. Meets Expectation

Adequately fosters civility in the work and learning environment.

☐ d. Needs Improvement

Marginally demonstrates the ability to foster civility in the work and learning environment.

☐ e. Unsatisfactory

Lacks the ability to foster civility in the work and learning environment.

DIVERSITY (Hiring and Environment)

- ☐ a. Exceptional

Demonstrates exceptional ability to create an inclusive work and learning environment that embraces diversity and respects for all.

- ☐ b. Exceeds Expectation

Demonstrates consistently the ability to foster a work and learning environment that is welcoming, safe, and respectful for all.

- ☐ c. Meets Expectation

Fosters a work and learning environment that is welcoming, safe, and respectful for all.

- ☐ d. Needs Improvement

Marginally demonstrates the ability to foster a work and learning environment that is welcoming, safe, and respectful for all.

- ☐ e. Unsatisfactory

Global Ends Statements/Student Learning Outcomes

Global End Statement (Career Development, Transferability, College Readiness, Institutional Excellence, Student Success, and College Experience)

- ☐ a. Exceptional

Outstanding ability to advance the Board of Trustees' priorities and the metrics by which they are measured.

- ☐ b. Exceeds Expectation

Consistently advances the Board of Trustees' priorities and the metrics by which they are measured.

- ☐ c. Meets Expectation

Advances the Board of Trustees' priorities and the metrics by which they are measured.

- ☐ d. Needs Improvement

Marginally advances the Board of Trustees' priorities and the metrics by which they are measured.

- ☐ e. Unsatisfactory

Lacks the ability to advance the Board of Trustees' priorities and the metrics by which they are measured.

Student Learning Outcomes (For academic administrators)

- ☐ a. Exceptional

Exceptionally understands and advances the learning outcomes cycle.

- ☐ b. Exceeds Expectation

Comprehensively understands and advances the learning outcomes cycle.

- ☐ c. Meets Expectation

Understands and advances the learning outcomes cycle.

- ☐ d. Needs Improvement

Inconsistently understands and advances the learning outcomes cycle.

- ☐ e. Unsatisfactory

Fails to understand and advance the learning outcomes cycle.

Overall Summary

I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT agree with this evaluation.	
Employee Signature: Date:	Supervising Administrator Signature: Date:

If you DO NOT agree, please state your comments below:

Appendix I

SUPERVISOR PROBATIONARY PERFORMANCE EVALUATION FORM

 <p>san josé·evergreen COMMUNITY COLLEGE DISTRICT</p>	<p>MSCC SUPERVISOR PROBATIONARY PERFORMANCE EVALUATION FORM</p>
---	--

__FIVE-MONTH EVALUATION -
PROBATIONARY

__11-MONTH EVALUATION

Employee Name	Job Title	Hire Date
Supervisor's Name	Supervisor's Title	Due Date

<p>PERFORMANCE AREAS</p> <p>Key Job Responsibilities</p> <p>In order of priority, list the top 3 to 5 job responsibilities of this position or attach the current job description.</p> <p>This area is a collaborative listing with the supervisor employee and their manager.</p>
1.
2.
3.
4.
5.

ANNUAL GOAL STATEMENTS/ REVIEW & FEEDBACK List 3 to 5 key goals to be accomplished -- short statements of expectation.		
Goal Statement #1	5-month Evaluation ____ On-Track ____ Needs Attention Feedback	11-month Evaluation ____ On-Track ____ Needs Attention Feedback
Goal Statement #2	5-month Evaluation ____ On-Track ____ Needs Attention Feedback	11-month Evaluation ____ On-Track ____ Needs Attention Feedback
Goal Statement #3	5-month Evaluation ____ On-Track ____ Needs Attention Feedback	11-month Evaluation ____ On-Track ____ Needs Attention Feedback
Goal Statement #4	5-month Evaluation ____ On-Track ____ Needs Attention Feedback	11-month Evaluation ____ On-Track ____ Needs Attention Feedback
Goal Statement #5	5-month Evaluation ____ On-Track ____ Needs Attention Feedback	11-month Evaluation ____ On-Track ____ Needs Attention Feedback

PERFORMANCE SUCCESS FACTORS

Instructions: Identify the Success Factors which are relevant to the job. If a factor is not applicable to the job, please indicate by recording “N/A”.

List additional Success Factors that are important but are not listed below; list and define additional behaviors in the space designated “Other”.

Administrator/Manager: Assess each relevant factor, specifying both areas of strength and, if applicable, areas for improvement.

1. Planning & Organizing: Establishes courses of action for oneself and/or others that are efficient and effective in meeting short- and long-term goals.	Review/Evaluation
2. Manages Execution: Assigns responsibilities; delegates and empowers others to accomplish assignments; when necessary, coordinates work efforts; monitors progress; gets things done.	Review/Evaluation
3. Judgement & Decisiveness: Makes timely and sound decisions based upon analysis which reflect factual information; understands the short- and long-term consequences when making decisions.	Review/Evaluation
4. Quality-of-Service: Makes effort to listen to and understand internal/external audiences, anticipates their needs and gives top priority to their satisfaction; displays sensitivity to their sense of urgency.	Review/Evaluation
5. Performance Planning & Management: Provides clear direction and priorities; consistently measures	Review/Evaluation

results; gives timely feedback and helpful coaching. Carries out discipline when needed.	
6. Sensitivity to Others: Demonstrates sensitivity and awareness to the diversity (cultural, racial, social and economic) of students, staff, faculty, management and the community to ensure the area is responsive to the needs of those served.	Review/Evaluation
7. Team Leadership: Accomplishes tasks leading and working with others, builds effective teams committed to organization goals; fosters collaboration among team members and among teams.	Review/Evaluation
8. Initiative: Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.	Review/Evaluation
9. Oral/Written Communications: Effectively gives and receives information; clearly presents ideas/tasks to groups/individuals; actively listens to others demonstrating attention to and understanding of expressed comments and concerns.	Review/Evaluation
10. Job Knowledge: Masters required knowledge to carry out duties	Review/Evaluation
11. Technical Expertise: Demonstrates the technical skills required by the position and maintains currency in the field.	Review/Evaluation
12. Other (Please Define)	Review/Evaluation

OVERALL PERFORMANCE EVALUATION

Consider what has been accomplished and how job responsibilities were accomplished. Summarize performance results below.

EMPLOYEE COMMENTS


ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:	DATE:
SUPERVISING ADMINISTRATOR SIGNATURE:	DATE:
RECEIVED BY PERSONNEL:	DATE:

(EMPLOYEE'S SIGNATURE CONFIRMS RECEIPT OF THIS EVALUATION. IT DOES NOT NECESSARILY CONSTITUTE AGREEMENT WITH THIS EVALUATION.)

Appendix J

SUPERVISOR
ANNUAL PERFORMANCE EVALUATION
FORM

	MSCC SUPERVISOR ANNUAL PERFORMANCE EVALUATION FORM
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Employee Name	Job Title	Evaluation Date
Supervising Administrator Name	Supervising Administrator Title	Evaluation Period

PERFORMANCE AREAS Key Job Responsibilities In order of priority, list the top 3 to 5 job responsibilities of this position or attach the current job description.
1.
2.
3.
4.
5.

PROSPECTIVE ANNUAL GOAL STATEMENTS/ MID-YEAR REVIEW & FEEDBACK

List 3 to 5 key goals to be accomplished -- short statements of expectation. Conduct mid-year review of progress.

Goal Statement #1	Mid-Year Review ____ On-Track ____ Needs Attention Feedback:
Goal Statement #2	Mid-Year Review ____ On-Track ____ Needs Attention Feedback:
Goal Statement #3	Mid-Year Review ____ On-Track ____ Needs Attention Feedback
Goal Statement #4	Mid-Year Review ____ On-Track ____ Needs Attention Feedback:
Goal Statement #5	Mid-Year Review ____ On-Track ____ Needs Attention Feedback:

PERFORMANCE SUCCESS FACTORS

Instructions: Identify the Success Factors which are relevant to the job. If a factor is not applicable to the job, please indicate by recording “N/A”.

List additional Success Factors that are important but are not listed below; list and define additional behaviors in the space designated “Other”.

Administrator/Manager: Assess each relevant factor, specifying both areas of strength and, if applicable, areas for improvement.

1. Planning & Organizing: Establishes courses of action for oneself and/or others that are efficient and effective in meeting short- and long-term goals.	Review/Evaluation
2. Manages Execution: Assigns responsibilities; delegates and empowers others to accomplish assignments; when necessary, coordinates work efforts; monitors progress; gets things done.	Review/Evaluation
3. Judgement & Decisiveness: Makes timely and sound decisions based upon analysis which reflect factual information; understands the short- and long-term consequences when making decisions.	Review/Evaluation
4. Quality-of-Service: Makes effort to listen to and understand internal/external audiences, anticipates their needs and gives top priority to their satisfaction; displays sensitivity to their sense of urgency.	Review/Evaluation
5. Performance Planning & Management: Provides clear direction and priorities; consistently measures	Review/Evaluation

results; gives timely feedback and helpful coaching. Carries out discipline when needed.	
6. Sensitivity to Others: Demonstrates sensitivity and awareness to the diversity (cultural, racial, social and economic) of students, staff, faculty, management and the community to ensure the area is responsive to the needs of those served.	Review/Evaluation
7. Team Leadership: Accomplishes tasks leading and working with others, builds effective teams committed to organization goals; fosters collaboration among team members and among teams.	Review/Evaluation
8. Initiative: Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.	Review/Evaluation
9. Oral/Written Communications: Effectively gives and receives information; clearly presents ideas/tasks to groups/individuals; actively listens to others demonstrating attention to and understanding of expressed comments and concerns.	Review/Evaluation
10. Job Knowledge: Masters required knowledge to carry out duties	Review/Evaluation
11. Technical Expertise: Demonstrates the technical skills required by the position and maintains currency in the field.	Review/Evaluation
12. Other (Please Define)	Review/Evaluation

OVERALL PERFORMANCE EVALUATION

Consider what has been accomplished and how job responsibilities were accomplished. Summarize performance results below.

EMPLOYEE COMMENTS**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:	DATE:
SUPERVISING ADMINISTRATOR SIGNATURE:	DATE:
RECEIVED BY PERSONNEL:	DATE:

(EMPLOYEE'S SIGNATURE CONFIRMS RECEIPT OF THIS EVALUATION. IT DOES NOT NECESSARILY CONSTITUTE AGREEMENT WITH THIS EVALUATION.)

Appendix K

CONFIDENTIAL EMPLOYEES PERFORMANCE EVALUATION FORM

San José-Evergreen Community College District

CONFIDENTIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____

Reporting Period: From: _____ To: _____

☐ 4th Month. ☐ 8th Month ☐ Annual ☐ Other

Position Classification: _____

Department: _____

Supervisor: _____

Return to Human Resources Office by: _____

Recognizing that employees comprise the District's most valuable asset, performance evaluations encourage excellence by providing a written assessment of employee work performance. The performance evaluation system should communicate performance standards for the position and encourage growth and improvement of performance for the future.

The relationship between the employee and the supervisor should be one of mutual confidence, respect and understanding.

Both the supervisor and the employee are responsible for initiating and maintaining the climate, work environment and human relationships that encourage open communication and personal and professional growth. Such communication will enable them to carry out their responsibilities in an efficient and successful manner.

The performance evaluation is based upon a mutual understanding of job expectations. This is accomplished through review of the job description, knowledge of District priorities, review of the performance evaluation system and, most importantly, ongoing communication throughout the year

The performance evaluation becomes meaningful as the supervisor and the employee develop a mutual understanding of the purposes of the evaluation, the responsibility each party plays in the process, and how it is to be accomplished.

Each Supervisor has the responsibility to:

- Provide ongoing specific suggestions and assistance that will enable the employee to accomplish the assigned duties.

- Work to alleviate those conditions that act as limitations or constraints on the performance of assigned duties.
- Schedule the evaluation conference in a timely manner. Conduct the conference in a quiet, private location, providing adequate time with minimal interruptions.
- Provide comments, in each category, that reflect on the employee's performance

Each Employee has the responsibility to:

- Identify areas where the employee believes he / she has excelled.
- Seek suggestions for improvement from his /her supervisor and to discuss each suggestion.
- Discuss with the supervisor limitations or constraints which may interfere with his /her performance of assigned duties.
- Communicate questions and concerns related to the job as soon as identified.

DISTRIBUTION: ORIGINAL – Human Resources 1ST COPY – Supervisor 2ND COPY – Employee

To the Evaluator: You must provide a detailed explanation of ratings in the comments section or this document will be considered invalid.

PERFORMANCE RATINGS

SUPERIOR: Consistently performs above standards.

SATISFACTORY: Meets standards; performs job functions as expected.

NEEDS TO IMPROVE: Does not meet standards, but has potential to improve.
Requires excessive direction and supervision to accomplish tasks.

UNSATISFACTORY: Does not meet performance standards. Work has not improved despite assistance; Does not perform job functions despite direction.

JOB KNOWLEDGE: *Understands and demonstrates the skills and duties required for the job.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

PERFORMANCE OF RESPONSIBILITIES: *Uses time efficiently, organizes work effectively, completes work on schedule.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

QUALITY OF WORK: *Performs work with accuracy, thoroughness, effectiveness and neatness.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

JUDGEMENT: *Effectiveness of decisions.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

ADAPTABILITY: *Demonstrates the ability and willingness to be flexible, adapts to change and learns new tasks.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

COOPERATION / WORKING RELATIONSHIPS: *Works effectively with students and associates.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

COMMUNICATION: *Effectively listens and expresses ideas in written and oral form.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

ATTENDANCE / OBSERVANCE OF WORK HOURS: *Conforms to agreed upon work schedule.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

INITIATIVE / CREATIVITY (Optional): *Originates useful ideas, suggestions for improvement and voluntarily initiates new assignments.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

OVERALL PERFORMANCE RATING

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

Major Position Duties (from job description) on which the next appraisal will be based:

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

Employee:

I acknowledge having seen and discussed this report with my supervisor. My signature does not necessarily signify agreement. I understand that I may submit a written response to be attached to this appraisal and placed in my personnel file.*

Signature

Date

Supervisor:

This report is based on my direct observation and / or knowledge. It represents my best judgment of this employee's performance.

Signature

Date

Evaluator's Supervisor:

Signature

Date

*Written response must be submitted to the supervisor within ten (10) working days. The original copy will be attached to the Performance Evaluation Report and forwarded to Human Resources.

Appendix L

Application for Catastrophic Illness Leave Form



**San José-Evergreen Community College District
Catastrophic Illness Leave**

Application for Catastrophic Illness Leave Form

I, _____ (name), Manager, Supervisor, or Confidential employee (MSC) of the San José Evergreen Community College District, hereby request that additional sick leave days be credited to me from the District's Catastrophic Illness Leave Bank (CIL) for MSC employees. I understand that this CIL can only be used for a catastrophic illness. Attached is a physician's certification statement, which verifies the catastrophic illness or injury as defined in Section 11 of the Handbook for Managers, Supervisors, and Confidential employees. I further understand that to be eligible for this benefit, I must have exhausted all accrued Administrative Leave, sick leave and vacation.

I am requesting _____ sick days from the CIL bank.

Employee's Name

Employee ID

Employee's Signature

Date

Vice Chancellor, Human Resources

Date

Chancellor's Signature

Date

To Be Completed by Human Resources

Sick Leave Balance prior to application: _____

Sick Leave Balance after receiving donated days: _____

Processed by: (Name)

Date

Appendix M

Donation of Sick Leave Form



San José-Evergreen Community College District

CATASTROPHIC ILLNESS LEAVE –

MANGER, SUPERVISOR, CONFIDENTIAL EMPLOYEE

Donation of Sick Leave Form

I, _____, a Manager, Supervisor, or Confidential employee of the San
(Please print your name)

José • Evergreen Community College District, request to donate sick leave from my accumulated District sick leave balance and affirm that I have read the Catastrophic Illness Leave (CIL) procedure. I further understand that donated sick leave becomes the property of the San José • Evergreen Community College District sick leave donation bank for MSC employees, and under no circumstances will it be returned (except as a recipient of CIL).

I hereby direct the San José • Evergreen Community College District to transfer from my accumulated sick leave balance _____ day(s), not to exceed fifteen (15) days for this fiscal year _____ to the MSC sick leave donation bank.

Employee's Name (please print)

Employee ID

Employee's Signature

Date

Vice Chancellor, Human Resources

Date

To Be Completed by Human Resources

Sick Leave Balance prior to donation: _____

Sick Leave Balance after donation: _____
(Manager, Supervisor, or Confidential employee
must retain a 25-day sick leave balance)

Processed by: (print name)

Date

Appendix N

Application for Professional Development Leave Form

SAN JOSÉ-EVERGREEN COMMUNITY COLLEGE DISTRICT



Managers, Supervisors & Confidentials
Professional Development Leave (PDL) Application

**DEADLINE: RECEIPT BY HUMAN RESOURCES NO LATER THAN
5:00 P.M., January 15**

MSC MEMBER INFORMATION				
Last Name		First Name	Date	
Title			Department/ College	
Requested Dates for PDL	Begin Date:	End Date:		
PART 1 – PROFESSIONAL DEVELOPMENT PROPOSAL				
<u>Component</u>	<u>Instructions</u>	<u>Description</u>		
Need for PDL Growth	Describe how the PDL will lead to professional growth, the nature of the professional growth, and how the professional growth will enhance current strengths and/or address weaknesses.			
PDL Activities	Describe the planned PDL activities and how the activities will be carried out.			
Anticipated Outcomes	Describe the expected benefits the PDL will have on students, instructors, and the District.			
Means of Measurement	Specify the documentation necessary to show that the PDL activities have been successfully completed. Means to measure completion must be stated explicitly.			
PART 2- PROFESSIONAL DEVELOPMENT PLAN				
<u>Component</u>	<u>Instructions</u>	<u>Description</u>		
Description of Overall Proposal	Define the project clearly. Explain the intent of the project, state how the project relates to your assignment, indicate how the project correlates with the goals of the District/College, and substantiate the need for six months to one year leave.			

Objectives	<ol style="list-style-type: none"> 1. Number the objectives. 2. Draft objectives clearly so the completion of each objective can be documented. 3. Relate the objectives to your assignment and the goals of the District/College. 	
Evidence of Completion	<p>This section is critically important and should be carefully thought out.</p> <p>The PDL is a contract, and in this section the applicant is indicating how he/she will provide documentation of completion of the</p>	
Relationship to Current Assignment and Strategic Plan	<p>Indicate how the project will foster significant professional/personal growth. Specify the anticipated improvements to student learning. Document any District, College, or academic discipline support for the project and its implementation.</p>	
Calendar	<ol style="list-style-type: none"> 1. Provide sufficient detail to justify the PDL time requested. 2. Indicate any preplanning activities, such as completion of a course that is a prerequisite to a PDL course, admission approval, travel arrangements, etc. 3. Give details when each segment of the activities will take place. 4. Include when reports are due to the PDL. 	
Need for Professional Development Leave	<p>Explain why the activities of the PDL cannot be accomplished during the regular assignment.</p>	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>		

APPROVAL ROUTING			
Supervising Administrator	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Needs Revision <input type="checkbox"/> (Comments Provided)
Comments			
Vice President	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Needs Revision <input type="checkbox"/> (Comments Provided)
Comments			
President	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Needs Revision <input type="checkbox"/> (Comments Provided)
Comments			

RECEIPT	
Human Resources	Date

CHANCELLOR RECOMMENDATION & BOARD OF TRUSTEES ACTION			
Action		Date	
Chancellor's Recommendation		Needs Revision <input type="checkbox"/> (Comments Provided)	
Signature		Date	
Board of Trustees' Action	Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/> Date
SERVICE CONTRACT ACCEPTANCE			
Employee	Signature & Acceptance	Date	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Appendix O

Health Benefits

Health and Welfare Benefits (H&W)

Blue Cross Plan	Employee Only → 0		Employee & Spouse → 1		Employee & Child(ren) → 2		Employee & Family → 3	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
Active	15,084.00	1,257.00	219.17	2,630.00	26,124.00	2,177.00	45,012.00	3,751.00
Retiree								
Early (<65)	24,396.00	2,033.00	51,084.00	4,257.00	42,360.00	3,530.00	72,984.00	6,082.00
With Medicare (>65)	9,948.00	829.00	19,896.00	1,658.00	19,896.00	1,658.00	24,636.00	2,053.00

Kaiser Permanente	Employee Only → 0		Employee & Spouse → 1		Employee & Child(ren) → 2		Employee & Family → 3	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
Active	10,104.00	842.00	21,120.00	1,760.00	17,484.00	1,457.00	30,228.00	2,519.00
Retiree								
Early (<65)	15,648.00	1,304.00	32,700.00	2,725.00	27,060.00	2,255.00	46,776.00	3,898.00
With Medicare (>65)	5,196.00	433.00	10,392.00	866.00		TBD		TBD

Health Waiver	MSC		FA	
	Annually	Monthly	Annually	Monthly
Waiver	3,500.00	291.66	3,500.00	291.66
EAP	0	0	0	0
Dental	1,891.20	157.60	1,891.20	157.60
Vision	186.00	15.50	186.00	15.50
Income Protection	7.32	0.61	7.32	0.61
Life Insurance (Life)	109.44	9.12	109.44	9.12
Dependent Life (Life)	7.32	0.61	7.32	0.61
Total	5,701.28	475.10	5,701.28	475.10

Your Summary of Benefits SISC 100-B \$10 Anthem Classic PPO

This Summary of Benefits is a brief overview of your plan's benefits only. The benefits listed are for both in state and out of state members, there may be differences in benefits depending on where you reside. For more detailed information about the benefits in your plan, please refer to your Certificate of Insurance or Evidence of Coverage (EOC), which explains the full range of covered services, as well as any exclusions and limitations for your plan.

In addition to dollar and percentage copays, members are responsible for deductibles, as described below. Please review the deductible information to know if a deductible applies to a specific covered service. Certain Covered Services have maximum visit and/or day limits per year. The number of visits and/or days allowed for these services will begin accumulating on the first visit and/or day, regardless of whether your Deductible has been met. Members are also responsible for all costs over the plan maximums. Plan maximums and other important information appear in italics. Benefits are subject to all terms, conditions, limitations, and exclusions of the Policy.

Subject to Utilization Review

Certain services are subject to the utilization review program. Before scheduling services, the member must make sure utilization review is obtained. If utilization review is not obtained, benefits may be reduced or not paid, according to the plan.

Explanation of Maximum Allowed Amount

Maximum Allowed Amount is the total reimbursement payable under the plan for covered services received from Participating and Non-Participating Providers. It is the payment towards the services billed by a provider combined with any applicable deductible, copayment or coinsurance.

PPO Providers—The rate the provider has agreed to accept as reimbursement for covered services. Members are not responsible for the difference between the provider's usual charges & the maximum allowed amount.

Non-PPO Providers—For non-emergency care, reimbursement amount is based on: an Anthem Blue Cross rate or fee schedule, a rate negotiated with the provider, information from a third party vendor, or billed charges. Members are responsible for the difference between the provider's usual charges & the maximum allowed amount.

For Medical Emergency care rendered by a Non-Participating Provider or Non-Contracting Hospital, reimbursement is based on the reasonable and customary value. Members may be responsible for any amount in excess of the reasonable and customary value.

When using Non-PPO and Other Health Care Providers, members are responsible for any difference between the covered expense & actual charges, as well as any deductible & percentage copay.

Calendar year deductible for all providers <i>(4th quarter carryover applies)(Deductible applies to out-of-pocket maximum)</i>	\$100/member; \$300/family
--	----------------------------

Co-pay for emergency room services	\$100/visit <i>(waived if admitted directly from ER)</i>
---	--

Annual Out-of-Pocket Maximums

PPO Providers Only* <i>*Member copayments and coinsurance for Emergency Medical Care with a Non-PPO Provider also apply to the PPO Out-of-Pocket Maximums.</i>	\$1,000/member; \$3,000/family
--	--------------------------------

The following do not apply to out-of-pocket maximums: non-covered expense. After a member reaches the out-of-pocket maximum, the member remains responsible for costs in excess of the covered expense.

Lifetime Maximum	Unlimited	
Covered Services	PPO: Per Member Copay	Non-PPO: Per Member Copay ¹
Preventive Care Services		
Preventive Care Services including*, physical exams, preventive screenings <i>(including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunizations, health education, intervention services, HIV testing), and additional preventive care for women provided for in the guidelines supported by the Health Resources and Services Administration. *This list is not exhaustive. This benefit includes all Preventive Care Services required by federal and state law.</i>	No copay <i>(deductible waived)</i>	Not Covered
Physician Medical Services		
<ul style="list-style-type: none"> Office & home visits 	\$10/visit ² <i>(deductible waived)</i>	See footnote 1
<ul style="list-style-type: none"> Hospital & skilled nursing facility visits 	0%	See footnote 1
<ul style="list-style-type: none"> Surgeon & surgical assistant; anesthesiologist or anesthesiologist 	0%	See footnote 1
<ul style="list-style-type: none"> Drugs administered by a medical provider <i>(certain drugs are subject to utilization review)</i> 	0%	See footnote 1
Diabetes Education Programs <i>(requires physician supervision)</i>		
<ul style="list-style-type: none"> Teach members & their families about the disease process, the daily management of diabetic therapy & self-management training 	\$10/visit ² <i>(deductible waived)</i>	See footnote 1

CONTINUED ON NEXT PAGE

Covered Services	PPO: Per Member Copay	Non-PPO: Per Member Copay ¹
Physical Therapy, Physical Medicine & Occupational Therapy, including Chiropractic Services <i>(subject to medical necessity review administered by American Specialty Health- ASH)</i>	0%	Not Covered
Speech Therapy • Outpatient speech therapy	0%	See footnote 1
Acupuncture ³ • Services for the treatment of disease, illness or injury <i>(limited to 12 visits/calendar year)</i>	0%	50% of maximum allowed amount ⁵
Diagnostic X-ray & Lab • Other diagnostic x-ray & lab	0%	Not Covered
Advanced Imaging <i>(subject to utilization review)</i> • MRI, CT Scan, PET Scan & nuclear cardiac exam	0%	See footnote 1 <i>(benefit limited to \$800/procedure)</i>
Urgent Care <i>(physician services)</i>	\$10/visit ² (deductible waived)	See footnote 1
Emergency Care • Emergency room services & supplies <i>(\$100 co-pay waived if admitted inpatient)</i> ⁴ • Inpatient hospital services & supplies ⁴ • Physician services ⁴	0% 0% 0%	0% of maximum allowed amount for true emergency ⁵ 0% first 48 hours ⁵ ; After 48 hours: all billed amounts exceeding \$600/day unless member cannot be moved safely 0% of maximum allowed amount for true emergency ⁵
Hospital Medical Services <i>(subject to utilization review for inpatient and certain outpatient services; waived for emergency admissions)</i> • Semi-private room, medically necessary services & supplies • Outpatient medical care, surgical services & supplies <i>(hospital care other than emergency room care)</i>	0% 0%	All billed amounts exceeding \$600/day 50% of maximum allowed amount ⁵
Skilled Nursing Facility <i>(subject to utilization review)</i> • Semi-private room, services & supplies <i>(limited to 100 days/calendar year; limit does not apply to mental health and substance abuse)</i>	0%	All billed amounts exceeding \$600/day
Related Outpatient Medical Services & Supplies ⁵ • Ground or air ambulance transportation, services & disposable supplies <i>(air ambulance in a non-medical emergency is subject to pre-service review and benefit limited to \$50,000 for non-PPO)</i> • Blood transfusions, blood processing & the cost of unreplaced blood & blood products • Autologous blood (self-donated blood collection, testing, processing & storage for planned surgery)	\$100 copay and then 0% 0% 0%	\$100 copay and then 0% maximum allowed amount for true emergency ⁵ 0% maximum allowed amount ⁵ 0% maximum allowed amount ⁵
Ambulatory Surgical Centers <i>(certain surgeries are subject to utilization review)</i> • Outpatient surgery, services & supplies	0%	All billed amounts exceeding \$350/day
Pregnancy & Maternity Care • Physician office visits • Prescription drug for abortion <i>(mifepristone)</i> Normal delivery, cesarean section, complications of pregnancy & abortion. Refer to the Physician & Hospital Medical Services benefits for both inpatient and outpatient hospital coverage.	\$10/visit ² (deductible waived) 0%	See footnote 1 See footnote 1
Mental or Nervous Disorders and Substance Abuse • Inpatient facility care <i>(subject to utilization review; waived for emergency admissions)</i> • Inpatient physician visits • Outpatient facility care • Physician office visits <i>(Behavioral Health treatment for Autism or Pervasive development disorders requires pre-service review)</i>	0% 0% 0% \$10/visit ² (deductible waived)	All billed amounts exceeding \$600/day See footnote 1 50% of maximum allowed amount ⁵ See footnote 1

CONTINUED ON NEXT PAGE

Covered Services	PPO: Per Member Copay	Non-PPO: Per Member Copay ¹
Durable Medical Equipment <i>(may be subject to utilization review)</i> <ul style="list-style-type: none"> Rental or purchase of DME and all medical supplies <i>(breast pump and supplies are covered under preventive care at no charge for in-network only)</i> Hearing aid supplies and equipment <i>(limited to \$700 per 24 months)</i> 	0%	Not Covered
Home Health Care <i>(subject to utilization review)</i> <ul style="list-style-type: none"> Services & supplies from a home health agency <i>(limited to 100 visits/calendar year, one visit by a home health aide equals four hours or less; not covered while member receives hospice care)</i> 	0%	All billed amounts exceeding \$150/day. See footnote 1
Home Infusion Therapy <i>(subject to utilization review)</i> <ul style="list-style-type: none"> Includes medication, ancillary services & supplies; caregiver training & visits by provider to monitor therapy; durable medical equipment; lab services 	0%	All billed amounts exceeding \$600/day
Hemodialysis <ul style="list-style-type: none"> Outpatient hemodialysis services & supplies 	0%	All billed amounts exceeding \$350/visit
Hospice Care <ul style="list-style-type: none"> Inpatient or outpatient services; family bereavement services 	No copay <i>(deductible waived)</i>	All billed amounts exceeding the maximum allowed amount
Bariatric Surgery <i>(subject to utilization review; covered only when performed at a designated Blue Distinction Center for Specialty Care – Bariatric Surgery)</i> <ul style="list-style-type: none"> Acute care hospital (inpatient or outpatient) and Ambulatory Surgery Center services provided in connection with medically necessary surgery for weight loss, only for morbid obesity Travel expenses when member's home is 50 miles or more from the nearest designated Blue Distinction Center for Specialty Care Bariatric Surgery <i>(\$3,000 maximum travel benefit per surgery)</i> 	0%	Not Covered
Hip/Knee/Spine <i>(subject to utilization review; covered only when performed at a designated Blue Distinction Plus Center for Specialty Care)</i> <ul style="list-style-type: none"> Inpatient services provided in connection with medically necessary surgery for hip/knee/spine Travel expenses when member's home is 50 miles or more from the nearest hip/knee/spine Blue Distinction Plus Center <i>(\$6,000 maximum travel benefit)</i> 	No copay <i>(deductible waived)</i>	Not Covered
Organ & Tissue Transplants <i>(subject to utilization review; specified transplants covered only when performed at Centers of Medical Excellence [CME] and Blue Distinction Centers for Specialty Care [BDCSC] for California; Blue Distinction Centers for Specialty Care [BDCSC] for out of California)</i> <ul style="list-style-type: none"> Inpatient services provided in connection with non-investigative organ or tissue transplants Transplant travel expense for an authorized, specified transplant <i>(recipient & companion transportation limited to \$10,000 per transplant)</i> Unrelated donor search, limited to \$30,000 per transplant 	0%	Not Covered
Prosthetic Devices <ul style="list-style-type: none"> Coverage for breast prostheses; prosthetic devices to restore a method of speaking; surgical implants; artificial limbs or eyes; the first pair of contact lenses or eyeglasses when required as a result of eye surgery; & therapeutic shoes & inserts for members with diabetes <i>(2 pairs each/calendar year)</i> 	0%	Not Covered

Certain types of physicians may not be represented in the PPO network in the state where the member receives services. If such physician is not available in the service area, the member's copay is the same as for PPO (with and without pre-notification, if applicable). Member is responsible for applicable copays, deductibles and charges which exceed covered expense. This Summary of Benefits has been updated to comply with federal requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

- The plan pays 100% of the fee schedule. The member is responsible for all amounts exceeding the fee schedule.
- The dollar copay applies only to the visit itself. An additional copay applies for any services performed in office (i.e., X-ray, lab, surgery), after any applicable deductible.
- Acupuncture services can be performed by a certified acupuncturist (C.A.), a doctor of medicine (M.D.), a doctor of osteopathy (D.O.), a podiatrist (D.P.M.), or a dentist (D.D.S.).
- The allowable rate for non-PPO emergency care within 48 hours is based on a reasonable charge, not the scheduled amount.
- These providers may not be represented in the PPO network in the state where the member receives services. Reimbursements for these non-PPO providers are based on a reasonable charge, not the scheduled amount.

Classic PPO Plan-Exclusions and Limitations

Not Medically Necessary. Services or supplies that are not medically necessary, as defined.

Experimental or Investigative. Any experimental or investigative procedure or medication. But, if member is denied benefits because it is determined that the requested treatment is experimental or investigative, the member may request an independent medical review, as described in the Evidence of Coverage (EOC).

Outside the United States. Services or supplies furnished and billed by a provider outside the United States, unless such services or supplies are furnished in connection with urgent care or an emergency.

Crime or Nuclear Energy. Conditions that result from (1) the member's commission of or attempt to commit a felony, as long as any injuries are not a result of a medical condition or an act of domestic violence; or (2) any release of nuclear energy, whether or not the result of war, when government funds are available for the treatment of illness or injury arising from the release of nuclear energy.

Not Covered. Services received before the member's effective date. Services received after the member's coverage ends, except as specified as covered in the EOC.

Excess Amounts. Any amounts in excess of covered expense or any medical benefit maximum.

Work-Related. Any injury, condition or disease arising out of employment for which benefits or payments are covered by any worker's compensation law or similar law. If we provide benefits for such injuries, conditions or diseases we shall be entitled to establish a lien or other recovery under section 4903 of the California Labor Code or any other applicable law, as specified in the EOC/Certificate.

Government Treatment. Any services the member actually received that were provided by a local, state or federal government agency, except when payment under this plan is expressly required by federal or state law. We will not cover payment for these services if the member is not required to pay for them or they are given to the member for free.

Services of Relatives. Professional services received from a person living in the member's home or who is related to the member by blood or marriage, except as specified as covered in the EOC.

Voluntary Payment. Services for which the member has no legal obligation to pay, or for which no charge would be made in the absence of insurance coverage or other health plan coverage, except services received at a non-governmental charitable research hospital. Such a hospital must meet the following guidelines: 1. It must be internationally known as being devoted mainly to medical research; 2. At least 10% of its yearly budget must be spent on research not directly related to patient care; 3. At least one-third of its gross income must come from donations or grants other than gifts or payments for patient care; 4. It must accept patients who are unable to pay; and 5. Two-thirds of its patients must have conditions directly related to the hospital's research.

Not Specifically Listed. Services not specifically listed in the plan as covered services.

Private Contracts. Services or supplies provided pursuant to a private contract between the member and a provider, for which reimbursement under Medicare program is prohibited, as specified in Section 1902 (42 U.S.C. 1395a) of Title XVIII of the Social Security Act.

Inpatient Diagnostic Tests. Inpatient room and board charges in connection with a hospital stay primarily for diagnostic tests which could have been performed safely on an outpatient basis.

Mental or Nervous Disorders. Academic or educational testing, counseling, and remediation. Mental or nervous disorders or substance abuse, including rehabilitative care in relation to these conditions, except as specified as covered in the EOC.

Orthodontia. Braces, other orthodontic appliances or orthodontic services.

Dental Services or Supplies. For dental treatment, regardless of origin or cause, except as specified below. "Dental treatment" includes but is not limited to preventative care and fluoride treatments; dental x-rays, supplies, appliances, dental implants and all associated expenses; diagnosis and treatment related to the teeth, jawbones or gums, including but not limited to:

1. Extraction, restoration, and replacement of teeth;
2. Services to improve dental clinical outcomes. This exclusion does not apply to the following:
3. Services which we are required by law to cover;
2. Services specified as covered in this booklet;
3. Dental services to prepare the mouth for radiation therapy to treat head and/or neck cancer.

Hearing Aids or Tests. Hearing aids and routine hearing tests, except as specified as covered in the EOC.

Optometric Services or Supplies. Optometric services, eye exercises including orthoptics. Routine eye exams and routine eye refractions, as specified as covered in the EOC. Eyeglasses or contact lenses, except as specified as covered in the EOC.

Outpatient Occupational Therapy. Outpatient occupational therapy, except by a home health agency, hospice, or home infusion therapy provider, as specified as covered in the EOC.

Outpatient Speech Therapy. Outpatient speech therapy, except as specified as covered in the EOC.

Cosmetic Surgery. Cosmetic surgery or other services performed solely for beautification or to alter or reshape normal (including aged) structures or tissues of the body to improve appearance. This exclusion does not apply to reconstructive surgery (that is, surgery performed to correct deformities caused by congenital or developmental abnormalities, illness, or injury for the purpose of improving bodily function or symptomatology or to create a normal appearance), including surgery performed to restore symmetry following mastectomy. Cosmetic surgery does not become reconstructive surgery because of psychological or psychiatric reasons.

Commercial Weight Loss Programs. Weight loss programs, whether or not they are pursued under medical or physician supervision, unless specifically listed as covered in this plan. This exclusion includes, but is not limited to, commercial weight loss programs (Weight Watchers, Jenny Craig, LA Weight Loss) and fasting programs. This exclusion does not apply to medically necessary treatments for morbid obesity or dietary evaluations and counseling, and behavioral modification programs for the treatment of anorexia nervosa or bulimia nervosa. Surgical treatment for morbid obesity is covered as described in the Evidence of Coverage (EOC).

Sterilization Reversal, Infertility Treatment. Any services or supplies furnished in connection with the diagnosis and treatment of infertility, including, but not limited to diagnostic tests, medication, surgery, artificial insemination, in vitro fertilization, sterilization reversal and gamete intrafallopian transfer.

Surrogate Mother Services. For any services or supplies provided to a person not covered under the plan in connection with a surrogate pregnancy (including, but not limited to, the bearing of a child by another woman for an infertile couple).

Gene Therapy. Gene therapy as well as any drugs, procedures, health care services related to it that introduce or is related to the introduction of genetic material into a person intended to replace or correct faulty or missing genetic material.

Orthopedic Supplies. Orthopedic supplies, orthopedic shoes (other than shoes joined to braces), or non-custom molded and cast shoe inserts, except for therapeutic shoes and inserts for the prevention and treatment of diabetes-related foot complications as specified as covered in the EOC.

Air Conditioners. Air purifiers, air conditioners or humidifiers.

Custodial Care or Rest Cures. Inpatient room and board charges in connection with a hospital stay primarily for environmental change or physical therapy. Services provided by a rest home, a home for the aged, a nursing home or any similar facility. Services provided by a skilled nursing facility or custodial care or rest cures, except as specified as covered in the EOC.

Health Club Memberships. Health club memberships, exercise equipment, charges from a physical fitness instructor or personal trainer, or any other charges for activities, equipment or facilities used for developing or maintaining physical fitness, even if ordered by a physician. This exclusion also applies to health spas.

Personal Items. Any supplies for comfort, hygiene or beautification.

Education or Counseling. Educational services or nutritional counseling, except as specified as covered in the EOC. This exclusion does not apply to counseling for the treatment of anorexia nervosa or bulimia nervosa.

Food or Dietary Supplements. Nutritional and/or dietary supplements, except as provided in this plan or as required by law. This exclusion includes, but is not limited to, those nutritional formulas and dietary supplements that can be purchased over the counter, which by law do not require either a written prescription or dispensing by a licensed pharmacist.

Telephone and Facsimile Machine Consultations. Consultations provided by telephone or facsimile machine.

Routine Exams or Tests. Routine physical exams or tests which do not directly treat an actual illness, injury or condition, including those required by employment or government authority, except as specified as covered in the EOC.

Acupuncture. Acupuncture treatment, except as specified as covered in the EOC. Acupressure or massage to control pain, treat illness or promote health by applying pressure to one or more specific areas of the body based on dermatomes or acupuncture points.

Eye Surgery for Refractive Defects. Any eye surgery solely or primarily for the purpose of correcting refractive defects of the eye such as nearsightedness (myopia) and/or astigmatism. Contact lenses and eyeglasses required as a result of this surgery.

Physical Therapy or Physical Medicine. Services of a physician for physical therapy or physical medicine, except when provided during a covered inpatient confinement or as specified as covered in the EOC.

Outpatient Prescription Drugs and Medications. Outpatient prescription drugs or medications and insulin, except as specified as covered in the EOC. Any non-prescription, over-the-counter patent or proprietary drug or medicine. Cosmetics, health or beauty aids.

Specialty Pharmacy Drugs. Specialty pharmacy drugs that must be obtained from the specialty pharmacy program, but, which are obtained from a retail pharmacy, are not covered by this plan. **Member will have to pay the full cost of the specialty pharmacy drugs obtained from a retail pharmacy that should have been obtained from the specialty pharmacy program.**

Contraceptive Devices. Contraceptive devices prescribed for birth control except as specified as covered in the EOC.

Medical Equipment, Devices and Supplies. This plan does not cover the following:

- Replacement or repair of purchased or rental equipment because of misuse, abuse, or loss/theft.
- Surgical supports, corsets, or articles of clothing unless needed to recover from surgery or injury.
- Enhancements to standard equipment and devices that is not medically necessary.
- Supplies, equipment and appliances that include comfort, luxury, or convenience items or features that exceed what is medically necessary in your situation.

This exclusion does not apply to the medically necessary treatment as specifically stated as covered in the EOC/Certificate.

Diabetic Supplies. Prescription and non-prescription diabetic supplies except as specified as covered in the EOC.

Private Duty Nursing. Private duty nursing services.

Residential accommodations. Residential accommodations to treat medical or behavioral health conditions, except when provided in a hospital, hospice, skilled nursing facility or residential treatment center.

Lifestyle Programs. Programs to alter one's lifestyle which may include but are not limited to diet, exercise, imagery or nutrition. This exclusion will not apply to cardiac rehabilitation programs approved by us.

Varicose Vein Treatment. Treatment of varicose veins or telangiectatic dermal veins (spider veins) by any method (including sclerotherapy or other surgeries) when services are rendered for cosmetic purposes.

Wigs.

Third Party Liability — Anthem Blue Cross is entitled to reimbursement of benefits paid if the member recovers damages from a legally liable third party.

Coordination of Benefits — The benefits of this plan may be reduced if the member has any other group health or dental coverage so that the services received from all group coverages do not exceed 100% of the covered expense.

Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule



PLAN RX 5-20

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	FREE	FREE	FREE	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20
Out-of-Pocket Maximum	\$1,500 Individual / \$2,500 Family					

SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

*Members may receive up to 30 days and/or up to 90 days supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies with the exception of Walgreens.

Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

Specialty Pharmacy

Lumicera Specialty Services helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:

Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 www.navitus.com

Navi-Gate® for Members allows you to access personalized pharmacy benefit information online at www.navitus.com. For information specific to your plan, visit Navi-Gate® for Members. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

Disclosure Form

\$10_DOV_10_100 DayRX (SISC)

Home Region: California

**Principal benefits for
Kaiser Permanente Traditional Plan**

(10/1/17—9/30/18)

Accumulation Period

The Accumulation Period for this plan is 1/1/17 through 12/31/17 (calendar year).

Out-of-Pocket Maximum(s) and Deductible(s)

For Services that apply to the Plan Out-of-Pocket Maximum, you will not pay any more Cost Share for the rest of the Accumulation Period once you have reached the amounts listed below.

Amounts Per Accumulation Period	Self-Only Coverage (a Family of one Member)	Family Coverage Each Member in a Family of two or more Members	Family Coverage Entire Family of two or more Members
Plan Out-of-Pocket Maximum	\$1,500	\$1,500	\$3,000
Plan Deductible	None	None	None
Drug Deductible	None	None	None

Professional Services (Plan Provider office visits)**You Pay**

Most Primary Care Visits and most Non-Physician Specialist Visits	\$10 per visit
Most Physician Specialist Visits	\$10 per visit
Routine physical maintenance exams, including well-woman exams	No charge
Well-child preventive exams (through age 23 months)	No charge
Family planning counseling and consultations	No charge
Scheduled prenatal care exams	No charge
Routine eye exams with a Plan Optometrist	No charge
Urgent care consultations, evaluations, and treatment	\$10 per visit
Most physical, occupational, and speech therapy	\$10 per visit

Outpatient Services**You Pay**

Outpatient surgery and certain other outpatient procedures	\$10 per procedure
Allergy injections (including allergy serum)	No charge
Most immunizations (including the vaccine)	No charge
Most X-rays and laboratory tests	No charge
Covered individual health education counseling	No charge
Covered health education programs	No charge

Hospitalization Services**You Pay**

Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs	No charge
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Emergency Health Coverage**You Pay**

Emergency Department visits	\$100 per visit
Note: This Cost Share does not apply if you are admitted directly to the hospital as an inpatient for covered Services (see "Hospitalization Services" for inpatient Cost Share).	

Ambulance Services**You Pay**

Ambulance Services	\$50 per trip
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Prescription Drug Coverage**You Pay**

Covered outpatient items in accord with our drug formulary guidelines:	
Most generic items at a Plan Pharmacy or through our mail-order service	\$10 for up to a 100-day supply
Most brand-name items at a Plan Pharmacy or through our mail-order service	\$10 for up to a 100-day supply
Most specialty items at a Plan Pharmacy	\$10 for up to a 30-day supply

Durable Medical Equipment (DME)**You Pay**

DME items in accord with our DME formulary guidelines	No charge
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Mental Health Services**You Pay**

Inpatient psychiatric hospitalization	No charge
Individual outpatient mental health evaluation and treatment	\$10 per visit
Group outpatient mental health treatment	\$5 per visit

Chemical Dependency Services**You Pay**

Inpatient detoxification	No charge
Individual outpatient chemical dependency evaluation and treatment	\$10 per visit
Group outpatient chemical dependency treatment	\$5 per visit

(continues)

Disclosure Form*(continued)*

Home Health Services**You Pay**

Home health care (up to 100 visits per Accumulation Period) No charge

Other**You Pay**

Skilled nursing facility care (up to 100 days per benefit period) No charge

Prosthetic and orthotic devices No charge

Hospice care No charge

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the EOC. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Your Kaiser Permanente **CHIROPRACTIC and ACUPUNCTURE** benefits

**When you need chiropractic or acupuncture care,
follow these simple steps:**

- 1.** Find an ASH Plans Participating Provider near you:
 - Go to **ashlink.com/ash/kp**, or
 - Call **1-800-678-9133 (TTY 711)**, Monday through Friday,
from 5 a.m. to 6 p.m. Pacific time.
- 2.** Schedule an appointment.
- 3.** Pay for your office visit when you arrive for your appointment.

(See the reverse for more details.)

YOUR KAISER PERMANENTE COMBINED CHIROPRACTIC AND ACUPUNCTURE BENEFIT

Services	Cost Sharing and Office Visit Maximums
<p>Chiropractic Services are covered when provided by a Participating Provider and Medically Necessary to treat or diagnose Neuromusculoskeletal Disorders. Acupuncture Services are covered when a Participating Provider finds that the Services are Medically Necessary to treat or diagnose Neuromusculoskeletal Disorders, nausea, or pain. You can obtain Services from any ASH Plans Participating Providers without a referral from a Kaiser Permanente Plan Physician.</p>	<p>Office visit cost share: \$10 copay per visit</p> <p>Office visit limit: Up to a combined total of 30 medically necessary Chiropractic and Acupuncture visits per year</p> <p>Chiropractic appliance benefit: If the amount of the appliance in the ASH Plans fee schedule exceeds \$50, you will pay the amount in excess of \$50, and that payment will not apply toward the Plan Deductible or Plan Out-of-Pocket Maximum. Covered chiropractic appliances are limited to: elbow supports, back supports, cervical collars, cervical pillows, heel lifts, hot or cold packs, lumbar braces and supports, lumbar cushions, orthotics, wrist supports, rib belts, home traction units, ankles braces, knee braces, rib supports, and wrist braces.</p>
<p>Office visits: Covered Services are limited to Medically Necessary Chiropractic and Acupuncture Services authorized and provided by ASH Plans Participating Providers except for the initial examination, emergency and urgent Chiropractic and Acupuncture Services, and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered care. Each office visit counts toward any visit limit, if applicable, even if acupuncture or a chiropractic adjustment is not provided during the visit.</p>	
<p>X-rays and laboratory tests: Medically Necessary X-rays and laboratory tests are covered at no charge when prescribed as part of covered chiropractic care and a Participating Provider provides the Services or refers you to another licensed provider with which ASH contracts for the Services.</p>	
Participating Providers	
<p>ASH Plans contracts with Participating Providers and other licensed providers to provide covered Chiropractic Services (including laboratory tests, X-rays, and chiropractic appliances). ASH Plans contracts with Participating Providers to provide acupuncture care (including adjunctive therapies, such as acupressure, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture). You must receive covered Services from a Participating Provider or another licensed provider with which ASH contracts, except for Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, and Urgent Acupuncture Services, and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered Services that are authorized in advance by ASH Plans. The list of Participating Providers is available on the ASH Plans website at ashlink.com/ash/kp or from the ASH Plans Customer Service Department at 1-800-678-9133. The list of Participating Providers is subject to change at any time without notice.</p>	
How to Obtain Covered Services	
<p>To obtain covered Services, call a Participating Provider to schedule an initial examination. If additional Services are required, verification that the Services are Medically Necessary may be required. Your Participating Provider will request any medical necessity determinations. An ASH Plan's clinician in the same or similar specialty as the provider of Services under review will decide whether Services are or were Medically Necessary. ASH Plans will disclose to you, upon request, the written criteria it uses to make the decision to authorize, modify, delay, or deny a request for authorization. If you have questions or concerns, please contact the ASH Plans Customer Service Department.</p>	
Second Opinions	
<p>You may request a second opinion in regard to covered Services by contacting another Participating Provider. A Participating Provider may also request a second opinion in regard to covered Services by referring you to another Participating Provider in the same or similar specialty.</p>	
Your Costs	
<p>When you receive covered Services, you must pay your Cost Share as described in the <i>Combined Chiropractic and Acupuncture Services Amendment</i> of your Health Plan <i>Evidence of Coverage</i>. The Cost Share does not apply toward the Plan Out-of-Pocket Maximum described in the Health Plan <i>Evidence of Coverage</i> (unless you have a plan with an HSA option).</p>	
Emergency and Urgent Chiropractic and Acupuncture Services	
<p>We cover Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, and Urgent Acupuncture Services provided by both Participating Providers and Non-Participating Providers. We do not cover follow-up or continuing care from a Non-Participating Provider unless ASH Plans has authorized the services in advance. Also, we do not cover services from a Non-Participating Provider that ASH Plans determines are not Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, or Urgent Acupuncture Services.</p>	
Getting Assistance	
<p>If you have questions about the Services you can get from an ASH Plans Participating Provider or another licensed provider with which ASH contracts, you may call ASH Plans Customer Service Department at 1-800-678-9133 (TTY users call 711), weekdays from 5 a.m. to 6 p.m. Pacific time.</p>	

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YOUR KAISER PERMANENTE COMBINED CHIROPRACTIC AND ACUPUNCTURE BENEFIT

Grievances

You can file a grievance with Kaiser Permanente regarding any issue. Your grievance must explain your issue, such as the reasons why you believe a decision was in error or why you are dissatisfied with Services you received. You may submit your grievance orally or in writing to Kaiser Permanente as described in your Health Plan *Evidence of Coverage*.

Exclusions and Limitations

- Acupuncture Services for conditions other than Neuromusculoskeletal Disorders, nausea, and pain
- Services for asthma or addiction, such as nicotine addiction
- Hypnotherapy, behavior training, sleep therapy, and weight programs
- Thermography
- Experimental or investigational Services
- CT scans, MRIs, PET scans, bone scans, nuclear medicine, and any other types of diagnostic imaging or radiology other than X-rays covered under the "Covered Services" section of your *Combined Chiropractic and Acupuncture Services Amendment*
- Ambulance and other transportation
- Education programs, nonmedical self-care or self-help, any self-help physical exercise training, and any related diagnostic testing
- Services for pre-employment physicals or vocational rehabilitation
- Acupuncture performed with reusable needles
- Air conditioners, air purifiers, therapeutic mattresses, chiropractic appliances, durable medical equipment, supplies, devices, appliances, and any other item except those listed as covered in your *Combined Chiropractic and Acupuncture Services Amendment*
- Drugs and medicines, including non-legend or proprietary drugs and medicines
- Services you receive outside the state of California, except for Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, or Urgent Acupuncture Services
- Hospital services, anesthesia, manipulation under anesthesia, and related services
- For Chiropractic Services, adjunctive therapy not associated with spinal, muscle, or joint manipulations
- For Acupuncture Services, adjunctive therapies unless provided during the same course of treatment and in conjunction with acupuncture
- Dietary and nutritional supplements, such as vitamins, minerals, herbs, herbal products, injectable supplements, and similar products
- Massage therapy
- Services provided by a chiropractor that are not within the scope of licensure for a chiropractor licensed in California
- Services provided by an acupuncturist that are not within the scope of licensure for an acupuncturist licensed in California
- Maintenance care (services provided to Members whose treatment records indicate that they have reached maximum therapeutic benefit)

Definitions

Acupuncture Services: The stimulation of certain points on or near the surface of the body by the insertion of needles to prevent or modify the perception of pain or to normalize physiological functions (including adjunctive therapies, such as acupressure, cupping, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture) when provided by an acupuncturist for the treatment of your Neuromusculoskeletal Disorder, nausea (such as nausea related to chemotherapy, postsurgical pain, or pregnancy), or pain (such as lower back pain, shoulder pain, joint pain, or headaches).

ASH Plans: American Specialty Health Plans of California, Inc., a California corporation.

Chiropractic Services: Services provided or prescribed by a chiropractor (including laboratory tests, X-rays, and chiropractic appliances) for the treatment of your Neuromusculoskeletal Disorder.

Emergency Acupuncture Services: Covered Acupuncture Services provided for the treatment of a Neuromusculoskeletal Disorder, nausea, or pain, which manifests itself by acute symptoms of sufficient severity (including severe pain) such that a reasonable person could expect the absence of immediate Acupuncture Services to result in serious jeopardy to your health or body functions or organs.

Emergency Chiropractic Services: Covered Chiropractic Services provided for the treatment of a Neuromusculoskeletal Disorder which manifests itself by acute symptoms of sufficient severity (including severe pain) such that a reasonable person could expect the absence of immediate Chiropractic Services to result in serious jeopardy to your health or body functions or organs.

Neuromusculoskeletal Disorders: Conditions with associated signs and symptoms related to the nervous, muscular, or skeletal systems. Neuromusculoskeletal Disorders are conditions typically categorized as structural, degenerative, or inflammatory disorders, or biomechanical dysfunction of the joints of the body or related components of the motor unit (muscles, tendons, fascia, nerves, ligaments/capsules, discs, and synovial structures), and related neurological manifestations or conditions.

Participating Provider: An acupuncturist who is licensed to provide acupuncture services in California and who has a contract with ASH Plans to provide Medically Necessary Acupuncture Services to you, or a chiropractor who is licensed to provide chiropractic services in California and who has a contract with ASH Plans to provide Medically Necessary Chiropractic Services to you. (continues)

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YOUR KAISER PERMANENTE COMBINED CHIROPRACTIC AND ACUPUNCTURE BENEFIT

Definitions *(continued)*

Urgent Acupuncture Services: Acupuncture Services that meet all of the following requirements:

- They are necessary to prevent serious deterioration of your health resulting from an unforeseen illness, injury, or complication of an existing condition, including pregnancy.
- They cannot be delayed until you return to the Service Area.

Urgent Chiropractic Services: Chiropractic Services that meet all of the following requirements:

- They are necessary to prevent serious deterioration of your health, resulting from an unforeseen illness, injury, or complication of an existing condition, including pregnancy.
- They cannot be delayed until you return to the Service Area.

This is a summary and is intended to highlight only the most frequently asked questions about the chiropractic and acupuncture benefit, including cost shares. Please refer to the *Combined Chiropractic and Acupuncture Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for a detailed description of the chiropractic and acupuncture benefits, including exclusions and limitations, Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, or Urgent Acupuncture Services.

Kaiser Foundation Health Plan, Inc. (Health Plan) contracts with American Specialty Health Plans of California, Inc. (ASH Plans) to make the ASH Plans network of Participating Providers available to you. You can obtain covered Services from any Participating Provider without a referral from a Plan Physician. Your Cost Share is due when you receive covered Services. Please see the definitions section of your *Combined Chiropractic and Acupuncture Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for terms you should know.

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-678-9133 (TTY: 1-877-257-2746).

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-800-678-9133 (رقم هاتف الصم والبكم: 1-877-257-2746).

ՈՒՇԱՂՈՒԹՅՈՒՆ` Եթե խոսում եք հայերեն, ասպա ձեզ անվճար կարող եմ տրամադրվել լեզվական օգնությունների: Զանգահարեք 1-800-678-9133 (TTY (հեռադիպ)՝ 1-877-257-2746):

توجه: اگر به زبان فارسی گفتگو می کنید، خدمات زبانی بصورت رایگان برای شما فراهم می باشد. با 1-800-678-9133 (TTY: 1-877-257-2746) تماس بگیرید.

ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-800-678-9133 (TTY: 1-877-257-2746) पर कॉल करें।

LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-800-678-9133 (TTY: 1-877-257-2746).

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-800-678-9133（TTY: 1-877-257-2746）まで、お電話にてご連絡ください。

တစ်ခု: အင်္ဂလိပ်ဘာသာစကားကို အသုံးပြုနေပါက အခမဲ့ဘာသာစကားကူညီမှုကို အသုံးပြုနိုင်ပါသည်။ 1-800-678-9133 (TTY: 1-877-257-2746) သို့ ဖုန်းဆက်ပါ။

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-800-678-9133 (TTY: 1-877-257-2746)번으로 전화해 주십시오.

Dii baa akó ninizin: Dii saad bee yánilti'go Diné Bizaad, saad bee áká'ánida'áwo'déé', r'áá jiik'eh, éi ná hólò, koji' hódílnih 1-800-678-9133 (TTY: 1-877-257-2746).

ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਿੱਚ ਸਹਾਇਤਾ ਸੇਵਾ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਉਪਲਬਧ ਹੈ। 1-800-678-9133 (TTY: 1-877-257-2746) 'ਤੇ ਕਾਲ ਕਰੋ।

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-800-678-9133 (телетайп: 1-877-257-2746).

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-678-9133 (TTY: 1-877-257-2746).

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-800-678-9133 (TTY: 1-877-257-2746).

ไทย: ผู้พูดภาษาไทยสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-800-678-9133 (TTY: 1-877-257-2746)

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-800-678-9133 (TTY: 1-877-257-2746)。

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-800-678-9133 (TTY: 1-877-257-2746).