



## Human Resources Department

### Educational, Classified Supervisory and Confidential Administrators

#### 2017-18 TERMS OF EMPLOYMENT

- (a) Medical Insurance. All full-time educational, classified supervisory and confidential administrator (or management) employees will receive family coverage health insurance through Anthem Blue Cross, Delta dental insurance and VSP vision care in the same premium amount agreed to in negotiations between the faculty bargaining unit and the District. Life insurance provisions and premiums will be fully paid by the District.
- (b) Immediate Family Members. Administrators may utilize applicable leave provisions for immediate family members. Immediate family members shall include spouse, domestic partner (must be registered with Human Resources), parents, step parents, foster parents, legal guardians, children, foster children, step children, grandparents, grandchildren, sons and daughters-in-law, brothers or sisters of the unit member or the unit member's spouse, or any relative living in the immediate household of the management employee. Under special circumstances persons not specifically stated above may, at the discretion of the Superintendent/President, be included under this definition for purposes of utilizing applicable leave provisions.
- (c) Sick Leave. Administrators are to be credited with sick leave of one (1) day per month of employment to be retroactive to July 1, 1964 as applicable to the position.

Each educational, classified supervisory and confidential management employee, not otherwise covered by individual contract or collective bargaining agreement earns sick leave at the rate provided by law and may accumulate sick leave from year to year without limitation, subject to the law and district policies in effect at the date of accumulation.

- (d) Vacation. Two (2) days of vacation per month plus Federal, State and District holidays will be allowed to each educational, classified supervisory and confidential employee retroactive to July 1975, as applicable to employment in the position.

Classified supervisory or confidential administrators are eligible for twelve (12) days of vacation the first year on a pro-rated basis, dependent on the date of appointment to the position; eighteen (18) days of vacation the second year; and be eligible for the regular vacation schedule for confidential employees the third year of employment in a confidential or supervisory position. Employees placed in confidential or supervisory positions who have been eligible for vacation time in excess of the twelve (12) days herein described, will be assigned a vacation period of either eighteen (18) or twenty-four (24) days per year pro-rated dependent upon the date of assignment to the confidential or supervisory position during the fiscal year. Educational administrators are entitled to twenty-four (24) days of vacation annually.

Each educational, classified supervisory and confidential management employee, not otherwise covered by individual contract or collective bargaining agreement, in a position to earn vacation, shall be entitled to accumulate a maximum of 60 days vacation from year to year.

- (e) Social Security. In addition to the above, each educational, classified supervisory and confidential management employee will be paid the minimum amount required for one quarter's Social Security coverage per year in accordance with the contract with the Federal Government.
- (f) Incidental Expenses. Incidental expenses will be paid by the District as directed by the Superintendent/President and approved by the Board.
- (g) Retiree Health Insurance Benefits.<sup>3</sup> All management employees will receive in the same health insurance benefit agreed to in negotiations between the faculty bargaining unit and the District. The District shall make a contribution for the health benefit program on behalf of a regular management employee who has retired from District employment into the State Teachers Retirement System ("STRS") or Public Employees Retirement System ("PERS") as follows:

	<b>Employee Hire Date</b>			
	<b>On or Before 8/15/2002</b>	<b>8/16/2002 - 4/30/2010</b>	<b>On or After 5/1/2010</b>	<b>On or After 5/1/2016</b>
<b>Years of Service &amp; Age Requirement</b>	10	20 @ Age 55 or 15 @ Age 60	20 @ Age 55 or 15 @ Age 60	20
<b>Length of District Paid Benefit</b>	Life of Retiree	Life of Retiree	Retiree Age 65	Up to 5 years or Retiree Age 65
<b>Includes Dependents</b>	Yes, for Life of Retiree	Yes, for Life of Retiree	Yes, to Retiree Age 65	Yes, up to 5 years or Retiree Age 65

A regular management member hired on or before 8/15/2002 who was employed by the District for at least ten (10) complete academic years and eligible dependents shall be eligible to participate in a District paid health benefits program from the time of retirement for the life of the retiree. For the purpose of this Retiree Health Benefits Program, a "complete academic year" is a year in which a management member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District's monthly health benefits program contribution for a regular management member who has not retired.

A regular management member hired on 8/16/2002, or thereafter through 4/30/10 who was employed by the District for at least twenty (20) complete academic years and who is age 55 or older, or who was employed by the District for at least fifteen (15) complete academic years and who is age 60 or older and his/her eligible dependents shall be eligible to participate in a District paid health benefits program from the time of retirement for the life of the retiree. For the purpose of this Retiree Health Benefits Program, a "complete academic year" is a year in which a management member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District's monthly health benefits program contribution for a regular management member who has not retired.

A regular management member hired on 5/1/2010 or thereafter, who was employed by the District for at least twenty (20) complete academic years and who is age 55 or older, or who was employed by the District for at least fifteen (15) complete academic years and who is age 60 or older and his/her eligible dependents shall be eligible to participate in a District paid health benefits program until the retiree reaches 65 years of age. The contribution shall be the same amount as the District's monthly health benefits program contribution for a regular management member who has not retired.

A regular management member hired on 5/1/2016 or thereafter, who was employed by the District for at least twenty (20) complete academic years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program up to five (5) years or until the retiree reaches 65 years of age. In order to receive the health benefits a 2.5% annual premium is required.

Any regular management member who has retired from the District and is ineligible or becomes ineligible for District provided retiree benefits has the option to continue on the District health benefit program or the District supplemental program at the employee's cost.

A retiree or eligible dependent who is covered by the provisions of paragraph 7.4.1 and who reaches the age of 65 or becomes eligible for Medicare, whichever occurs first, must enroll in and pay the cost of Medicare A and B at the time of eligibility or the District contribution set forth in paragraph 7.4.1 shall be terminated immediately.

Upon enrollment in Medicare A and B, the District's monthly medical insurance contribution shall be reduced to the amount necessary to provide the AARP, Plan F Medicare supplemental insurance program, retiree, as a condition of receiving the medical insurance contribution benefit must maintain continuous medical insurance coverage and eligibility pursuant to the provisions of current District medical insurance plans.

- (h) Doctoral Stipend. Recipients of earned doctorates will be compensated an additional \$3,679.29 annually.
- (i) Days of Service. For educational, classified supervisory and confidential management personnel, days of required service (223) shall be rendered Monday through Friday, and in addition to these days, said personnel shall render such additional service as necessary in the performance of his/her duties without additional compensation.
- (j) Superintendent/President Deferred Compensation. In addition to the annual salary of the Superintendent/President, effective with the 1985-86 fiscal year, the Superintendent/President will be paid a deferred compensation as approved by the Board of Trustees.
- (k) Professional Growth Provision:<sup>1</sup>
  - 1. Units shall be completed at an accredited college, adult evening school, district workshop, or at another approved equivalent learning facility.
  - 2. Units shall be approved in advance by the Superintendent/President, using a form developed by the District.

3. Units shall, in the judgment of the Superintendent/President, be designed to increase skills of the employee beyond the minimum requirements for the assigned job as defined in the employee's job description and posted job qualifications.
4. Units shall either relate to the specific job assignment of the employee (such as nutrition planning for cooks, horticulture for gardeners, math instruction for aides, word processing for secretaries) or units shall be as part of the employee's verified enrollment in a degree, credential, or certificate program that relates to the employee's present assignment.
5. A semester unit for credit shall be defined as a semester unit awarded by an accredited college. Credit for courses approved at other schools or activities will be prorated, i.e., three (3) semester units of credit from a high school or adult evening school are equivalent to one (1) semester unit from an accredited college.
- 5a. A quarter unit is the equivalent of two-thirds (2/3) of a semester unit.
6. Units must be completed with a grade of "C" or better; if a letter grade is not available for the course, an evaluation letter from the instructor indicating the employee performed course work at an average level equivalent to a college level "C" grade is required.
7. Each three (3) semester units of credit, to a maximum of thirty-nine (39) units of credit, shall increase the classified member's base salary by one hundred dollars (\$100) per year, to a maximum of one thousand three hundred dollars (\$1,300) per year.
8. A maximum of six (6) semester units may be earned and applied to the employee's salary in any fiscal year.
9. If at all possible, employees planning to earn an additional dollar amount for completion of a block of units for the coming fiscal year will notify the District by May 1.
10. Verification of units and grades must be received by July 10 (for 12 month employees) or September 10 (for 10 month employees) to affect salary for the current fiscal year. Otherwise, the salary increase shall become effective as of July 1 of the next fiscal year.

---

<sup>1</sup> Approved by the Board of Trustees February 10, 2011

<sup>2</sup> Approved by the Board of Trustees July 10, 1996

<sup>3</sup> Approved by the Board of Trustees April 13, 2016