# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section 1</th>
<th>INTRODUCTION AND PURPOSE OF THIS MANUAL</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>1.3</td>
<td>Vision Statement</td>
<td>1</td>
</tr>
<tr>
<td>1.4</td>
<td>Values Statement</td>
<td>1</td>
</tr>
<tr>
<td>1.5</td>
<td>Global Ends Statement</td>
<td>2</td>
</tr>
<tr>
<td>1.6</td>
<td>Purpose of the Handbook</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2</th>
<th>MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL EMPLOYEES</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Management, Supervisory, and Confidential Employees</td>
<td>3</td>
</tr>
<tr>
<td>2.2</td>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Responsibility</td>
<td>4</td>
</tr>
<tr>
<td>2.3</td>
<td>Management, Supervisory, and Confidential Employees</td>
<td>4</td>
</tr>
<tr>
<td>2.3</td>
<td>Council (MSCC)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3</th>
<th>EQUAL OPPORTUNITY</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Equal Employment Opportunity</td>
<td>5</td>
</tr>
<tr>
<td>3.2</td>
<td>Discrimination and Harassment</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4</th>
<th>COMPENSATION</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Salary Schedules</td>
<td>7</td>
</tr>
<tr>
<td>4.2</td>
<td>Salary Placement Guidelines</td>
<td>7</td>
</tr>
<tr>
<td>4.3</td>
<td>Contract Dates</td>
<td>8</td>
</tr>
<tr>
<td>4.4</td>
<td>Salary Step Increments</td>
<td>8</td>
</tr>
<tr>
<td>4.5</td>
<td>Professional Growth</td>
<td>8</td>
</tr>
<tr>
<td>4.6</td>
<td>Administrator Additional Pay</td>
<td>9</td>
</tr>
<tr>
<td>4.7</td>
<td>Longevity</td>
<td>10</td>
</tr>
<tr>
<td>4.8</td>
<td>Educational Degree Award</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5</th>
<th>MANAGEMENT CLASSIFICATION COMMITTEE</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Purpose</td>
<td>11</td>
</tr>
<tr>
<td>5.2</td>
<td>Membership</td>
<td>11</td>
</tr>
<tr>
<td>5.3</td>
<td>Duties</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 6</th>
<th>RECLASSIFICATION</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Definition of Reclassification</td>
<td>12</td>
</tr>
<tr>
<td>6.2</td>
<td>Reclassification Procedure</td>
<td>12</td>
</tr>
</tbody>
</table>
6.3 Effective Date 13
6.4 Salary and Anniversary Date 14
6.5 Appeals 14

Section 7  CHANGE IN STATUS
7.1 Promotion 16
7.2 Y-Rating 16
7.3 Reduction in Force 16
7.4 Resignation or Retirement 16

Section 8  PERSONNEL FILES
8.1 Official Personnel File 18
8.2 Derogatory Materials 18
8.3 Right to Examine 18
8.4 Confidentiality 18

Section 9  ADMINISTRATOR PERFORMANCE EVALUATION
9.1 District Philosophy 19
9.2 Confidentiality 20
9.3 Content of the Evaluation Procedure 20
9.4 Administrator Performance Evaluation Procedure 20
9.5 Mid-Year/Term Evaluation Process 22
9.6 Annual Evaluation Process 23
9.7 Evaluator Responsibilities 23
9.8 Evaluatee Responsibilities 24
9.9 Chancellor, Vice Chancellor or College President Responsibilities 24
9.10 Office of Human Resources Responsibilities 24

Section 10  PERFORMANCE EVALUATION FOR SUPERVISORS & CONFIDENTIAL EMPLOYEES
10.1 Probationary Period – Supervisors and Confidential Employees 26
10.2 Evaluation of Supervisory Employees 26
10.3 Evaluation of Confidential Employees 28

Section 11  WORK SCHEDULE
11.1 Work Schedule 30
11.2 Hours 30

Section 12  BENEFITS
12.1 Eligibility 31
12.2 Medical Benefits 32
12.3 Employee Life Insurance 32
12.4 Long-Term Disability Insurance 33
12.5 Health Benefit Waiver 33
12.6 Workers’ Compensation 34
12.7 Benefits During Unpaid Leaves and Unauthorized Absences 34

Section 13 RETIREMENT BENEFITS
13.1 Medical Bridge Plan 35
13.2 Retirement Benefits for Employees Hired Prior to June 30, 1983 35

Section 14 LEAVES
14.1 Authorization 38
14.2 Credit on Salary Schedule 38
14.3 Sick Leave 38
14.4 Personal Necessity Leave 39
14.5 Leave for New Parents 40
14.6 Industrial Accident and Illness 40
14.7 Family Medical Leave Act-1993 41
14.8 Bereavement 45
14.9 Military Leave 45
14.10 Jury Duty 46
14.11 Quarantine 46
14.12 Catastrophic Illness Leave 46
14.13 Parental Leave 48
14.14 Unpaid Leave of Absences 48
14.15 Leave of Absence Report 49
14.16 Use of Vacation for Sick Leave 49
14.17 Unpaid Leave Provisions 49
14.18 Differential Sick Leave 49

Section 15 PROFESSIONAL DEVELOPMENT LEAVE
15.1 Purpose 51
15.2 Statutory Requirements 51
15.3 Eligibility 51
15.4 Application and Approval Process 51
15.5 Schedule of Leave 52
15.6 Compensation 52
15.7 Credit for Benefits and Longevity 52
15.8 Service Obligation 52
15.9 Illness, Injury or Death 52
15.10 Reinstatement 53
15.11 Interim Report 53
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.1</td>
<td>Authorization</td>
<td>55</td>
</tr>
<tr>
<td>16.2</td>
<td>Compensation – Duration</td>
<td>55</td>
</tr>
<tr>
<td>16.3</td>
<td>Credit on Salary Schedule</td>
<td>55</td>
</tr>
<tr>
<td>16.4</td>
<td>Notification of Intent to Return</td>
<td>55</td>
</tr>
<tr>
<td>16.5</td>
<td>Professional Organizations</td>
<td>55</td>
</tr>
<tr>
<td>17.1</td>
<td>Vacation Days</td>
<td>56</td>
</tr>
<tr>
<td>17.2</td>
<td>Administrative Leave</td>
<td>56</td>
</tr>
<tr>
<td>18.1</td>
<td>Designated Holidays</td>
<td>57</td>
</tr>
<tr>
<td>19.1</td>
<td>Definition of Discipline</td>
<td>58</td>
</tr>
<tr>
<td>19.2</td>
<td>Causes for Discipline</td>
<td>58</td>
</tr>
<tr>
<td>19.3</td>
<td>Progressive Discipline</td>
<td>60</td>
</tr>
<tr>
<td>19.4</td>
<td>Disciplinary Hearings</td>
<td>61</td>
</tr>
<tr>
<td>19.5</td>
<td>Hearing</td>
<td>62</td>
</tr>
<tr>
<td>20.1</td>
<td>Workplace Safety</td>
<td>65</td>
</tr>
<tr>
<td>20.2</td>
<td>Workplace Security</td>
<td>65</td>
</tr>
<tr>
<td>20.3</td>
<td>Emergency Procedures</td>
<td>65</td>
</tr>
<tr>
<td>21.1</td>
<td>SJECCD’s Computer and Communication Systems</td>
<td>66</td>
</tr>
<tr>
<td>21.2</td>
<td>Electronic Files Are Property of SJECCD</td>
<td>66</td>
</tr>
<tr>
<td>21.3</td>
<td>Transmitting Offensive Materials Is Prohibited</td>
<td>66</td>
</tr>
<tr>
<td>21.4</td>
<td>Security Procedures</td>
<td>66</td>
</tr>
<tr>
<td>22.1</td>
<td>Internet Access Is to Support SJECCD’s Mission</td>
<td>68</td>
</tr>
<tr>
<td>22.2</td>
<td>SJECCD May Monitor Internet Usage</td>
<td>68</td>
</tr>
<tr>
<td>22.3</td>
<td>Prohibited Internet Activities</td>
<td>68</td>
</tr>
<tr>
<td>22.4</td>
<td>Security Practices Users Should Adopt</td>
<td>69</td>
</tr>
</tbody>
</table>
Section 23  PROFESSIONAL DEVELOPMENT FUND

23.1  Fund  71
23.2  Eligibility Requirements  71
23.3  Process for Applications  71
23.4  Requirements of MSC PDF Recipients Upon  Return from Event  72

Section 24  TERM

24.1  Term  73

APPENDICES

Appendix  A  2017-2018 MSC Classifications  74
Appendix  B  2017-2018 MSC Salary Schedules  77
Appendix  C  Professional Growth Award Application Form  83
Appendix  D  MSCC Position Description Questionnaire (PDQ)  85
Appendix  E  Administrator Contract Extension Notice Form  91
Appendix  F  Staff & Peer Feedback Survey Form  93
Appendix  G  Performance Goals & Objectives Form  97
Appendix  H  Annual Administrator Performance Evaluation Form  105
Appendix  I  Supervisor Probationary Performance Evaluation Form  115
Appendix  J  Supervisor Annual Performance Evaluation Form  121
Appendix  K  Confidential Employees Performance Evaluation Form  127
Appendix  L  Application for Catastrophic Illness Leave Form  135
Appendix  M  Donation of Sick Leave Form  137
Appendix  N  Application for Professional Development Leave Form  139
Appendix  O  Health Benefits  143
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/sjecccd/Board.nsf/Public

Administrative Procedures  http://www.boarddocs.com/ca/sjecccd/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 2019/2020
MSC members shall receive an amount equal to 2.5% increase to their base salary retroactive to July 1, 2019. See Appendix B for the new salary schedules.

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 the 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:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Longevity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$1,200</td>
</tr>
<tr>
<td>15</td>
<td>$1,800</td>
</tr>
<tr>
<td>20</td>
<td>$2,400</td>
</tr>
<tr>
<td>25</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

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 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 administrators 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:**

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

*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 twelve-month 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 twelve-month 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 twelve-month probationary period, Supervisors are evaluated twice; once by the end of five months of employment and again by the end of eleven 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 he/she 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 Within the first two weeks of an employee assuming a Supervisor position, the employee meets with his/her 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
10.2.1.2 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

10.2.1.3 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

10.2.2 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.

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

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

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

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

10.2.9 Individual Improvement Plan: if necessary.

10.2.3 Goal Setting For The Following Year Evaluation

The employee and the immediate supervisor discuss 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 twelve-month probationary period, Confidential employees are evaluated twice; once by the end of the fourth month of employment and again by the end of the eighth 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 he/she 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.
- 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.


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 MSCEC 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 the seventeen 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
- 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 contendre 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 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 July 1, 2019 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
## SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT
### MANAGEMENT TITLES & RANGES
#### FISCAL YEAR 2019-2020

**Effective: 7/1/2019**  
2.5% over 2018-2019  
**Revised: 6/10/2020**  
**Approved by Board: 5/12/2020**

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>RANGE</th>
<th>STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Assistant Director, Fiscal Services</td>
<td>M 25</td>
<td>118,786</td>
</tr>
<tr>
<td>Associate Dean, Career Technical Education *</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Dean, Noncredit Education *</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Dean, Student Services *</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Director, Admissions &amp; Records</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Director, Business and Workforce</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Director, Financial Aid</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Director, Human Resources</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Director, Student Accessibility Services</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Associate Director, Workforce Institute</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Bond Program Manager</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Contracts and Risk Manager</td>
<td>M 20</td>
<td>106,378</td>
</tr>
<tr>
<td>Controller</td>
<td>M 25</td>
<td>118,786</td>
</tr>
<tr>
<td>Dean, Academic Success and Student Equity *</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Dean, Enrollment Services</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Dean, Research, Planning &amp; Institutional Effectiveness *</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Dean, Workforce and Economic Development (WIE)</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Director, Adult and Noncredit Education</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Director, College Extension</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Director, College Fiscal Services</td>
<td>M 25</td>
<td>118,786</td>
</tr>
<tr>
<td>Director, Communications, Community Relations &amp; Diversity</td>
<td>M 25</td>
<td>118,786</td>
</tr>
<tr>
<td>Director, Enterprise Application Services</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Director, Marketing &amp; Public Relations</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Director, Student Development &amp; Activities</td>
<td>M 26</td>
<td>114,230</td>
</tr>
<tr>
<td>Director, WIN/WIC/WORKS</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Division Dean (Academic) *</td>
<td>M 34</td>
<td>148,598</td>
</tr>
<tr>
<td>Executive Director, Fiscal Services</td>
<td>M 36</td>
<td>150,121</td>
</tr>
<tr>
<td>Executive Director, Government and External Affairs</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Executive Director, Institutional Effectiveness and Educational Services *</td>
<td>M 38</td>
<td>164,025</td>
</tr>
<tr>
<td>Executive Director, Strategic Partnerships &amp; Workforce Innovation *</td>
<td>M 38</td>
<td>164,025</td>
</tr>
<tr>
<td>Executive Director, Workforce Institute</td>
<td>M 34</td>
<td>148,598</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>M 20</td>
<td>106,378</td>
</tr>
<tr>
<td>Institutional Advancement Officer</td>
<td>M 34</td>
<td>148,598</td>
</tr>
<tr>
<td>Marketing &amp; Public Information Officer</td>
<td>M 34</td>
<td>148,598</td>
</tr>
<tr>
<td>METAS Project Director</td>
<td>M 23</td>
<td>114,230</td>
</tr>
<tr>
<td>Police Chief</td>
<td>M 30</td>
<td>134,883</td>
</tr>
<tr>
<td>Police Services Lieutenant</td>
<td>M 20</td>
<td>106,378</td>
</tr>
<tr>
<td>Senior Director, Information Technology Infrastructure &amp; Security</td>
<td>M 34</td>
<td>148,598</td>
</tr>
<tr>
<td>SparkPoint Program Manager</td>
<td>M 26</td>
<td>122,965</td>
</tr>
<tr>
<td>Vice President, Academic Affairs *</td>
<td>M 38</td>
<td>164,025</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>M 38</td>
<td>164,025</td>
</tr>
<tr>
<td>Vice President, Strategic Partnerships &amp; Workforce Innovation *</td>
<td>M 38</td>
<td>164,025</td>
</tr>
<tr>
<td>Vice President, Student Affairs *</td>
<td>M 38</td>
<td>164,025</td>
</tr>
</tbody>
</table>

* Educational Administrator Position
## SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
### SUPERVISOR TITLES & RANGES
**FISCAL YEAR 2019-2020**

Effective: 7/1/2019  
Revised: 6/10/2020

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>RANGE</th>
<th>STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Academic Affairs Supervisor</td>
<td>S-130</td>
<td>90,670</td>
</tr>
<tr>
<td>Administrative Services Supervisor</td>
<td>S-130</td>
<td>90,670</td>
</tr>
<tr>
<td>Business Services Supervisor</td>
<td>S-130</td>
<td>90,670</td>
</tr>
<tr>
<td>Campus Technology Support Services Supervisor</td>
<td>S-142</td>
<td>102,202</td>
</tr>
<tr>
<td>Corporate Account Supervisor, WI</td>
<td>S-144</td>
<td>104,254</td>
</tr>
<tr>
<td>Custodial Services Supervisor</td>
<td>S-103</td>
<td>89,334</td>
</tr>
<tr>
<td>Facilities Supervisor</td>
<td>S-115</td>
<td>78,156</td>
</tr>
<tr>
<td>Financial Aid Supervisor</td>
<td>S-115</td>
<td>78,156</td>
</tr>
<tr>
<td>Grounds Services Supervisor</td>
<td>S-115</td>
<td>78,156</td>
</tr>
<tr>
<td>Helpdesk &amp; Reprographics Supervisor</td>
<td>S-120</td>
<td>82,099</td>
</tr>
<tr>
<td>Maintenance Supervisor</td>
<td>S-135</td>
<td>95,307</td>
</tr>
<tr>
<td>Police Sergeant</td>
<td>S-132</td>
<td>92,556</td>
</tr>
<tr>
<td>Project Supervisor, WI</td>
<td>S-144</td>
<td>104,254</td>
</tr>
<tr>
<td>Student Success Supervisor</td>
<td>S-115</td>
<td>78,156</td>
</tr>
<tr>
<td>Talent Search Program Supervisor</td>
<td>S-115</td>
<td>78,156</td>
</tr>
<tr>
<td>Upward Bound Program Supervisor</td>
<td>S-115</td>
<td>78,156</td>
</tr>
</tbody>
</table>

## SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT
### CONFIDENTIAL TITLES & RANGES
**FISCAL YEAR 2019-2020**

Effective: 7/1/2019  
Revised: 6/10/2020

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>RANGE</th>
<th>STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Benefits Coordinator</td>
<td>C-130</td>
<td>90,070</td>
</tr>
<tr>
<td>Budget Analyst</td>
<td>C-125</td>
<td>86,321</td>
</tr>
<tr>
<td>Confidential Administrative Assistant</td>
<td>C-90</td>
<td>60,936</td>
</tr>
<tr>
<td>Confidential Executive Administrative Assistant</td>
<td>C-110</td>
<td>74,274</td>
</tr>
<tr>
<td>Executive Administrative Assistant, Board Services</td>
<td>C-130</td>
<td>90,070</td>
</tr>
<tr>
<td>Executive Administrative Assistant to the Chancellor's Office</td>
<td>C-130</td>
<td>90,070</td>
</tr>
<tr>
<td>Executive Administrative Assistant to the President</td>
<td>C-110</td>
<td>74,274</td>
</tr>
<tr>
<td>Human Resources Specialist</td>
<td>C-115</td>
<td>78,156</td>
</tr>
<tr>
<td>Human Resources Specialist, Senior</td>
<td>C-120</td>
<td>82,099</td>
</tr>
<tr>
<td>Secretary to the Chancellor's Office</td>
<td>C-80</td>
<td>55,307</td>
</tr>
<tr>
<td>Senior Human Resources Analyst - Compliance, Training &amp; Employee Relations</td>
<td>C-135</td>
<td>95,307</td>
</tr>
<tr>
<td>Senior Human Resources Analyst - Systems &amp; Classifications</td>
<td>C-135</td>
<td>95,307</td>
</tr>
</tbody>
</table>
Appendix B

Salary Schedules
# SAN JOSE • EVERGREEN COMMUNITY COLLEGE DISTRICT

**MANAGEMENT SALARY SCHEDULE**

**FISCAL YEAR 2019-2020**

Effective: 7/1/19  
Board Approved: 5/12/2020  
2.5% Increase Over 2018-2019

<table>
<thead>
<tr>
<th>Range</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>85,907</td>
<td>90,204</td>
<td>94,714</td>
<td>99,450</td>
<td>104,422</td>
</tr>
<tr>
<td>12</td>
<td>87,967</td>
<td>92,366</td>
<td>96,981</td>
<td>101,634</td>
<td>106,926</td>
</tr>
<tr>
<td>13</td>
<td>90,079</td>
<td>94,585</td>
<td>99,312</td>
<td>104,278</td>
<td>109,493</td>
</tr>
<tr>
<td>14</td>
<td>92,249</td>
<td>96,061</td>
<td>101,706</td>
<td>106,792</td>
<td>112,131</td>
</tr>
<tr>
<td>15</td>
<td>94,466</td>
<td>99,191</td>
<td>104,148</td>
<td>109,356</td>
<td>114,824</td>
</tr>
<tr>
<td>16</td>
<td>96,733</td>
<td>101,570</td>
<td>106,652</td>
<td>111,984</td>
<td>117,584</td>
</tr>
<tr>
<td>17</td>
<td>99,058</td>
<td>104,012</td>
<td>109,210</td>
<td>114,671</td>
<td>120,405</td>
</tr>
<tr>
<td>18</td>
<td>101,442</td>
<td>106,515</td>
<td>111,842</td>
<td>117,434</td>
<td>123,306</td>
</tr>
<tr>
<td>19</td>
<td>103,882</td>
<td>109,075</td>
<td>114,530</td>
<td>120,255</td>
<td>126,268</td>
</tr>
<tr>
<td>20</td>
<td>106,373</td>
<td>111,700</td>
<td>117,284</td>
<td>123,146</td>
<td>129,303</td>
</tr>
<tr>
<td>21</td>
<td>108,924</td>
<td>114,373</td>
<td>120,069</td>
<td>126,094</td>
<td>132,359</td>
</tr>
<tr>
<td>22</td>
<td>111,543</td>
<td>117,125</td>
<td>122,882</td>
<td>129,130</td>
<td>135,586</td>
</tr>
<tr>
<td>23</td>
<td>114,230</td>
<td>119,942</td>
<td>125,939</td>
<td>132,237</td>
<td>138,850</td>
</tr>
<tr>
<td>24</td>
<td>116,971</td>
<td>122,821</td>
<td>128,962</td>
<td>135,410</td>
<td>142,180</td>
</tr>
<tr>
<td>25</td>
<td>119,780</td>
<td>125,770</td>
<td>132,005</td>
<td>136,060</td>
<td>145,601</td>
</tr>
<tr>
<td>26</td>
<td>122,665</td>
<td>128,797</td>
<td>135,239</td>
<td>141,999</td>
<td>149,100</td>
</tr>
<tr>
<td>27</td>
<td>125,612</td>
<td>131,891</td>
<td>138,486</td>
<td>145,411</td>
<td>152,681</td>
</tr>
<tr>
<td>28</td>
<td>128,625</td>
<td>135,058</td>
<td>141,811</td>
<td>148,902</td>
<td>156,347</td>
</tr>
<tr>
<td>29</td>
<td>131,717</td>
<td>138,300</td>
<td>145,217</td>
<td>152,478</td>
<td>160,102</td>
</tr>
<tr>
<td>30</td>
<td>134,883</td>
<td>141,626</td>
<td>148,709</td>
<td>156,143</td>
<td>163,951</td>
</tr>
<tr>
<td>31</td>
<td>138,118</td>
<td>145,023</td>
<td>152,277</td>
<td>159,891</td>
<td>167,866</td>
</tr>
<tr>
<td>32</td>
<td>141,435</td>
<td>148,505</td>
<td>155,930</td>
<td>163,727</td>
<td>171,914</td>
</tr>
<tr>
<td>33</td>
<td>144,968</td>
<td>152,215</td>
<td>159,829</td>
<td>167,820</td>
<td>176,211</td>
</tr>
<tr>
<td>34</td>
<td>148,598</td>
<td>156,027</td>
<td>163,828</td>
<td>172,023</td>
<td>180,623</td>
</tr>
<tr>
<td>35</td>
<td>152,312</td>
<td>159,930</td>
<td>167,926</td>
<td>176,321</td>
<td>185,137</td>
</tr>
<tr>
<td>36</td>
<td>156,121</td>
<td>163,927</td>
<td>172,123</td>
<td>180,731</td>
<td>189,767</td>
</tr>
<tr>
<td>37</td>
<td>160,024</td>
<td>168,026</td>
<td>176,426</td>
<td>185,248</td>
<td>194,511</td>
</tr>
<tr>
<td>38</td>
<td>164,025</td>
<td>172,226</td>
<td>180,838</td>
<td>189,878</td>
<td>199,372</td>
</tr>
<tr>
<td>39</td>
<td>168,124</td>
<td>176,531</td>
<td>185,359</td>
<td>194,626</td>
<td>204,357</td>
</tr>
<tr>
<td>40</td>
<td>172,328</td>
<td>180,946</td>
<td>189,991</td>
<td>199,493</td>
<td>209,467</td>
</tr>
</tbody>
</table>

**NOTES REGARDING EARNINGS:**

**Longevity Increment**
- $1,200 per year completion of 10 years of service
- $1,600 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 2019-2020

Effective: 7/1/2019  
Board Approved: 5/12/2020  
2.5% Increase Over 2018-2019

<table>
<thead>
<tr>
<th>Range</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
<th>Step F</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>67,343</td>
<td>70,724</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,205</td>
</tr>
<tr>
<td>101</td>
<td>67,959</td>
<td>71,144</td>
<td>75,037</td>
<td>78,888</td>
<td>82,884</td>
<td>87,028</td>
</tr>
<tr>
<td>102</td>
<td>68,593</td>
<td>72,181</td>
<td>75,822</td>
<td>79,728</td>
<td>83,799</td>
<td>87,689</td>
</tr>
<tr>
<td>103</td>
<td>69,304</td>
<td>72,852</td>
<td>76,533</td>
<td>80,686</td>
<td>84,567</td>
<td>88,795</td>
</tr>
<tr>
<td>104</td>
<td>69,994</td>
<td>73,636</td>
<td>77,335</td>
<td>81,297</td>
<td>85,424</td>
<td>89,695</td>
</tr>
<tr>
<td>105</td>
<td>70,724</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,321</td>
<td>90,638</td>
</tr>
<tr>
<td>106</td>
<td>71,414</td>
<td>75,037</td>
<td>78,888</td>
<td>82,884</td>
<td>87,162</td>
<td>91,520</td>
</tr>
<tr>
<td>107</td>
<td>72,181</td>
<td>75,822</td>
<td>79,728</td>
<td>83,799</td>
<td>88,058</td>
<td>92,461</td>
</tr>
<tr>
<td>108</td>
<td>72,852</td>
<td>76,533</td>
<td>80,686</td>
<td>84,567</td>
<td>88,881</td>
<td>93,325</td>
</tr>
<tr>
<td>109</td>
<td>73,636</td>
<td>77,335</td>
<td>81,297</td>
<td>85,424</td>
<td>88,777</td>
<td>94,265</td>
</tr>
<tr>
<td>110</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,321</td>
<td>90,670</td>
<td>95,204</td>
</tr>
<tr>
<td>111</td>
<td>75,037</td>
<td>78,888</td>
<td>82,884</td>
<td>87,162</td>
<td>91,590</td>
<td>96,170</td>
</tr>
<tr>
<td>112</td>
<td>75,822</td>
<td>79,728</td>
<td>83,799</td>
<td>88,058</td>
<td>92,505</td>
<td>97,130</td>
</tr>
<tr>
<td>113</td>
<td>76,533</td>
<td>80,568</td>
<td>84,567</td>
<td>88,881</td>
<td>93,438</td>
<td>98,110</td>
</tr>
<tr>
<td>114</td>
<td>77,335</td>
<td>81,297</td>
<td>85,424</td>
<td>89,777</td>
<td>94,337</td>
<td>99,054</td>
</tr>
<tr>
<td>115</td>
<td>78,156</td>
<td>82,099</td>
<td>86,321</td>
<td>90,670</td>
<td>95,307</td>
<td>100,072</td>
</tr>
<tr>
<td>116</td>
<td>78,888</td>
<td>82,884</td>
<td>87,162</td>
<td>91,590</td>
<td>96,240</td>
<td>101,053</td>
</tr>
<tr>
<td>117</td>
<td>79,728</td>
<td>83,799</td>
<td>88,058</td>
<td>92,505</td>
<td>97,248</td>
<td>102,111</td>
</tr>
<tr>
<td>118</td>
<td>80,568</td>
<td>84,567</td>
<td>86,881</td>
<td>93,438</td>
<td>98,221</td>
<td>103,131</td>
</tr>
<tr>
<td>119</td>
<td>81,297</td>
<td>85,424</td>
<td>89,777</td>
<td>94,337</td>
<td>99,229</td>
<td>104,190</td>
</tr>
<tr>
<td>120</td>
<td>82,099</td>
<td>86,321</td>
<td>90,670</td>
<td>95,070</td>
<td>100,199</td>
<td>105,209</td>
</tr>
<tr>
<td>121</td>
<td>82,884</td>
<td>87,162</td>
<td>91,590</td>
<td>96,240</td>
<td>101,134</td>
<td>106,190</td>
</tr>
<tr>
<td>122</td>
<td>83,799</td>
<td>88,058</td>
<td>92,505</td>
<td>97,248</td>
<td>102,202</td>
<td>107,311</td>
</tr>
<tr>
<td>123</td>
<td>84,567</td>
<td>88,881</td>
<td>93,438</td>
<td>98,221</td>
<td>103,228</td>
<td>108,390</td>
</tr>
<tr>
<td>124</td>
<td>85,424</td>
<td>89,777</td>
<td>94,337</td>
<td>99,229</td>
<td>104,254</td>
<td>109,467</td>
</tr>
<tr>
<td>125</td>
<td>86,321</td>
<td>90,670</td>
<td>95,307</td>
<td>100,199</td>
<td>105,300</td>
<td>110,566</td>
</tr>
<tr>
<td>126</td>
<td>87,162</td>
<td>91,590</td>
<td>96,240</td>
<td>101,134</td>
<td>106,326</td>
<td>111,643</td>
</tr>
<tr>
<td>127</td>
<td>88,056</td>
<td>92,505</td>
<td>97,246</td>
<td>102,202</td>
<td>107,392</td>
<td>112,762</td>
</tr>
<tr>
<td>128</td>
<td>88,881</td>
<td>93,438</td>
<td>98,221</td>
<td>103,228</td>
<td>108,457</td>
<td>113,881</td>
</tr>
<tr>
<td>129</td>
<td>89,777</td>
<td>94,337</td>
<td>99,229</td>
<td>104,254</td>
<td>109,541</td>
<td>115,017</td>
</tr>
<tr>
<td>130</td>
<td>90,670</td>
<td>95,307</td>
<td>100,199</td>
<td>105,300</td>
<td>110,699</td>
<td>116,234</td>
</tr>
<tr>
<td>131</td>
<td>91,590</td>
<td>96,240</td>
<td>101,134</td>
<td>106,326</td>
<td>111,743</td>
<td>117,331</td>
</tr>
<tr>
<td>132</td>
<td>92,505</td>
<td>97,246</td>
<td>102,202</td>
<td>107,392</td>
<td>112,828</td>
<td>118,470</td>
</tr>
<tr>
<td>133</td>
<td>93,438</td>
<td>98,221</td>
<td>103,228</td>
<td>108,457</td>
<td>114,006</td>
<td>119,706</td>
</tr>
<tr>
<td>134</td>
<td>94,337</td>
<td>99,229</td>
<td>104,254</td>
<td>109,541</td>
<td>115,143</td>
<td>120,901</td>
</tr>
<tr>
<td>135</td>
<td>95,307</td>
<td>100,199</td>
<td>105,300</td>
<td>110,699</td>
<td>116,341</td>
<td>122,157</td>
</tr>
<tr>
<td>136</td>
<td>96,240</td>
<td>101,134</td>
<td>106,326</td>
<td>111,743</td>
<td>117,479</td>
<td>123,354</td>
</tr>
<tr>
<td>137</td>
<td>97,248</td>
<td>102,202</td>
<td>107,392</td>
<td>112,828</td>
<td>118,637</td>
<td>124,568</td>
</tr>
<tr>
<td>138</td>
<td>98,221</td>
<td>103,228</td>
<td>108,457</td>
<td>114,006</td>
<td>119,814</td>
<td>125,805</td>
</tr>
<tr>
<td>139</td>
<td>99,229</td>
<td>104,254</td>
<td>109,541</td>
<td>115,143</td>
<td>121,048</td>
<td>127,101</td>
</tr>
<tr>
<td>140</td>
<td>100,199</td>
<td>105,300</td>
<td>110,699</td>
<td>116,341</td>
<td>122,243</td>
<td>128,355</td>
</tr>
<tr>
<td>141</td>
<td>101,134</td>
<td>106,326</td>
<td>111,743</td>
<td>117,479</td>
<td>123,495</td>
<td>129,870</td>
</tr>
<tr>
<td>Range</td>
<td>Step A</td>
<td>Step B</td>
<td>Step C</td>
<td>Step D</td>
<td>Step E</td>
<td>Step F</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>142</td>
<td>102,202</td>
<td>107,392</td>
<td>112,826</td>
<td>118,637</td>
<td>124,727</td>
<td>130,963</td>
</tr>
<tr>
<td>143</td>
<td>103,228</td>
<td>108,457</td>
<td>114,006</td>
<td>119,814</td>
<td>125,979</td>
<td>132,277</td>
</tr>
<tr>
<td>144</td>
<td>104,254</td>
<td>109,541</td>
<td>115,143</td>
<td>121,048</td>
<td>127,229</td>
<td>133,590</td>
</tr>
<tr>
<td>145</td>
<td>105,300</td>
<td>110,699</td>
<td>116,341</td>
<td>122,243</td>
<td>128,481</td>
<td>134,904</td>
</tr>
<tr>
<td>146</td>
<td>106,326</td>
<td>111,743</td>
<td>117,479</td>
<td>123,495</td>
<td>129,792</td>
<td>136,281</td>
</tr>
<tr>
<td>147</td>
<td>107,392</td>
<td>112,828</td>
<td>118,637</td>
<td>124,727</td>
<td>131,041</td>
<td>137,583</td>
</tr>
<tr>
<td>148</td>
<td>108,457</td>
<td>114,006</td>
<td>119,814</td>
<td>125,979</td>
<td>132,386</td>
<td>139,005</td>
</tr>
<tr>
<td>149</td>
<td>109,541</td>
<td>115,143</td>
<td>121,048</td>
<td>127,229</td>
<td>133,657</td>
<td>140,340</td>
</tr>
<tr>
<td>150</td>
<td>110,699</td>
<td>116,341</td>
<td>122,243</td>
<td>128,481</td>
<td>135,020</td>
<td>141,771</td>
</tr>
<tr>
<td>151</td>
<td>111,743</td>
<td>117,479</td>
<td>123,495</td>
<td>129,792</td>
<td>136,421</td>
<td>143,243</td>
</tr>
<tr>
<td>152</td>
<td>112,828</td>
<td>118,637</td>
<td>124,727</td>
<td>131,041</td>
<td>137,746</td>
<td>144,633</td>
</tr>
<tr>
<td>153</td>
<td>114,006</td>
<td>119,814</td>
<td>125,979</td>
<td>132,386</td>
<td>139,091</td>
<td>146,046</td>
</tr>
<tr>
<td>154</td>
<td>115,143</td>
<td>121,048</td>
<td>127,229</td>
<td>133,657</td>
<td>140,532</td>
<td>147,556</td>
</tr>
<tr>
<td>155</td>
<td>116,341</td>
<td>122,243</td>
<td>128,481</td>
<td>135,020</td>
<td>141,913</td>
<td>149,009</td>
</tr>
<tr>
<td>156</td>
<td>117,479</td>
<td>123,495</td>
<td>129,792</td>
<td>136,421</td>
<td>143,313</td>
<td>150,479</td>
</tr>
<tr>
<td>157</td>
<td>118,637</td>
<td>124,727</td>
<td>131,041</td>
<td>137,746</td>
<td>144,827</td>
<td>152,069</td>
</tr>
<tr>
<td>158</td>
<td>119,814</td>
<td>125,979</td>
<td>132,386</td>
<td>139,091</td>
<td>146,247</td>
<td>153,559</td>
</tr>
<tr>
<td>159</td>
<td>121,048</td>
<td>127,229</td>
<td>133,657</td>
<td>140,532</td>
<td>147,684</td>
<td>155,068</td>
</tr>
<tr>
<td>160</td>
<td>122,243</td>
<td>128,481</td>
<td>135,020</td>
<td>141,913</td>
<td>149,159</td>
<td>156,617</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>Range</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
<th>Step F</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>55,150</td>
<td>57,964</td>
<td>60,936</td>
<td>64,054</td>
<td>67,343</td>
<td>70,710</td>
</tr>
<tr>
<td>81</td>
<td>55,665</td>
<td>58,600</td>
<td>61,551</td>
<td>64,708</td>
<td>67,959</td>
<td>71,356</td>
</tr>
<tr>
<td>82</td>
<td>56,303</td>
<td>59,143</td>
<td>62,205</td>
<td>65,367</td>
<td>68,593</td>
<td>72,023</td>
</tr>
<tr>
<td>83</td>
<td>56,880</td>
<td>59,758</td>
<td>62,745</td>
<td>65,960</td>
<td>69,304</td>
<td>72,770</td>
</tr>
<tr>
<td>84</td>
<td>57,404</td>
<td>60,338</td>
<td>63,439</td>
<td>66,630</td>
<td>69,994</td>
<td>73,494</td>
</tr>
<tr>
<td>85</td>
<td>57,984</td>
<td>60,936</td>
<td>64,054</td>
<td>67,343</td>
<td>70,724</td>
<td>74,260</td>
</tr>
<tr>
<td>86</td>
<td>58,600</td>
<td>61,551</td>
<td>64,708</td>
<td>67,959</td>
<td>71,414</td>
<td>74,965</td>
</tr>
<tr>
<td>87</td>
<td>59,143</td>
<td>62,205</td>
<td>65,307</td>
<td>68,563</td>
<td>72,181</td>
<td>75,790</td>
</tr>
<tr>
<td>88</td>
<td>59,758</td>
<td>62,745</td>
<td>65,960</td>
<td>69,304</td>
<td>72,852</td>
<td>76,495</td>
</tr>
<tr>
<td>89</td>
<td>60,338</td>
<td>63,439</td>
<td>66,630</td>
<td>69,994</td>
<td>73,636</td>
<td>77,318</td>
</tr>
<tr>
<td>90</td>
<td>60,936</td>
<td>64,054</td>
<td>67,343</td>
<td>70,724</td>
<td>74,274</td>
<td>77,987</td>
</tr>
<tr>
<td>91</td>
<td>61,551</td>
<td>64,708</td>
<td>67,959</td>
<td>71,414</td>
<td>75,037</td>
<td>78,780</td>
</tr>
<tr>
<td>92</td>
<td>62,205</td>
<td>65,307</td>
<td>68,593</td>
<td>72,181</td>
<td>75,822</td>
<td>79,614</td>
</tr>
<tr>
<td>93</td>
<td>62,745</td>
<td>65,960</td>
<td>69,304</td>
<td>72,852</td>
<td>76,533</td>
<td>80,359</td>
</tr>
<tr>
<td>94</td>
<td>63,439</td>
<td>66,630</td>
<td>69,994</td>
<td>73,636</td>
<td>77,335</td>
<td>81,202</td>
</tr>
<tr>
<td>95</td>
<td>64,054</td>
<td>67,343</td>
<td>70,724</td>
<td>74,274</td>
<td>78,156</td>
<td>82,065</td>
</tr>
<tr>
<td>96</td>
<td>64,708</td>
<td>67,959</td>
<td>71,414</td>
<td>75,037</td>
<td>78,888</td>
<td>82,832</td>
</tr>
<tr>
<td>97</td>
<td>65,307</td>
<td>68,560</td>
<td>72,181</td>
<td>75,822</td>
<td>79,728</td>
<td>83,714</td>
</tr>
<tr>
<td>98</td>
<td>65,960</td>
<td>69,994</td>
<td>73,636</td>
<td>77,335</td>
<td>81,297</td>
<td>85,362</td>
</tr>
<tr>
<td>99</td>
<td>66,630</td>
<td>70,724</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,205</td>
</tr>
<tr>
<td>100</td>
<td>67,343</td>
<td>71,414</td>
<td>75,037</td>
<td>78,888</td>
<td>82,884</td>
<td>87,028</td>
</tr>
<tr>
<td>101</td>
<td>67,959</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,205</td>
<td>89,655</td>
</tr>
<tr>
<td>102</td>
<td>68,593</td>
<td>72,181</td>
<td>75,822</td>
<td>79,728</td>
<td>83,799</td>
<td>89,699</td>
</tr>
<tr>
<td>103</td>
<td>69,304</td>
<td>72,852</td>
<td>76,533</td>
<td>80,568</td>
<td>84,567</td>
<td>90,875</td>
</tr>
<tr>
<td>104</td>
<td>69,994</td>
<td>73,636</td>
<td>77,335</td>
<td>81,297</td>
<td>86,424</td>
<td>89,655</td>
</tr>
<tr>
<td>105</td>
<td>70,724</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,321</td>
<td>90,638</td>
</tr>
<tr>
<td>106</td>
<td>71,414</td>
<td>75,037</td>
<td>78,888</td>
<td>82,884</td>
<td>87,162</td>
<td>91,520</td>
</tr>
<tr>
<td>107</td>
<td>72,181</td>
<td>75,822</td>
<td>79,728</td>
<td>83,799</td>
<td>88,058</td>
<td>92,461</td>
</tr>
<tr>
<td>108</td>
<td>72,852</td>
<td>76,533</td>
<td>80,568</td>
<td>84,567</td>
<td>88,881</td>
<td>93,325</td>
</tr>
<tr>
<td>109</td>
<td>73,636</td>
<td>77,335</td>
<td>81,297</td>
<td>85,424</td>
<td>89,777</td>
<td>94,265</td>
</tr>
<tr>
<td>110</td>
<td>74,274</td>
<td>78,156</td>
<td>82,099</td>
<td>86,321</td>
<td>90,670</td>
<td>95,204</td>
</tr>
<tr>
<td>111</td>
<td>75,037</td>
<td>78,888</td>
<td>82,884</td>
<td>87,162</td>
<td>91,590</td>
<td>96,170</td>
</tr>
<tr>
<td>112</td>
<td>75,822</td>
<td>79,728</td>
<td>83,799</td>
<td>88,058</td>
<td>92,505</td>
<td>97,130</td>
</tr>
<tr>
<td>113</td>
<td>76,533</td>
<td>80,568</td>
<td>84,567</td>
<td>88,881</td>
<td>93,438</td>
<td>98,110</td>
</tr>
<tr>
<td>114</td>
<td>77,335</td>
<td>81,297</td>
<td>85,424</td>
<td>89,777</td>
<td>94,337</td>
<td>99,054</td>
</tr>
<tr>
<td>115</td>
<td>78,156</td>
<td>82,099</td>
<td>86,321</td>
<td>90,670</td>
<td>95,307</td>
<td>100,072</td>
</tr>
<tr>
<td>116</td>
<td>78,888</td>
<td>82,884</td>
<td>87,162</td>
<td>91,590</td>
<td>96,240</td>
<td>101,053</td>
</tr>
<tr>
<td>117</td>
<td>79,728</td>
<td>83,799</td>
<td>88,058</td>
<td>92,505</td>
<td>97,248</td>
<td>102,111</td>
</tr>
<tr>
<td>118</td>
<td>80,568</td>
<td>84,567</td>
<td>88,881</td>
<td>93,438</td>
<td>98,221</td>
<td>103,131</td>
</tr>
<tr>
<td>119</td>
<td>81,297</td>
<td>85,424</td>
<td>89,777</td>
<td>94,337</td>
<td>99,229</td>
<td>104,190</td>
</tr>
<tr>
<td>120</td>
<td>82,099</td>
<td>86,321</td>
<td>90,670</td>
<td>95,307</td>
<td>100,199</td>
<td>105,209</td>
</tr>
<tr>
<td>121</td>
<td>82,884</td>
<td>87,162</td>
<td>91,590</td>
<td>96,240</td>
<td>101,134</td>
<td>106,190</td>
</tr>
<tr>
<td>122</td>
<td>83,799</td>
<td>88,058</td>
<td>92,505</td>
<td>97,248</td>
<td>102,202</td>
<td>107,311</td>
</tr>
<tr>
<td>Range</td>
<td>Step A</td>
<td>Step B</td>
<td>Step C</td>
<td>Step D</td>
<td>Step E</td>
<td>Step F</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>123</td>
<td>84,567</td>
<td>88,881</td>
<td>93,438</td>
<td>98,221</td>
<td>103,228</td>
<td>108,390</td>
</tr>
<tr>
<td>124</td>
<td>65,424</td>
<td>69,777</td>
<td>94,337</td>
<td>99,229</td>
<td>104,254</td>
<td>109,467</td>
</tr>
<tr>
<td>125</td>
<td>86,321</td>
<td>90,670</td>
<td>95,307</td>
<td>100,199</td>
<td>105,300</td>
<td>110,566</td>
</tr>
<tr>
<td>126</td>
<td>67,162</td>
<td>91,590</td>
<td>96,240</td>
<td>101,134</td>
<td>106,326</td>
<td>111,643</td>
</tr>
<tr>
<td>127</td>
<td>88,058</td>
<td>92,505</td>
<td>97,248</td>
<td>102,202</td>
<td>107,392</td>
<td>112,762</td>
</tr>
<tr>
<td>128</td>
<td>68,061</td>
<td>93,430</td>
<td>98,221</td>
<td>103,220</td>
<td>108,457</td>
<td>113,681</td>
</tr>
<tr>
<td>129</td>
<td>89,777</td>
<td>94,337</td>
<td>99,229</td>
<td>104,254</td>
<td>109,541</td>
<td>115,017</td>
</tr>
<tr>
<td>130</td>
<td>90,670</td>
<td>95,307</td>
<td>100,199</td>
<td>105,300</td>
<td>110,699</td>
<td>116,234</td>
</tr>
<tr>
<td>131</td>
<td>91,550</td>
<td>96,240</td>
<td>101,134</td>
<td>106,326</td>
<td>111,743</td>
<td>117,331</td>
</tr>
<tr>
<td>132</td>
<td>92,505</td>
<td>97,248</td>
<td>102,202</td>
<td>107,392</td>
<td>112,826</td>
<td>118,470</td>
</tr>
<tr>
<td>133</td>
<td>93,438</td>
<td>98,221</td>
<td>103,228</td>
<td>108,457</td>
<td>114,006</td>
<td>119,706</td>
</tr>
<tr>
<td>134</td>
<td>94,337</td>
<td>99,229</td>
<td>104,254</td>
<td>109,541</td>
<td>115,143</td>
<td>120,901</td>
</tr>
<tr>
<td>135</td>
<td>95,307</td>
<td>100,199</td>
<td>105,300</td>
<td>110,699</td>
<td>116,341</td>
<td>122,157</td>
</tr>
<tr>
<td>136</td>
<td>96,240</td>
<td>101,134</td>
<td>106,326</td>
<td>111,743</td>
<td>117,479</td>
<td>123,354</td>
</tr>
<tr>
<td>137</td>
<td>97,248</td>
<td>102,202</td>
<td>107,392</td>
<td>112,826</td>
<td>119,014</td>
<td>124,658</td>
</tr>
<tr>
<td>138</td>
<td>98,221</td>
<td>103,228</td>
<td>108,457</td>
<td>114,006</td>
<td>119,814</td>
<td>125,805</td>
</tr>
<tr>
<td>139</td>
<td>99,229</td>
<td>104,254</td>
<td>109,541</td>
<td>115,143</td>
<td>121,048</td>
<td>127,101</td>
</tr>
<tr>
<td>140</td>
<td>100,199</td>
<td>105,300</td>
<td>110,699</td>
<td>116,341</td>
<td>122,243</td>
<td>128,355</td>
</tr>
<tr>
<td>141</td>
<td>101,134</td>
<td>106,326</td>
<td>111,743</td>
<td>117,479</td>
<td>123,495</td>
<td>129,670</td>
</tr>
<tr>
<td>142</td>
<td>102,202</td>
<td>107,392</td>
<td>112,826</td>
<td>118,637</td>
<td>124,727</td>
<td>130,963</td>
</tr>
<tr>
<td>143</td>
<td>103,228</td>
<td>108,457</td>
<td>114,006</td>
<td>119,814</td>
<td>125,879</td>
<td>132,277</td>
</tr>
<tr>
<td>144</td>
<td>104,254</td>
<td>109,541</td>
<td>115,143</td>
<td>121,048</td>
<td>127,299</td>
<td>133,590</td>
</tr>
<tr>
<td>145</td>
<td>105,300</td>
<td>110,699</td>
<td>116,341</td>
<td>122,243</td>
<td>128,481</td>
<td>134,904</td>
</tr>
<tr>
<td>146</td>
<td>106,326</td>
<td>111,743</td>
<td>117,479</td>
<td>123,495</td>
<td>129,792</td>
<td>136,281</td>
</tr>
<tr>
<td>147</td>
<td>107,392</td>
<td>112,826</td>
<td>118,637</td>
<td>124,727</td>
<td>131,041</td>
<td>137,593</td>
</tr>
<tr>
<td>148</td>
<td>108,457</td>
<td>114,006</td>
<td>119,814</td>
<td>125,979</td>
<td>132,366</td>
<td>139,005</td>
</tr>
<tr>
<td>149</td>
<td>109,541</td>
<td>115,143</td>
<td>121,048</td>
<td>127,299</td>
<td>133,575</td>
<td>140,340</td>
</tr>
<tr>
<td>150</td>
<td>110,699</td>
<td>116,341</td>
<td>122,243</td>
<td>128,481</td>
<td>135,020</td>
<td>141,771</td>
</tr>
<tr>
<td>151</td>
<td>111,743</td>
<td>117,479</td>
<td>123,495</td>
<td>129,792</td>
<td>136,421</td>
<td>143,243</td>
</tr>
<tr>
<td>152</td>
<td>112,828</td>
<td>118,637</td>
<td>124,727</td>
<td>131,041</td>
<td>137,746</td>
<td>144,633</td>
</tr>
<tr>
<td>153</td>
<td>114,006</td>
<td>119,814</td>
<td>125,979</td>
<td>132,366</td>
<td>139,091</td>
<td>146,046</td>
</tr>
<tr>
<td>154</td>
<td>115,143</td>
<td>121,048</td>
<td>127,299</td>
<td>133,575</td>
<td>140,532</td>
<td>147,558</td>
</tr>
<tr>
<td>155</td>
<td>116,341</td>
<td>122,243</td>
<td>128,481</td>
<td>135,020</td>
<td>141,913</td>
<td>149,009</td>
</tr>
<tr>
<td>156</td>
<td>117,479</td>
<td>123,495</td>
<td>129,792</td>
<td>136,421</td>
<td>143,313</td>
<td>150,479</td>
</tr>
<tr>
<td>157</td>
<td>118,637</td>
<td>124,727</td>
<td>131,041</td>
<td>137,746</td>
<td>144,827</td>
<td>152,069</td>
</tr>
<tr>
<td>158</td>
<td>119,814</td>
<td>125,979</td>
<td>132,366</td>
<td>139,091</td>
<td>146,247</td>
<td>153,559</td>
</tr>
<tr>
<td>159</td>
<td>121,048</td>
<td>127,220</td>
<td>133,657</td>
<td>140,532</td>
<td>147,684</td>
<td>155,068</td>
</tr>
<tr>
<td>160</td>
<td>122,243</td>
<td>128,481</td>
<td>135,020</td>
<td>141,913</td>
<td>149,159</td>
<td>156,617</td>
</tr>
</tbody>
</table>

**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.
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)
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: 

Date: 

Email: 

Ext: 

College/ unit: 

Department: 

Current job title and range: 

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.

<table>
<thead>
<tr>
<th>Job activities</th>
<th>% of time</th>
<th>New duty or change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Person(s) You Directly Supervise</th>
<th>His or Her Job Title</th>
<th>Part Time or Full Time</th>
<th>Number of Employees he or she Supervises</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Supervisor/Manager</th>
<th>Level of Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee leave</td>
<td>Give Input</td>
</tr>
<tr>
<td>Resolve grievances</td>
<td>OR Give</td>
</tr>
<tr>
<td>Select new employees</td>
<td>Input OR</td>
</tr>
<tr>
<td>Transfer/promotion action</td>
<td>Give Input</td>
</tr>
<tr>
<td>Disciplinary action</td>
<td>OR Give</td>
</tr>
<tr>
<td>Discharge action</td>
<td>Input OR</td>
</tr>
<tr>
<td>Adjust salary of staff</td>
<td>Give Input</td>
</tr>
<tr>
<td>Evaluate performance</td>
<td>OR Give</td>
</tr>
<tr>
<td>Additional Responsibility:_______</td>
<td>Input OR</td>
</tr>
<tr>
<td></td>
<td>Give Input</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Degree</th>
<th>License</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Registration</td>
<td>Other</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of Item of Value</th>
<th>Dollar Amount</th>
<th>Justify Needs &amp; Recommend Proposals (√)</th>
<th>Prepare Financial Data &amp; Documents (√)</th>
<th>Approve Final Requests (√)</th>
<th>Authorize Expenditures or Allocations (√)</th>
<th>Monitor, Track &amp; Record Expenditures or Allocations (√)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment &amp; Machinery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material &amp; Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants (pass through funds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual or Rental Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel &amp; Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categorical</td>
<td>Other (please explain)</td>
</tr>
</tbody>
</table>

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-Evengreen 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: ______________________________________________________________


<table>
<thead>
<tr>
<th>Performance Factors</th>
<th>Feedback Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>1. The Administrator regularly exhibits the ability to inform others in oral and written communications.</td>
<td></td>
</tr>
<tr>
<td>2. The Administrator relies on relevant data in problem solving.</td>
<td></td>
</tr>
<tr>
<td>3. The Administrator communicates in a tactful, respectful, and civil manner.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

| LEADERSHIP | |
| 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. |  |
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

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

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

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

**COMMENTS**

What do you consider to be the Administrator’s greatest strengths?

In what areas do you think the Administrator could improve? How might the Administrator improve in these areas?

Optional Additional Comments:
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

<table>
<thead>
<tr>
<th>ANNUAL PERFORMANCE GOALS 20XX-XX</th>
<th>ON-TRACK</th>
<th>NEEDS ATTENTION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mid-Term Review
<table>
<thead>
<tr>
<th>ANNUAL PERFORMANCE OBJECTIVES 20XX-XX</th>
<th>ON-TRACK</th>
<th>NEEDS ATTENTION</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| **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.)*  
  
  *For academic administrators* |          |                 | Mid-Term Review |
<table>
<thead>
<tr>
<th>Performance Review Components</th>
<th>On-Track</th>
<th>Needs Attention</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Knowledge And Expertise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Of Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative And Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving/Decision Making</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Abilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Column 1</td>
<td>Column 2</td>
<td>Column 3</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Fiscal/Budgetary Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharing Information With Staff And /Or Department/Division In Supporting An Informed Workforce</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity/Civility/Workforce Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hiring And Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (SLO)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACT RENEWAL NOTICE</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----</td>
<td>----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE SIGNATURE/DATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPERVISING ADMINISTRATOR SIGNATURE/DATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENT/VICE CHANCELLOR SIGNATURE/DATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRESIDENT/CHANCELLOR SIGNATURE/DATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix H

Annual Administrator Performance Evaluation Form
San José Evergreen Community College District
Administrator Annual Performance Evaluation

<table>
<thead>
<tr>
<th>Administrator Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Hire Date:</td>
</tr>
<tr>
<td>Evaluation Cycle:</td>
<td>Evaluation Period: to</td>
</tr>
<tr>
<td>Supervising Administrator:</td>
<td></td>
</tr>
</tbody>
</table>

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

### JOB KNOWLEDGE
- **□ a. Exceptional**
  Excellent understanding of position responsibilities. Extremely knowledgeable at all times.
- **□ b. Exceeds Expectations**
  Good knowledge of position responsibilities. Well informed. Actively pursues additional knowledge.
- **□ c. Meets Expectations**
  Has sufficient knowledge of position responsibilities.
- **□ d. Needs Improvement**
  Inadequate knowledge of position responsibilities. Understanding of job duties not sufficient. To increase significantly core knowledge required for position.
- **□ e. Unsatisfactory**

### CONTINUOUS INDIVIDUAL GROWTH AND DEVELOPMENT
- **□ Exceptional**
  Prioritizes taking initiative to maintain currency and develop professionally.
- **□ b. Exceeds Expectation**
  Consistently takes initiative to maintain currency and develop professionally.
- **□ c. Meets Expectation**
  Takes initiative to maintain currency and develop professionally.
- **□ d. Needs Improvement**
  Infrequently takes initiative to maintain currency and develop professionally.
- **□ e. Unsatisfactory**
  Fails to take initiative to maintain currency and develop professionally.

### DEPENDABILITY
- **□ a. Exceptional**
  Frequently requests more responsibility. Rarely needs supervision. Makes frequent constructive suggestions. Extremely well organized and efficient.
- **□ 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.
- **□ 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.
- **□ d. Needs Improvement**
  Accepts responsibility when requested. Makes occasional constructive suggestions. Requires follow-up and supervision. Less than satisfactory effort made in reaching goals.
- **□ 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.
## Leadership

### QUALITY OF LEADERSHIP

- **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.

- **b. Exceeds Expectation**
  Considerable skill in directing others. Consistently sound thinker in given situations that occur in his/her area.

- **c. Meets Expectation**
  Demonstrates good leadership. Commands respect of staff. Displays good judgment resulting from sound evaluation.

- **d. Needs Improvement**
  Sometimes demonstrates adequate control and direction. Judgment is occasionally sound.

- **e. Unsatisfactory**
  Often weak and unable to exert control. Decisions and recommendations are often unsound or ineffective.

### INITIATIVE AND CREATIVITY

- **a. Exceptional**
  Always takes initiative within area of responsibility and beyond. Exceptionally creative.

- **b. Exceeds Expectation**
  Demonstrated initiative and creativity is noteworthy.

- **c. Meets Expectation**
  Demonstrates creativity and initiative routinely.

- **d. Needs Improvement**
  Has occasionally identified problems and developed solutions.

- **e. Unsatisfactory**
  Does not develop new ideas. Often ignores problems.

### PROBLEM SOLVING/DECISION MAKING

- **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.

- **b. Exceeds Expectation**
  Possesses good decision-making skills. Uses job knowledge and information sources to good advantage. Shows consistent insight in solving problems.

- **c. Meets Expectation**
  Understands situations in most cases. Analyzes problems to make sound decisions. Demonstrates insight in solving problems.

- **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.

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

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Supervising Administrator Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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


Appendix I

SUPERVISOR
PROBATIONARY PERFORMANCE
EVALUATION FORM
# MSCC Supervisor Probationary Performance Evaluation Form

**_Five-Month Evaluation - Probationary_**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Job Title</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
<th>Supervisor’s Title</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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.*

This area is a collaborative listing with the supervisor employee and their manager.

1. 

2. 

3. 

4. 

5.
<table>
<thead>
<tr>
<th>Goal Statement #1</th>
<th>5-month Evaluation</th>
<th>11-month Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ On-Track</td>
<td>__ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback</td>
<td>Feedback</td>
<td>Feedback</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal Statement #2</th>
<th>5-month Evaluation</th>
<th>11-month Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>__ On-Track</td>
<td>__ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback</td>
<td>Feedback</td>
<td>Feedback</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal Statement #3</th>
<th>5-month Evaluation</th>
<th>11-month Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ On-Track</td>
<td>__ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback</td>
<td>Feedback</td>
<td>Feedback</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal Statement #4</th>
<th>5-month Evaluation</th>
<th>11-month Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ On-Track</td>
<td>__ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback</td>
<td>Feedback</td>
<td>Feedback</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal Statement #5</th>
<th>5-month Evaluation</th>
<th>11-month Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ On-Track</td>
<td>__ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback</td>
<td>Feedback</td>
<td>Feedback</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>1. Planning &amp; Organizing: Establishes courses of action for oneself and/or others that are efficient and effective in meeting short- and long-term goals.</th>
<th>Review/Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Manages Execution: Assigns responsibilities; delegates and empowers others to accomplish assignments; when necessary, coordinates work efforts; monitors progress; gets things done.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td>3. Judgement &amp; Decisiveness: Makes timely and sound decisions based upon analysis which reflect factual information; understands the short- and long-term consequences when making decisions.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td>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.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td>5. Performance Planning &amp; Management: Provides clear direction and priorities; consistently measures</td>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>
results; gives timely feedback and helpful coaching. Carries out discipline when needed.

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Initiative: Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Job Knowledge: Masters required knowledge to carry out duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Technical Expertise: Demonstrates the technical skills required by the position and maintains currency in the field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Other (Please Define)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>
### OVERALL PERFORMANCE EVALUATION
Consider what has been accomplished and how job responsibilities were accomplished. Summarize performance results below.

### EMPLOYEE COMMENTS

### ACKNOWLEDGEMENTS

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISING ADMINISTRATOR SIGNATURE:</td>
<td>DATE:</td>
</tr>
<tr>
<td>RECEIVED BY PERSONNEL:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

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

SUPERVISOR
ANNUAL PERFORMANCE EVALUATION FORM
**Perfomance 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. 

---

**Employee Name** | **Job Title** | **Evaluation Date**

| Supervising Administrator Name | Supervising Administrator Title | Evaluation Period |
## 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.

<table>
<thead>
<tr>
<th>Goal Statement #1</th>
<th>Mid-Year Review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback:</td>
<td></td>
</tr>
<tr>
<td>Goal Statement #2</td>
<td>Mid-Year Review</td>
</tr>
<tr>
<td></td>
<td>___ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback:</td>
<td></td>
</tr>
<tr>
<td>Goal Statement #3</td>
<td>Mid-Year Review</td>
</tr>
<tr>
<td></td>
<td>___ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback:</td>
<td></td>
</tr>
<tr>
<td>Goal Statement #4</td>
<td>Mid-Year Review</td>
</tr>
<tr>
<td></td>
<td>___ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback:</td>
<td></td>
</tr>
<tr>
<td>Goal Statement #5</td>
<td>Mid-Year Review</td>
</tr>
<tr>
<td></td>
<td>___ On-Track</td>
</tr>
<tr>
<td></td>
<td>___ Needs Attention</td>
</tr>
<tr>
<td>Feedback:</td>
<td></td>
</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>Success Factor</th>
<th>Description</th>
<th>Review/Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Planning &amp; Organizing</strong></td>
<td>Establishes courses of action for oneself and/or others that are efficient and effective in meeting short- and long-term goals.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td><strong>2. Manages Execution</strong></td>
<td>Assigns responsibilities; delegates and empowers others to accomplish assignments; when necessary, coordinates work efforts; monitors progress; gets things done.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td><strong>3. Judgement &amp; Decisiveness</strong></td>
<td>Makes timely and sound decisions based upon analysis which reflect factual information; understands the short- and long-term consequences when making decisions.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td><strong>4. Quality-of-Service</strong></td>
<td>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.</td>
<td>Review/Evaluation</td>
</tr>
<tr>
<td><strong>5. Performance Planning &amp; Management</strong></td>
<td>Provides clear direction and priorities; consistently measures</td>
<td>Review/Evaluation</td>
</tr>
</tbody>
</table>
results; gives timely feedback and helpful coaching. Carries out discipline when needed.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Team Leadership:</th>
<th>Review/Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accomplishes tasks leading and working with others, builds effective teams committed to organization goals; fosters collaboration among team members and among teams.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Initiative:</th>
<th>Review/Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters required knowledge to carry out duties</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates the technical skills required by the position and maintains currency in the field.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Other (Please Define)</th>
<th>Review/Evaluation</th>
</tr>
</thead>
</table>
OVERALL PERFORMANCE EVALUATION
Consider what has been accomplished and how job responsibilities were accomplished. Summarize performance results below.

EMPLOYEE COMMENTS

ACKNOWLEDGEMENTS

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISING ADMINISTRATOR SIGNATURE:</td>
<td>DATE:</td>
</tr>
<tr>
<td>RECEIVED BY PERSONNEL:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

(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.
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
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
I, ____________________________, a Manager, Supervisor, or Confidential employee of the San 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

<table>
<thead>
<tr>
<th>MSC MEMBER INFORMATION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Date</td>
</tr>
<tr>
<td>Title</td>
<td>Department/ College</td>
<td></td>
</tr>
<tr>
<td>Requested Dates for PDL Begin Date:</td>
<td>End Date:</td>
<td></td>
</tr>
</tbody>
</table>

**PART 1 - PROFESSIONAL DEVELOPMENT PROPOSAL**

<table>
<thead>
<tr>
<th>Component</th>
<th>Instructions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need for PDL Growth</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>PDL Activities</td>
<td>Describe the planned PDL activities and how the activities will be carried out.</td>
<td></td>
</tr>
<tr>
<td>Anticipated Outcomes</td>
<td>Describe the expected benefits the PDL will have on students, instructors, and the District.</td>
<td></td>
</tr>
<tr>
<td>Means of Measurement</td>
<td>Specify the documentation necessary to show that the PDL activities have been successfully completed. Means to measure completion must be stated explicitly.</td>
<td></td>
</tr>
</tbody>
</table>

**PART 2 - PROFESSIONAL DEVELOPMENT PLAN**

<table>
<thead>
<tr>
<th>Component</th>
<th>Instructions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Overall Proposal</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
| Objectives | 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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of Completion</td>
<td>This section is critically important and should be carefully thought out. The PDL is a contract, and in this section the applicant is indicating how he/she will provide documentation of completion of the</td>
</tr>
<tr>
<td>Relationship to Current Assignment and Strategic Plan</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Calendar | 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 | Explain why the activities of the PDL cannot be accomplished during the regular assignment. |
| Signature | Date |
## APPROVAL ROUTING

<table>
<thead>
<tr>
<th>Role</th>
<th>Approval</th>
<th>Rejection</th>
<th>Revision</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervising Administrator</td>
<td>YES □  NO □</td>
<td>Needs Revision □</td>
<td>(Comments Provided)</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>YES □  NO □</td>
<td>Needs Revision □</td>
<td>(Comments Provided)</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>YES □  NO □</td>
<td>Needs Revision □</td>
<td>(Comments Provided)</td>
<td></td>
</tr>
</tbody>
</table>

## RECEIPT

<table>
<thead>
<tr>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td></td>
</tr>
</tbody>
</table>

## CHANCELLOR RECOMMENDATION & BOARD OF TRUSTEES ACTION

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor's Recommendation</td>
<td>Needs Revision □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees' Action</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## SERVICE CONTRACT ACCEPTANCE

<table>
<thead>
<tr>
<th>Employee</th>
<th>Signature &amp; Acceptance</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>YES □  NO □</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix O

Health Benefits
<table>
<thead>
<tr>
<th>Blue Cross Plan</th>
<th>Employee Only</th>
<th>Employee &amp; Spouse</th>
<th>Employee &amp; Children</th>
<th>Employee &amp; Family</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annually</td>
<td>Monthly</td>
<td>Annually</td>
<td>Monthly</td>
</tr>
<tr>
<td>Active</td>
<td>14,148.00</td>
<td>1,179.00</td>
<td>29,616.00</td>
<td>2,468.00</td>
</tr>
<tr>
<td>Retirees</td>
<td>22,980.00</td>
<td>1,915.00</td>
<td>48,120.00</td>
<td>4,010.00</td>
</tr>
<tr>
<td>Early (&lt;65)</td>
<td>9,552.00</td>
<td>796.00</td>
<td>18,104.00</td>
<td>1,512.00</td>
</tr>
<tr>
<td>With Medicare (&gt;65)</td>
<td>9,552.00</td>
<td>796.00</td>
<td>18,104.00</td>
<td>1,512.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kaiser</th>
<th>Employee Only</th>
<th>Employee &amp; Spouse</th>
<th>Employee &amp; Children</th>
<th>Employee &amp; Family</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annually</td>
<td>Monthly</td>
<td>Annually</td>
<td>Monthly</td>
</tr>
<tr>
<td>Active</td>
<td>9,348.00</td>
<td>779.00</td>
<td>15,536.00</td>
<td>1,268.00</td>
</tr>
<tr>
<td>Retirees</td>
<td>14,424.00</td>
<td>1,202.00</td>
<td>30,156.00</td>
<td>2,513.00</td>
</tr>
<tr>
<td>Early (&lt;65)</td>
<td>5,628.00</td>
<td>469.00</td>
<td>11,256.00</td>
<td>938.00</td>
</tr>
<tr>
<td>With Medicare (&gt;65)</td>
<td>5,628.00</td>
<td>469.00</td>
<td>11,256.00</td>
<td>938.00</td>
</tr>
</tbody>
</table>

TBD - This rate is to be determined by the dependent's eligibility for Medicare.
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 copay, 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 maximum. Plan maximums and other important information appear in tables. 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 reviews are 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. If 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 | $100/member, $200/family (4th quarter carryover applies) (Deductible applied to out-of-pocket maximum) |
| Co-pay for emergency room services | $100/adult (waived if admitted directly from ER) |

Annual Out-of-Pocket Maximums

PPO Providers Only* | $1,000/member, $2,000/family |

*Member copays and out-of-network for Emergency Medical Care with a Non-PPO Provider also apply to the PPO Out-of-Pocket Maximums.

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 | Uncovered |
| Covered Services | PPPO: Per Member Copay | Non-PPPO: Per Member Copay |
| Preventive Care Services | | |
| Preventive Care Services including*; physical exams; preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, 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. | No copay (deductible waived) | Not Covered |
| Physician Medical Services | | |
| Office & home visits | $10/adult (deductible waived) | See footnote 1 |
| Hospital & skilled nursing facility visits | 0% | See footnote 1 |
| Surgeon & surgical assistant, anesthesiologist or anesthetist | 0% | See footnote 1 |
| Drugs administered by a medical provider (certain drugs are subject to utilization review) | | See footnote 1 |
| Diabetes Education Programs (requires physician supervision) | | |
| Teach members & their families about the disease process, the daily management of diabetic therapy & self-management training | $10/adult (deductible waived) | See footnote 1 |

CONTINUED ON NEXT PAGE

145
<table>
<thead>
<tr>
<th>Covered Services</th>
<th>PPO: Per Member Copay</th>
<th>Non-PPO: Per Member Copay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Therapy, Physical Medicine &amp; Occupational Therapy</strong>, including Chiropractic Services (subject to medical necessity review administered by American Specialty Health-ASH)</td>
<td>0%</td>
<td>Not Covered</td>
</tr>
<tr>
<td><strong>Speech Therapy</strong></td>
<td>0%</td>
<td>See footnote 1</td>
</tr>
<tr>
<td>Acupuncture</td>
<td>0%</td>
<td>50% of maximum allowed amount②</td>
</tr>
<tr>
<td>- Services for the treatment of disease, illness or injury (limited to 12 visits/calendar year)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Diagnostic X-ray &amp; Lab</td>
<td>0%</td>
<td>See footnote 1 (benefit limited to $5000/procedure)</td>
</tr>
<tr>
<td>- Other diagnostic x-ray &amp; lab</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Advanced Imaging (subject to utilization review)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>- MRI, CT Scan, PET Scan &amp; nuclear cardiac exam</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Urgent Care (physician services)</strong></td>
<td>$10/visit⑧ (deductible waived)</td>
<td>See footnote 1</td>
</tr>
<tr>
<td><strong>Emergency Care</strong></td>
<td>0%</td>
<td>0% of maximum allowed amount for true emergency⑧</td>
</tr>
<tr>
<td>- Emergency room services &amp; supplies ($100 co-pay waived if admitted inpatient)④</td>
<td>0%</td>
<td>0% first 48 hours②; After 48 hours: all billed amounts exceeding $600/day unless member cannot be moved safely</td>
</tr>
<tr>
<td>- Inpatient hospital services &amp; supplies ②</td>
<td>0%</td>
<td>0% of maximum allowed amount for true emergency⑧</td>
</tr>
<tr>
<td>- Physician services ②</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Hospital Medical Services (subject to utilization review for inpatient and certain outpatient services; waived for emergency admissions)</strong></td>
<td>0%</td>
<td>All billed amounts exceeding $500/day</td>
</tr>
<tr>
<td>- Semi-private room, medically necessary services &amp; supplies ⑤</td>
<td>0%</td>
<td>50% of maximum allowed amount②</td>
</tr>
<tr>
<td>- Outpatient medical care, surgical services &amp; supplies (hospital care other than emergency room care)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Skilled Nursing Facility (subject to utilization review)</strong></td>
<td>0%</td>
<td>All billed amounts exceeding $500/day</td>
</tr>
<tr>
<td>- Semi-private room, services &amp; supplies (limited to 100 days/calendar year; limit does not apply to mental health and substance abuse)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Related Outpatient Medical Services &amp; Supplies</strong></td>
<td>$100 copay and then 0%</td>
<td>$100 copay and then 0% maximum allowed amount for true emergency⑧</td>
</tr>
<tr>
<td>- Ground or air ambulance transportation, services &amp; disposable supplies (air ambulance in a non-medical emergency is subject to pre-service review and benefit limited to $50,000 for non-PPO)</td>
<td>0%</td>
<td>0% maximum allowed amount②</td>
</tr>
<tr>
<td>- Blood transfusions, blood processing &amp; the cost of unreplaced blood &amp; blood products</td>
<td>0%</td>
<td>0% maximum allowed amount②</td>
</tr>
<tr>
<td>- Autologous blood (self-donated blood collection, testing, processing &amp; storage for planned surgery)</td>
<td>0%</td>
<td>0% maximum allowed amount②</td>
</tr>
<tr>
<td><strong>Ambulatory Surgical Centers (certain surgeries are subject to utilization review)</strong></td>
<td>0%</td>
<td>All billed amounts exceeding $3500/day</td>
</tr>
<tr>
<td>- Outpatient surgery, services &amp; supplies</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Pregnancy &amp; Maternity Care</strong></td>
<td>$10/visit⑧ (deductible waived)</td>
<td>See footnote 1</td>
</tr>
<tr>
<td>- Physician office visits</td>
<td>0%</td>
<td>See footnote 1</td>
</tr>
<tr>
<td>- Prescription drug for abortion (millegistone) Normal delivery, cesarean section, complications of pregnancy &amp; abortion. Refer to the Physician &amp; Hospital Medical Services benefits for both inpatient and outpatient hospital coverage.</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Mental or Nervous Disorders and Substance Abuse</strong></td>
<td>0%</td>
<td>All billed amounts exceeding $500/day</td>
</tr>
<tr>
<td>- Inpatient facility care (subject to utilization review; waived for emergency admissions)</td>
<td>0%</td>
<td>See footnote 1</td>
</tr>
<tr>
<td>- Inpatient physician visits</td>
<td>0%</td>
<td>50% of maximum allowed amount②</td>
</tr>
<tr>
<td>- Outpatient facility care</td>
<td>0%</td>
<td>See footnote 1</td>
</tr>
<tr>
<td>- Physician office visits (Behavioral Health treatment for Autism or Pervasive development disorders requires pre-service review)</td>
<td>$10/visit⑧ (deductible waived)</td>
<td>See footnote 1</td>
</tr>
</tbody>
</table>

CONTINUED ON NEXT PAGE
<table>
<thead>
<tr>
<th>Covered Services</th>
<th>PPO: Per Member Copay</th>
<th>Non-PPO: Per Member Copay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Durable Medical Equipment</strong> <em>(may be subject to utilization review)</em></td>
<td>0%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>• Rental or purchase of DME and all medical supplies (breast pump and supplies are covered under preventive care at no charge for in-network only)</td>
<td>0%</td>
<td>See footnote 1</td>
</tr>
<tr>
<td>• Hearing aids supplies and equipment <em>(limited to $700 per 24 months)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Home Health Care</strong> <em>(subject to utilization review)</em></td>
<td>0%</td>
<td>All billed amounts exceeding $150/day. See footnote 1</td>
</tr>
<tr>
<td>• Services &amp; supplies from a home health agency <em>(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)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Home Infusion Therapy</strong> <em>(subject to utilization review)</em></td>
<td>0%</td>
<td>All billed amounts exceeding $500/day</td>
</tr>
<tr>
<td>• Includes medication, ancillary services &amp; supplies; caregiver training &amp; visits by provider to monitor therapy; durable medical equipment; lab services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hemodialysis</strong></td>
<td>0%</td>
<td>All billed amounts exceeding $350/visit</td>
</tr>
<tr>
<td>• Outpatient hemodialysis services &amp; supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hospice Care</strong></td>
<td></td>
<td>All billed amounts exceeding the maximum allowed amount</td>
</tr>
<tr>
<td>• Inpatient or outpatient services; family bereavement services</td>
<td>No copay <em>(deductible waived)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Bariatric Surgery</strong> <em>(subject to utilization review; covered only when performed at a designated Blue Distinction Center for Specialty Care – Bariatric Surgery)</em></td>
<td>0%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>• 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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Travel expenses when member’s home is 50 miles or more from the nearest designated Blue Distinction Center for Specialty Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bariatric Surgery <em>($3,000 maximum travel benefit per surgery)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hip/Knee/Spine</strong> <em>(subject to utilization review; covered only when performed at a designated Blue Distinction Plus Center for Specialty Care)</em></td>
<td>0%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>• Inpatient services provided in connection with medically necessary surgery for hip/knee/spine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Travel expenses when member’s home is 50 miles or more from the nearest hip/knee/spine Blue Distinction Plus Center <em>( $6,000 maximum travel benefit)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Organ &amp; Tissue Transplants</strong> <em>(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)</em></td>
<td>0%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>• Inpatient services provided in connection with non-investigative organ or tissue transplants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Transplant travel expense for an authorized, specified transplant <em>(recipient &amp; companion transportation limited to $10,000 per transplant)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unrelated donor search, limited to $30,000 per transplant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prosthetic Devices</strong></td>
<td>0%</td>
<td>Not Covered</td>
</tr>
<tr>
<td>• 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; &amp; therapeutic shoes &amp; inserts for members with diabetes <em>(2 pairs each calendar year)</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 expenses. 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.

---

1. The plan pays 100% of the fee schedule. The member is responsible for all amounts exceeding the fee schedule.
2. The dollar copay applies only to the visit itself. An additional copay applies for any services performed in office (e.g., X-ray, lab, surgery), after any applicable deductible.
3. 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.).
4. The allowable rate for non-PPO emergency care within 48 hours is based on a reasonable charge, not the scheduled amount.
5. 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.
Not Medically Necessary. Services or supplies that are not medically necessary, as defined.

Experimental or Investigative. Any experimental or investigatory procedure or medication. But if a member is determined to be fit by evidence obtained through a thorough examination, the member may not be required to submit to an experimental or investigatory procedure or medication.

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.

Nuclear or Radiation Energy. Services that result in the release of nuclear energy, whether or not the member is in the vicinity of such release.

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

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

Work-Related. Any injury or illness arising out of employment for which benefits or payments are covered by worker's compensation law or similar law. If the member provides benefits or payments for such injuries, conditions or diseases, the services should be listed as an excluded benefit.

Government Treatment. Any surgery the member actually receives that were provided by a local, state or federal government agency, except when payment under the plan is expressly required by federal or state law.

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 in the EOC.

Voluntary Payment. Services for which the member has no legal obligation to pay, or which would be paid in the absence of insurance coverage, or health plan coverage, except services received at a non-profit, governmentally-chartered health care facility. Such a hospital must meet the following guidelines: 1. It must be officially known as being owned by the hospital; 2. At least 50% of its patients must be covered by a hospitalization policy; 3. At least 50% of its staff and patients must be members of a clinical staff; 4. It must accept patients who are unable to pay, and 5. It must receive funds from the state or federal government.

Private Contracts. Services or supplies provided pursuant to a private contract between the member and a provider, for which payment is received under Medicare and Medicaid programs, as specified in section 1012 of the Social Security Act.

Inpatient Diagnostic Tests. Inpatient tests and treatments 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 disorder or substance abuse, including rehabilitation and care in response to these conditions, except as specified as covered in the EOC.

Orthodontia. Braces, other ortho dental 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 preventive care and active treatment of conditions, including dental decay, periodontal disease, swelling, pain, oral infection, abscesses, fractures, cleft palate and other congenital defects, infections of the jaw, bone or other tissues, or any other condition.

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

Optometric Services or Supplies. Optometric services, excluding refractive surgery, as specified in the EOC.

Outpatient Occupational Therapy. Outpatient occupational therapy, except for services as specified in the EOC.

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

Cosmetic Surgery. Cosmetic surgery or other services performed primarily for cosmetic reasons or to alter or reshape normal tissue (including skin), including liposuction, unless specifically listed as covered in the plan. This includes corrective, but not cosmetic, weight-loss programs.

Commercial Weight Loss Program. Weight loss programs, whether or not they are pursued under medical or surgical supervision, unless specifically listed as covered in the plan. This includes corrective, but not cosmetic, weight-loss programs.

Stabilization Reversal. Intermittent Treatment. Any services or supplies furnished in connection with the diagnosis and treatment of mental illness, including, but not limited to, diagnostic tests, medication, surgery, surgical intervention, in utero fetal surgery, stabilization reversal and general anesthetic transfer.

Surgically Mitered Services. For any services or supplies provided to a patient not covered under the plan, in connection with a surgically-implanted pregnancy, including, but not limited to, the induction of a surgical abortion.

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

Orthopedic Supplies. Orthopedic supplies, orthopedic shoes (other than those prescribed to correct injury, medical condition and cast or shoe inserts, except for therapeutic, diabetic, and safety feet for the prevention and treatment of diabetes-related complications, as specified in the EOC.

Aeraplanes. Air purifiers, air filters, or humidifiers.

Cardiac or Cardiac Rehabilitation. Hospitalization of a patient in a hospital or any other facility, for the prevention and treatment of diabetes-related complications, as specified in the EOC.

Health Club Memberships. Health club memberships, exercise equipment, charges for physical fitness instructors or personal trainer, or any other charges for facilities, equipment or services used for developing or maintaining physical fitness, except in the case of patients who are members of health clubs as specified in the EOC.

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

Education or Counseling. Educational or vocational counseling, except as specified in the EOC.

Food or Dietary Supplements. Nutritional, dietary or dietary supplements, except as provided in the plan or required by law. This exclusion includes, but is not limited to, those nutrients not formulated for 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.

Physiotherapy or Physical Medicine. Services of a physician for physical therapy or physical medicine programs, except as provided in the EOC.

Eye Surgery for Refractive Defects. Any eye surgery solely or primarily for the purpose of correcting refractive defects of the eye unless such surgery is medically necessary and not performed by a licensed physician.

Outpatient Prescription Drugs and Medications. All outpatient prescription drugs and medications, except as otherwise specified in the EOC.

Medical Equipment, Devices and Supplies. All medical equipment, devices and supplies, except as otherwise specified in the EOC.

Heart Valve Replacement. Services provided by a heart valve specialist, except as otherwise specified in the EOC.

Surgery Center Services. Any services provided at a surgery center, except as otherwise specified in the EOC.

Cosmetic Surgery. Cosmetic surgery or other services performed primarily for cosmetic reasons or to alter or reshape normal tissue (including skin), including liposuction, unless specifically listed as covered in the plan. This includes corrective, but not cosmetic, weight-loss programs.

Commercial Weight Loss Program. Weight loss programs, whether or not they are pursued under medical or surgical supervision, unless specifically listed as covered in the plan. This includes corrective, but not cosmetic, weight-loss programs.

Stabilization Reversal. Intermittent Treatment. Any services or supplies furnished in connection with the diagnosis and treatment of mental illness, including, but not limited to, diagnostic tests, medication, surgery, surgical intervention, in utero fetal surgery, stabilization reversal and general anesthetic transfer.

Surgically Mitered Services. For any services or supplies provided to a patient not covered under the plan, in connection with a surgically-implanted pregnancy, including, but not limited to, the induction of a surgical abortion.

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

Orthopedic Supplies. Orthopedic supplies, orthopedic shoes (other than those prescribed to correct injury, medical condition and cast or shoe inserts, except for therapeutic, diabetic, and safety feet for the prevention and treatment of diabetes-related complications, as specified in the EOC.

Aeraplanes. Air purifiers, air filters, or humidifiers.

Cardiac or Cardiac Rehabilitation. Hospitalization of a patient in a hospital or any other facility, for the prevention and treatment of diabetes-related complications, as specified in the EOC.

Health Club Memberships. Health club memberships, exercise equipment, charges for physical fitness instructors or personal trainer, or any other charges for facilities, equipment or services used for developing or maintaining physical fitness, except in the case of patients who are members of health clubs as specified in the EOC.

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

Education or Counseling. Educational or vocational counseling, except as specified in the EOC.

Food or Dietary Supplements. Nutritional, dietary or dietary supplements, except as provided in the plan or required by law. This exclusion includes, but is not limited to, those nutrients not formulated for 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.

Physiotherapy or Physical Medicine. Services of a physician for physical therapy or physical medicine programs, except as provided in the EOC.

Eye Surgery for Refractive Defects. Any eye surgery solely or primarily for the purpose of correcting refractive defects of the eye unless such surgery is medically necessary and not performed by a licensed physician.

Outpatient Prescription Drugs and Medications. All outpatient prescription drugs and medications, except as otherwise specified in the EOC.

Medical Equipment, Devices and Supplies. All medical equipment, devices and supplies, except as otherwise specified in the EOC.

Heart Valve Replacement. Services provided by a heart valve specialist, except as otherwise specified in the EOC.

Surgery Center Services. Any services provided at a surgery center, except as otherwise specified in the EOC.

Cosmetic Surgery. Cosmetic surgery or other services performed primarily for cosmetic reasons or to alter or reshape normal tissue (including skin), including liposuction, unless specifically listed as covered in the plan. This includes corrective, but not cosmetic, weight-loss programs.

Commercial Weight Loss Program. Weight loss programs, whether or not they are pursued under medical or surgical supervision, unless specifically listed as covered in the plan. This includes corrective, but not cosmetic, weight-loss programs.
Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

PLAN RX 5-20

<table>
<thead>
<tr>
<th></th>
<th>Walk-In</th>
<th>Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Network</td>
<td>Costco</td>
</tr>
<tr>
<td>Days' Supply*</td>
<td>30</td>
<td>90</td>
</tr>
<tr>
<td>Generic</td>
<td>$5</td>
<td>N/A</td>
</tr>
<tr>
<td>Brand</td>
<td>$20</td>
<td>N/A</td>
</tr>
<tr>
<td>Specialty</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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.

2017 RX 5-20
Disclosure Form  
$10_DOV_10_100 DayRX (SISC)  
Home Region: California  

Principal benefits for  
Kaiser Permanente Traditional Plan  
(10/17—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.

<table>
<thead>
<tr>
<th>Amounts Per Accumulation Period</th>
<th>Self-Only Coverage (a Family of one Member)</th>
<th>Family Coverage Each Member in a Family of two or more Members</th>
<th>Family Coverage Entire Family of two or more Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Out-of-Pocket Maximum</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>Plan Deductible</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Drug Deductible</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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

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

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

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)
<table>
<thead>
<tr>
<th>Home Health Services</th>
<th>You Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home health care (up to 100 visits per Accumulation Period)</td>
<td>No charge</td>
</tr>
<tr>
<td>Other</td>
<td>You Pay</td>
</tr>
<tr>
<td>Skilled nursing facility care (up to 100 days per benefit period)</td>
<td>No charge</td>
</tr>
<tr>
<td>Prosthetic and orthotic devices</td>
<td>No charge</td>
</tr>
<tr>
<td>Hospice care</td>
<td>No charge</td>
</tr>
</tbody>
</table>

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).
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

<table>
<thead>
<tr>
<th>Services</th>
<th>Cost Sharing and Office Visit Maximums</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Office visit cost share: $10 copay per visit Office visit limit: Up to a combined total of 30 medically necessary Chiropractic and Acupuncture visits per year 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, heat or cold packs, lumbar braces and supports, lumbar cushions, orthotics, wrist supports, rib belts, home traction units, ankle braces, knee braces, rib supports, and wrist braces.</td>
</tr>
</tbody>
</table>

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.

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.

Participating Providers

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 acupuncture, 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/ashlip 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.

How to Obtain Covered Services

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.

Second Opinions

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.

Your Costs

When you receive covered Services, you must pay your Cost Share as described in the Combined Chiropractic and Acupuncture Services Amendment of your Health Plan Evidence of Coverage. The Cost Share does not apply toward the Plan Out-of-Pocket Maximum described in the Health Plan Evidence of Coverage (unless you have a plan with an HSA option).

Emergency and Urgent Chiropractic and Acupuncture Services

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.

Getting Assistance

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.
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 occupational health
- 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.

---

ChiroAcu 3057 NCAL_3058 SCAL (9/16)
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).


注：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）。