



# Managers, Supervisors, & Confidential Employees Handbook

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San José · Evergreen Community College District

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## **SECTION 1**

### **INTRODUCTION AND PURPOSE OF THIS MANUAL**

#### **1.1 INTRODUCTION**

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

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

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

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

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

#### **1.2 MISSION STATEMENT**

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

#### **1.3 VISION STATEMENT**

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

#### **1.4 VALUES STATEMENT**

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

## **1.5 GLOBAL ENDS STATEMENT**

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

## **1.6 PURPOSE OF THIS HANDBOOK**

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

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

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



## **SECTION 2**

### **MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL EMPLOYEES**

#### **2.1 MANAGEMENT, SUPERVISORY AND CONFIDENTIAL EMPLOYEES DEFINITIONS**

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

##### **2.1.1 Managers**

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

##### **2.1.1.1 Academic Managers**

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

##### **2.1.1.2 Classified Managers**

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

##### **2.1.2 Supervisory Employees**

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

### **2.1.3 Confidential Employees**

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

## **2.2 RESPONSIBILITY**

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

### **2.2.1 Management and Supervisory Employees**

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

### **2.2.2 Confidential Employees**

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

## **2.3 MANAGEMENT/SUPERVISORY/CONFIDENTIAL EMPLOYEES COUNCIL (MSCC)**

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

## **SECTION 3**

### **EQUAL OPPORTUNITY**

#### **3.1 EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

#### **3.2 DISCRIMINATION AND HARASSMENT**

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

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

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

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

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

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

## SECTION 4

### COMPENSATION

#### 4.1 SALARY SCHEDULES

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

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

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

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

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

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

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

- 4.1.1.1 For the 2023-2024 fiscal year an amount equal to a 6 % increase in salary shall be applied to the salary schedules retroactive July 1, 2023. See Appendix B for the new salary schedules. Should any other employee group receive an increase to their base salary schedule greater than 6.0% for the 2023-2024 fiscal year, any percentage difference shall automatically be conveyed to the MSC employee group retroactively effective to July 1, 2023.

- 4.1.1.2 For the 2024-2025 fiscal year an amount equal to a 4.0% increase in salary shall be applied to the salary schedules. See Appendix B for the new salary schedules.
- 4.1.1.3 For the 2025-2026 fiscal year an amount equal to a 3.0% increase in salary shall be applied to the salary schedules. 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 next following fiscal year must be made by March 1.

## **4.4 SALARY STEP INCREMENTS**

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

- 4.4.2 Contract managers' salary step increment shall be July 1 based on contract 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**

Salary adjustments shall be made for a MSC employee who is temporarily assigned to perform additional duties, outside of their normal scope of work. These adjustments shall be made for changes in assignment which go beyond thirty days each year and shall require approval of the Governing Board. A “MSC Additional Pay for Additional Assignments Form” must be completed (See Appendix D).

**4.6.1.1** If members are assigned additional duties due to a vacancy, the position must be in the process of recruitment. If the vacancy is not in recruitment, and explanation must be included in the request, detailing why the position is not in recruitment.

- Members are eligible for a 10% increase for approved additional duties that are limited and project based, outside of normal duties.
- Members are eligible for a 15% increase for approved additional duties for multiple projects or duties impacting several areas, outside of normal duties.

##### **4.6.2 Compensation Overload Teaching Assignment**

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

#### **4.7 LONGEVITY**

**4.7.1** Longevity pay is an amount paid to a MSC employee in recognition of total years of continuous service with the District as follows:  
Effective July 1, 2023

<u>Years of Service</u>	<u>Annual Longevity</u>
10	\$3,000
15	\$3,600
20	\$4,200
25	\$4,800
30	\$5,400

**4.7.2** To qualify for longevity, a MSC employee must have the required number of years of paid, regular service. Years of service shall be calculated from the initial date of



hire to the next annual/anniversary hire date. Longevity placement will occur in the month following the employee's anniversary hire date. Time spent on unpaid leave or in special employment shall not be included in calculating years of service, unless otherwise prohibited by applicable law.

**4.7.3** Longevity pay is added to annual salary and paid on a monthly prorated basis. MSC employees working less than full time shall receive a prorated amount of longevity pay.

**4.7.4** Longevity pay shall be used in calculating employee retirement and insurance benefits, to the extent permitted by the appropriate retirement system and insurance carrier.

#### **4.8 EDUCATIONAL DEGREE AWARD**

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

## **SECTION 5**

### **MANAGEMENT CLASSIFICATION COMMITTEE**

#### **5.1 PURPOSE**

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

#### **5.2 MEMBERSHIP**

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

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

#### **5.3 DUTIES**

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

## **SECTION 6**

### **RECLASSIFICATION**

#### **6.1 DEFINITION OF RECLASSIFICATION**

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

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

#### **6.2 RECLASSIFICATION PROCEDURE**

- 6.2.1** Reclassification requests must be submitted to the Human Resources Department from November 1 to November 30 using the MSC Position Description Questionnaire Form (PDQ Form, see Appendix E).
- 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.

## **6.6 COMPREHENSIVE CLASSIFICATION AND COMPENSATION STUDY**

In order to maintain the integrity of a classification and compensation structure, MSC may request that the District engage in a Classification and Compensation Study for MSC members at least every 5 years. The study is seen as a way to recalibrate job duties and responsibilities and to ensure proper placement of new job descriptions and be inclusive of additional new and different programs. The overall goals of a classification and compensation study include but not limited to:

- To ensure market/internal structure alignment
- To simplify classification structures
- To identify paths for career progression
- To address recruitment and retention needs
- To review minimum qualifications to facilitate recruitment of talent

## **SECTION 7**

### **CHANGE IN STATUS**

#### **7.1 PROMOTION**

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

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

#### **7.2 Y-RATING**

##### **7.2.1 "Y-Rate" Placement – Criteria**

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

##### **7.2.2 Release from "Y-Rating"**

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

#### **7.3 REDUCTION IN FORCE**

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

#### **7.4 RESIGNATION OR RETIREMENT**

##### **7.4.1 Resignation**

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

#### **7.4.2 Retirement**

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



## **SECTION 8**

### **PERSONNEL FILES**

#### **8.1 OFFICIAL PERSONNEL FILE**

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

#### **8.2 DEROGATORY MATERIALS**

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

#### **8.3 RIGHT TO EXAMINE**

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

#### **8.4 CONFIDENTIALITY**

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

## **SECTION 9**

### **ADMINISTRATOR PERFORMANCE EVALUATION**

#### **9.1 DISTRICT PHILOSOPHY**

- 9.1.1** In accordance with Education Code Section 87663, the policy on evaluation of administrators<sup>1</sup> 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.

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<sup>1</sup> 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:**

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

\*Statutory date requirement related to notice of contract renewal

- 9.4.4** After affirmation of a multi-year contract (year 3), annual evaluations will continue to occur each year. Every third year, a Staff & Peer Feedback Survey and Mid-Term Evaluation will occur. An administrator's two-year contract is a rolling two-year contract. An Administrator Contract Extension Notification Form (Appendix F) 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 G).
- 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 H).
- 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 I) and the completed Mid-Year/Term Evaluation. In evaluations period following Year Two, the Peer and Staff Feedback Survey results will be incorporated into the annual evaluation. The primary components are as follows:
  - 1) Goal and Objective Setting
  - 2) Peer & Staff Feedback
  - 3) Assessment of Performance
  - 4) Formal feedback
  - 5) Self-Assessment
- 9.6.2** The administrator being evaluated (Evaluatee) and his/her supervisor (Evaluator) shall complete the annual evaluation by July 31.

## **9.7 EVALUATOR RESPONSIBILITIES**

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

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

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

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

## **9.8 EVALUATEE RESPONSIBILITIES**

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

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

## **9.9 CHANCELLOR, VICE CHANCELLOR OR COLLEGE PRESIDENT RESPONSIBILITIES**

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

## **9.10 OFFICE OF HUMAN RESOURCES RESPONSIBILITIES**

The Office of Human Resources is responsible for the following:

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

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



## **SECTION 10**

### **PERFORMANCE EVALUATION FOR SUPERVISORS AND CONFIDENTIAL EMPLOYEES**

#### **10.1 PROBATIONARY PERIOD – SUPERVISORS AND CONFIDENTIAL EMPLOYEES**

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

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

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

#### **10.2 EVALUATION OF SUPERVISORY EMPLOYEES**

##### **10.2.1 Probationary Employees**

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

##### **10.2.1.1 Evaluation Process**

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

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

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

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

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

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

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

## **10.2.2 Annual Evaluation Process**

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

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

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

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

- 10.2.2.4 Year-End Annual Goal Evaluation: Using the same goals in the Prospective Goal Statement, copy these goals on to the section labeled “Year-End Annual Goal Evaluation”.
- Summarize performance in each area by noting accomplishments, any modifications to the goals, and areas for improvement. Assign the rating that best identifies the overall performance.
- 10.2.2.5 Areas for Improvement: List those areas needing improvement; be specific.
- 10.2.2.6 Performance Success Factors: Assess each relevant factor, specifying both areas of strength and, if applicable, areas for improvement.
- 10.2.2.7 Overall Performance Evaluation: Summarize performance for the year by considering what was accomplished and how it was accomplished.
- 10.2.2.8 Return signed evaluation form to the Office of Human Resources.
- 10.2.2.9 Individual Improvement Plan: if necessary.

### **10.2.3 Goal Setting For The Following Year Evaluation**

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

## **10.3 EVALUATION OF CONFIDENTIAL EMPLOYEES**

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

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

### **10.3.2 Responsibility**

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

District to continue conducting annual evaluations. Human Resources will coordinate and administer the performance appraisal process.

### **10.3.3 Probationary Employees**

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

### **10.3.4 Performance Criteria (Appendix L – Confidential Employee Evaluation Form)**

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

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

## **SECTION 11**

### **WORK SCHEDULE**

#### **11.1 WORK SCHEDULE**

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

#### **11.2 HOURS**

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

## **SECTION 12**

### **BENEFITS**

#### **12.1 ELIGIBILITY**

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

##### **12.1.1 Eligible Members**

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

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

##### **12.1.2 Benefit Coverage**

###### Medical Benefits

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

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

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

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

###### 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 M.

## **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:

1) Tier 1-

- i. The employee must have been employed full-time in the District for at least fifteen (15) 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.

or

2) Tier 2-

- i. The employee must have been employed full-time in the District for at least eighteen (18) consecutive years immediately preceding retirement from the District;
- ii. The employee must not have had a break in service during the eighteen-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 service. Other approved unpaid leaves of absence do constitute a break in service; and
- iii. The employee must have reached the age of 58 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 65<sup>th</sup> 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 (FAMILY MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT)**

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 Family Medical 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.
- 14.7.4.8** For the California Family Rights Act CFRA only, eligible employees may also take leave to care for individuals who are not family members.

#### **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** For purposes of CFRA leave only, a serious health condition of a person designated by the unit member. A unit member may designate one “designated person” per 12-month period who is any individual related by blood or whose association with the unit member is equivalent of a family member.

#### **14.7.7 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.

#### **14.7.8 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.

#### **14.7.9 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 five (5) days, or seven (7) 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 three (3) months of the death of the qualifying family member.

**14.8.1** A unit member experiencing pregnancy loss shall be granted five days of paid bereavement leave which shall not be deducted from the unit member's accumulated sick leave. Bereavement leave under this subsection shall be taken within thirty days of the pregnancy loss. This subsection shall only apply to the unit member if the unit member is the individual experiencing the pregnancy loss or the unit member is the spouse or domestic partner of the individual experiencing the pregnancy loss. This subsection does not apply to immediate family members as set out in 14.6.8.

## **14.9 MILITARY LEAVE**

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

Additionally, a permanent MSC employee who has been employed continuously for not less than one year immediately prior to the day on which the absence begins and for half-time or more shall be entitled to full pay for the first thirty calendar days of absence for active duty in any one fiscal year. Pay may not exceed thirty days in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military duty.

## **14.10 JURY DUTY**

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

## **14.11 QUARANTINE**

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

## **14.12 CATASTROPHIC ILLNESS LEAVE (CIL)**

### **14.12.1 Definitions**

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

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

### **14.12.2 Basic Provisions**

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

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

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

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

### **14.12.3 Procedure**

The applicant or his/her designated agent for CIL must submit an Application for Catastrophic Illness Leave - MSC form (Appendix N) 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 O) 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 P) must be submitted to the Office of Human Resources by January 15 of the year preceding the fiscal year for which the leave is to become effective. A detailed plan for the leave period shall be submitted to the appropriate supervising administrator to allow for sufficient time for written comments and the review of Vice President/Vice Chancellor and President/Chancellor.

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

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

#### **15.4.2 Approval**

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

### **15.5 SCHEDULE OF LEAVE**

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

### **15.6 COMPENSATION**

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

### **15.7 CREDIT FOR BENEFITS AND LONGEVITY**

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

### **15.8 SERVICE OBLIGATION**

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

### **15.9 ILLNESS, INJURY OR DEATH**

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

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

#### **15.10 REINSTATEMENT**

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

#### **15.11 INTERIM REPORT**

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

#### **15.12 EVIDENCE OF COMPLETION**

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

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

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

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

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

## **SECTION 16**

### **EDUCATIONAL IMPROVEMENT, GOVERNMENT SERVICE, EXCHANGE PROGRAMS & PROFESSIONAL ORGANIZATIONS**

#### **16.1 AUTHORIZATION**

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

#### **16.2 COMPENSATION - DURATION**

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

#### **16.3 CREDIT ON SALARY SCHEDULE**

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

#### **16.4 NOTIFICATION OF INTENT TO RETURN**

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

#### **16.5 PROFESSIONAL ORGANIZATIONS**

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

## **SECTION 17**

### **VACATION**

#### **17.1 VACATION DAYS**

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

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

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

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

#### **17.2 ADMINISTRATIVE LEAVE**

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



## **SECTION 18**

### **HOLIDAYS**

#### **18.1 DESIGNATED HOLIDAYS**

MSC members shall be entitled to twenty (20) 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
- Friday in January prior to Martin Luther King Jr. Day which will be recognized as the District's recognition of Lunar New Year
- Martin Luther King Jr. Day
- Second Friday in February Lincoln's Day
- Third Monday in February, known as Washington's Day
- Thursday of Spring Break known as Native American Day
- Friday of Spring Break in April, known as Cesar Chavez Day
- Last Monday in May, known as Memorial Day
- June 19, known as Juneteenth
- July 4th, known as Independence Day
- First Monday in September, known as Labor Day
- September 9th, or another day, known as Admissions Day as a floating holiday
- November 11th or another day, known as Veteran's Day
- The last Thursday in November this is proclaimed as Thanksgiving Day
- Friday following Thanksgiving Day
- December 24<sup>th</sup>
- December 25<sup>th</sup>
- December 31<sup>th</sup>
- A Floating Holiday annually set
- A Board-granted holiday during Christmas-New Year's break

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

## **SECTION 19**

### **DISCIPLINARY ACTIONS**

#### **19.1 DEFINITION OF DISCIPLINE**

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

#### **19.2 CAUSES FOR DISCIPLINE**

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

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

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

## **19.3 PROGRESSIVE DISCIPLINE**

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

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

Progressive discipline shall generally include these steps:

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

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

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

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

## **19.4 DISCIPLINARY PROCEEDINGS**

### **19.4.1 Notice:**

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

**19.4.1.2** Such written notice shall contain the following:

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

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

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

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

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

## **19.5 HEARING**

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

### **19.5.1 Request for Hearing**

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

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

### **19.5.2 Scheduling of the Hearing**

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

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

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

**OR**

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

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

### **19.5.3 Conduct of Hearing**

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

### **19.5.4 Burden of Proof**

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

### **19.5.5 Recommendation of the Hearing Officer**

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

### **19.5.6 Decision of the Governing Board**

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

### **19.5.7 Loss of Salary**

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

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

#### **19.5.8 Finality of Decision**

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



## **SECTION 20**

### **WORKPLACE SAFETY AND SECURITY**

#### **20.1 WORKPLACE SAFETY**

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

#### **20.2 WORKPLACE SECURITY**

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

#### **20.3 EMERGENCY PROCEDURES**

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

## **SECTION 21**

### **COMPUTER AND INFORMATION SECURITY**

#### **21.1 SJECCD'S COMPUTER AND COMMUNICATION SYSTEMS**

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

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

#### **21.2 ELECTRONIC FILES ARE PROPERTY OF SJECCD**

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

#### **21.3 TRANSMITTING OFFENSIVE MATERIAL IS PROHIBITED**

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

#### **21.4 SECURITY PROCEDURES**

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

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

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

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

## **SECTION 22**

### **INTERNET ACCEPTABLE USE POLICY**

#### **22.1 INTERNET ACCESS IS TO SUPPORT SJECCD'S MISSION**

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

#### **22.2 SJECCD MAY MONITOR INTERNET USAGE**

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

#### **22.3 PROHIBITED INTERNET ACTIVITIES**

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

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

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

## **22.4 SECURITY PRACTICES USERS SHOULD ADOPT**

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

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

confidentiality or privacy.

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

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

## **SECTION 23**

### **PROFESSIONAL DEVELOPMENT FUND**

#### **23.1 FUND**

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

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

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

#### **23.2 ELIGIBILITY REQUIREMENTS**

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

#### **23.3 PROCESS FOR APPLICATIONS**

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

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

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

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

#### **23.4 REQUIREMENTS OF MSC PDF RECIPIENTS UPON RETURN FROM EVENT**

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



## **SECTION 24**

### **TERM**

- 24.1** This Handbook shall be effective as of October 11, 2023 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 Salary Schedules by Classification Titles**

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**MANAGEMENT TITLES & RANGES**  
**FISCAL YEAR 2023-2024**

Effective: 7/1/2023  
Revised: 10/5/2023

6% over 2022-2023  
Approved by Board: 10/10/2023

CLASSIFICATION	RANGE	STEP				
		1	2	3	4	5
Associate Dean, Career Technical Education *	M 26	146,247	153,557	161,238	169,298	177,764
Bond Program Manager	M 26	146,247	153,557	161,238	169,298	177,764
Controller	M 25	142,816	149,956	157,453	165,326	173,592
Dean, Academic Success and Student Equity *	M 30	160,814	168,853	177,298	186,160	195,470
Dean, Enrollment Services	M 30	160,814	168,853	177,298	186,160	195,470
Dean, Research, Planning & Institutional Effectiveness *	M 30	160,814	168,853	177,298	186,160	195,470
Dean, Workforce and Economic Development (WI)	M 30	160,814	168,853	177,298	186,160	195,470
Director, Admissions and Records	M 26	146,247	153,557	161,238	169,298	177,764
Director, Adult and Non-credit Education	M 30	160,814	168,853	177,298	186,160	195,470
Director, Business and Workforce Development	M 26	146,247	153,557	161,238	169,298	177,764
Director, College Extension	M 26	146,247	153,557	161,238	169,298	177,764
Director, College Fiscal Services	M 25	142,816	149,956	157,453	165,326	173,592
Director, Communications, Community Relations & Diversity	M 25	142,816	149,956	157,453	165,326	173,592
Director, East San Jose Educational Partnerships	M 23	136,191	143,000	150,150	157,659	165,544
Director, Enterprise Application Services	M 30	160,814	168,853	177,298	186,160	195,470
Director, Financial Aid and Scholarship Programs	M 26	146,247	153,557	161,238	169,298	177,764
Director, General Services	M 26	146,247	153,557	161,238	169,298	177,764
Director, Human Resources	M 26	146,247	153,557	161,238	169,298	177,764
Director, Marketing and Public Relations	M 30	160,814	168,853	177,298	186,160	195,470
Director, Special Programs *	M 26	146,247	153,557	161,238	169,298	177,764
Director, Student Accessibility Services *	M 26	146,247	153,557	161,238	169,298	177,764
Director, Student Development & Activities	M 23	136,191	143,000	150,150	157,659	165,544
Director, Student Development, Engagement & Inclusion	M 26	146,247	153,557	161,238	169,298	177,764
Director, Student Outreach and Recruitment	M 23	136,191	143,000	150,150	157,659	165,544
Director, Student Services and Wellness *	M 26	146,247	153,557	161,238	169,298	177,764
Division Dean (Academic) *	M 34	177,165	186,022	195,323	205,093	215,346
Division Dean, Nursing & Allied Health	M 34	177,165	186,022	195,323	205,093	215,346
Executive Director, Fiscal Services	M 36	186,135	195,441	205,213	215,477	226,249
Executive Director, Government and External Affairs	M 30	160,814	168,853	177,298	186,160	195,470
Executive Director, Information Technology Services & Solutions	M 36	186,135	195,441	205,213	215,477	226,249
Executive Director, Institutional Effectiveness, Research & Planning *	M 38	195,557	205,335	215,603	226,381	237,701
Facilities Manager	M 20	126,829	133,173	139,831	146,820	154,161
Institutional Advancement Officer	M 34	177,165	186,022	195,323	205,093	215,346
Maintenance Manager	M 20	126,829	133,173	139,831	146,820	154,161
Marketing and Public Information Officer	M 34	177,165	186,022	195,323	205,093	215,346
MESA Program Director	M 23	136,191	143,000	150,150	157,659	165,544
METAS Project Director	M 23	136,191	143,000	150,150	157,659	165,544
Police Chief	M 34	160,814	168,853	177,298	186,160	195,470
Police Services Lieutenant	M 20	126,829	133,173	139,831	146,820	154,161
Vice President, Academic Affairs *	M 38	195,557	205,335	215,603	226,381	237,701
Vice President, Administrative Services	M 38	195,557	205,335	215,603	226,381	237,701
Vice President, Strategic Partnerships & Workforce Innovation *	M 38	195,557	205,335	215,603	226,381	237,701
Vice President, Student Affairs *	M 38	195,557	205,335	215,603	226,381	237,701

\* Educational Administrator Position

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**SUPERVISOR TITLES & RANGES**  
**FISCAL YEAR 2023-2024**

Effective: 7/1/2023

6% over 2022-2023

Revised: 10/6/2023

Approved by Board: 10/10/2023

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Academic Affairs Supervisor	S-130	108,101	113,629	119,462	125,544	131,980	138,580
Business Services Supervisor	S-130	108,101	113,629	119,462	125,544	131,980	138,580
Campus Technology Support Services Supervisor	S-142	121,849	128,037	134,518	141,445	148,705	156,139
Chancellor's Office Supervisor	S-135	113,629	119,462	125,544	131,980	138,706	145,642
Custodial Services Supervisor	S-103	82,627	86,859	91,246	96,056	100,824	105,865
Facilities Supervisor	S-115	93,181	97,883	102,915	108,101	113,629	119,310
Grounds Services Supervisor	S-115	93,181	97,883	102,915	108,101	113,629	119,310
Helpdesk & Reprographics Supervisor	S-120	97,883	102,915	108,101	113,629	119,462	125,435
Human Resources Supervisor	S-150	131,980	138,706	145,744	153,181	160,977	169,025
Police Dispatch and Records Supervisor	S-120	97,883	102,915	108,101	113,629	119,462	125,435
Supervisor, Asian American and Native American Pacific Islander Serving Institution (AANAPISI) Program	S-115	93,181	97,883	102,915	108,101	113,629	119,310
Talent Search Program Supervisor	S-115	93,181	97,883	102,915	108,101	113,629	119,310
Upward Bound Program Supervisor	S-115	93,181	97,883	102,915	108,101	113,629	119,310

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CONFIDENTIAL TITLES & RANGES  
FISCAL YEAR 2023-2024

Effective: 7/1/2023  
Revised: 10/5/2023

6% over 2022-2023  
Board Approved: 10/10/2023

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Administrative Assistant (Chancellor's Office)	C-90	72,650	76,368	80,289	84,320	88,553	92,979
Benefits Coordinator	C-130	108,101	113,629	119,462	125,544	131,980	138,580
Budget Analyst	C-125	102,915	108,101	113,629	119,462	125,544	131,821
Confidential Executive Administrative Assistant	C-110	88,553	93,181	97,883	102,915	108,101	113,507
Executive Administrative Assistant to the President	C-110	88,553	93,181	97,883	102,915	108,101	113,507
Human Resources Specialist, Senior	C-125	102,915	108,101	113,629	119,462	125,544	131,821
Human Resources Administrative Assistant	C-90	72,650	76,368	80,289	84,320	88,553	92,979
Human Resources Specialist	C-115	93,181	97,883	102,915	108,101	113,629	119,310
Secretary to the Chancellor's Office	C-80	65,765	69,107	72,650	76,368	80,289	84,304
Senior Human Resources Analyst-Compliance, Training & Employee Relations	C-135	113,629	119,462	125,544	131,980	138,706	145,642
Senior Human Resources Analyst - Systems & Classifications	C-135	113,629	119,462	125,544	131,980	138,706	145,642

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**MANAGEMENT TITLES & RANGES**  
**FISCAL YEAR 2024-2025**

Effective: 7/1/2024

4% over 2023-2024

Revised: 10/5/2023

Approved by Board: 10/10/2023

CLASSIFICATION	RANGE	STEP				
		1	2	3	4	5
Associate Dean, Career Technical Education *	M 26	152,097	159,699	167,688	176,070	184,875
Bond Program Manager	M 26	152,097	159,699	167,688	176,070	184,875
Controller	M 25	148,529	155,954	163,751	171,939	180,536
Dean, Academic Success and Student Equity *	M 30	167,247	175,607	184,390	193,606	203,289
Dean, Enrollment Services	M 30	167,247	175,607	184,390	193,606	203,289
Dean, Research, Planning & Institutional Effectiveness *	M 30	167,247	175,607	184,390	193,606	203,289
Director, Admissions and Records	M 26	152,097	159,699	167,688	176,070	184,875
Director, Adult and Non-credit Education	M 30	167,247	175,607	184,390	193,606	203,289
Director, Business and Workforce Development	M 26	152,097	159,699	167,688	176,070	184,875
Director, College Extension	M 26	152,097	159,699	167,688	176,070	184,875
Director, College Fiscal Services	M 25	148,529	155,954	163,751	171,939	180,536
Director, Communications, Community Relations & Diversity	M 25	148,529	155,954	163,751	171,939	180,536
Director, East San Jose Educational Partnerships	M 23	141,639	148,720	156,156	163,965	172,166
Director, Enterprise Application Services	M 30	167,247	175,607	184,390	193,606	203,289
Director, Financial Aid and Scholarship Programs	M 26	152,097	159,699	167,688	176,070	184,875
Director, General Services	M 26	152,097	159,699	167,688	176,070	184,875
Director, Human Resources	M 26	152,097	159,699	167,688	176,070	184,875
Director, Marketing and Public Relations	M 30	167,247	175,607	184,390	193,606	203,289
Director, Special Programs *	M 26	152,097	159,699	167,688	176,070	184,875
Director, Student Accessibility Services *	M 26	152,097	159,699	167,688	176,070	184,875
Director, Student Development & Activities	M 23	141,639	148,720	156,156	163,965	172,166
Director, Student Development, Engagement & Inclusion	M 26	152,097	159,699	167,688	176,070	184,875
Director, Student Outreach and Recruitment	M 23	141,639	148,720	156,156	163,965	172,166
Director, Student Services and Wellness *	M 26	152,097	159,699	167,688	176,070	184,875
Division Dean (Academic) *	M 34	184,252	193,463	203,136	213,297	223,960
Division Dean, Nursing & Allied Health	M 34	184,252	193,463	203,136	213,297	223,960
Executive Director, Fiscal Services	M 36	193,580	203,259	213,422	224,096	235,299
Executive Director, Government and External Affairs	M 30	167,247	175,607	184,390	193,606	203,289
Executive Director, Information Technology Services & Solutions	M 36	193,580	203,259	213,422	224,096	235,299
Executive Director, Institutional Effectiveness, Research & Planning *	M 38	203,379	213,548	224,227	235,436	247,209
Facilities Manager	M 20	131,902	138,500	145,424	152,693	160,327
Institutional Advancement Officer	M 34	184,252	193,463	203,136	213,297	223,960
Maintenance Manager	M 20	131,902	138,500	145,424	152,693	160,327
Marketing and Public Information Officer	M 34	184,252	193,463	203,136	213,297	223,960
MESA Program Director	M 23	141,639	148,720	156,156	163,965	172,166
METAS Project Director	M 23	141,639	148,720	156,156	163,965	172,166
Police Chief	M 34	167,247	175,607	184,390	193,606	203,289
Police Services Lieutenant	M 20	131,902	138,500	145,424	152,693	160,327
Vice President, Academic Affairs *	M 38	203,379	213,548	224,227	235,436	247,209
Vice President, Administrative Services	M 38	203,379	213,548	224,227	235,436	247,209
Vice President, Strategic Partnerships & Workforce Innovation *	M 38	203,379	213,548	224,227	235,436	247,209
Vice President, Student Affairs *	M 38	203,379	213,548	224,227	235,436	247,209

\* Educational Administrator Position

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
SUPERVISOR TITLES & RANGES  
FISCAL YEAR 2024-2025

Effective: 7/1/2024

4% over 2023-2024

Revised: 10/6/2023

Approved by Board: 10/10/2023

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Academic Affairs Supervisor	S-130	112,425	118,174	124,240	130,566	137,259	144,123
Business Services Supervisor	S-130	112,425	118,174	124,240	130,566	137,259	144,123
Campus Technology Support Services Supervisor	S-142	126,723	133,158	139,899	147,103	154,653	162,385
Chancellor's Office Supervisor	S-135	118,174	124,240	130,566	137,259	144,254	151,468
Custodial Services Supervisor	S-103	85,932	90,333	94,896	99,898	104,857	110,100
Facilities Supervisor	S-115	96,908	101,798	107,032	112,425	118,174	124,082
Grounds Services Supervisor	S-115	96,908	101,798	107,032	112,425	118,174	124,082
Helpdesk & Reprographics Supervisor	S-120	101,798	107,032	112,425	118,174	124,240	130,452
Police Dispatch and Records Supervisor	S-120	101,798	107,032	112,425	118,174	124,240	130,452
Supervisor, Asian American and Native American Pacific Islander Serving Institution (AANAPISI) Program	S-115	96,908	101,798	107,032	112,425	118,174	124,082
Talent Search Program Supervisor	S-115	96,908	101,798	107,032	112,425	118,174	124,082
Upward Bound Program Supervisor	S-115	96,908	101,798	107,032	112,425	118,174	124,082

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CONFIDENTIAL TITLES & RANGES  
FISCAL YEAR 2024-2025

Effective: 7/1/2024  
Revised: 10/5/2023

4% over 2023-2024  
Board Approved: 10/10/2023

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Administrative Assistant (Chancellor's Office)	C-90	75,556	79,423	83,501	87,693	92,095	96,698
Benefits Coordinator	C-130	112,425	118,174	124,240	130,566	137,259	144,123
Budget Analyst	C-125	107,032	112,425	118,174	124,240	130,566	137,094
Confidential Executive Administrative Assistant	C-110	92,095	96,908	101,798	107,032	112,425	118,047
Executive Administrative Assistant to the President	C-110	92,095	96,908	101,798	107,032	112,425	118,047
Human Resources Specialist, Senior	C-125	107,032	112,425	118,174	124,240	130,566	137,094
Human Resources Administrative Assistant	C-90	75,556	79,423	83,501	87,693	92,095	96,698
Human Resources Specialist	C-115	96,908	101,798	107,032	112,425	118,174	124,082
Secretary to the Chancellor's Office	C-80	68,396	71,871	75,556	79,423	83,501	87,676
Senior Human Resources Analyst-Compliance, Training & Employee Relations	C-135	118,174	124,240	130,566	137,259	144,254	151,468
Senior Human Resources Analyst - Systems & Classifications	C-135	118,174	124,240	130,566	137,259	144,254	151,468



**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**MANAGEMENT TITLES & RANGES**  
**FISCAL YEAR 2025-2026**

Effective: 7/1/2025

3% over 2024-2025

Revised: 10/5/2023

Approved by Board: 10/10/2023

CLASSIFICATION	RANGE	STEP				
		1	2	3	4	5
Associate Dean, Career Technical Education *	M 26	156,660	164,490	172,719	181,352	190,421
Bond Program Manager	M 26	156,660	164,490	172,719	181,352	190,421
Controller	M 25	152,985	160,633	168,664	177,097	185,952
Dean, Academic Success and Student Equity *	M 30	172,264	180,875	189,922	199,414	209,388
Dean, Enrollment Services	M 30	172,264	180,875	189,922	199,414	209,388
Dean, Research, Planning & Institutional Effectiveness *	M 30	172,264	180,875	189,922	199,414	209,388
Director, Admissions and Records	M 26	156,660	164,490	172,719	181,352	190,421
Director, Adult and Non-credit Education	M 30	172,264	180,875	189,922	199,414	209,388
Director, Business and Workforce Development	M 26	156,660	164,490	172,719	181,352	190,421
Director, College Extension	M 26	156,660	164,490	172,719	181,352	190,421
Director, College Fiscal Services	M 25	152,985	160,633	168,664	177,097	185,952
Director, Communications, Community Relations & Diversity	M 25	152,985	160,633	168,664	177,097	185,952
Director, East San Jose Educational Partnerships	M 23	145,888	153,182	160,841	168,884	177,331
Director, Enterprise Application Services	M 30	172,264	180,875	189,922	199,414	209,388
Director, Financial Aid and Scholarship Programs	M 26	156,660	164,490	172,719	181,352	190,421
Director, General Services	M 26	156,660	164,490	172,719	181,352	190,421
Director, Human Resources	M 26	156,660	164,490	172,719	181,352	190,421
Director, Marketing and Public Relations	M 30	172,264	180,875	189,922	199,414	209,388
Director, Special Programs *	M 26	156,660	164,490	172,719	181,352	190,421
Director, Student Accessibility Services *	M 26	156,660	164,490	172,719	181,352	190,421
Director, Student Development & Activities	M 23	145,888	153,182	160,841	168,884	177,331
Director, Student Development, Engagement & Inclusion	M 26	156,660	164,490	172,719	181,352	190,421
Director, Student Outreach and Recruitment	M 23	145,888	153,182	160,841	168,884	177,331
Director, Student Services and Wellness *	M 26	156,660	164,490	172,719	181,352	190,421
Division Dean (Academic) *	M 34	189,780	199,267	209,230	219,696	230,679
Division Dean, Nursing & Allied Health	M 34	189,780	199,267	209,230	219,696	230,679
Executive Director, Fiscal Services	M 36	199,387	209,357	219,825	230,819	242,358
Executive Director, Government and External Affairs	M 30	172,264	180,875	189,922	199,414	209,388
Executive Director, Information Technology Services & Solutions	M 36	199,387	209,357	219,825	230,819	242,358
Executive Director, Institutional Effectiveness, Research & Planning *	M 38	209,480	219,954	230,954	242,499	254,625
Facilities Manager	M 20	135,859	142,655	149,787	157,274	165,137
Institutional Advancement Officer	M 34	189,780	199,267	209,230	219,696	230,679
Maintenance Manager	M 20	135,859	142,655	149,787	157,274	165,137
Marketing and Public Information Officer	M 34	189,780	199,267	209,230	219,696	230,679
MESA Program Director	M 23	145,888	153,182	160,841	168,884	177,331
METAS Project Director	M 23	145,888	153,182	160,841	168,884	177,331
Police Chief	M 34	172,264	180,875	189,922	199,414	209,388
Police Services Lieutenant	M 20	135,859	142,655	149,787	157,274	165,137
Vice President, Academic Affairs *	M 38	209,480	219,954	230,954	242,499	254,625
Vice President, Administrative Services	M 38	209,480	219,954	230,954	242,499	254,625
Vice President, Strategic Partnerships & Workforce Innovation *	M 38	209,480	219,954	230,954	242,499	254,625
Vice President, Student Affairs *	M 38	209,480	219,954	230,954	242,499	254,625

\* Educational Administrator Position

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**SUPERVISOR TITLES & RANGES**  
**FISCAL YEAR 2025-2026**

Effective: 7/1/2025

3% over 2024-2025

Revised: 10/6/2023

Approved by Board: 10/10/2023

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Academic Affairs Supervisor	S-130	115,798	121,719	127,967	134,483	141,377	148,447
Business Services Supervisor	S-130	115,798	121,719	127,967	134,483	141,377	148,447
Campus Technology Support Services Supervisor	S-142	130,525	137,153	144,096	151,516	159,293	167,257
Chancellor's Office Supervisor	S-135	121,719	127,967	134,483	141,377	148,582	156,012
Custodial Services Supervisor	S-103	88,510	93,043	97,743	102,895	108,003	113,403
Facilities Supervisor	S-115	99,815	104,852	110,243	115,798	121,719	127,804
Grounds Services Supervisor	S-115	99,815	104,852	110,243	115,798	121,719	127,804
Helpdesk & Reprographics Supervisor	S-120	104,852	110,243	115,798	121,719	127,967	134,366
Police Dispatch and Records Supervisor	S-120	104,852	110,243	115,798	121,719	127,967	134,366
Supervisor, Asian American and Native American Pacific Islander Serving Institution (AANAPISI) Program	S-115	99,815	104,852	110,243	115,798	121,719	127,804
Talent Search Program Supervisor	S-115	99,815	104,852	110,243	115,798	121,719	127,804
Upward Bound Program Supervisor	S-115	99,815	104,852	110,243	115,798	121,719	127,804

SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
CONFIDENTIAL TITLES & RANGES  
FISCAL YEAR 2025-2026

Effective: 7/1/2025

3% over 2024-2025

Revised: 10/5/2023

Board Approved: 10/10/2023

CLASSIFICATION	RANGE	STEP					
		A	B	C	D	E	F
Administrative Assistant (Chancellor's Office)	C-90	77,823	81,806	86,006	90,324	94,858	99,599
Benefits Coordinator	C-130	115,798	121,719	127,967	134,483	141,377	148,447
Budget Analyst	C-125	110,243	115,798	121,719	127,967	134,483	141,207
Confidential Executive Administrative Assistant	C-110	94,858	99,815	104,852	110,243	115,798	121,588
Executive Administrative Assistant to the President	C-110	94,858	99,815	104,852	110,243	115,798	121,588
Human Resources Specialist, Senior	C-125	110,243	115,798	121,719	127,967	134,483	141,207
Human Resources Administrative Assistant	C-90	77,823	81,806	86,006	90,324	94,858	99,599
Human Resources Specialist	C-115	99,815	104,852	110,243	115,798	121,719	127,804
Secretary to the Chancellor's Office	C-80	70,448	74,027	77,823	81,806	86,006	90,306
Senior Human Resources Analyst-Compliance, Training & Employee Relations	C-135	121,719	127,967	134,483	141,377	148,582	156,012
Senior Human Resources Analyst - Systems & Classifications	C-135	121,719	127,967	134,483	141,377	148,582	156,012

# **Appendix B**

## Salary Schedules

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
MANAGEMENT SALARY SCHEDULE  
FISCAL YEAR 2023-2024**

Effective: 7/1/2023

Board Approved:

6% Increase Over 2022-2023

<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>11</b>	102,421	107,545	112,923	118,569	124,497
<b>12</b>	104,879	110,122	115,625	121,411	127,482
<b>13</b>	107,396	112,769	118,404	124,325	130,543
<b>14</b>	109,982	115,482	121,259	127,323	133,688
<b>15</b>	112,627	118,261	124,169	130,380	136,899
<b>16</b>	115,330	121,097	127,155	133,512	140,189
<b>17</b>	118,101	124,008	130,206	136,717	143,552
<b>18</b>	120,944	126,992	133,343	140,010	147,011
<b>19</b>	123,853	130,044	136,548	143,375	150,542
<b>20</b>	126,829	133,173	139,831	146,820	154,161
<b>21</b>	129,864	136,362	143,175	150,336	157,852
<b>22</b>	132,992	139,641	146,625	153,954	161,652
<b>23</b>	136,191	143,000	150,150	157,659	165,544
<b>24</b>	139,459	146,433	153,754	161,442	169,514
<b>25</b>	142,816	149,956	157,453	165,326	173,592
<b>26</b>	146,247	153,557	161,238	169,298	177,764
<b>27</b>	149,761	157,247	165,109	173,366	182,034
<b>28</b>	153,353	161,021	169,074	177,528	186,404
<b>29</b>	157,039	164,888	173,134	181,791	190,881
<b>30</b>	160,814	168,853	177,298	186,160	195,470
<b>31</b>	164,671	172,903	181,553	190,629	200,161
<b>32</b>	168,625	177,054	185,907	195,203	204,964
<b>33</b>	172,837	181,478	190,555	200,082	210,088
<b>34</b>	177,165	186,022	195,323	205,093	215,346
<b>35</b>	181,594	190,676	200,209	210,217	220,729
<b>36</b>	186,135	195,441	205,213	215,477	226,249
<b>37</b>	190,787	200,328	210,343	220,861	231,905
<b>38</b>	195,557	205,335	215,603	226,381	237,701
<b>39</b>	200,445	210,468	220,993	232,041	243,644
<b>40</b>	205,457	215,732	226,517	237,845	249,736

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 years of service

**Educational Degree Award**

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

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
MANAGEMENT SALARY SCHEDULE  
FISCAL YEAR 2024-2025**

Effective: 7/1/2024

Board Approved:

4% Increase Over 2023-2024

Range	Step 1	Step 2	Step 3	Step 4	Step 5
11	106,518	111,847	117,440	123,312	129,477
12	109,074	114,527	120,250	126,267	132,581
13	111,692	117,280	123,140	129,298	135,765
14	114,381	120,101	126,109	132,416	139,036
15	117,132	122,991	129,136	135,595	142,375
16	119,943	125,941	132,241	138,852	145,797
17	122,825	128,968	135,414	142,186	149,294
18	125,782	132,072	138,677	145,610	152,891
19	128,807	135,246	142,010	149,110	156,564
20	131,902	138,500	145,424	152,693	160,327
21	135,059	141,816	148,902	156,349	164,166
22	138,312	145,227	152,490	160,112	168,118
23	141,639	148,720	156,156	163,965	172,166
24	145,037	152,290	159,904	167,900	176,295
25	148,529	155,954	163,751	171,939	180,536
26	152,097	159,699	167,688	176,070	184,875
27	155,751	163,537	171,713	180,301	189,315
28	159,487	167,462	175,837	184,629	193,860
29	163,321	171,484	180,059	189,063	198,516
30	167,247	175,607	184,390	193,606	203,289
31	171,258	179,819	188,815	198,254	208,167
32	175,370	184,136	193,343	203,011	213,163
33	179,750	188,737	198,177	208,085	218,492
34	184,252	193,463	203,136	213,297	223,960
35	188,858	198,303	208,217	218,626	229,558
36	193,580	203,259	213,422	224,096	235,299
37	198,418	208,341	218,757	229,695	241,181
38	203,379	213,548	224,227	235,436	247,209
39	208,463	218,887	229,833	241,323	253,390
40	213,675	224,361	235,578	247,359	259,725

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 years of service

**Educational Degree Award**

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

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT  
MANAGEMENT SALARY SCHEDULE  
FISCAL YEAR 2025-2026**

Effective: 7/1/2025

Board Approved:

3% Increase Over 2024-2025

<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>11</b>	109,714	115,202	120,963	127,011	133,361
<b>12</b>	112,346	117,963	123,858	130,055	136,558
<b>13</b>	115,043	120,798	126,834	133,177	139,838
<b>14</b>	117,812	123,704	129,892	136,388	143,207
<b>15</b>	120,646	126,681	133,010	139,663	146,646
<b>16</b>	123,541	129,719	136,208	143,018	150,171
<b>17</b>	126,510	132,837	139,476	146,452	153,773
<b>18</b>	129,555	136,034	142,837	149,978	157,478
<b>19</b>	132,671	139,303	146,270	153,583	161,261
<b>20</b>	135,859	142,655	149,787	157,274	165,137
<b>21</b>	139,111	146,070	153,369	161,039	169,091
<b>22</b>	142,461	149,584	157,065	164,915	173,162
<b>23</b>	145,888	153,182	160,841	168,884	177,331
<b>24</b>	149,388	156,859	164,701	172,937	181,584
<b>25</b>	152,985	160,633	168,664	177,097	185,952
<b>26</b>	156,660	164,490	172,719	181,352	190,421
<b>27</b>	160,424	168,443	176,864	185,710	194,994
<b>28</b>	164,272	172,486	181,112	190,168	199,676
<b>29</b>	168,221	176,629	185,461	194,735	204,471
<b>30</b>	172,264	180,875	189,922	199,414	209,388
<b>31</b>	176,396	185,214	194,479	204,202	214,412
<b>32</b>	180,631	189,660	199,143	209,101	219,558
<b>33</b>	185,143	194,399	204,122	214,328	225,047
<b>34</b>	189,780	199,267	209,230	219,696	230,679
<b>35</b>	194,524	204,252	214,464	225,185	236,445
<b>36</b>	199,387	209,357	219,825	230,819	242,358
<b>37</b>	204,371	214,591	225,320	236,586	248,416
<b>38</b>	209,480	219,954	230,954	242,499	254,625
<b>39</b>	214,717	225,454	236,728	248,563	260,992
<b>40</b>	220,085	231,092	242,645	254,780	267,517

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 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 2023-2024**

Effective: 7/1/2023

Board Approved:

6% Increase Over 2022-2023

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>100</b>	80,289	84,320	88,553	93,181	97,883	102,778
<b>101</b>	81,023	85,143	89,463	94,053	98,817	103,758
<b>102</b>	81,780	86,058	90,399	95,056	99,909	104,905
<b>103</b>	82,627	86,859	91,246	96,056	100,824	105,865
<b>104</b>	83,451	87,792	92,203	96,925	101,846	106,938
<b>105</b>	84,320	88,553	93,181	97,883	102,915	108,063
<b>106</b>	85,143	89,463	94,053	98,817	103,918	109,114
<b>107</b>	86,058	90,399	95,056	99,909	104,987	110,236
<b>108</b>	86,859	91,246	96,056	100,824	105,968	111,266
<b>109</b>	87,792	92,203	96,925	101,846	107,037	112,387
<b>110</b>	88,553	93,181	97,883	102,915	108,101	113,507
<b>111</b>	89,463	94,053	98,817	103,918	109,199	114,659
<b>112</b>	90,399	95,056	99,909	104,987	110,288	115,803
<b>113</b>	91,246	96,056	100,824	105,968	111,401	116,972
<b>114</b>	92,203	96,925	101,846	107,037	112,472	118,097
<b>115</b>	93,181	97,883	102,915	108,101	113,629	119,310
<b>116</b>	94,053	98,817	103,918	109,199	114,742	120,481
<b>117</b>	95,056	99,909	104,987	110,288	115,943	121,742
<b>118</b>	96,056	100,824	105,968	111,401	117,104	122,959
<b>119</b>	96,925	101,846	107,037	112,472	118,306	124,220
<b>120</b>	97,883	102,915	108,101	113,629	119,462	125,435
<b>121</b>	98,817	103,918	109,199	114,742	120,577	126,605
<b>122</b>	99,909	104,987	110,288	115,943	121,849	127,942
<b>123</b>	100,824	105,968	111,401	117,104	123,073	129,228
<b>124</b>	101,846	107,037	112,472	118,306	124,297	130,511
<b>125</b>	102,915	108,101	113,629	119,462	125,544	131,822
<b>126</b>	103,918	109,199	114,742	120,577	126,766	133,105
<b>127</b>	104,987	110,288	115,943	121,849	128,037	134,440
<b>128</b>	105,968	111,401	117,104	123,073	129,307	135,774
<b>129</b>	107,037	112,472	118,306	124,297	130,600	137,129
<b>130</b>	108,101	113,629	119,462	125,544	131,980	138,580
<b>131</b>	109,199	114,742	120,577	126,766	133,225	139,888
<b>132</b>	110,288	115,943	121,849	128,037	134,518	141,246
<b>133</b>	111,401	117,104	123,073	129,307	135,923	142,719
<b>134</b>	112,472	118,306	124,297	130,600	137,278	144,144
<b>135</b>	113,629	119,462	125,544	131,980	138,706	145,642
<b>136</b>	114,742	120,577	126,766	133,225	140,064	147,069
<b>137</b>	115,943	121,849	128,037	134,518	141,445	148,516
<b>138</b>	117,104	123,073	129,307	135,923	142,848	149,990
<b>139</b>	118,306	124,297	130,600	137,278	144,319	151,535
<b>140</b>	119,462	125,544	131,980	138,706	145,744	153,031
<b>141</b>	120,577	126,766	133,225	140,064	147,237	154,599



<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>142</b>	121,849	128,037	134,518	141,445	148,705	156,139
<b>143</b>	123,073	129,307	135,923	142,848	150,198	157,707
<b>144</b>	124,297	130,600	137,278	144,319	151,688	159,272
<b>145</b>	125,544	131,980	138,706	145,744	153,181	160,838
<b>146</b>	126,766	133,225	140,064	147,237	154,744	162,481
<b>147</b>	128,037	134,518	141,445	148,705	156,233	164,046
<b>148</b>	129,307	135,923	142,848	150,198	157,836	165,728
<b>149</b>	130,600	137,278	144,319	151,688	159,353	167,320
<b>150</b>	131,980	138,706	145,744	153,181	160,977	169,025
<b>151</b>	133,225	140,064	147,237	154,744	162,647	170,781
<b>152</b>	134,518	141,445	148,705	156,233	164,227	172,439
<b>153</b>	135,923	142,848	150,198	157,836	165,832	174,122
<b>154</b>	137,278	144,319	151,688	159,353	167,549	175,925
<b>155</b>	138,706	145,744	153,181	160,977	169,195	177,655
<b>156</b>	140,064	147,237	154,744	162,647	170,865	179,408
<b>157</b>	141,445	148,705	156,233	164,227	172,670	181,303
<b>158</b>	142,848	150,198	157,836	165,832	174,362	183,080
<b>159</b>	144,319	151,688	159,353	167,549	176,076	184,879
<b>160</b>	145,744	153,181	160,977	169,195	177,834	186,726

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 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 2024-2025**

Effective: 7/1/2024

Board Approved:

4% Increase Over 2023-2024

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>100</b>	83,501	87,693	92,095	96,908	101,798	106,889
<b>101</b>	84,264	88,549	93,042	97,815	102,770	107,908
<b>102</b>	85,051	89,500	94,015	98,858	103,905	109,101
<b>103</b>	85,932	90,333	94,896	99,898	104,857	110,100
<b>104</b>	86,789	91,304	95,891	100,802	105,920	111,216
<b>105</b>	87,693	92,095	96,908	101,798	107,032	112,386
<b>106</b>	88,549	93,042	97,815	102,770	108,075	113,479
<b>107</b>	89,500	94,015	98,858	103,905	109,186	114,645
<b>108</b>	90,333	94,896	99,898	104,857	110,207	115,717
<b>109</b>	91,304	95,891	100,802	105,920	111,318	116,882
<b>110</b>	92,095	96,908	101,798	107,032	112,425	118,047
<b>111</b>	93,042	97,815	102,770	108,075	113,567	119,245
<b>112</b>	94,015	98,858	103,905	109,186	114,700	120,435
<b>113</b>	94,896	99,898	104,857	110,207	115,857	121,651
<b>114</b>	95,891	100,802	105,920	111,318	116,971	122,821
<b>115</b>	96,908	101,798	107,032	112,425	118,174	124,082
<b>116</b>	97,815	102,770	108,075	113,567	119,332	125,300
<b>117</b>	98,858	103,905	109,186	114,700	120,581	126,612
<b>118</b>	99,898	104,857	110,207	115,857	121,788	127,877
<b>119</b>	100,802	105,920	111,318	116,971	123,038	129,189
<b>120</b>	101,798	107,032	112,425	118,174	124,240	130,452
<b>121</b>	102,770	108,075	113,567	119,332	125,400	131,669
<b>122</b>	103,905	109,186	114,700	120,581	126,723	133,060
<b>123</b>	104,857	110,207	115,857	121,788	127,996	134,397
<b>124</b>	105,920	111,318	116,971	123,038	129,269	135,731
<b>125</b>	107,032	112,425	118,174	124,240	130,566	137,095
<b>126</b>	108,075	113,567	119,332	125,400	131,837	138,429
<b>127</b>	109,186	114,700	120,581	126,723	133,158	139,818
<b>128</b>	110,207	115,857	121,788	127,996	134,479	141,205
<b>129</b>	111,318	116,971	123,038	129,269	135,824	142,614
<b>130</b>	112,425	118,174	124,240	130,566	137,259	144,123
<b>131</b>	113,567	119,332	125,400	131,837	138,554	145,484
<b>132</b>	114,700	120,581	126,723	133,158	139,899	146,896
<b>133</b>	115,857	121,788	127,996	134,479	141,360	148,428
<b>134</b>	116,971	123,038	129,269	135,824	142,769	149,910
<b>135</b>	118,174	124,240	130,566	137,259	144,254	151,468
<b>136</b>	119,332	125,400	131,837	138,554	145,667	152,952
<b>137</b>	120,581	126,723	133,158	139,899	147,103	154,457
<b>138</b>	121,788	127,996	134,479	141,360	148,562	155,990
<b>139</b>	123,038	129,269	135,824	142,769	150,092	157,596
<b>140</b>	124,240	130,566	137,259	144,254	151,574	159,152
<b>141</b>	125,400	131,837	138,554	145,667	153,126	160,783

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>142</b>	126,723	133,158	139,899	147,103	154,653	162,385
<b>143</b>	127,996	134,479	141,360	148,562	156,206	164,015
<b>144</b>	129,269	135,824	142,769	150,092	157,756	165,643
<b>145</b>	130,566	137,259	144,254	151,574	159,308	167,272
<b>146</b>	131,837	138,554	145,667	153,126	160,934	168,980
<b>147</b>	133,158	139,899	147,103	154,653	162,482	170,608
<b>148</b>	134,479	141,360	148,562	156,206	164,149	172,357
<b>149</b>	135,824	142,769	150,092	157,756	165,727	174,013
<b>150</b>	137,259	144,254	151,574	159,308	167,416	175,786
<b>151</b>	138,554	145,667	153,126	160,934	169,153	177,612
<b>152</b>	139,899	147,103	154,653	162,482	170,796	179,337
<b>153</b>	141,360	148,562	156,206	164,149	172,465	181,087
<b>154</b>	142,769	150,092	157,756	165,727	174,251	182,962
<b>155</b>	144,254	151,574	159,308	167,416	175,963	184,761
<b>156</b>	145,667	153,126	160,934	169,153	177,700	186,584
<b>157</b>	147,103	154,653	162,482	170,796	179,577	188,555
<b>158</b>	148,562	156,206	164,149	172,465	181,336	190,403
<b>159</b>	150,092	157,756	165,727	174,251	183,119	192,274
<b>160</b>	151,574	159,308	167,416	175,963	184,947	194,195

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 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 2025-2026**

Effective: 7/1/2025

Board Approved:

3% Increase Over 2024-2025

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>100</b>	86,006	90,324	94,858	99,815	104,852	110,096
<b>101</b>	86,792	91,205	95,833	100,749	105,853	111,145
<b>102</b>	87,603	92,185	96,835	101,824	107,022	112,374
<b>103</b>	88,510	93,043	97,743	102,895	108,003	113,403
<b>104</b>	89,393	94,043	98,768	103,826	109,098	114,552
<b>105</b>	90,324	94,858	99,815	104,852	110,243	115,758
<b>106</b>	91,205	95,833	100,749	105,853	111,317	116,883
<b>107</b>	92,185	96,835	101,824	107,022	112,462	118,084
<b>108</b>	93,043	97,743	102,895	108,003	113,513	119,189
<b>109</b>	94,043	98,768	103,826	109,098	114,658	120,388
<b>110</b>	94,858	99,815	104,852	110,243	115,798	121,588
<b>111</b>	95,833	100,749	105,853	111,317	116,974	122,822
<b>112</b>	96,835	101,824	107,022	112,462	118,141	124,048
<b>113</b>	97,743	102,895	108,003	113,513	119,333	125,301
<b>114</b>	98,768	103,826	109,098	114,658	120,480	126,506
<b>115</b>	99,815	104,852	110,243	115,798	121,719	127,804
<b>116</b>	100,749	105,853	111,317	116,974	122,912	129,059
<b>117</b>	101,824	107,022	112,462	118,141	124,198	130,410
<b>118</b>	102,895	108,003	113,513	119,333	125,442	131,713
<b>119</b>	103,826	109,098	114,658	120,480	126,729	133,065
<b>120</b>	104,852	110,243	115,798	121,719	127,967	134,366
<b>121</b>	105,853	111,317	116,974	122,912	129,162	135,619
<b>122</b>	107,022	112,462	118,141	124,198	130,525	137,052
<b>123</b>	108,003	113,513	119,333	125,442	131,836	138,429
<b>124</b>	109,098	114,658	120,480	126,729	133,147	139,803
<b>125</b>	110,243	115,798	121,719	127,967	134,483	141,208
<b>126</b>	111,317	116,974	122,912	129,162	135,792	142,582
<b>127</b>	112,462	118,141	124,198	130,525	137,153	144,013
<b>128</b>	113,513	119,333	125,442	131,836	138,513	145,441
<b>129</b>	114,658	120,480	126,729	133,147	139,899	146,892
<b>130</b>	115,798	121,719	127,967	134,483	141,377	148,447
<b>131</b>	116,974	122,912	129,162	135,792	142,711	149,849
<b>132</b>	118,141	124,198	130,525	137,153	144,096	151,303
<b>133</b>	119,333	125,442	131,836	138,513	145,601	152,881
<b>134</b>	120,480	126,729	133,147	139,899	147,052	154,407
<b>135</b>	121,719	127,967	134,483	141,377	148,582	156,012
<b>136</b>	122,912	129,162	135,792	142,711	150,037	157,541
<b>137</b>	124,198	130,525	137,153	144,096	151,516	159,091
<b>138</b>	125,442	131,836	138,513	145,601	153,019	160,670
<b>139</b>	126,729	133,147	139,899	147,052	154,595	162,324
<b>140</b>	127,967	134,483	141,377	148,582	156,121	163,927
<b>141</b>	129,162	135,792	142,711	150,037	157,720	165,606

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>142</b>	130,525	137,153	144,096	151,516	159,293	167,257
<b>143</b>	131,836	138,513	145,601	153,019	160,892	168,935
<b>144</b>	133,147	139,899	147,052	154,595	162,489	170,612
<b>145</b>	134,483	141,377	148,582	156,121	164,087	172,290
<b>146</b>	135,792	142,711	150,037	157,720	165,762	174,049
<b>147</b>	137,153	144,096	151,516	159,293	167,356	175,726
<b>148</b>	138,513	145,601	153,019	160,892	169,073	177,528
<b>149</b>	139,899	147,052	154,595	162,489	170,699	179,233
<b>150</b>	141,377	148,582	156,121	164,087	172,438	181,060
<b>151</b>	142,711	150,037	157,720	165,762	174,228	182,940
<b>152</b>	144,096	151,516	159,293	167,356	175,920	184,717
<b>153</b>	145,601	153,019	160,892	169,073	177,639	186,520
<b>154</b>	147,052	154,595	162,489	170,699	179,479	188,451
<b>155</b>	148,582	156,121	164,087	172,438	181,242	190,304
<b>156</b>	150,037	157,720	165,762	174,228	183,031	192,182
<b>157</b>	151,516	159,293	167,356	175,920	184,964	194,212
<b>158</b>	153,019	160,892	169,073	177,639	186,776	196,115
<b>159</b>	154,595	162,489	170,699	179,479	188,613	198,042
<b>160</b>	156,121	164,087	172,438	181,242	190,495	200,021

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service  
 \$3,600 per year completion of 15 years of service  
 \$4,200 per year completion of 20 years of service  
 \$4,800 per year completion of 25 years of service  
 \$5,400 per year completion of 30 years of service

**Educational Degree Award**

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

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**CONFIDENTIAL SALARY SCHEDULE**  
**FISCAL YEAR 2023-2024**

Effective: 7/1/2023

Board Approved:

6% Increase Over 2022-2023

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>80</b>	65,765	69,107	72,650	76,368	80,289	84,304
<b>81</b>	66,390	69,866	73,384	77,148	81,023	85,075
<b>82</b>	67,127	70,513	74,164	77,861	81,780	85,868
<b>83</b>	67,815	71,247	74,807	78,640	82,627	86,760
<b>84</b>	68,440	71,938	75,634	79,440	83,451	87,624
<b>85</b>	69,107	72,650	76,368	80,289	84,320	88,537
<b>86</b>	69,866	73,384	77,148	81,023	85,143	89,399
<b>87</b>	70,513	74,164	77,861	81,780	86,058	90,361
<b>88</b>	71,247	74,807	78,640	82,627	86,859	91,201
<b>89</b>	71,938	75,634	79,440	83,451	87,792	92,182
<b>90</b>	72,650	76,368	80,289	84,320	88,553	92,979
<b>91</b>	73,384	77,148	81,023	85,143	89,463	93,935
<b>92</b>	74,164	77,861	81,780	86,058	90,399	94,920
<b>93</b>	74,807	78,640	82,627	86,859	91,246	95,808
<b>94</b>	75,634	79,440	83,451	87,792	92,203	96,812
<b>95</b>	76,368	80,289	84,320	88,553	93,181	97,841
<b>96</b>	77,148	81,023	85,143	89,463	94,053	98,757
<b>97</b>	77,861	81,780	86,058	90,399	95,056	99,807
<b>98</b>	78,640	82,627	86,859	91,246	96,056	100,859
<b>99</b>	79,440	83,451	87,792	92,203	96,925	101,772
<b>100</b>	80,289	84,320	88,553	93,181	97,883	102,778
<b>101</b>	81,023	85,143	89,463	94,053	98,817	103,758
<b>102</b>	81,780	86,058	90,399	95,056	99,909	104,905
<b>103</b>	82,627	86,859	91,246	96,056	100,824	105,865
<b>104</b>	83,451	87,792	92,203	96,925	101,846	106,938
<b>105</b>	84,320	88,553	93,181	97,883	102,915	108,063
<b>106</b>	85,143	89,463	94,053	98,817	103,918	109,114
<b>107</b>	86,058	90,399	95,056	99,909	104,987	110,236
<b>108</b>	86,859	91,246	96,056	100,824	105,968	111,266
<b>109</b>	87,792	92,203	96,925	101,846	107,037	112,387
<b>110</b>	88,553	93,181	97,883	102,915	108,101	113,507
<b>111</b>	89,463	94,053	98,817	103,918	109,199	114,659
<b>112</b>	90,399	95,056	99,909	104,987	110,288	115,803
<b>113</b>	91,246	96,056	100,824	105,968	111,401	116,972
<b>114</b>	92,203	96,925	101,846	107,037	112,472	118,097
<b>115</b>	93,181	97,883	102,915	108,101	113,629	119,310
<b>116</b>	94,053	98,817	103,918	109,199	114,742	120,481
<b>117</b>	95,056	99,909	104,987	110,288	115,943	121,742
<b>118</b>	96,056	100,824	105,968	111,401	117,104	122,959
<b>119</b>	96,925	101,846	107,037	112,472	118,306	124,220
<b>120</b>	97,883	102,915	108,101	113,629	119,462	125,435
<b>121</b>	98,817	103,918	109,199	114,742	120,577	126,605
<b>122</b>	99,909	104,987	110,288	115,943	121,849	127,942

Range	Step A	Step B	Step C	Step D	Step E	Step F
123	100,824	105,968	111,401	117,104	123,073	129,228
124	101,846	107,037	112,472	118,306	124,297	130,511
125	102,915	108,101	113,629	119,462	125,544	131,822
126	103,918	109,199	114,742	120,577	126,766	133,105
127	104,987	110,288	115,943	121,849	128,037	134,440
128	105,968	111,401	117,104	123,073	129,307	135,774
129	107,037	112,472	118,306	124,297	130,600	137,129
130	108,101	113,629	119,462	125,544	131,980	138,580
131	109,199	114,742	120,577	126,766	133,225	139,888
132	110,288	115,943	121,849	128,037	134,518	141,246
133	111,401	117,104	123,073	129,307	135,923	142,719
134	112,472	118,306	124,297	130,600	137,278	144,144
135	113,629	119,462	125,544	131,980	138,706	145,642
136	114,742	120,577	126,766	133,225	140,064	147,069
137	115,943	121,849	128,037	134,518	141,445	148,516
138	117,104	123,073	129,307	135,923	142,848	149,990
139	118,306	124,297	130,600	137,278	144,319	151,535
140	119,462	125,544	131,980	138,706	145,744	153,031
141	120,577	126,766	133,225	140,064	147,237	154,599
142	121,849	128,037	134,518	141,445	148,705	156,139
143	123,073	129,307	135,923	142,848	150,198	157,707
144	124,297	130,600	137,278	144,319	151,688	159,272
145	125,544	131,980	138,706	145,744	153,181	160,838
146	126,766	133,225	140,064	147,237	154,744	162,481
147	128,037	134,518	141,445	148,705	156,233	164,046
148	129,307	135,923	142,848	150,198	157,836	165,728
149	130,600	137,278	144,319	151,688	159,353	167,320
150	131,980	138,706	145,744	153,181	160,977	169,025
151	133,225	140,064	147,237	154,744	162,647	170,781
152	134,518	141,445	148,705	156,233	164,227	172,439
153	135,923	142,848	150,198	157,836	165,832	174,122
154	137,278	144,319	151,688	159,353	167,549	175,925
155	138,706	145,744	153,181	160,977	169,195	177,655
156	140,064	147,237	154,744	162,647	170,865	179,408
157	141,445	148,705	156,233	164,227	172,670	181,303
158	142,848	150,198	157,836	165,832	174,362	183,080
159	144,319	151,688	159,353	167,549	176,076	184,879
160	145,744	153,181	160,977	169,195	177,834	186,726

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 years of service

**Educational Degree Award**

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

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**CONFIDENTIAL SALARY SCHEDULE**  
**FISCAL YEAR 2024-2025**

Effective: 7/1/2024

Board Approved:

4% Increase Over 2023-2024

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>80</b>	68,396	71,871	75,556	79,423	83,501	87,676
<b>81</b>	69,046	72,661	76,319	80,234	84,264	88,478
<b>82</b>	69,812	73,334	77,131	80,975	85,051	89,303
<b>83</b>	70,528	74,097	77,799	81,786	85,932	90,230
<b>84</b>	71,178	74,816	78,659	82,618	86,789	91,129
<b>85</b>	71,871	75,556	79,423	83,501	87,693	92,078
<b>86</b>	72,661	76,319	80,234	84,264	88,549	92,975
<b>87</b>	73,334	77,131	80,975	85,051	89,500	93,975
<b>88</b>	74,097	77,799	81,786	85,932	90,333	94,849
<b>89</b>	74,816	78,659	82,618	86,789	91,304	95,869
<b>90</b>	75,556	79,423	83,501	87,693	92,095	96,698
<b>91</b>	76,319	80,234	84,264	88,549	93,042	97,692
<b>92</b>	77,131	80,975	85,051	89,500	94,015	98,717
<b>93</b>	77,799	81,786	85,932	90,333	94,896	99,640
<b>94</b>	78,659	82,618	86,789	91,304	95,891	100,684
<b>95</b>	79,423	83,501	87,693	92,095	96,908	101,755
<b>96</b>	80,234	84,264	88,549	93,042	97,815	102,707
<b>97</b>	80,975	85,051	89,500	94,015	98,858	103,799
<b>98</b>	81,786	85,932	90,333	94,896	99,898	104,893
<b>99</b>	82,618	86,789	91,304	95,891	100,802	105,843
<b>100</b>	83,501	87,693	92,095	96,908	101,798	106,889
<b>101</b>	84,264	88,549	93,042	97,815	102,770	107,908
<b>102</b>	85,051	89,500	94,015	98,858	103,905	109,101
<b>103</b>	85,932	90,333	94,896	99,898	104,857	110,100
<b>104</b>	86,789	91,304	95,891	100,802	105,920	111,216
<b>105</b>	87,693	92,095	96,908	101,798	107,032	112,386
<b>106</b>	88,549	93,042	97,815	102,770	108,075	113,479
<b>107</b>	89,500	94,015	98,858	103,905	109,186	114,645
<b>108</b>	90,333	94,896	99,898	104,857	110,207	115,717
<b>109</b>	91,304	95,891	100,802	105,920	111,318	116,882
<b>110</b>	92,095	96,908	101,798	107,032	112,425	118,047
<b>111</b>	93,042	97,815	102,770	108,075	113,567	119,245
<b>112</b>	94,015	98,858	103,905	109,186	114,700	120,435
<b>113</b>	94,896	99,898	104,857	110,207	115,857	121,651
<b>114</b>	95,891	100,802	105,920	111,318	116,971	122,821
<b>115</b>	96,908	101,798	107,032	112,425	118,174	124,082
<b>116</b>	97,815	102,770	108,075	113,567	119,332	125,300
<b>117</b>	98,858	103,905	109,186	114,700	120,581	126,612
<b>118</b>	99,898	104,857	110,207	115,857	121,788	127,877
<b>119</b>	100,802	105,920	111,318	116,971	123,038	129,189
<b>120</b>	101,798	107,032	112,425	118,174	124,240	130,452
<b>121</b>	102,770	108,075	113,567	119,332	125,400	131,669
<b>122</b>	103,905	109,186	114,700	120,581	126,723	133,060



Range	Step A	Step B	Step C	Step D	Step E	Step F
123	104,857	110,207	115,857	121,788	127,996	134,397
124	105,920	111,318	116,971	123,038	129,269	135,731
125	107,032	112,425	118,174	124,240	130,566	137,095
126	108,075	113,567	119,332	125,400	131,837	138,429
127	109,186	114,700	120,581	126,723	133,158	139,818
128	110,207	115,857	121,788	127,996	134,479	141,205
129	111,318	116,971	123,038	129,269	135,824	142,614
130	112,425	118,174	124,240	130,566	137,259	144,123
131	113,567	119,332	125,400	131,837	138,554	145,484
132	114,700	120,581	126,723	133,158	139,899	146,896
133	115,857	121,788	127,996	134,479	141,360	148,428
134	116,971	123,038	129,269	135,824	142,769	149,910
135	118,174	124,240	130,566	137,259	144,254	151,468
136	119,332	125,400	131,837	138,554	145,667	152,952
137	120,581	126,723	133,158	139,899	147,103	154,457
138	121,788	127,996	134,479	141,360	148,562	155,990
139	123,038	129,269	135,824	142,769	150,092	157,596
140	124,240	130,566	137,259	144,254	151,574	159,152
141	125,400	131,837	138,554	145,667	153,126	160,783
142	126,723	133,158	139,899	147,103	154,653	162,385
143	127,996	134,479	141,360	148,562	156,206	164,015
144	129,269	135,824	142,769	150,092	157,756	165,643
145	130,566	137,259	144,254	151,574	159,308	167,272
146	131,837	138,554	145,667	153,126	160,934	168,980
147	133,158	139,899	147,103	154,653	162,482	170,608
148	134,479	141,360	148,562	156,206	164,149	172,357
149	135,824	142,769	150,092	157,756	165,727	174,013
150	137,259	144,254	151,574	159,308	167,416	175,786
151	138,554	145,667	153,126	160,934	169,153	177,612
152	139,899	147,103	154,653	162,482	170,796	179,337
153	141,360	148,562	156,206	164,149	172,465	181,087
154	142,769	150,092	157,756	165,727	174,251	182,962
155	144,254	151,574	159,308	167,416	175,963	184,761
156	145,667	153,126	160,934	169,153	177,700	186,584
157	147,103	154,653	162,482	170,796	179,577	188,555
158	148,562	156,206	164,149	172,465	181,336	190,403
159	150,092	157,756	165,727	174,251	183,119	192,274
160	151,574	159,308	167,416	175,963	184,947	194,195

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 years of service

**Educational Degree Award**

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

**SAN JOSE · EVERGREEN COMMUNITY COLLEGE DISTRICT**  
**CONFIDENTIAL SALARY SCHEDULE**  
**FISCAL YEAR 2025-2026**

Effective: 7/1/2025

Board Approved:

3% Increase Over 2024-2025

<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<b>80</b>	70,448	74,027	77,823	81,806	86,006	90,306
<b>81</b>	71,117	74,841	78,609	82,641	86,792	91,132
<b>82</b>	71,906	75,534	79,445	83,404	87,603	91,982
<b>83</b>	72,644	76,320	80,133	84,240	88,510	92,937
<b>84</b>	73,313	77,060	81,019	85,097	89,393	93,863
<b>85</b>	74,027	77,823	81,806	86,006	90,324	94,840
<b>86</b>	74,841	78,609	82,641	86,792	91,205	95,764
<b>87</b>	75,534	79,445	83,404	87,603	92,185	96,794
<b>88</b>	76,320	80,133	84,240	88,510	93,043	97,694
<b>89</b>	77,060	81,019	85,097	89,393	94,043	98,745
<b>90</b>	77,823	81,806	86,006	90,324	94,858	99,599
<b>91</b>	78,609	82,641	86,792	91,205	95,833	100,623
<b>92</b>	79,445	83,404	87,603	92,185	96,835	101,679
<b>93</b>	80,133	84,240	88,510	93,043	97,743	102,629
<b>94</b>	81,019	85,097	89,393	94,043	98,768	103,705
<b>95</b>	81,806	86,006	90,324	94,858	99,815	104,808
<b>96</b>	82,641	86,792	91,205	95,833	100,749	105,788
<b>97</b>	83,404	87,603	92,185	96,835	101,824	106,913
<b>98</b>	84,240	88,510	93,043	97,743	102,895	108,040
<b>99</b>	85,097	89,393	94,043	98,768	103,826	109,018
<b>100</b>	86,006	90,324	94,858	99,815	104,852	110,096
<b>101</b>	86,792	91,205	95,833	100,749	105,853	111,145
<b>102</b>	87,603	92,185	96,835	101,824	107,022	112,374
<b>103</b>	88,510	93,043	97,743	102,895	108,003	113,403
<b>104</b>	89,393	94,043	98,768	103,826	109,098	114,552
<b>105</b>	90,324	94,858	99,815	104,852	110,243	115,758
<b>106</b>	91,205	95,833	100,749	105,853	111,317	116,883
<b>107</b>	92,185	96,835	101,824	107,022	112,462	118,084
<b>108</b>	93,043	97,743	102,895	108,003	113,513	119,189
<b>109</b>	94,043	98,768	103,826	109,098	114,658	120,388
<b>110</b>	94,858	99,815	104,852	110,243	115,798	121,588
<b>111</b>	95,833	100,749	105,853	111,317	116,974	122,822
<b>112</b>	96,835	101,824	107,022	112,462	118,141	124,048
<b>113</b>	97,743	102,895	108,003	113,513	119,333	125,301
<b>114</b>	98,768	103,826	109,098	114,658	120,480	126,506
<b>115</b>	99,815	104,852	110,243	115,798	121,719	127,804
<b>116</b>	100,749	105,853	111,317	116,974	122,912	129,059
<b>117</b>	101,824	107,022	112,462	118,141	124,198	130,410
<b>118</b>	102,895	108,003	113,513	119,333	125,442	131,713
<b>119</b>	103,826	109,098	114,658	120,480	126,729	133,065
<b>120</b>	104,852	110,243	115,798	121,719	127,967	134,366
<b>121</b>	105,853	111,317	116,974	122,912	129,162	135,619
<b>122</b>	107,022	112,462	118,141	124,198	130,525	137,052

Range	Step A	Step B	Step C	Step D	Step E	Step F
123	108,003	113,513	119,333	125,442	131,836	138,429
124	109,098	114,658	120,480	126,729	133,147	139,803
125	110,243	115,798	121,719	127,967	134,483	141,208
126	111,317	116,974	122,912	129,162	135,792	142,582
127	112,462	118,141	124,198	130,525	137,153	144,013
128	113,513	119,333	125,442	131,836	138,513	145,441
129	114,658	120,480	126,729	133,147	139,899	146,892
130	115,798	121,719	127,967	134,483	141,377	148,447
131	116,974	122,912	129,162	135,792	142,711	149,849
132	118,141	124,198	130,525	137,153	144,096	151,303
133	119,333	125,442	131,836	138,513	145,601	152,881
134	120,480	126,729	133,147	139,899	147,052	154,407
135	121,719	127,967	134,483	141,377	148,582	156,012
136	122,912	129,162	135,792	142,711	150,037	157,541
137	124,198	130,525	137,153	144,096	151,516	159,091
138	125,442	131,836	138,513	145,601	153,019	160,670
139	126,729	133,147	139,899	147,052	154,595	162,324
140	127,967	134,483	141,377	148,582	156,121	163,927
141	129,162	135,792	142,711	150,037	157,720	165,606
142	130,525	137,153	144,096	151,516	159,293	167,257
143	131,836	138,513	145,601	153,019	160,892	168,935
144	133,147	139,899	147,052	154,595	162,489	170,612
145	134,483	141,377	148,582	156,121	164,087	172,290
146	135,792	142,711	150,037	157,720	165,762	174,049
147	137,153	144,096	151,516	159,293	167,356	175,726
148	138,513	145,601	153,019	160,892	169,073	177,528
149	139,899	147,052	154,595	162,489	170,699	179,233
150	141,377	148,582	156,121	164,087	172,438	181,060
151	142,711	150,037	157,720	165,762	174,228	182,940
152	144,096	151,516	159,293	167,356	175,920	184,717
153	145,601	153,019	160,892	169,073	177,639	186,520
154	147,052	154,595	162,489	170,699	179,479	188,451
155	148,582	156,121	164,087	172,438	181,242	190,304
156	150,037	157,720	165,762	174,228	183,031	192,182
157	151,516	159,293	167,356	175,920	184,964	194,212
158	153,019	160,892	169,073	177,639	186,776	196,115
159	154,595	162,489	170,699	179,479	188,613	198,042
160	156,121	164,087	172,438	181,242	190,495	200,021

**NOTES REGARDING EARNINGS:**

**Longevity Increment**

\$3,000 per year completion of 10 years of service

\$3,600 per year completion of 15 years of service

\$4,200 per year completion of 20 years of service

\$4,800 per year completion of 25 years of service

\$5,400 per year completion of 30 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 JOSE/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**

### **Additional Pay For Additional Assignment Form**

**MSC ADDITIONAL PAY FOR  
ADDITIONAL ASSIGNMENTS FORM**

Date:

<b>Employee Information</b>	
<b>Employee ID:</b>	<b>Employee Name:</b> <i>(Last, First Name)</i>
<b>Department:</b>	<b>Location:</b>

Additional pay should be awarded for temporary assignments that exceed thirty days. Additional duties should be limited to the confines of a fiscal year. Greater scope and magnitude in relation to other existing positions should be a key consideration in awarding additional pay.

*Check one of the following:*

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 10% increase for additional duties that are limited and project based, outside normal duties                         |
| <input type="checkbox"/> | 15% increase for additional duties for multiple projects or duties impacting several areas, outside of normal duties |

<b>Additional Pay Rationale</b>		
Rationale		
<table border="1"> <tr> <td><b>Start Date:</b></td> <td><b>End Date:</b></td> </tr> </table>	<b>Start Date:</b>	<b>End Date:</b>
<b>Start Date:</b>	<b>End Date:</b>	

<b>Accounting Information (Additional Pay Only)</b>				
	Account Code	Amount Per Pay Period	Number of Months	Total Amount
1.				
2.				
3.				

Authorization	Signature	Date
Vice President/Vice Chancellor		
Administrative Services		
President		

<b>Review</b>		
Chancellor		
Fiscal Services		

<b>Process (Board &amp; Payroll)</b>		
Human Resources		

## **Appendix E**

### **MSCC Position Description Questionnaire (PDQ)**



## MSCC Position Description Questionnaire (PDQ)

This form is being used:

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

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

### EMPLOYEE INFORMATION

Name:	College/ unit:
Date:	Department:
Email:	Current job title and range:
Ext:	Requested job title and range:

### SUPERVISOR INFORMATION

Immediate Supervisor Name:

Supervisor Title:

Supervisor Work Location:

Supervisor Contact Information:

### JOB SPECIFICATIONS

#### JOB RESPONSIBILITIES

Please describe the primary role and function of the position. If this is a position review/reclassification, provide examples and create a brief one paragraph job description. Please (outline) significant changes in the position:

#### PRIMARY ROLE DESCRIPTION

Please identify specific duties and responsibilities and provide a breakdown of the approximate percentage of time spent, on average, on each duty.

Job activities	% of time	New duty or change

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

## Interpersonal Communication/Interaction:

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

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

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

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

## POSITION SCOPE AND IMPACT

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

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

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

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

Experiences

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

Degree	License	Certification
Major	Registration	Other

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

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

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

Check off the primary supervisory responsibilities of this position.

- ☐ Conducts interviews independently
- ☐ Directs the work of other employees and assigns significant tasks. Provide an example:  
  
☐ Independently prepares and delivers performance evaluation(s)
- ☐ Hires, transfers, promotes staff
- ☐ Takes disciplinary action
- ☐ Makes recommendations for termination

## FUNCTIONAL MANAGEMENT

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

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

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

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

General Fund	Restricted
Categorical	Other (please explain)

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

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

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

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

☐ No ☐ Yes, name the line items:

## COMMENTS AND SIGNATURES

### EMPLOYEE'S COMMENTS

Please provide any further comments you have about your position:

**Employee's Signature:**

---

**Date:**

### SUPERVISOR'S COMMENTS

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

**Supervisor's Signature:**

---

**Date:**

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

### PRESIDENT/CHANCELLOR'S SIGNATURE

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

**President/Chancellor's Signature:**

---

**Date:**

**HR Department:**

## **Appendix F**

### **Administrator Contract Extension Notification Form**



**SAN JOSE/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 G**

### **Staff & Peer Feedback Survey Component of Comprehensive Evaluation for Administrators**



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

**Directions:**

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

**Employee's Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

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

**Performance Factors**

**Feedback Response**

**COMMUNICATION SKILLS**

<ol style="list-style-type: none"> <li>1. The Administrator regularly exhibits the ability to inform others in oral and written communications.</li> <li>2. The Administrator relies on relevant data in problem solving.</li> <li>3. The Administrator communicates in a tactful, respectful, and civil manner.</li> <li>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.</li> <li>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.</li> </ol>	
---	--

**LEADERSHIP**

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

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

## **PROFESSIONAL KNOWLEDGE AND EXPERTISE**

<ol style="list-style-type: none"> <li>1. The Administrator has in-depth knowledge or technical expertise in one of the areas or disciplines which he or she supervises.</li> <li>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.</li> <li>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.</li> <li>4. The Administrator has an appropriate level of general knowledge about all of the areas or disciplines which he or she supervises.</li> <li>5. The Administrator demonstrates understanding of college and district goals, policies, and procedures.</li> <li>6. The Administrator demonstrates support for increasing the diversity of students and works to develop retention strategies.</li> </ol>	
---	--

## **TEAM WORK**

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

## **ADMINISTRATIVE SKILLS**

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

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

#### COMMENTS

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

## **Appendix H**

### **Performance Goals & Objectives**

### **Component of Administrator Evaluations**

## PERFORMANCE GOALS AND OBJECTIVES

Person, Dean

Performance Goals and Objectives for 20XX -XX

### POSITION PURPOSE

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

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

### KEY DUTIES and RESPONSIBILITIES

#### Leadership

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

5. Promote excellence in teaching.

### **Curriculum & Program Development**

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

### **Resource Allocation**

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

### **Staffing**

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

### **Student Success**

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

### **Community Relations/Outreach**

1. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.
2. Determine and oversee needs for other college sites and centers regarding instructional programs and services, provide for proper staffing of classes, and administer and evaluate courses and assigned instructional full time and part-time staff.

3. Facilitate academic partnerships between Division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

**Scheduling**

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

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

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

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



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

Quality Of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal/Budgetary Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills				
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharing Information With Staff And /Or Department/Division In Supporting An Informed Workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity/Civility/Workforce Development				
Civility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity Hiring And Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Learning Outcomes				

Student Learning Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (SLO)					
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CONTRACT RENEWAL NOTICE</b>	<b>YES</b>		<b>NO</b>		

EMPLOYEE SIGNATURE/DATE
SUPERVISING ADMINISTRATOR SIGNATURE/DATE
VICE PRESIDENT/VICE CHANCELLOR SIGNATURE/DATE
PRESIDENT/CHANCELLOR SIGNATURE/DATE

## **Appendix I**

### **Annual Administrator Performance Evaluation Form**



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

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

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

<b>EXCEPTIONAL</b>	Contributions to institution consistently exceeds expectations. Performance is beyond what is required of the job.
<b>EXCEEDS EXPECTATIONS</b>	Sustained consistently high performance.
<b>MEETS EXPECTATIONS</b>	Performance is what is expected for the position.
<b>NEEDS IMPROVEMENT</b>	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.
<b>UNSATISFACTORY</b>	Corrective action is required. Continued performance at this level is unacceptable. Immediate improvement as directed is expected.

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

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

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



QUALITY OF WORK

- ☐ a. Exceptional

Quality of work is superior.

- ☐ b. Exceeds Expectation

Quality of work exceeds requirements.

- ☐ c. Meets Expectation

Work is of an acceptable quality.

- ☐ d. Needs Improvement

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

- ☐ e. Unsatisfactory

Work is of poor quality.

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

- ☐ a. Exceptional

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

- ☐ b. Exceeds Expectation

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

- ☐ c. Meets Expectation

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

- ☐ d. Needs Improvement

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

- ☐ e. Unsatisfactory

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

CONFLICT RESOLUTION

- ☐ a. Exceptional

Outstanding ability to effectively resolve conflict between and among others.

- ☐ b. Exceeds Expectation

Noteworthy ability to resolve conflict between and among others.

- ☐ c. Meets Expectation

Adequately resolves conflict between and among others.

- ☐ d. Needs Improvement

Infrequently resolves conflict between and among others.

- ☐ e. Unsatisfactory

Fails to resolve conflict between and among others

**ISCAL/BUDGETARY SKILLS**

- ☐ a. Exceptional

Expert abilities in fiscal and budgetary matters.

- ☐ b. Exceeds Expectation

Highly skilled in fiscal and budgetary matters.

- ☐ c. Meets Expectation

Skilled in fiscal and budgetary matters.

- ☐ d. Needs Improvement

Needs to improve skills in fiscal and budgetary matters.

- ☐ e. Unsatisfactory

Is unskilled in fiscal and budgetary matters.

**Communication Skills****ORAL EXPRESSION**

- ☐ a. Exceptional

Outstanding ability to communicate ideas to others.

- ☐ b. Exceeds Expectation

Consistently able to express ideas clearly and concisely.

- ☐ c. Meets Expectation

Usually organizes and expresses thoughts clearly and concisely.

- ☐ d. Needs Improvement

Sometimes able to express thoughts clearly.

- ☐ e. Unsatisfactory

Unable to express thoughts clearly.

**WRITTEN EXPRESSION**

- ☐ a. Exceptional

Outstanding ability to communicate ideas to others.

- ☐ b. Exceeds Expectation

Consistently able to express ideas clearly and concisely.

- ☐ c. Meets Expectation

Usually organizes and expresses thoughts clearly and concisely.

- ☐ d. Needs Improvement

Sometimes able to express thoughts clearly.

- ☐ e. Unsatisfactory

Unable to express thoughts clearly. Lacks organization.

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

☐ a. Exceptional

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

☐ b. Exceeds Expectation

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

☐ c. Meets Expectation

Generally disseminates information with clarity to subordinate and department.

☐ d. Needs Improvement

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

☐ e. Unsatisfactory

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

**Diversity/Civility/Workforce Development**

**EMPLOYEE DEVELOPMENT – GROWTH & RETENTION**

☐ a. Exceptional

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

☐ b. Exceeds Expectation

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

☐ c. Meets Expectation

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

☐ d. Needs Improvement

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

☐ e. Unsatisfactory

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

**CIVILITY**

☐ a. Exceptional

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

☐ b. Exceeds Expectation

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

☐ c. Meets Expectation

Adequately fosters civility in the work and learning environment.

☐ d. Needs Improvement

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

☐ e. Unsatisfactory

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

**DIVERSITY (Hiring and Environment)**

☐ a. Exceptional

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

☐ b. Exceeds Expectation

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

☐ c. Meets Expectation

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

☐ d. Needs Improvement

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

☐ e. Unsatisfactory

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

**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	
<div style="text-align: center;"> I     <input type="checkbox"/> Do     <input type="checkbox"/> Do not </div> agree with this evaluation.	
Employee Signature:	Supervising Administrator Signature:
Date:	Date:

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

## **Appendix J**

### **Supervisor Probationary Performance Evaluation Form**



**MSCC SUPERVISOR  
PROBATIONARY  
PERFORMANCE  
EVALUATION FORM**

\_\_ FIVE-MONTH EVALUATION -  
PROBATIONARY

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

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

### ANNUAL GOAL STATEMENTS/ REVIEW & FEEDBACK

List 3 to 5 key goals to be accomplished -- short statements of expectation.

Goal Statement #1	5-month Evaluation ___ On-Track  ___ Needs Attention  Feedback	11-month Evaluation ___ On-Track  ___ Needs Attention  Feedback
Goal Statement #2	5-month Evaluation ___ On-Track  ___ Needs Attention  Feedback	11-month Evaluation ___ On-Track  ___ Needs Attention  Feedback
Goal Statement #3	5-month Evaluation ___ On-Track  ___ Needs Attention  Feedback	11-month Evaluation ___ On-Track  ___ Needs Attention  Feedback
Goal Statement #4	5-month Evaluation ___ On-Track  ___ Needs Attention  Feedback	11-month Evaluation ___ On-Track  ___ Needs Attention  Feedback
Goal Statement #5	5-month Evaluation ___ On-Track  ___ Needs Attention  Feedback	11-month Evaluation ___ On-Track  ___ Needs Attention  Feedback



## PERFORMANCE SUCCESS FACTORS

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

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

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

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

<b>6. Sensitivity to Others:</b> 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.	<b>Review/Evaluation</b>
<b>7. Team Leadership:</b> Accomplishes tasks leading and working with others, builds effective teams committed to organization goals; fosters collaboration among team members and among teams.	<b>Review/Evaluation</b>
<b>8. Initiative:</b> Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.	<b>Review/Evaluation</b>
<b>9. Oral/Written Communications:</b> 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.	<b>Review/Evaluation</b>
<b>10. Job Knowledge:</b> Masters required knowledge to carry out duties	<b>Review/Evaluation</b>
<b>11. Technical Expertise:</b> Demonstrates the technical skills required by the position and maintains currency in the field.	<b>Review/Evaluation</b>
<b>12. Other (Please Define)</b>	<b>Review/Evaluation</b>

### OVERALL PERFORMANCE EVALUATION

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

### EMPLOYEE COMMENTS

### ACKNOWLEDGEMENTS

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

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

## **Appendix K**

### **Supervisor Annual Performance Evaluation Form**



## MSCC SUPERVISOR ANNUAL PERFORMANCE EVALUATION FORM

Employee Name	Job Title	Evaluation Date
Supervising Administrator Name	Supervising Administrator Title	Evaluation Period

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

**PROSPECTIVE ANNUAL GOAL STATEMENTS/ MID-YEAR REVIEW & FEEDBACK**

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

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

## PERFORMANCE SUCCESS FACTORS

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

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

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

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

<b>6. Sensitivity to Others:</b> 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.	<b>Review/Evaluation</b>
<b>7. Team Leadership:</b> Accomplishes tasks leading and working with others, builds effective teams committed to organization goals; fosters collaboration among team members and among teams.	<b>Review/Evaluation</b>
<b>8. Initiative:</b> Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.	<b>Review/Evaluation</b>
<b>9. Oral/Written Communications:</b> 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.	<b>Review/Evaluation</b>
<b>10. Job Knowledge:</b> Masters required knowledge to carry out duties	<b>Review/Evaluation</b>
<b>11. Technical Expertise:</b> Demonstrates the technical skills required by the position and maintains currency in the field.	<b>Review/Evaluation</b>
<b>12. Other (Please Define)</b>	<b>Review/Evaluation</b>



### OVERALL PERFORMANCE EVALUATION

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

### EMPLOYEE COMMENTS

### ACKNOWLEDGEMENTS

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

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

## **Appendix L**

### **Confidential Employees Performance Evaluation Form**

## San José-Evergreen Community College District

### CONFIDENTIAL EMPLOYEE PERFORMANCE EVALUATION

Employee Name: \_\_\_\_\_

Reporting Period: From: \_\_\_\_\_ To: \_\_\_\_\_

☐ 4<sup>th</sup> Month. ☐ Annual ☐ Other

Position Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Return to Human Resources Office by: \_\_\_\_\_

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

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

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

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

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

**Each Supervisor has the responsibility to:**

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

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

**Each Employee has the responsibility to:**

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

DISTRIBUTION:      ORIGINAL – Human Resources      1<sup>ST</sup> COPY – Supervisor      2<sup>ND</sup> COPY – Employee

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

**PERFORMANCE RATINGS**

**SUPERIOR:** Consistently performs above standards.

**SATISFACTORY:** Meets standards; performs job functions as expected.

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

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

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

**JUDGEMENT:** *Effectiveness of decisions.*

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

**OVERALL PERFORMANCE RATING**

☐ Superior

☐ Satisfactory

☐ Needs to Improve

☐ Unsatisfactory

Comments:

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

- |                         |                          |
|-------------------------|--------------------------|
| 1. <input type="text"/> | 6. <input type="text"/>  |
| 2. <input type="text"/> | 7. <input type="text"/>  |
| 3. <input type="text"/> | 8. <input type="text"/>  |
| 4. <input type="text"/> | 9. <input type="text"/>  |
| 5. <input type="text"/> | 10. <input type="text"/> |



**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.\*

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Signature

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Date

**Supervisor:**

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

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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 M**

## Health Benefits

**Health and Welfare Benefits (H&W)**

Blue Cross Plan	Employee Only → 0		Employee & Spouse → 1		Employee & Child(ren) → 2		Employee & Family → 3	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
Active	16,836.00	1,403.00	244.67	2,936.00	29,208.00	2,434.00	50,328.00	4,194.00
Retiree								
Early (<65)	27,216.00	2,268.00	57,036.00	4,753.00	47,364.00	3,947.00	81,612.00	6,801.00
With Medicare (>65)	10,584.00	882.00	21,168.00	1,764.00		TBD		TBD

Kaiser Permanente	Employee Only → 0		Employee & Spouse → 1		Employee & Child(ren) → 2		Employee & Family → 3	
	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly
Active	11,448.00	954.00	23,928.00	1,994.00	19,800.00	1,650.00	34,224.00	2,852.00
Retiree								
Early (<65)	17,724.00	1,477.00	37,032.00	3,086.00	30,660.00	2,555.00	52,980.00	4,415.00
With Medicare (>65)	4,596.00	383.00	9,192.00	766.00		TBD		TBD

Health Waiver & Ancillary Benefits	MSC		FA		CSEA	
	Annually	Monthly	Annually	Monthly	Annually	Monthly
Waiver	3,500.00	291.66	3,500.00	291.66	1,020.00	85.00
EAP	0	0	0	0	0	0
Dental	1,783.20	148.60	1,783.20	148.60	1,783.20	148.60
Vision	158.40	13.20	158.40	13.20	158.40	13.20
Income Protection	114.24	9.52	114.24	9.52	114.24	9.52
Life Insurance (Life)	127.20	10.60	127.20	10.60	127.20	10.60
Dependent Life (Life)	7.32	0.61	7.32	0.61	7.32	0.61
<b>Total</b>	<b>5,690.36</b>	<b>474.19</b>	<b>5,690.36</b>	<b>474.19</b>	<b>3,210.36</b>	<b>267.53</b>

# Your summary of benefits



Anthem® Blue Cross Life and Health Insurance Company

Your Plan: SISC (Self Insured Schools of California): 100-B \$10 Anthem Classic PPO

Your Network: Prudent Buyer PPO

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible</b>	\$100 person / \$300 family	
<b>Overall Out-of-Pocket Limit</b>	\$1,000 person / \$3,000 family	No limit person / No limit family
<p>The family deductible and out-of-pocket limit are embedded, meaning the cost shares of one family member will be applied to the per person deductible and per person out-of-pocket limit; in addition, amounts for all covered family members apply to both the family deductible and family out-of-pocket limit. No one member will pay more than the per person deductible or per person out-of-pocket limit.</p> <p>Your copays, coinsurance and deductible count toward your out-of-pocket limit(s).</p> <p>In-Network and Non-Network deductibles are combined and accumulate toward each other; however In-Network and Non-Network out-of-pocket limit amounts accumulate separately and do not accumulate toward each other.</p> <p>*For services received from an out-of-network provider, the member may be held responsible for any costs beyond the permitted amount and the overall charges.</p>		
<b>Doctor Visits (virtual and office)</b> <i>You are encouraged to select a Primary Care Physician (PCP).</i>		
<b>Medical Chats and Virtual Visits for Primary Care</b> <i>from our Online Provider K Health, through its affiliated Provider groups are covered at No charge.</i>		
<b>Virtual Visits from online provider LiveHealth Online</b> <i>for urgent/acute medical and mental health and substance abuse disorder care via <a href="http://www.livehealthonline.com">www.livehealthonline.com</a> are covered at No charge; and \$10 copay per visit deductible does not apply for covered Specialist Care.</i>		
<b>Primary Care (PCP)</b> <i>virtual and office</i> <i>The copay is waived for the first three office visits to a primary care provider per benefit period. (See footnote 1)</i>	\$0 copay per visit for visits 1-3, then \$10 copay per visit for visits 4+. (See footnote 1)	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Mental Health and Substance Abuse Disorder Care</b> <i>virtual and office</i>	\$10 copay per visit deductible does not apply	All billed amounts exceeding the maximum allowed amount.

Questions: (800) 825-5541 or visit us at [www.anthem.com/ca](http://www.anthem.com/ca)

CA/LG/SISC (Self Insured Schools of California): 100-B \$10 Anthem Classic PPO/04FV/10-01-2023

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Specialist Care</b> <i>virtual and office</i>	\$10 copay per visit deductible does not apply	(See footnote 2)  All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b><u>Other Practitioner Visits</u></b>		
<b>Maternity Care</b> (Prenatal and Postnatal Global Care)	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Retail Health Clinic</b> <i>for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.</i>	\$10 copay per visit deductible does not apply	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Manipulation Therapy</b> <i>Pre-authorization review by American Specialty Health (ASH) is required after the 5<sup>th</sup> visit).</i>	0% coinsurance after deductible is met	Not covered
<b>Acupuncture</b> <i>Coverage is limited to 12 visits per benefit period.</i>	0% coinsurance after deductible is met	50% of maximum allowed amount (See footnote 2)
<b><u>Other Services in an Office</u></b>		
<b>Allergy Testing</b>	0% coinsurance after deductible is met	Not covered
<b>Prescription Drugs</b> <i>Dispensed in the office</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Surgery</b>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Preventive care / screenings / immunizations</b>	No charge	Not covered
<b>Preventive Care for Chronic Conditions</b> <i>per IRS guidelines</i>	No charge	Not covered

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b><u>Diagnostic Services</u></b> <b>Lab</b> Office Freestanding Lab Outpatient Hospital	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	Not covered Not covered Not covered
<b>X-Ray</b> Office Freestanding Radiology Center Outpatient Hospital	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	Not covered Not covered Not covered
<b>Advanced Diagnostic Imaging</b> <i>for example: MRI, PET and CAT scans</i> Office <i>Coverage for a Non-Network Provider is limited to \$800 maximum per test. (See footnote 3)</i> Freestanding Radiology Center <i>Coverage for a Non-Network Provider is limited to \$800 maximum per test. (See footnote 3)</i> Outpatient Hospital <i>Coverage for a Non-Network Provider is limited to \$800 maximum per test. (See footnote 3)</i>	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3) All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3) All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b><u>Emergency and Urgent Care</u></b> <b>Urgent Care</b> <i>includes doctor services. Additional charges may apply depending on the care provided.</i>	\$10 copay per visit deductible does not apply	All billed amounts exceeding the maximum allowed amount. (See footnote 2)

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency Room Facility Services</b> <i>Copay waived if admitted.</i></p> <p><b>Emergency Room Doctor and Other Services</b></p> <p><b>Ambulance</b></p>	<p>\$100 copay per visit and 0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>\$100 copay per trip and 0% coinsurance after deductible is met</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b><u>Outpatient Mental Health and Substance Abuse Disorder Care at a Facility</u></b></p> <p>Facility Fees</p> <p>Doctor Services</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p> <p>All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p>
<p><b><u>Outpatient Surgery</u></b></p> <p><b>Facility Fees</b></p> <p>Hospital <i>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital setting. The benefit limit does not apply if performed in a Freestanding Ambulatory Surgical Center.</i></p> <ul style="list-style-type: none"> <li>o Arthroscopy limited to \$4,500 per procedure</li> <li>o Cataract surgery limited to \$2,000 per procedure</li> <li>o Colonoscopy limited to \$1,500 per procedure</li> <li>o Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>o Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Ambulatory Surgical Center All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>All billed amounts exceeding the maximum allowed amount. (See footnote 2)</p> <p>All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)</p>





Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Pulmonary rehabilitation</b> <i>office and outpatient hospital</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Cardiac rehabilitation</b> <i>office and outpatient hospital</i> <i>Coverage is limited to 36 visits per benefit period.</i>	0% coinsurance after deductible is met	Not covered
<b>Dialysis/Hemodialysis</b> <i>office and outpatient hospital</i> <i>Coverage for a Non-Network Provider is limited to \$350 maximum per visit.</i> (See footnote 3)	0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b>Chemo/Radiation Therapy</b> <i>office and outpatient hospital</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Skilled Nursing Care (facility)</b> <i>Coverage for Inpatient rehabilitation and skilled nursing services is limited to 150 days combined per benefit period. Coverage for a Non-Network Provider is limited to \$600 maximum per day. (See footnote 3)</i>	0% coinsurance after deductible is met	All billed amounts exceeding the lesser of the benefit maximum or maximum allowed amount. (See footnote 2 and 3)
<b>Inpatient Hospice</b>	No charge	All billed amounts exceeding the maximum allowed amount. (See footnote 2)
<b>Durable Medical Equipment</b>	0% coinsurance after deductible is met	Not covered
<b>Prosthetic Devices</b>	0% coinsurance after deductible is met	Not covered
<b>Hearing Aids</b> <i>Coverage is limited to \$700 maximum every 24 months. (See footnote 3)</i>	0% coinsurance after deductible is met	All billed amounts exceeding the maximum allowed amount. (See footnote 2 and 3)

Footnote 1: The office visit copay is waived for the first three office visits to a primary care provider per benefit period. The copay waiver applies to the actual office visit and additional cost shares may apply for any other service performed in the office

(i.e., X-ray, lab, surgery), after any applicable deductible. Primary care providers are defined as General and Family Practitioners, Internists, Gynecologists, Obstetrics/Gynecology, Pediatricians and Nurse Practitioners. The office visit copay will apply to all other provider specialties.

Footnote 2: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed amount and actual charges, as well as any deductible & percentage copay.

Footnote 3: The plan may pay for the following services and supplies up to the maximum number of days or visits and/or dollar maximum shown. When using non-network providers, the plan will pay the lesser of the benefit maximum or the maximum allowed amount. If the maximum allowed amount is less than the listed benefit maximum, the plan will not exceed the maximum allowed amount. Likewise, if the listed benefit maximum is less than the maximum allowed amount, the plan will not exceed the listed benefit maximum.

**Notes:**

- If you have an office visit with your Primary Care Physician, Specialist or Urgent Care at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under “Outpatient Facility Services”.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- Outpatient Facility tests and treatments are limited to \$350 per admission for Non-Network Providers. Includes: Surgery; Cardiac Therapy; Surgery at Ambulatory Surgical Centers and Hemodialysis.
- Advanced Diagnostic Imaging is limited to \$800 per service for Non-Network Providers.
- Coverage includes standard fertility preservation services as a basic healthcare service including but are not limited to, injections, cryopreservation and storage for both male and female members when a medically necessary treatment may cause iatrogenic infertility. Member cost share for fertility preservation services is based on provider type and service rendered.
- The representations of benefits in this document are subject to California Department of Insurance (DOI) approval and are subject to change.

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.*

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## Get help in your language

### Notice of Language Assistance

Curious to know what all this says? We would be too. Here's the English version:

No Cost Language Services. You can get an interpreter. You can get documents read to you and some sent to you in your language. For help, call us at the number listed on your ID card or 1-888-254-2721. For more help call the CA Dept. of Insurance at 1-800-927-4357. (TTY/TDD: 711)

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

#### Spanish

Servicios lingüísticos sin costo. Puede tener un intérprete. Puede solicitar que le lean los documentos y algunos puede recibirlos en su idioma. Para obtener ayuda, llámenos al número que figura en su tarjeta de identificación o al 1-888-254-2721. Para obtener ayuda adicional, llame al Departamento de Seguros de California al 1-800-927-4357. (TTY/TDD: 711)

#### Arabic

يتم تقديم خدمات اللغة دون مقابل. يمكنك الاستعانة بمترجم. ويمكنك المطالبة بأن تُقرأ لك بعض المستندات وأن يُرسل بعضها بلغتك. للحصول على المساعدة، اتصل بنا على الرقم الموجود على بطاقة التعريف الخاصة بك أو على الرقم 1-888-254-2721. للحصول على مزيد من المساعدة، يُرجى الاتصال بإدارة كاليفورنيا للتأمين على الرقم 1-800-927-4357. (TTY/TDD: 711)

#### Armenian

Թարգմանչական անվճար ծառայություններ: Մենք կարող ենք Ձեզ թարգմանչի ծառայություններ առաջարկել Կարող ենք տրամադրել ինչ-որ մեկին, ով փաստաթղթերը կկարդա Ձեզ համար և կուղարկի դրանք Ձեր լեզվով: Օգնություն ստանալու համար զանգահարեք մեզ Ձեզ ID քարտի վրա նշված հեռախոսահամարով կամ 1-888-254-2721 համարով: Լրացուցիչ օգնության համար զանգահարեք Կալիֆոռնիայի ապահովագրության նախարարություն հետևյալ հեռախոսահամարով՝ 1-800-927-4357: (TTY/TDD: 711)

#### Chinese

免費語言服務。您能獲得免費的譯員。您能聽到以您的語言讀出的文件內容，也能獲得以您的語言而寫的部分文件。如需協助，請撥打您的 ID 卡上的號碼或者1-888-254-2721聯絡我們。如需更多協助，請撥打1-800-927-4357 聯絡CA Dept. of Insurance。 (TTY/TDD: 711)

#### Farsi

خدمات رایگان زبانی. می‌توانید یک مترجم شفاهی بگیرید. می‌توانید بخوانید اسناد را برای شما بخوانند و برخی اسناد نیز به زبان خودتان برایتان ارسال شود. برای دریافت کمک، از طریق شماره فهرست شده در کارت شناسایی‌تان و یا از طریق 1-888-254-2721 با ما تماس بگیرید. برای دریافت کمکهای بیشتر با اداره بیمه کالیفرنیا به شماره 1-800-927-4357 تماس بگیرید. (TTY/TDD: 711)

#### Hindi

Anthem Blue Cross Life and Health Insurance Company is an independent licensee of the Blue Cross Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross name and symbol are registered marks of the Blue Cross Association.

बिना लागत की भाषा सेवाएँ। आप दुआषिया प्राप्त कर सकते हैं। आप दस्तावेज़ पढ़वा सकते हैं और कुछ दस्तावेज़ आपको आपकी भाषा में भेजे जा सकते हैं। मदद के लिए, हमें अपने ID कार्ड पर सूचीबद्ध नंबर पर या 1-888-254-2721 पर कॉल करें। अधिक मदद के लिए 1-800-927-4357 पर CA बीमा विभाग कोकॉल करें। (TTY/TDD: 711)

#### Hmong

Tsis Xam Tus Nqi Cov Kev Pab Cuam Ntsig Txog Hom Lus. Koj muaj peev xwm tau txais ib tus neeg txhais lus. Koj muaj peev xwm tau txais cov ntaub ntawv nyeem ua koj hom lus rau koj mloog thiab yuav xa ib co ntaub ntawv sau ua koj hom lus tuaj rau koj. Txog rau kev pab, hu rau peb tus nab npawb xov tooj teev tseg cia nyob rau ntawm koj daim ID los sis 1-888-254-2721. Txog rau kev pab ntshiv, hu xov tooj rau Pab Kas Phais Lub Chaw Ua Hauj Lwm CA tus xov tooj 1-800-927-4357. (TTY/TDD: 711)

#### Japanese

無料言語サービス。通訳サービスを受けられます。希望する言語で文書を読み上げたり、文書を送るサービスも可能です。支援を受けるには、IDカードに記載された番号、または 1-888-254-2721 にお電話ください。支援の詳細は、カリフォルニア州保険局（1-800-927-4357）にお電話ください。(TTY/TDD: 711)

#### Khmer

សេវាភាសាឥតគិតថ្លៃ។ អ្នកអាចទទួលបានសេវាបកប្រែឬអ្នកបកប្រែអាចអានឱ្យអ្នកឆ្លើយតបបាន។ អ្នកក៏អាចស្នើសុំឱ្យអ្នកបកប្រែអានឱ្យអ្នកស្តាប់បាន។ ដើម្បីទទួលបានជំនួយ សូមហៅ ទូរស័ព្ទមកយើងតាមលេខដែលបានរាយនៅលើកាត ID របស់អ្នក ឬក៏លេខ 1-888-254-2721។ ដើម្បីទទួលបានជំនួយបន្ថែម សូមហៅទូរស័ព្ទទៅ CA Dept. of Insurance តាមលេខ 1-800-927-4357។ (TTY/TDD: 711)

#### Korean

무료 언어 서비스. 번역사를 이용하실 수 있습니다. 귀하의 언어로 녹음되어 작성된 문서를 받아보실 수 있습니다. 도움을 받으시려면 ID 카드에 기재된 번호 또는 1-888-254-2721로 전화하십시오. 다른 도움이 필요하시면 1-800-927-4357로 보험 CA 부서에 문의 주십시오. (TTY/TDD: 711)

#### Punjabi

ਭਿਥਨਾਂ ਿਕਸੇ ਲਾਗਤ ਦੇ ਭਾਸ਼ਾ ਸੇਵਾਵਾਂ। ਤੁਸੀਂ ਇੱਕ ਦੁਆਸ਼ੀਆ ਪਰਾਪਤ ਕਰ ਸਕਦੇ ਹੋ। ਕੋਈ ਤੁਹਾਨੂੰ ਦਸਤਾਵੇਜ਼ ਪੜ੍ਹ ਕੇ ਸੁਣਾ ਸਕਦਾ ਹੈ ਅਤੇ ਕੁਝ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿੱਚ ਤੁਹਾਨੂੰ ਭੇਜੇ ਜਾ ਸਕਦੇ ਹਨ। ਮਦਦ ਲਈ, ਸਾਨੂੰ ਤੁਹਾਡੇ ਆਈਡੀ ਕਾਰਡ ਉੱਤੇ ਸੂਚੀਬੱਧ ਨੰਬਰ ਜਾਂ 1-888-254-2721 ਤੇ ਕਾਲ ਕਰੋ। ਿਜ਼ਆਦਾ ਮਦਦ ਲਈ, ਸੀਏ ਿਡਪਾਰਟਮੈਂਟ ਔਫ ਇਨਸ਼ੇਰੈਂਸ ਨੂੰ 1-800-927-4357 ਤੇ ਕਾਲ ਕਰੋ। (TTY/TDD: 711)

#### Russian

Бесплатные языковые услуги. Вы можете получить услуги устного переводчика. Вам могут прочитать документы или направить некоторые из них на вашем языке. Для получения помощи звоните нам по телефону, указанному на вашей идентификационной карте, или по номеру 1-888-254-2721. Для получения дополнительной помощи звоните в Департамент страхования штата Калифорния по номеру 1-800-927-4357. (TTY/TDD: 711)

#### Tagalog

Mga Libreng Serbisyo para sa Wika. Maaari kayong kumuha ng interpreter. Maaari ninyong ipabasa ang mga dokumento at ipadala ang ilan sa mga ito sa inyo sa wikang ginagamit ninyo. Para sa tulong, tawagan kami sa numerong nakalista sa inyong ID card o sa 1-888-254-2721. Para sa higit pang tulong, tawagan ang CA Dept. of Insurance sa 1-800-927-4357. (TTY/TDD: 711)

#### Thai

ไม่มีค่าบริการเกี่ยวกับภาษา ท่านสามารถขอใช้บริการได้ ท่านสามารถขอให้เจ้าหน้าที่อ่านเอกสารได้ท่านฟังและเอกสารบางอย่างจะส่งถึงท่านโดยใช้ภาษาของท่าน หากต้องการความช่วยเหลือ โปรดโทรหาเราตามหมายเลขที่ระบุอยู่บนบัตรประจำตัวของท่านหรือที่หมายเลข 1-888-254-2721 หากต้องการความช่วยเหลือเพิ่มเติม โปรดโทรติดตามแผนก CA Dept. of Insurance ที่หมายเลข 1-800-927-4357 (TTY/TDD: 711)

Anthem Blue Cross Life and Health Insurance Company is an independent licensee of the Blue Cross Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross name and symbol are registered marks of the Blue Cross Association.

## Vietnamese

Các Dịch Vụ Ngôn Ngữ Miễn Phí. Quý vị có thể có thông dịch viên. Quý vị có thể yêu cầu đọc tài liệu cho quý vị nghe và yêu cầu gửi một số tài liệu bằng ngôn ngữ của quý vị cho quý vị. Để được trợ giúp, hãy gọi cho số được ghi trên thẻ ID của quý vị hoặc số 1-888-254-2721. Để được giúp đỡ thêm, hãy gọi cho Sở Bảo Hiểm California (California Department of Insurance) theo số 1-800-927-4357. (TTY/TDD: 711)

## It's important we treat you fairly

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1- 800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

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## Pharmacy Benefit Schedule

### PLAN RX 5-20

	WALK-IN				MAIL	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	FREE	FREE	FREE	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20

---

Out-of-Pocket Maximum                      \$1,500 Individual / \$2,500 Family

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

\*Members may receive up to a 30-day and/or up to a 90-day 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; however, Walgreens is **NOT** a participating pharmacy in this network.

#### 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

Navitus SpecialtyRx 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](http://www.navitus.com)

The Navitus Member Portal allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit the Navitus Member Portal. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

## Disclosure Form Part One

SISC-SELF INSURED SCHOOLS OF CALIFORNIA

Home Region: California

10/1/23 through 9/30/24

## Principal benefits for Kaiser Permanente Traditional HMO Plan

### Accumulation Period

The Accumulation Period for this plan is January 1 through December 31.

### Out-of-Pocket Maximums and Deductibles

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

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

### Professional Services (Plan Provider office visits)

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

### Outpatient Services

	You Pay
Outpatient surgery and certain other outpatient procedures .....	\$10 per procedure
Allergy antigens (including administration) .....	No charge
Most immunizations (including the vaccine) .....	No charge
Most X-rays and laboratory tests .....	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: If you are admitted directly to the hospital as an inpatient for covered Services, you will pay the inpatient Cost Share instead of the Emergency Department Cost Share (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 (Tier 1) at a Plan Pharmacy or through our mail-order service .....	\$10 for up to a 100-day supply
Most brand-name items (Tier 2) at a Plan Pharmacy or through our mail-order service .....	\$10 for up to a 100-day supply
Most specialty items (Tier 4) at a Plan Pharmacy .....	\$10 for up to a 30-day supply

### Durable Medical Equipment (DME)

	You Pay
DME items as described in the EOC .....	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

### Substance Use Disorder Treatment

	You Pay
Inpatient detoxification .....	No charge
Individual outpatient substance use disorder evaluation and treatment.....	\$10 per visit
Group outpatient substance use disorder treatment .....	\$5 per visit

### Home Health Services

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

(continues)



**Disclosure Form Part One**

(continued)

<b>Other</b>	<b>You Pay</b>
Hearing aids every 36 months .....	Amount in excess of \$500 Allowance per aid
Skilled nursing facility care (up to 100 days per benefit period) .....	No charge
Prosthetic and orthotic devices as described in the <i>EOC</i> .....	No charge
Services to diagnose or treat infertility and artificial insemination (such as outpatient procedures or laboratory tests) as described in the <i>EOC</i> .....	the Cost Share you would pay if the Services were to treat any other condition
Assisted reproductive technology ("ART") Services .....	Not covered
Hospice care .....	No charge

<b>Chiropractic and Acupuncture Coverage (through ASH Plans)</b>	<b>You Pay</b>
Up to a combined total of 30 Chiropractic and Acupuncture visits per year .....	\$10 copay per visit
Kaiser Permanente contracts with American Specialty Health Plans (ASH) to provide chiropractic and acupuncture care. Members must receive all their benefits from ASH Plans 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 adjunctive therapies, such as acupressure, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture). You must receive covered Services from a Participating Provider or another licensed provider with which ASH contracts, except for Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, and Urgent Acupuncture Services, and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered Services that are authorized in advance by ASH Plans. The list of Participating Providers is available on the ASH Plans website at <a href="http://www.ashlink.com/ash/kp">www.ashlink.com/ash/kp</a> or from the ASH Plans Customer Service Department at <b>1-800-678-9133</b> . The list of Participating Providers is subject to change at any time without notice.	

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).

## **Appendix N**

### **Application for Catastrophic Illness Leave Form**



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

**Application for Catastrophic Illness Leave Form**

I, \_\_\_\_\_ (name), Manager, Supervisor, or Confidential employee (MSC) of the San Jose•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 O**

### **Donation of Sick Leave Form**



**San Jose-Evergreen Community College District**  
**CATASTROPHIC ILLNESS LEAVE –**  
**MANGER, SUPERVISOR, CONFIDENTIAL EMPLOYEE**

**Donation of Sick Leave Form**

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

Jose • 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 Jose • 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 Jose • 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 P**

### **Application for Professional Development Leave Form**

# SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT



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

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

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

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



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

RECEIPT	
Human Resources	Date

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