

# Management Personnel Plan

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Process, Policy and Procedures for SBCCD Management

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## Management Personnel Plan

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## DIVERSITY COMMITMENT

The San Bernardino Community College District Management Association supports the San Bernardino Community College District (SBCCD) in recognizing that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. SBCCD and its Board of Trustees have committed to anti-racist policies and are committed to continue to work towards an environment that is discrimination-free in all of its operations and employment programs. As such, all employees and applicants shall be guaranteed the right of equal employment opportunity and shall be treated without regard to race, color, national origin, ancestry, religion, creed, sex, age (over 40), physical disability (including HIV and AIDS) or mental disability, marital status, medical condition (including cancer and genetic characteristics), sexual orientation, military status as a Vietnam-era Veteran, or the perception that a person has one or more of the foregoing characteristics.

## I. INTRODUCTION

The Management Professional Development/Evaluation Personnel Plan (herein after the Plan) is designed to cover all full-time employees who have been designated as “management” or “supervisory” in accordance with the provisions of the California Education Code. The positions are identified in Appendix A of the Plan. The need for a comprehensive and fully integrated plan for SBCCD managers is based upon the following.

1. Managers are excluded from collective bargaining rights. As a result, personnel, compensation policies, and procedures are established under the authority of the Board of Trustees and implemented under delegated authority by the Chancellor. This structure provides the required emphasis for the special needs of the management group.
2. The fiscal climate of the state and changes to SBCCD enrollment patterns present challenges for recruiting and retaining managers. Flexibility in the use of limited resources is one approach to manage the changing fiscal conditions.
3. Managers are essential and the district is taking steps to utilize planning for positions that includes accountability, cost effectiveness, application of new technologies, and maximizing of human, physical and fiscal resources. In an effort to exert leadership and enhance the educational mission of the district, this plan will aid in organization of the district and stimulate the development of personnel along with facilitate instructional and program/service objectives.
4. Major concerns that have weighed on managers include the complexity of public policy, educational futures and the changes to social, legal, and economic conditions, locally and at the state level. All of these concerns influence the environment surrounding higher education.



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5. SBCCD strives to build a management team through the development of individuals who are qualified to manage programs. The district will need personnel and compensation policies that provide executives with the flexibility to recruit, retain, develop, and motivate managers and provide incentives that recognize achievement in academic, administrative, and management performance.
6. Change creates an opportunity to review existing practices and erodes the effectiveness of past practice. One central principle of the plan is to align authority, responsibility, and compensation for the district.
7. The Plan is an integrated personnel system covering: appointment, evaluation, advancement of managers, compensation, benefits, employment status, education and development, leaves, personnel rights, and conditions of employment.
8. Administration and implementation of the Plan are the responsibilities of Human Resources under delegated authority from the Chancellor.

## II. MANAGEMENT FUNCTIONS

Planning and decision-making are major responsibilities of management. The higher the position is in the management structure; the more time should be devoted to planning. Planning and decision making should both move SBCCD toward continuous improvement and result in a higher level of efficiency and effectiveness. Management structure will change as shifting forces and priorities require. The management functions include the following.

1. Developing and implementing plans, policies, and programs; establishing and monitoring progress toward program goals and objectives; evaluating accomplishments; and making necessary adjustments in plans, priorities, and objectives to meet specific needs or changing conditions.
2. Defining duties and positions; establishing organizational structures; and determining long-range staffing requirements (specialties, number of people, career paths, turnover, etc.) to meet program demands (through the program review process).
3. Developing, justifying, and administering program budgets and authorizing program expenditures and services.
4. Determining methods, techniques, systems, and materials required to meet program goals.
5. Assessing and recommending internal change based on the impact of substantive changes in funding, laws, policies, and program dynamics.



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6. Representing SBCCD and its programs and services to the public, media, other educational institutions, and professional associations.
7. Selecting, training, and evaluating staff; assigning and directing their work; providing leadership and stimulation for staff growth and development; and applying principles of equal opportunity in all personnel activities.

### III. RESPONSIBILITIES OF INDIVIDUAL MANAGERS

In addition to the functions listed in the previous section, managers as individuals have the following responsibilities.

1. **Interdependence of Operation:** Managers endeavor to operate as a team, recognizing that any action by one manager has an impact on others.
2. **Authority:** Managers are authorized to make judgments and decisions which commit the district and colleges to various courses of action within the scope of their position descriptions.
3. **Team Management:** Managers are an integral part of the total district operation who participate in and contribute to the broad educational and support processes. Managers must work together in the planning stages of district and campus wide programs for effective implementation, solution of problems, and the attainment of high quality in all services delivered.
4. **Cost Effectiveness:** Managers are responsible for integrating and coordinating all programs and services used that respond to program users and broad management needs of the district within a fiscally responsive environment.
5. **Planning and Awareness:** Managers are responsible for anticipating and responding to needs and problems, many of which are not covered by existing policy or guides and which require the development of new programs, techniques, or other innovative methods.
6. **Competence:** Managers are expected to possess the knowledge, skills, and abilities in their field of expertise to understand and to implement the principles and concepts underlying the program, to administer it effectively, to communicate its value to others, and to encourage colleagues to provide necessary courses of action for program support. Managers who fail to show competency in implementing principles, administering their program, evaluating employees and using knowledge, skills and abilities to lead their program will be subject to one-year contracts, notifications in their file, performance improvement plans and notices of non-renewal if incompetency continues.



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7. Collaboration and Networking: Managers develop procedures and/or recommendations through collaboration and networking with all constituent groups to reach consensus that underscores the interest(s) of the district.

### IV. THE PLAN OBJECTIVES

The Plan objectives include the following.

1. To recruit and retain well-qualified managers; to enhance their management capabilities in areas such as leadership and accountability; to provide opportunities for professional development; and to maximize the talents of each manager on behalf of the San Bernardino Community College District.
2. To facilitate and enhance effectiveness and productive efforts of managers through evaluation of performance and the recognition of accomplishments.
3. To provide a system in which the particular abilities, contributions, expertise, and effectiveness of the individual managers can be considered, along with the level of responsibility of the job performed, in determining appropriate compensation.
4. To enable the Chancellor, who is in a primary position to judge the accomplishments and value of an individual's performance and to approve the selective use of salary funds authorized by the Board of Trustees for the purpose of recognizing individual differences among managers.
5. To provide flexibility to accommodate the variations in job requirements which are a normal part of a changing environment in which the district must operate.
6. To establish a salary structure which is indexed to comparable institutions.
7. To provide a system of internal fiscal controls which the Chancellor or designee approves appropriate salaries for management classifications.
8. To establish a benefits program that complements the salary program, is appropriate for managers, and is indexed to comparable institutions.

### V. BASIC COMPONENTS OF THE PLAN

#### 5.1 Classification Structure

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Managers are placed at two levels. The placement of the position in a particular level, as reflected in Appendix A, is premised on an assessment of the general skills, knowledge, and qualification



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requirements needed to perform the assigned duties and responsibilities. The following levels have been established to implement the Plan.

1. Executive Management - Chancellor, Executive Vice Chancellor, Vice Chancellor(s), College President(s)
2. Management - Executive Director(s), Vice President(s), Dean(s), District Director(s), District Associate Director(s), Campus Director(s), Manager(s), Campus Supervisor(s), District Supervisor(s), Program Administrator(s)

Management Employees are further classified as either Classified Administrators or Educational Administrators. The placement of the position in a particular level, is premised on an assessment of the general skill, knowledge, and qualification requirements needed to perform the assigned duties and responsibilities.

Additional criteria which have been considered include, but are not limited to, nature and complexity of program or organizational unit; scope of management responsibility; level of planning required; special job demands; extent of authority for independent decision making; and accountability and impact of policies administered and/or decisions made.

### Management Employees in Classified Positions

Classified managers/supervisors are those classified administrators, regardless of job description on having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District. Classified administrators shall be employed by an appointment or contract [BP7260].

1. Executive Directors, Directors, Associate Directors, Managers, Supervisors, Administrators, Associate Deans, Deans, Vice Presidents shall receive up to two (2) year contracts.
2. Vice Chancellors and Executive Vice Chancellors and College Presidents shall receive up to three (3) year contracts.

Executive Managers may assign a one-year contract for multiple reasons that include; (Interim) First year in the district; grant funded position; reorg; performance needing improvement.

### Management Employees/Academic and Classified

All employees designated as "Management Employees" by the Board of Trustees shall be covered by the provisions of this Handbook and other policies of the Board of Trustees.





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### 5.2 Salary Structure

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The salary structure consists of a classification salary schedule with a salary range including ten steps established for each management position.

The classification salary schedule shall be developed based upon a salary survey of the comparable community college districts used for salary comparison purposes by SBCCD for this employee group.

Salary adjustments, authorized under the Plan, provide for annual step adjustments to individual salary rates. Managers who were hired prior to July 1, 2018 will receive available increase every July 1<sup>st</sup>. Those hired after July 1<sup>st</sup>, 2018 will receive a salary increase each year on their hire date.

The Board of Trustees may, at its sole discretion, approve salary adjustments other than the salary adjustments provided for in this Plan.

### 5.3 Salary Administration

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Managers at the executive level are expected to function at or near the peak of competence and expertise immediately upon employment by the district. As a consequence of this expectation, the Board of Trustees supports the position to compensate managers commensurate with the market value of their expertise immediately upon placement.

All managers are contract employees; and as such, the initial salary placement shall be established through conferred agreement with the Chancellor or Designee. Managers are normally expected to have varying degrees of experience and proven capabilities. In order to provide the Chancellor or designee adequate flexibility in the hiring and placement of managers in the respective positions, initial salary placement shall be determined through conferred agreement with the Chancellor or designee.

All management employees covered by this handbook are defined as Exempt employees who, based on duties performed and manner of compensation are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their position regardless of hours worked. The workweek for full- time exempt employees is considered to be forty (40) hours. Notwithstanding any other provision of this Handbook, a management employee's pay shall not be subject to an adjustment of pay for absences of less than a day. Exempt employees are not eligible to receive overtime compensation or compensatory time off.

#### Overtime Compensation



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Police Sergeants shall be included in the minimum wage and overtime provisions of the Fair Standard Act and the California Education Code, and shall also be entitled to compensatory time off.

### Doctoral Stipend

The District will pay a doctorate stipend to all managers who have obtained the degree. Once the degree has been obtained and has been verified by HR, the manager will receive the doctorate stipend immediately following the Board of Trustee approval to be an addition to their base salary.

### 5.4 Classification Review

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The district is a dynamic entity; and, as such, procedures must be in place that provide an opportunity for adjustment to classifications in order to meet the legitimate needs of the district. All classifications shall be reviewed routinely to determine appropriateness of duties. The procedures set forth herein will provide for classifications to be reviewed when it can be demonstrated that there has been a significant change(s) in duties/responsibilities and accountability.

Short-term and permanent change(s) must be documented by the employee and his/her immediate supervisor and forwarded to the Human Resources Department. In the event the change(s) is both permanent and significant, the Human Resources Department shall review the classification request and determine the impact of the changes. In the event of a change to the classification, the change will be presented for review and approval by Board of Trustees. All such changes shall be effective based on the day the request was received.

Requests for classification review, based upon changed conditions, are to be made on the Request for Reclassification Form. The request may be initiated by either the employee or the employee's immediate supervisor.

When the job is changed (e.g., upgrade, title change), an incumbent will at no time be expected to reapply for his/her incumbent job/position.

### 5.5 Transfers and Promotions

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Managers who hold a classification can request a transfer to the same classification at another location within SBCCD and should be treated as a lateral transfer as defined in Title 5: 53021C.2. Managers will be able to submit their resume and letter of interest to hiring manager indicating the transfer request. The hiring manager reserves the right to accept the lateral transfer or request the employee apply through the open recruitment process.



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Managers may be promoted to a classification with a higher salary, in the event the incumbent is upgraded, reclassified or renamed without significantly altering the duties being performed by the individual. Such promotions must be towards classifications which have been officially established and classified and follows the guidelines set forth in Title 5:53021 regarding reorganizations and reclassification of positions.

For recruitments, the hiring manager may appoint members to the screening committee. In the event the manager needs assistance, they may ask the Management Association for appointments.

### 5.6 Tenure and Performance

Members of the management group shall serve contract base service days (not including holidays) in academic, administrative, or other assignments at the pleasure of the Board of Trustees as prescribed by the California Education Code. They are not subject to probationary service and do not receive tenure or permanent status in management positions. Employees who are in management positions are evaluated, retained, and compensated on the basis of such factors as management performance, contribution, and value to the district. Managers who are classified permanent and are placed in or promoted to management positions will retain any earned permanency and retreat rights. Managers appointed to academic positions are entitled to retreat rights as adopted by the Board of Trustees, pursuant to the California Education Code §87548.

Managers who experience performance problems will be advised to attend training, show competency in decision making and program management and participate in performance improvement plans initiated by the hiring manager. Managers who fail to show improvement shall be subject to one-year contracts, have notifications placed in their file and potential discipline or termination.

### 5.7 Health and Benefits

Health and Benefits are available for employees categorized as full-time employees and employed for 50% or more in a full-time position.

1. Medical Insurance
2. Dental Insurance
3. Vision Insurance
4. Basic and Voluntary Life Insurance
5. Basic and Voluntary AD&D Insurance
6. Employee Assistance Program (EAP)



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### 5.7.1 Benefit Coverage upon Retirement

- A. Management/supervisory employees who separate from the district (in good standing as determined at the sole discretion of the Chancellor) prior to the age of 65 and who were participating in the district's health and welfare programs, may continue participation in the district medical program, subject to subsections (B) and (C). Spouses can participate in this plan if the manager meets the requirements, and will pay the entire cost of the benefit.
- B. Eligibility:
  - 1. Is younger than age 65 and at least fifty 55 years of age at the time of separation with at least 10 years of consecutive service as a full-time employee with the district; **AND**
  - 2. Does not participate in any other district program that provides health and welfare benefits; **AND**
  - 3. Is eligible for coverage under the district medical group plans except as provided for in subsection (C) below.
- C. Conditions:
  - 1. The district will contribute, on behalf of the qualifying employee only, at the time of separation, the amount of premium authorized by the Board of Trustees for active management/ supervisors for health and welfare programs. This amount may vary from year to-year depending upon modifications.
  - 2. The contributions set forth in C.1. above shall apply to district-adopted health and welfare programs for active management/supervisory employees. Any modifications made at any time in such programs shall apply.
  - 3. Once an employee reaches age 65 all benefits under this program shall terminate.
  - 4. In the event that management/supervisory employees who separate from the district under this program become ineligible to participate in the district-adopted health and welfare programs for any reason other than residency, the district shall have no further obligations under this program, and all benefits shall terminate immediately.
- D. Educational Administrators
  - 1. Pursuant to and consistent with applicable law, such as Education Code Section 7000-7003, once an educational administrator is retired from the District, they shall have the option to remain as an active participant in the District health and dental care



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benefit program as set forth in the Health and Benefits provision of this agreement unless:

2. a. The retired academic administrator fails to pay the full cost of all premiums for retired employees through payment at least one month in advance of the month of coverage, or
- b. The retired academic administrator becomes eligible for such benefits through another employer.

### 5.8 Vacation

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Vacation time will be earned and used in whole days only, unless using to supplement during an approved leave of absence.

Managers are entitled to accrue twenty-four (24) working days of vacation each year and accrued at two (2) days per month

Managers shall accrue up to but not more than forty-eight (48) vacation days.

Managers may interrupt or terminate their regular vacation leave in case of illness and use sick leave before continuing vacation leave or returning to work.

Managers may elect to cash out a portion of their vacation time providing that at minimum of twenty (20) days of accrued leave remain. An email must be submitted to the Payroll Manager or designee with the request of days to be cash out. The request will be processed on the next pay period following the request. All vacation payouts are subject to all mandatory federal and state withholdings (excluding STRS and PERS).

Upon leaving the employment of the district, managers shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed 48 days.

### 5.9 Sick Leave, Personal Necessity Leave, Other Leaves

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#### A. Sick Leave

1. Manager's shall accrue sick leave, a total of twelve (12) days per year in accordance with Education Code, beginning with the first (1st) month in which the manager begins work in the DISTRICT. Such leaves can be taken for illness or injury, exclusive of days the manager is not required to render service to the DISTRICT.



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2. A manager shall be credited once a fiscal year with the total of not less than 100 working days of paid sick leave, excluding sick days. Such days of paid sick leave in addition to those days of sick leave shall be compensated at 50% of the manager's salary. Such additional days shall be exclusive of any other paid leaves or vacation to which the manager may be entitled. The 100 working days of extended sick leave shall be allocated on July 1<sup>st</sup> of each fiscal year; the 50% (half pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted. Any remaining 50% half pay extended sick leave will not carry forward to the next fiscal year. At the conclusion of the 100 working days of 50% half pay extended sick leave the manager may elect to use any other available leaves.

3. The DISTRICT may require a manager to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed and reported on the manager's work report. The verification may include a statement that the manager is able to perform their duties with or without restrictions. The verification shall also include the date upon which the manager is released back to work.

### B. Personal Necessity Leave

1. Absences due to personal necessity leave shall be recorded on the manager's work report. In an emergency, requests for personal necessity may be made orally to the immediate supervisor.

2. A manager may use any days of absence for illness or injury earned in cases of personal necessity, including any of the following:

- a. Death of a member of immediate family when additional leave is required
- b. Accident involving the person or property, or the person or property of a member of their immediate family.
- c. Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the manager receives payment for this appearance, such payment will be forfeited to the DISTRICT.
- d. A serious illness of a member of the family.
- e. Such other reason approved by the DISTRICT
- f. No earned leave in excess of seven (7) days may be used in any school year for leave under this Section.
- g. Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the unit member, or any illegal activity.



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For purposes of this Section, members of the immediate family means, the mother, father, grandmother, grandfather, or a grandchild of the manager or of the spouse/registered domestic partner of the manager, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the manager, or any relative living in the immediate household of the manager.

### C. Extenuating Circumstances and Special Conditions

1. Management employees who are unable to perform their duties because of legally established quarantines shall be entitled to the same leave as though they were personally ill, provided a certificate from the County Health Department is filed verifying the quarantine.
2. In the event of the death of a management employee while absent because of illness, application for sick leave benefits may be made by their estate, heirs, or dependents by filing a properly executed certificate in the name of the estate, heirs, or dependents, at any time within thirty (30) calendar days after death.
3. Sickness While on Duty - An absence of less than four (4) hours for illness or injury shall not result in a management employee's pay or leave credits being reduced. If the leave request is for more than four (4) hours, the employee's immediate supervisor may request electronic submission of the time via the District approved timekeeping system to be submitted for those hours to be deducted from accrued sick leave credits. Management employees who report for duty and are unable to continue because of sudden illness or injury will be counted as absent for the number of hours and minutes not worked when the absence is one full day or more. Minutes shall be in increments of fifteen (15) minutes. For leaves under Family Medical Leave Act (FMLA) all time absence will be deducted.
  - a. An employee may return to work only when fully cleared as prescribed in VI. B. above. However, during an illness or while convalescing, a manager may be temporarily reassigned or allowed to return on a limited basis only at the discretion of the District to a position that they are medically able to perform. A manager shall not suffer a reduction in pay or involuntary demotion as a result of such temporary medical reassignment.
  - b. Service Credit for Retirement – Service Credit will be determined by your prospective retirement agency (e.g. CalPERS or CalSTRS).



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### **D. PARENTAL LEAVE, FAMILY AND MEDICAL LEAVE**

Absences due to parental leave and family care and medical leave will be recorded on the manager's work report.

#### **1. PARENTAL LEAVE/BONDING**

The DISTRICT will allow the use of paid sick leave for parental leave bonding up to a period of twelve (12) weeks within the first year following the birth or adoption of a child. The manager shall not be provided more than one twelve (12) workweek period for parental/bonding leave during any twelve (12) month period.

- a. The manager must have served as an employee of the DISTRICT for a period of one (1) year, however, the unit member is not required to have 1,250 hours of service during the previous twelve (12) month period in order to take parental/bonding leave.
- b. If a manager exhausts all available sick leave, including all accumulated sick leave, and continues to be absent from their duties on account of parental leave, the manager shall be compensated at no less than fifty (50%) percent of the manager's regular salary for the remaining portion of the twelve (12) workweek period of parental leave.
- c. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and manager.
- d. Intermittent leave: A manager may request to use parental leave on an intermittent basis with duration of no less than two (2) weeks increments. However, the DISTRICT must grant a request for a leave of less than two (2) weeks' duration on any two (2) occasions.
- e. Parental leave will run concurrently with applicable state and federal leave laws.

#### **2. FAMILY AND MEDICAL LEAVE**

Managers are entitled to family care and medical leave for a total of up twelve (12) weeks in a one (1) year (12 months) period as set forth in applicable federal and state law for the purpose of a birth of a child, an adoption, placement of a foster child, to care for a seriously ill family member, or because of an employee's own serious health condition.

- a. A manager must have served as an employee of the DISTRICT for a period of at least one (1) year and has at least 1,250 hours of service for the DISTRICT during the twelve (12) month period immediately preceding the leave.
- b. Leaves taken either individually or in combination, may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- c. Upon exhaustion of sick leave, a manager may utilize difference in pay up to completion of the twelve-week period.





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- d. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and manager.
- e. For purposes of this section, family member is defined as a manager's child, parent or, spouse/domestic partner.

### 3. FAMILY SCHOOL PARTNERSHIP LEAVE

In accordance with Labor Code 230.8 A manager who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child or children in kindergarten or grades one (1) to twelve (12), inclusive, or attending a licensed child care provider, may take off up to forty (40) hours each year, not exceeding one (1) in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of their children. Absences due to participation in school activities of children shall be recorded on the manager's work report.

If more than one parent-of a child work is employed by the DISTRICT at the same worksite, the planned absence as to that child applies, at any one time, only to the parent who first gives notice to the employer.

Manager's may utilize existing vacation or personal leave off for the purposes of the planned absence.

If requested by the DISTRICT, the manager shall provide documentation from the school or licensed child care provider as proof that they are engaged in child-related activities a specific date and at a particular time. Documentation means whatever written verification of parental participation the school or licensed child care provider deems appropriate and reasonable.

### 4. STATE AND FEDERAL LEAVE LAWS

Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) benefits are available to management employees as entitled under current state and federal law. Upon request, the DISTRICT shall provide the unit member a copy of their rights and benefits. All Federal and State Leave benefits will be calculated for eligibility and use on a 12-month basis.

- a. In cases of non-pregnancy related illness applicable state and federal leave laws will run concurrently with Sick Leave if the manager meets the eligibility requirements.
- b. In cases of pregnancy related illness, applicable state and federal leave laws will run concurrently with Sick Leave if the manager meets the eligibility requirements.



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### **E. Catastrophic Illness or Injury Leave**

The purpose of this program is to permit managers with a catastrophic injury or illness to solicit individual donations of sick leave, and/or vacation, and/or leave from fellow employees.

All requests submitted to the Office of Human Resources are handled with confidentiality and upheld throughout the process. The District will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

Definition of Catastrophic Leave: The intent of this program is to permit fellow employees to donate eligible leave credits to a manager when that manager or a member of their family suffers from a catastrophic illness or injury. For purposes of a catastrophic illness or injury is defined as one which is expected to incapacitate the manager or a member of their family for an extended period of at least forty-five (45) or more calendar days, and taking extended time off work creates a financial hardship for the manager because they have exhausted all of their sick leave and other paid time off.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined the maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) consecutive months.

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the manager or of the spouse/registered domestic partner of the manager and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the manager.

#### **1. RECIPIENT REQUIREMENTS**

- a. The illness/injury of the employee must be serious (life threatening or expected to incapacitate the employee for an extended period of time) as verified by a physician. The District may require the employee who is incapacitated to undergo an examination by a physician selected by the District, at the District's expense, to verify the injury or illness, the degree of disability, and the anticipated length of disability;
- b. The contributions will be on an individual solicitation basis by the Management Unit after the ill/injured employee makes the need known to the Payroll, Human Resources, and their President/Vice Chancellor, or unit representative;
- c. Vacation or sick leave days, for Management employees who are not in excess



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- of their vacation accrual, donated will be paid at the salary level of the employee who receives such days
- d. A manager who has exhausted all accrued paid leave credits, including sick leave, vacation;
  - e. Must use any paid leave credits that they continue to accrue on a monthly basis prior to using received paid leave pursuant to this section;
  - f. Is incapacitated/absent for an extended period of time no less than 45 calendar days;
  - g. Is incapacitated during assigned time. For example, in the case of 10 or 11-month employee only assigned time will be considered;
  - h. Donated time in half day increments;
  - i. May initially request not more than sixty (60) days. A manager may request an additional sixty (60) days by filing an additional request;
  - j. Recipient must fill out the Catastrophic Leave Request Form. A fellow manager, supervisor, family member, Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient;
  - k. Must include with the Catastrophic Leave Request Form, a written statement from the medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member
  - l. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Office of Human Resources shall evaluate all requests for catastrophic leave and shall have authority for granting leave. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the District has reasonable cause to believe there is abuse of the catastrophic leave policy by a manager, the District may require additional medical verification from a physician selected by the District at District expense.

The Office of Human Resources will notify District employees in writing of the need for donations of catastrophic leave credits and collect all signed Catastrophic Donation Forms. Human Resources will notify Payroll of donated days. Payroll will deduct donated days from the donor and credit donated days to the recipient. Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or Association may request a review of the reason(s) for denial. If the denial is upheld the manager may appeal the decision to the Chancellor.



## Management Personnel Plan

### 2. DONOR REQUIREMENTS

Managers may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- a. Donors may volunteer no more than 50% of their accrued sick and/or vacation leave must have accrued no less than 15 days of leave credits prior to donation;
- b. Managers wishing to donate catastrophic leave credits must donate credits in writing on a signed Catastrophic Donation Form, distributed by the Office of Human Resources.
- c. The minimum amount of donated leave credits shall be one (1) day initially.
- d. The donor understands that donation of catastrophic leave credits is voluntary;
- e. Donations may be made by eligible classified, confidential, management or academic employees;
- f. All transfers of eligible leave credit are irrevocable. Unused leave credits will not be credited back to the donor
- g. Donated leave is charged on a day for day basis.

### **BEREAVEMENT**

Management shall be entitled to a paid leave of absence. Absence without loss of salary for a period not to exceed three (3) days, or five (5) days if out-of-state travel or a round trip of over 250 miles is required, on account of the death of any member of their immediate family. A member of the immediate family means mother, father, grandparent, or grandchild of the manager or the spouse/registered domestic partner of the manager, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the manager or any relative living in the immediate household. Bereavement Leave shall be recorded on the managers work report. Leave taken pursuant to this section does not need to be used consecutively. If a manager requires more time than allocated for bereavement leave, a manager may use other applicable leave(s) to extend their bereavement leave.

### **JUDICIAL LEAVE**

Managers called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in accordance with Education Code 87035 & 87036 excluding allowances for meals, mileage, or parking. Absences due to judicial leave shall be recorded on the manager's work report.

### **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

Absences due to Industrial leave shall be recorded on the manager's work report. Managers shall be entitled to industrial accident and illness leave in accordance with current Education Code and the following provisions.



## Management Personnel Plan

A manager suffering an injury or illness arising out of, and in the course, of their employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulate from year to year, and when any leave will overlap a fiscal year, the manager shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation will then be used. If, however, a manager is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this Section, they shall be entitled to use only so much of their accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

When all available leaves of absence, paid or unpaid, have been exhausted, and if the manager is not medically able to assume the duties of their position they shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months.

Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.

Any manager 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 authorizes travel outside the State.

### A. Leave Available Upon Expiration of Accident Leave

Sick leave or vacation may be used in the following order:

1. The sixty (60) days' accident leave is paid first.
2. Half-salary sick leave and money from the temporary disability allowance is paid next, the aggregate amount of which shall not exceed the greater of the employee's partial sick leave compensation entitlement or temporary disability allowance.
3. Vacation may be used if absence due to industrial injury or illness exceeds the sick leave benefits for which the management employee is eligible. Vacation may be used prior to half-salary sick leave, if requested by the management employee.
4. After all paid benefits are exhausted, the management employee receives any remaining temporary disability



## Management Personnel Plan

benefits directly from the District's compensation claims administrator.

### 5.10 Work-Week

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Managers may utilize a 9/80 work schedule with supervisor's approval. Managers will need to ensure their area is covered by coordinating with other managers and sending appropriate notification to their team.

### 5.11 Relocation Policy

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Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable, subject to the limitations described in paragraphs (b), (c), and (d) of this section, provided that:

- (1) The move is for the benefit of the employer.
  - (2) Reimbursement to the employee is in accordance with an established written policy consistently followed by the employer.
  - (3) The reimbursement does not exceed the employee's actual (or reasonably estimated) expenses.
- (b) Allowable relocation costs for current employees are limited to the following:
- (1) The costs of transportation of the employee, members of his or her immediate family and his household, and personal effects to the new location.
  - (2) The costs of finding a new home, such as advance trips by employees and spouses to locate living quarters and temporary lodging during the transition period, up to maximum period of 30 calendar days.
  - (3) Closing costs, such as brokerage, legal, and appraisal fees, incident to the disposition of the employee's former home. These costs, together with those described in (4), are limited to 8 per cent of the sales price of the employee's former home.
  - (4) The continuing costs of ownership (for up to six months) of the vacant former home after the settlement or lease date of the employee's new permanent home, such as maintenance of buildings and grounds (exclusive of fixing-up expenses), utilities, taxes, and property insurance.



## Management Personnel Plan

(5) Other necessary and reasonable expenses normally incident to relocation, such as the costs of canceling an unexpired lease, transportation of personal property, and purchasing insurance against loss of or damages to personal property. The cost of canceling an unexpired lease is limited to three times the monthly rental.

(c) Allowable relocation costs for new employees are limited to those described in [paragraphs \(b\)\(1\) and \(2\)](#) of this section. When relocation costs incurred incident to the recruitment of new employees have been charged to a Federal award and the employee resigns for reasons within the employee's control within 12 months after hire, the non-Federal entity must refund or credit the Federal Government for its share of the cost. If dependents are not permitted at the location for any reason and the costs do not include costs of transporting household goods, the costs of travel to an overseas location must be considered travel costs in accordance with [§ 200.474](#) Travel costs, and not this relocations costs of employees (See also [§ 200.464](#)).

(d) The following costs related to relocation are unallowable:

(1) Fees and other costs associated with acquiring a new home.

(2) A loss on the sale of a former home.

(3) Continuing mortgage principal and interest payments on a home being sold.

(4) Income taxes paid by an employee related to reimbursed relocation costs.

## VII. MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION

No later than September 30th of each calendar year the supervisor and employee will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year. By October 31st of each year, the committee shall be formed. The committee will meet and review survey information. The committee will develop a summary of the survey for the supervisor. The final evaluation report shall be provided to the evaluate no later than January 30th of each calendar year.

Evaluations shall form the basis for the Chief Human Resources Officer or designee to make recommendations for management development, professional leaves, and other activities related to professional development and upward mobility.

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.



## Management Personnel Plan

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

### 7.1 Performance Evaluation

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The evaluation process is designed to give constructive feedback to managers about their job performance, defining both areas of strength and areas of needed improvement. The goals of the performance evaluation process are:

1. To recognize and acknowledge individuals who are performing in an outstanding manner.
2. To identify standards whereby each employee's performance can be measured.
3. To identify and provide assurance to those individuals who are performing satisfactorily.
4. To identify and assist individuals whose performance needs significant improvement.
5. To clarify job expectations and develop a prioritization of responsibilities where needed.
6. To involve the manager's supervisor and the manager in a constructive dialogue focused on increased job effectiveness, job satisfaction, development of a professional growth plan, and career development.

The major components of the performance evaluation consist of self-evaluation of performance, supervisor's evaluation of performance, and behavioral ratings.

### 7.2 Manager's Self Evaluation

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The manager will evaluate his/her own performance as it relates to the following areas:

1. Position description.
2. Management objectives, results – degree to which objectives have been completed.





## Management Personnel Plan

3. Professional development.
4. Other: community activities, unanticipated responsibilities, special projects, etc.

### 7.3 Supervisor's Evaluation

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The supervisor will evaluate the performance of the manager, which shall include taking into consideration the manager's self-evaluation, as shown below.

1. Performance of responsibilities as defined in the position description.
2. Degree of success in completing management objectives (goals), taking into consideration the degree of difficulty inherent in the objectives
3. Optional areas for professional growth
4. Work behaviors (as measured by Behavioral Rating Scales)
  - a. Commitment to the management team.
  - b. Ability to engage in cooperative relationships.
  - c. Decision-making ability.
  - d. Ability to develop positive relationships.
  - e. Written and verbal skills.
  - f. Supervisory skills (if appropriate).
  - g. Time and resources management.
5. Other activities and responsibilities
  - a. Participation in community organizations and in the committees of the College.
  - b. Unanticipated activities.
  - c. Special assignments and projects.
  - d. Budget management including contributions to cost effectiveness.

### 7.4 Performance Conference

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The supervisor and the manager will agree upon a mutually convenient time to review the manager's evaluation.

The manager, the supervisor(s), higher-level managers, and the Board of Trustees (when appropriate) may review the results. The manager should retain a copy of the supervisory evaluation, the manager's self-evaluation, and the behavioral rating scales (the listing of rater pool comments generated by the behavioral rating form should be given to the employee – no other copies are to be retained). The originals must be forwarded to the Human Resources Department who will arrange to place them in the manager's personnel file. The evaluation will be confidential



## Management Personnel Plan

with access limited to those persons who normally have access to the manager's confidential record.

The results of the evaluation will be used for planning, institutional improvement, professional improvement, professional development activities, and clarifying expectations.

### 7.5 Reconsiderations

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Should a manager believe that they have been evaluated unfairly, they can add additional written comments that will be kept with the evaluation.

### 7.6 Professional Growth

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Managers are eligible for tuition cost reimbursement from an accredited institute. Reimbursement will only be given for courses with a grade of “C” or better, class credit or equivalent grade, and which pertain to their position. Reimbursement shall not exceed the cost of 18 semester units of course work per year. Reimbursement is not allowed for courses carrying zero units. All courses must have prior approval from their supervisor and the Chancellor.

Managers will be provided with a training plan/calendar every academic year. Training will include, but is not limited to, the following:

Leading by the Speed of Trust

Thoughtful Leadership

Leading from the Middle

Discipline (specific all bargaining units)

Conducting research for education (T5, Ed Code, APs/BPs)

10+1

Effective Communication

Infusing DEI into the workplace

Addressing student complaints, BIT/CARE, Student Conduct due process, Title IX (What managers need to know)

Free Speech on College campuses – (how to address populations affected, hate speech, etc.)

How to diffuse situations (students, colleagues, parents, etc.)

Bargaining Unit contracts



## Management Personnel Plan

Emotional Intelligence, RCCA and Conflict Management – Reducing Negativity in the workplace

All employees of the District are encouraged to participate in district wide professional development events. Managers may also utilize events related to diversity in the work place and through hiring by requesting Equal Employment Opportunity Funds.

### VIII. SAVINGS CLAUSE

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



## Management Personnel Plan

### APPENDIX A: MANAGEMENT PERSONNEL PLAN – CLASSIFICATIONS AND RANGE

EXECUTIVE LEVEL	RANGE
Executive Vice Chancellor	6
College President	5
Vice Chancellor, Business and Fiscal	3
Vice Chancellor, Human Resources and Police Services	3
Vice Chancellor of Workforce Development Advancement & Media Services	2

MANAGEMENT	RANGE
Vice President, Administrative Services	24
Vice President, Instruction	24
Vice President, Student Services	24
Executive Director, Research Planning Institutional Effectiveness	24
Chief Technology Officer	23
Executive Director, Economic Development & Corporate Training	23
Dean of Academic Success, Grants and Learning Services (SBVC)	22
Dean of Student Equity and Success (SBVC)	22
Associate General Manager, Director of Operations, Production & Technology Business Manager	21
Dean of Research, Planning, & Institutional Effectiveness	21
Director, Facilities, Planning, Emergency Management & Construction	21
Director, Fiscal Services	21
District Director of Research, Planning & Institutional Effectiveness	21
Division Dean (Instructional)	21
Division Dean (Non-Instructional)	21
Senior District Director of Marketing, Public Relations & Legislative Affairs	21
Chief of Police	20
Assistant General Manager, Director of First Nation's Experience (FNX) Channel	20
Assistant General Manager, News Director	20
Associate Dean, Health Services and Director of Nursing	19
Director, Corporate & Strategic Relations - KVCR	19
Director, Development & Community Relations	19
Director of Diversity, Inclusion and Equity	19
Director, Human Resources, EEO, Legal Services and Labor Relations	19
Director of Institutional Advancement	19
Director, KVCR Broadcast Media Systems	19
General Manager, KVCR TV/FM	19
Development Director	18
Director, DSP&S	18



## Management Personnel Plan

### APPENDIX A: MANAGEMENT PERSONNEL PLAN – CLASSIFICATIONS AND RANGE

MANAGEMENT	RANGE
Director, EOPS, CARE & CalWorks, CHC	18
Director, EOPS & CARE, SBVC	18
Director First Year Experience FKCE and College Promise, SBVC	18
Director, Outreach & Educational Partnerships	18
Director, Police Academy	17
Director, Workforce Development DSN ICT	17
Director, Economic Development Corporate Training	17
Director, Alternative Text Production Center	17
Campus Director of Marketing, Creative Services & Public Affairs	17
Associate Director, Fiscal Services	16
Associate Director, Human Resources	16
Campus Project Manager - Measure CC	16
Director, Administrative Application Systems	16
Director, Admissions & Records	16
Director, Internal Audit & Advisory Services	16
Director, Facilities, Maintenance & Operations	16
Director, Financial Aid	16
Director, Grants Development & Administration	16
Director, Library and Learning Support Services	16
Director, Student Life	16
Director, Technology Services	16
Director, Television	16
Associate Director, Environmental Health, Emergency Planning & Safety Administration	16
Manager, Programming – KVCR TV/FM	16
Local Business Outreach Administrator - Measure CC	16
Director of Athletics	15
Director, Adult Education Block Grant (AEBG)	15
Police Lieutenant	15
Sustainability & Energy Manager	15
Facilities Project Manager	14
Director, Marketing & Public Relations	14
Manager, Production	14
Accounting Services Manager	13
Business Systems Administrator	13
Director, Child Development Center	13
Director, Workforce Development	13
Payroll Manager	13



**Management Personnel Plan**

**APPENDIX A:  
MANAGEMENT PERSONNEL PLAN – CLASSIFICATIONS AND RANGE**

MANAGEMENT	RANGE
Manager, CalWORKs & Workforce Development	13
Assistant Director of Resource Development	12
Police Sergeant	12
Project Administrator, Career Education	11
Emergency Manager	10
Manager, Workforce Development	10
Aquatics Director	9
Braille Program Manager	9
Maintenance & Grounds Supervisor	9
Printing & Graphic Services Supervisor	8
Food Services Supervisor	6
Custodial Supervisor	6
Circulation Supervisor	5
Assistant Manager, Workforce Development	4
Tool Room Supervisor	1