



SIERRA COLLEGE

**MANAGEMENT AND CONFIDENTIAL
EMPLOYEES HANDBOOK**

October 8, 2024

(Revised July 1, 2022)

(Revised July 1, 2023)

PREAMBLE

This Handbook was created between the Sierra Joint Community College District (hereinafter referred to as “District”) and the Meet and Confer Team (hereinafter referred to as “Meet and Confer Team”). Both parties will meet and confer to discuss matters as needed.

Website Information

This Handbook is available on the Sierra College website. Updates will be posted as amendments are made.

This Handbook has been prepared to provide Sierra College Community College District management, supervisory, and confidential employees with a ready reference regarding their rights, working conditions, and related procedures and practices. This Handbook is designed to provide basic information with the understanding that the District Human Resources Office is available to provide additional information on specific questions not addressed in this handbook.

Although an attempt has been made to write procedures without differentiation between classified and academic employees, it was necessary in some areas to note differences because of applicable Education Code sections.

The District procedures concerning management, supervisory, and confidential employees are subject to such modifications as may, in the opinion of the Governing Board be required by state or federal legislation, state or federal court decisions, or other changes in the law governing employees. The Handbook will not be changed without consultation with the Meet and Confer Team, and all changes to this manual which reflect new agreements with the District and Management employees shall be Board approved.

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1 **CHAPTER I: DEFINITIONS**

2
3 **A. Education and Classified Administrators**

4 Administrator, as defined in Education Code Section 87002(a), means any person employed by the governing
5 board of a community college district in a supervisory or management position as defined in Chapter 5
6 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title I of the Government Code.

7
8 In accordance with Education Code Section 72411, every Educational Administrator will be employed, and all
9 other Administrators may be employed by the governing board of the District (Board of Trustees) by an
10 appointment. In accordance with Education Code Section 87002(b), an Educational Administrator means an
11 Administrator who is employed in an academic position designated by the governing board of the district (Board of
12 Trustees) as having direct responsibility for supervising the operation of, or formulating policy regarding, the
13 instructional or student services program of the college of the district. Educational Administrators include,
14 but are not limited to, Presidents, Vice Presidents, Deans and other Supervisory or Management employees
15 designated by the governing board as Educational Administrators.

16
17 Educational Administrators, as designated by the governing board of the district and defined in Government Code
18 3540.1(g), are employees in positions having significant responsibilities for formulating district policies or
19 administering district programs.

20
21 The Board of Trustees recognizes the Educational Administrative positions listed in Exhibit A.

22
23 **B. Classified Management**

24 Classified Managers and Supervisors (hereinafter collectively referred to as “Classified Management”), as
25 recognized by the governing board of the District, are employees having authority, in the interest of the District,
26 to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or
27 the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such
28 action, if in connection with the foregoing functions, the exercise of such authority is not of a merely routine or
29 clerical nature, but requires the use of independent judgment.

30
31 The Board of Trustees recognizes the Classified Management positions listed in Exhibit A.

32
33 **C. Classified Confidential Employees**

34 Classified Confidential Employee means any employee who is required to help develop or present
35 management positions with respect to employer-employee relations or whose duties normally require access

1 to confidential information that is used to contribute significantly to the development of management positions.
2 Government Code §3540.1 (c).

3
4 The Board of Trustees recognizes the Classified Confidential positions listed in Exhibit A.

5
6 **D. Board of Trustees Contract Positions**

7 The Superintendent/President and Assistant Superintendent(s)/Vice President(s) will be referred to
8 throughout this Handbook as “board contract positions.” Unless otherwise noted in this Handbook,
9 employment terms and conditions for board contract positions are established by the Board of Trustees. A
10 detailed list of board contract positions may be found in Appendix A.

11
12 **E. Meet and Confer**

13 The duty to meet and discuss requires an employer to engage in the process in good faith i.e., with a willingness
14 to listen and to give an accept reasons for their actions or positions.

15
16 The duty to meet and confer in good faith creates a mutual obligation to meet and confer on request by either
17 party and to endeavor to reach agreement before any changes are implemented.

18
19 **F. Exempt Status**

20 Educational Administrators and Classified Management are exempted from the overtime provisions of the Fair
21 Labor Standards Act. As an exempt employee, Educational Administrators and Classified Management are
22 responsible for devoting time, skills, labor and attention to managing, administering, and supervising the affairs
23 of the District and will perform such other responsibilities and duties as are prescribed by law, Board Policy, or
24 the direction of the immediate manager. In order to achieve effective accomplishment of the responsibilities
25 detailed above, Educational Administrators and Classified Management are not constrained by the usual
26 time and productivity measurements, such as an eight (8) hour day, forty (40) hour work-week. The District and
27 its managers recognize that the above levels of responsibilities and participation will be accepted as a
28 standard of performance.

CHAPTER II: SAFETY

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The District will provide and maintain a safe working environment including safe facilities and equipment which will conform and comply with all health, safety, and sanitation requirements by law.

Employees of the District covered under this Handbook who perform a safety-rated or safety sensitive function as determined by the Omnibus Transportation Employees Testing Act of 1991 will be required to adhere to Board Policy 7327 and Administrative Procedure 7327.

1 **CHAPTER III: PROBATIONARY PERIOD AND INDIVIDUAL APPOINTMENTS**

2
3 **A. Probationary Period**

4 The final step in the District’s selection process for a newly hired Classified Manager or Classified Confidential
5 employee is the successful completion of the probationary period. The probationary period for newly hired
6 Classified Managers and Classified Confidential employees is six (6) months from the date of hire or 130 days of
7 paid service, whichever is longer. Newly hired probationary Classified Managers will be evaluated within the first
8 two (2) to five (5) months of employment. Probationary Classified Confidential employees will be evaluated at
9 the 2nd, 4th, and 5th month. A non-probationary District employee who accepts a Classified Management or a
10 Classified Confidential position will serve a six (6) month probationary period and will be evaluated no later than
11 the fifth month of the probationary period.

12
13 Probationary employees are at-will and may be released with or without cause during the probationary period.

14
15 Upon successful completion of the probationary period, Classified Management, and Classified Confidential
16 Employees will obtain regular employment status.

17
18 Terms and conditions of employment for board contract positions, including whether to assign a probationary
19 period, will be established by the Board of Trustees.

20
21 **B. Educational Administrators**

22 Educational Administrators will be employed by appointment in accordance with Education Code Section 72411.

23
24 **C. Board Contract Employees**

25 As board contract positions, the Superintendent/President and Assistant Superintendent/Vice President(s) will be
26 employed in accordance with Education Code Section 72411. The terms and conditions of these appointments
27 will be at the discretion of the Board of Trustees.

28
29 **D. Classified Management**

30 Classified Management will be employed in accordance with Education Code Section 88000, et. Seq.
31 Appointments for Classified Management will be recommended by the Superintendent/President and approved
32 by the Board of Trustees. Classified Management employees’ terms and conditions of employment are contained
33 within this Handbook.

1 **E. Classified Confidential Employees**

2 Classified Confidential employees are employed in accordance with Education Code Section 88000, et. seq.

3

4 Appointments for Classified Confidential employees will be recommended by the Superintendent/President
5 and approved by the Board of Trustees. Classified Confidential employees terms and conditions of
6 employment are contained with this Handbook.

1 **CHAPTER IV: RETREAT RIGHTS & LAYOFF RIGHTS**

2
3 **A. Educational Administrators – Retreat Rights**

4 In accordance with Education Code Section 87458 an Educational Administrator employed on or after July 1,
5 1990, who has not previously acquired tenure status as a faculty member in the District, will have the right to
6 become a first-year probationary faculty member once their administrative assignment expires, or is not
7 renewed, if all of the following are satisfied:

- 8 1. The Educational Administrator has completed at least two (2) years of satisfactory service, including
9 any time previously served as a faculty member, in the District.
- 10 2. The non-renewal of the administrative assignment is for any reason other than dismissal for cause. The
11 decision of the Board of Trustees not to renew the appointment of an Educational Administrator
12 does not in and of itself constitute a dismissal for cause.
- 13 3. The Board of Trustees determines that the Educational Administrator possesses the minimum
14 qualifications for employment as a faculty member. In making that determination, the Board of Trustees
15 will follow the process set forth in the Education Code.

16
17 **B. Layoff Provisions – Educational Administrators**

18 1. Layoff

19 Educational Administrator positions may be laid off in accordance with applicable provisions of law.
20 Educational Administrators who are laid off will have reemployment rights as provided by law.

21 2. Non-Reemployment

- 22 a. Educational Administrators may be released or non-reemployed in accordance with applicable
23 provisions of law.
- 24 b. Educational Administrators who are released or non-reemployed will be entitled to retreat rights
25 as provided by law.

26
27 **C. Classified Confidential Employees – Layoff Rights**

28 Classified Confidential employees are provided the same rights and privileges as represented Classified
29 employees insofar as seniority and bumping rights are concerned in accordance with Education Code Section
30 88127.

31
32 **D. Classified Management Layoff**

33 1. Layoff/Elimination of Positions

34 The District may lay off Classified Management positions. Layoffs will meet all requirements of law.

- 1 2. Reduction in Hours
- 2 The District may reduce the assigned hours of a Classified Management position or reduce the number
- 3 of months or work of a Classified Management position (collectively a “decision to reduce hours”). After
- 4 a decision to reduce hours, any reduction in regularly assigned hours will proceed in the same manner
- 5 as layoffs. Classified Management whose hours are reduced will be entitled to the same rights and
- 6 benefits as Classified Management who are laid off except as set forth in section 6(c) below.
- 7 3. Notice of Layoff/Reduction in Hours
- 8 A Classified Manager who is to be laid off or whose hours are to be reduced will receive at least six (6)
- 9 months advance written notice.
- 10 4. Order of Layoff
- 11 a. Layoffs and decisions to reduce hours will be implemented by seniority within a job title. A
- 12 classified Manager with the least seniority in that job title will be laid off first.
- 13 b. Seniority will be determined by date of hire. If dates of hire of two or more Classified Managers
- 14 are identical, the determination of which employee(s) will be laid off or have their hours reduced
- 15 will be made by lot.
- 16 5. Retirement in Lieu of Layoff
- 17 A Classified Manager who is eligible for retirement and who has received a notice of layoff may, in lieu
- 18 of layoff, elect to accept service retirement without loss of reemployment rights as provided in the
- 19 Education Code Section 88015.
- 20 6. Return Rights and Severance Options
- 21 a. Except as provided in Section 8(a), Classified Managers whose positions are eliminated due to layoff
- 22 will have whichever return rights to bump into or to return to any subordinate classification in
- 23 another bargaining unit allowed by law and not in conflict with collective bargaining agreements.
- 24 However, nothing in this Chapter will preclude the District and the individual Classified Managers
- 25 from agreeing to placement in a position within another bargaining unit.
- 26 b. A Classified Manager who promoted from a management position to another management
- 27 position and is on probation at the time that their position is eliminated may have the right to
- 28 return to their former position in lieu of layoff. A Classified Manager who is on probation at the
- 29 time that their position is eliminated, but who did not promote to their current position, will have
- 30 no return rights to any position in the District.

- 1 c. If a permanent Classified Managers position is eliminated and the Manager is laid off, the
 2 permanent Classified Manager may, in lieu of receiving reemployment rights, voluntarily resign
 3 their employment with the District as of the effective date of the layoff notice, and receive a
 4 severance package compensation payable in a lump sum in the month following the employee's
 5 resignation at the following rate:
 6

Terms of Employment	Payment
1 Year	\$-0-
2 Years	\$ 2,500.00
3 Years	\$ 3,750.00
4 Years	\$ 5,000.00
5 Years	\$ 6,250.00
6 Years	\$ 7,500.00
7 Years	\$ 8,750.00
8 Years	\$10,000.00
9 Years	\$11,250.00
10 Years	\$12,250.00
11 Years	\$13,750.00
12 Years	\$15,000.00
13 Years	\$16,250.00
14 Years	\$17,500.00
15 Years	\$18,750.00

7
 8 All severance payments will be subject to applicable deductions and taxes as required by law.
 9 Severance payments will not count as compensation for retirement purposes. Acceptance of a
 10 severance package will, to the maximum extent permitted by law, constitute a waiver of any right
 11 to file any claim or proceeding against the District and ends any reemployment rights the employee
 12 may have. In order to exercise the option described above regarding a severance package, the
 13 employee will be required to sign a waiver.

14 **7. Reemployment Rights**

- 15 a. A permanent Classified Manager who has been laid off and who did not resign in order to receive
 16 the severance payments set forth in Section 6(c) above may have reemployment rights for a period
 17 of thirty-nine (39) months from the date of layoff. The District will offer such a Classified Manager
 18 any available position in a job title or job titles in which the Classified Manager had formally
 19 achieved permanency.
 20 b. The order of such offers will be according to the seniority. A permanent manager
 21 reemployed after layoff may be fully restored to their job as a permanent employee (with all
 22 appropriate service credit and level of benefits) and to their former placement on the salary
 23 schedule.
 24 c. Probationary Classified Managers will not have reemployment rights.

- 1 8. Notification of Opening
- 2 a. A permanent Classified Manager who has been laid off and who chose not to voluntarily resign in
- 3 order to receive the severance payments set forth in Section 6(c) will be notified in writing of any
- 4 available management position in a job title or job titles in which the manager had formally
- 5 achieved permanency.
- 6 Such notice will be sent by certified mail to the last address given to the District by the
- 7 manager. The mailing of this notice will constitute the entire notification responsibility of the
- 8 District.
- 9 b. An eligible Classified Manager will notify the District of their intent to accept or refuse
- 10 reemployment within ten (10) calendar days of the mailing of the reemployment notice. If the
- 11 Classified Manager accepts reemployment, they must report to work within thirty (30) calendar
- 12 days following the mailing of the notice.
- 13 c. If a Classified Manager fails to reply to a reemployment offer in writing within ten (10) calendar days
- 14 or refuses an offer of reemployment, their reemployment rights will terminate without further
- 15 notice from the District.

1 the Administrators position and the Education Administrator acknowledges that they have been fully
2 compensated for all tort, contract, and other damages to the maximum extent allowed by law.

3
4 **E. Termination for Unlawful Fiscal Practices**

5 If the Board believes, and subsequently confirms through an independent audit, that an Educational
6 Administrator has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board
7 may immediately terminate Educational Administrator solely upon written notice to Educational Administrator
8 and Educational Administrator will not be entitled to the severance payment described above or any
9 compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement.
10 This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

11
12 **F. Abuse of Office**

13 Should an Educational Administrator be terminated without cause and receive the severance payment
14 described above, or receive a paid leave of absence, such paid leave or severance payment will be fully
15 reimbursed to the District by the Educational Administrator if the Educational Administrator is convicted of a crime
16 involving an abuse of their office or position. In addition, if the District funds the criminal defense of the
17 Educational Administrator against charges involving abuse of office or position and the Educational Administrator
18 is then convicted of such charges, the Educational Administrator will fully reimburse the District all funds
19 expended for their criminal defense. This provision is intended to implement the requirements of
20 Government Code sections 53243-53243.4.

CHAPTER VI: RESPONSIBILITIES

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The Board of Trustees recognizes the importance of a management team for the purpose of fulfilling its legal responsibilities for the administration of public education in the Sierra Joint Community College District. While the Board of Trustees places emphasis upon participatory governance, nothing in this Handbook intends to limit the responsibility and authority of the Board of Trustees, Superintendent/President, and management to ultimately make decisions as prescribed by law.

Management will devote time, skills, labor and attention to managing, administering, and supervising the affairs of the administrative office, and will perform such other duties as are prescribed by law, Board Policy, or the direction of the immediate manager. To achieve effective accomplishment of these objectives and responsibilities, managers are not constrained by the usual time and productivity measurements, such as an 8-hour day, 40-hour week. Classified Confidential employees are non-exempt per Fair Labor Standards Act and are afforded the same rights and privileges as Classified employees insofar as hours and overtime affect the working conditions. It is recognized that these levels of participation will be accepted as a standard of performance by all employees designated as management. Educational Administrators, including board contract positions, Classified Management, and Classified Confidential employees will be provided written classification descriptions which specify their professional duties and responsibilities in accordance with Education Code Sections 72400 and 88001 as applicable.

1 **CHAPTER VII: COMPENSATION**

2
3 All Educational Administrators, Classified Management, and Classified Confidential employees will be paid
4 according to a Board approved salary schedule and/or Board contract. A salary schedule reflecting the
5 determined rates for each group may be found in Appendix B.

6
7 Compensation for all board contract positions will be established by the Board of Trustees.

8
9 **A. Work Year**

10 The length of the work year for full-time management personnel will be 260 days. The District recognizes
11 holidays as specified by the Classified Calendar.

12
13 For purposes of retirement, to earn a full year of service credit during any fiscal year with CalPERS,
14 employees must work at least:

- 15 • 10 full months if paid monthly
- 16 • 1,720 hours if paid hourly
- 17 • 215 days if paid daily

18
19 For purposes of retirement through CalSTRS, full-time employees earn a full year of service credit for each
20 academic year they work as an Educational Administrator or two hundred sixty (260) days.

21
22 **B. Length of Individual Employment Appointment – Educational Administrators**

23 1. Individual Employment Appointment

24 Educational Administrators will be employed pursuant to an appointment by the Board of Trustees.
25 The length of employment will be specified in the Board action approving the appointment of each
26 Educational Administrator. The length of employment will be governed by this Chapter [or applicable
27 Education Code].

28 2. Successful Completion of Appointment

29 An individual Educational Administrator’s term of appointment will then be governed solely by the
30 applicable provisions of law.

31 3. Length of Appointment

- 32 a. The initial contract of all newly employed or promoted Educational Administrators will end on June 30
33 of the fiscal year in which the appointment is made.
- 34 b. If the term of the initial appointment is less than ten (10) months and the Educational Administrator is
35 reappointed, the second appointment will run for one complete school year from July 1 to June 30.

- 1 c. All appointments made subsequent to the initial appointment process as described in section 3(a) and
2 3(b) will be made for two (2) year periods, with the term of the appointment commencing on July
3 1 and ending on June 30.
- 4 d. Notwithstanding section 3(c), the District may make one (1) year appointments where the
5 performance of the Educational Administrator is such that the District is unwilling to make a two (2)
6 year appointment. In such cases, the District will provide the Educational Administrator
7 with the reasons in writing and a remediation plan. The remediation plan will be developed in
8 consultation with the affected Educational Administrator.

9 **4. Renewal of Appointment**

- 10 a. The renewal of an appointment of an Educational Administrator will be accomplished only by a vote of
11 the Board of Trustees; however, an Educational Administrator's appointment will be automatically
12 extended under its then existing terms if the District fails to provide the Notice of Non-Renewal in a
13 timely manner, as set forth below.
- 14 b. Notwithstanding section 4(a), no automatic extension of an appointment will result in an Educational
15 Administrator receiving an automatic salary adjustment in excess of legally allowable limits. (See
16 Government code section 3511.1). If the Educational Administrator's appointment is renewed without
17 affirmative board action, the Educational Administrator's salary after renewal may be increased but
18 only up to legally allowable increases.
- 19 c. If the Board, at an open session regularly called meeting, ratifies the renewal of an Educational
20 Administrator's contract that was previously renewed only as a result of not timely board action,
21 the, notwithstanding section 4(b), the Educational Administrator's salary may be increased
22 consistent with the provisions of this Agreement.

23 **5. Non-Renewal of Appointment**

24 The decision to renew the appointment of an Educational Administrator may be with or without cause, for
25 any reason not prohibited by law.

26 **6. Notice of Non-Renewal**

- 27 a. On or before March 15 of the final year of an individual Educational Administrator's appointment,
28 the District will provide written notice of non-renewal.
- 29 b. Notice of non-renewal will be sent by United States mail to the administrator's residence address on
30 file with the District with a postmark no later than March 15.
- 31 c. Service of the notice of non-renewal as set forth above is deemed to be actual notice and personal
32 service given on or before March 15 in conformance with all requirements of law even if the
33 Educational Administrator actually receives the notice on or after March 15.
- 34
35

- 1 7. Contents of Notice of Non-Renewal
- 2 The Notice of Non-Renewal will state that the Educational Administrator’s appointment is not being
- 3 renewed. The expiration date of the appointment will be June 30 of the year in which the
- 4 8. Retreat Rights Following Non-Renewal of Appointment
- 5 An Educational Administrator whose appointment has not been renewed may have retreat rights to a faculty
- 6 position to the extent required by law.
- 7 9. Appeal of Decision Not to Renew Appointment
- 8 a. The decision by the Board of Trustees not to renew the appointment of an Educational
- 9 Administrator will be final.
- 10 b. Educational Administrators may challenge the non-renewal of their appointment in court.
- 11 10. Salary Payments
- 12 All positions covered by this Handbook are paid monthly in twelve (12) equal payments on or about the last
- 13 working day of the month.
- 14 11. Salary Placements – Educational Administrator
- 15 a. The Educational Administrator Salary Schedule will be from Step 1 to Step 5. Initial placement will
- 16 normally be on Step 1. Placement on other than Step 1 will be based on years of service in
- 17 administrative positions in the District or other districts, subject to approval by the
- 18 Superintendent/President.
- 19 b. Educational Administrators who work 75% or more of the school days as described in Ed Code 87468-
- 20 87470 will move up one step on the salary schedule each year (in accordance with section 4(b) above)
- 21 until the top of the range is reached.
- 22 12. Salary Placement – Classified Managers and Classified Confidential Employees
- 23 a. The Classified Managers and Classified Confidential Employees Salary Schedule will be from Step A to
- 24 Step E. Initial placement will normally be on Step A. Placement on other than Step A will be based on
- 25 years of service in administrative positions in the District or other districts, subject to approval by the
- 26 Superintendent/President.
- 27 b. Classified Managers and Unrepresented Employees will move up one step on the salary schedule each
- 28 year on their anniversary date until the top of the range is reached.
- 29 13. Anniversary Date – Classified Managers and Classified Confidential Employees
- 30 a. Progression within an assigned salary range on the salary schedule will be governed by the employee’s
- 31 anniversary date. Each employee’s anniversary date will be established as follows:
- 32 i. Employees appointed, promoted, or reappointed on or between the 1st and 15th days of the
- 33 month, inclusive, will, for the purpose of eligibility for consideration for future salary step
- 34 increases, have the 1st day of the same month as their anniversary date.

- 1 ii. Employees appointed, promoted, or reappointed on or between the 16th and the last day of
2 the month, inclusive, will, for the purpose of eligibility for consideration for future salary step
3 increases, have the 1st day of the following month immediately following as their anniversary
4 date.

5 **C. Longevity**

6 1. Educational Administrators will be granted longevity pay as follows:

- 7 a. At the beginning of the tenth year of service with the District – 3% above base pay.
8 b. At the beginning of the fifteenth year of service with the District – 5.06% above base pay.
9 c. At the beginning of the twentieth year of service with the District – 8.21% above base pay.
10 d. At the beginning of the twenty-fifth year of service with the District – 13.62% above base pay.

11 2. Classified Management and Classified Confidential employees hired prior to July 1, 2012 will be granted
12 longevity pay as follows:

- 13 a. At the beginning of the tenth year of service with the District – 5% above base pay.
14 b. At the beginning of the fifteenth year of service with the District – 11.30% above base pay.
15 c. At the beginning of the twentieth year of service with the District – 19.09% above base pay.
16 d. At the beginning of the twenty-fifth year of service with the District – 28.62% above base pay.

17 3. Classified Management and Classified Confidential employees hired July 1, 2012 and after will be granted
18 longevity pay as follows:

- 19 a. At the beginning of the tenth year of service with the District – 4% above base pay.
20 b. At the beginning of the fifteenth year of service with the District – 8% above base pay.
21 c. At the beginning of the twentieth year of service with the District – 12% above base pay.
22 d. At the beginning of the twenty-fifth year of service with the District – 16% above base pay.

23
24 All permanent full-time service with the District will be counted toward longevity. An individual's original hire
25 date, in a full time/permanent position with the District, will be used in determining longevity. Resignation or
26 separation from the District removes all previous years of longevity.

27
28 **D. Doctorate Stipend**

29 All Classified Management, Educational Administrators, and Classified Confidential employees who earned a
30 doctorate degree (PhD, EdD, JD) from an accredited educational institution will receive an additional five percent
31 (5%) stipend above their base salary.

32
33 Board contract positions are excluded from coverage under this section.

1 **CHAPTER VIII: HEALTH AND WELFARE BENEFITS**

2
3 The health and welfare benefits for Board Contract, Educational Administrators, Classified Management
4 and Classified Confidential employees will be at least equal to those benefits provided to faculty, and classified staff.
5 The term health and welfare benefits incorporate medical, dental, vision, retirement benefits, life and income
6 protection (long-term disability) insurances.

7
8 Upon initial employment, Board Contract positions, Educational Administrators, Classified Management,
9 and Classified Confidential employees will be eligible for enrollment into health and welfare benefits the first
10 of the month following their initial date of employment.

11
12 **A. Benefit Premium Coverage**

13 The District’s contribution for medical, dental and vision insurance will be as negotiated as with bargaining units.
14

15 **B. Flex Programs**

- 16 1. The District agrees to a cafeteria plan (Internal Revenue Code Section 125) and an individual retirement
17 savings plan (Internal Revenue Code Section 403b, tax sheltered annuity). Under IRC 125, benefit options
18 such as employer-sponsored insurance premiums, out-of-pocket medical expenses, and dependent care
19 can be paid with pre-tax dollars.
20 2. Employees are required to choose, a medical plan, under the cafeteria plan. Elections for dental and vision
21 coverage may not be required but will be determined by the District. IRC 125 premiums above the established
22 District contribution can be paid with pre-tax dollars.

23
24 **C. Medical Insurance**

25 Health insurance will be provided for all full-time employees covered under this Handbook and their
26 dependents.
27

28 **D. Dental Insurance**

29 Dental insurance will be made available to all full-time employees covered under this Handbook and their
30 dependents. Available dental plans will be determined by the District and may change on an annual basis.
31

32 **E. Vision Insurance**

33 Vision insurance will be made available to all full-time employees covered under this Handbook and their
34 dependents. Available vision plans will be determined by the District and may change on an annual basis.
35

- 1 **F. Domestic Partner**
2 1. The benefits of this Chapter relating to medical, dental, and vision and its proration only will be made
3 available to domestic partners of full-time employees covered under this Handbook. For purposes of this
4 Chapter, domestic partners will be defined as provided in California Family Code Section 297.
5 2. Termination of the domestic partnership will be determined by the provisions of Family Code Section
6 299. Notification of termination to Sierra College will be made in the manner described in Section 299 (c).
7 3. All provisions of Family Code Section 297, 298, and 299 will apply to this section.

8
9 **G. Income Protection**
10 Income protection may be provided for full-time employees covered under this Handbook. Such coverage will be
11 determined by the District and may be renewed on an annual basis.

12
13 **H. Life Insurance**
14 Life insurance will be provided for full-time employees covered under this Handbook only. The District will pay
15 the cost of a \$25,000 life insurance policy and Accidental Death & Dismemberment (AD&D) policy. Such coverage
16 will be determined by the District and may be renewed on an annual basis.

- 17
18 **I. Medical Insurance for Retired Employees**
19 1. Pre-November 27, 1984 Coverage
20 Medical Insurance for Retired Managers Hired Before November 27, 1984 The District will pay the full cost of
21 medical insurance for all ordinary and disability-retired employees covered under this Handbook, their
22 spouses, and their dependent children. If a retired employee should die, their surviving spouse and
23 dependent children will continue to be covered by the District until such time as the surviving spouse
24 remarries. Medical insurance will be coordinated with Medi-Cal and Medicare at age 65.
25 2. Post-November 27, 1984 Coverage
26 Medical Insurance for Retired Managers Hired after November 27, 1984 If permissible under contract in
27 force with carriers at the time, the District will pay the full cost of medical insurance as set forth herein for an
28 ordinary or disability-retired employee covered under this Handbook and their dependent(s) upon
29 completion of five (5) years of service with the District. Medical insurance will continue in force until such
30 times as the member is eligible for benefits under Part A and Part B of Medicare or any other governmental
31 program. The employee will notify the District of other private and/or government coverage available to
32 them at a level and cost similar to that offered hereunder, and the District will coordinate medical
33 District coverage with such benefits, particularly Medicare or other government benefits. Upon notice
34 of the death of a retired employee covered under this Handbook to the District, the District will continue
35 medical insurance for the spouse until the spouse remarries after the death of the of the retired employee,

1 if such continuance is permissible under the contract with the carriers at the time. This section will apply to
2 all managers and their dependent(s) who retire pursuant hereto.

3 3. Post-July 1, 1988 Coverage

4 Medical Insurance for Retired Managers Hired After July 1, 1988 If permissible under contract in force with
5 carriers at the time, the District will pay the full cost of medical insurance as set forth herein for an ordinary
6 or disability-retired employee covered under this Handbook and their dependents upon completion of
7 twelve (12) years of paid service until such time as the member is eligible for benefits under Part A and Part B
8 of Medicare or any other governmental program. The employee will notify the District of other private
9 and/or government coverage available to them at a level and cost similar to the offered hereunder, and the
10 District, will coordinate medical District coverage with such benefits, particularly Medicare or other
11 governmental benefits. Upon notice of the death of a retired employee covered under this Handbook of
12 the District, the District will continue medical insurance for three (3) months for the dependents after the
13 death of the retired employee covered under this Handbook, if such continuance is permissible under the
14 contract with the carriers at the time. This section will apply to all employees and their dependents who
15 retire pursuant hereto.

16 4. Post July 1, 1994 Coverage

17 Medical Insurance for Retired Managers Hired On or After July 1, 1994 Effective July 1, 1994, employees
18 covered under this Handbook hired on or after this date may purchase medical insurance subject to carrier
19 approval. The District's obligation to pay the cost of medical insurance for employees covered under this
20 Handbook hired after June 30, 1994 is discontinued. Unfunded Liability will not apply to the employees hired
21 after June 30, 1994.

22 5. Medical Insurance for Retirement Eligible Managers' Beneficiaries

23 Employees covered under this Handbook eligible for retirement medical benefits subject to this Chapter who
24 have obtained the age of 55 eligibility for STRS or PERS ordinary retirement and subsequently die prior to
25 retirement will have the medical insurance implemented as though the employee retired under STRS or PERS
26 from the District.

27
28 **J. Medical Benefits Trust for Permanent Employees Hired On or After July 1, 1994**

- 29 1. This section will apply only to those permanent employees who participate in the Medical Benefits Trust as
30 such employees are defined and eligible to participate as of July 1, 1994, and who are hired on or after July
31 1, 1994. This section does not apply to any employees eligible for retiree medical benefits under any
32 provision of this agreement.
- 33 2. Beginning July 1, 2004, the District deducted one percent (1%) from each participating employee's base
34 salary which was placed in the Medical Benefits Trust. The District matched this one percent (1%) of the
35 employee's base salary. All eligible employees are required to participate. Since the one percent (1%)

1 employee contribution was from the employee's salary, the District reported such amount as salary for
2 purpose of calculating retirement benefits.

3 3. Beginning December 1, 2019, all employee contributions ceased, and only the District will contribute one
4 percent (1%) of the employee's base salary. All eligible employees are required to participate.

5
6 **K. Dependent**
7 Dependents, as used in this Chapter, will be defined by the respective carrier in accordance with the Internal
8 Revenue's Code meaning of a dependent.

9
10 **L. Enrollment**
11 Upon initial employment, an employee covered under this Handbook must enroll in the above-described plans,
12 if eligible, by the first of the month, following the initial of date of employment or wait until the next open
13 enrollment period. The open enrollment period normally falls in the month of August of each year with an
14 October 1st effective date. An employee who fails to enroll by the first of the month and waits until the next open
15 enrollment period may be required to submit evidence of insurability to the respective insurance carriers.

16
17 **M. Commencement and Termination Date of Coverage**
18 Upon initial employment, an employee covered under this Handbook will be eligible for health and welfare
19 benefits the first of the month. Benefits will end the first of the month following the last day of
20 employment.

21
22 **N. Continuance of Health Benefits for Managers on a Leave of Absence without Pay**
23 An employee who elects a leave of absence, without pay, for up to one (1) year will be afforded the
24 opportunity to purchase the health insurance coverage (medical, dental, vision and life insurance) or up to one
25 (1) year for themselves and their dependent(s). In order for the affected employee to be covered for the
26 following month(s) payment must be received by the Business Office by the (8th) day of each month. It will be the
27 employee's responsibility to find out when the first payment is due. Once a payment is missed, the employee
28 may not be reinstated in the plan until the first of the month following their reemployment or return from an
29 approved leave of absence without pay.

30
31 **O. Continuance of Medical Insurance**
32 1. An employee covered under this Handbook on medical leave of absence who is eligible and applying
33 for disability allowance or for whom the District is applying for disability allowance will utilize all paid leaves
34 first. Upon exhaustion of paid leaves, the employee will be considered on a leave of absence without pay.

2. Additional benefits may be provided in accordance with the Industrial Accident and Illness Leave for managers as per Education Code Section 87787, 87789, 88192, and 88196.
3. Since an employee may be receiving disability income protection, such premiums are waived by the disability policy including life insurance. Employees who are not eligible for disability allowance and are disabled due to a non-work-related injury will be placed on a leave of absence without pay upon the exhaustion of all paid leaves. Such employees are allowed to purchase the health and welfare subject to the provisions as outlined in this Agreement.

P. Continuation of Health Insurance Coverage (Consolidated Omnibus Budget Reconciliation Act of 1985)

Effective January 1, 1987, continuation of health insurance coverage (medical, dental, and vision) will be offered to protected beneficiaries who are enrolled in health insurance immediately before the qualifying events.

Q. Protected Beneficiaries are defined as:

1. Employees
2. Surviving spouses (widows and widowers) of covered employees and their dependents.
3. Divorced spouses and their dependents.
4. Legally separated spouses and their dependents.
5. Spouses of Medicare – eligible employees and their dependents if coverage is lost due to Medicare eligibility.
6. Dependent Children who cease to be covered as dependents under the generally applicable requirement of the plan.

R. Qualifying Events as defined as:

1. Termination of employment other than for wrongful cause.
2. Loss of eligibility due to reduction in employment hours.
3. Loss of dependent coverage because the employee becomes eligible for Medicare and loses eligibility.
4. Loss of dependent coverage because of the death of the employee.
5. Loss of dependent coverage because of divorce.
6. Loss of dependent coverage because the child reached the limiting age.

S. Coverage Period

Generally, individuals who lose coverage under qualifying events number 1 and 2 are permitted to continue coverage for eighteen (18) months. Individuals who lose coverage under qualifying events 3, 4, 5, and 6 are permitted to continue coverage for thirty-six (36) months.

1 will match this contribution of one percent (1%) of the employees' salary. The purpose of the fund is to guarantee
2 fully paid life-time medical benefits for District Management retirees.

3
4 **Y. Oversight of Unfunded Liability**

- 5 1. A joint labor management benefit committee will be established per the bi-laws of the Futuris Trust.
6 2. The purpose of this committee is to oversee the restricted fund and to recommend modifications to the
7 contributions as needed; to analyze alternative benefit structures and recommend implementation
8 of new and/or revised benefit plans; to review all payroll processes and to recommend changes as
9 needed.
10 3. The joint committee will establish procedures for administering the fund and may develop an annual
11 report for all employees regarding the fund. This committee will meet on a regular basis and evaluate the
12 unfunded liability of the retiree medical benefit, investments, and interests on the contributions and to
13 determine when the fund is solvent or determine when to start or stop contributions to the fund.

14
15 **Z. Distribution of Funds Upon Resignation of Employment**

16 Employees who do not elect to retire or who are not eligible for retirement at date of resignation will have their
17 contributions refunded. Employer contributions for those employees will remain in the fund.

18
19 **AA. Refusal of District Medical Benefits**

20 Any employee covered under this Handbook who refused District medical benefits will make the one percent
21 (1%) contribution to the fund. Employees refusing medical benefits will not be eligible for retiree medical
22 benefits, unless they contribute to the fund.

23
24 **BB. Discontinuation of Fund**

25 If the fund is discontinued for any reason, the employees will be paid the amount of employee contributions paid
26 into the fund up to the time of termination. The District will determine the procedures and any other related
27 questions regarding the fund at that time.

28
29 **CC. Process for Refunding of Employee Contributions**

30 Employees who have had payroll deductions for the Post-Retirement Medical Benefit and who are
31 permanently separated for other than retirement from the employment of the District will automatically receive
32 a refund unless otherwise directed by the separating employee.

1 **DD. Refund of Employee Contributions**

2 Employees who have had payroll deductions for the Post-Retirement Medical Benefit and who are
3 permanently separated for other than retirement from the employment of the District will receive a refund of all
4 their contributions plus interest through the preceding June 30. Employees may elect to receive their refund on
5 June 30 of the separated fiscal year and will receive interest through that date.

6

7 **EE. Interest Earning on Contributions**

8 The interest which will be applied to the employee's contribution at June 30 of each year is established by the
9 Management and Labor Benefits Committee. The rate paid will be annually calculated at four percent (4%)
10 simple interest for the individual's actual contributions as averaged for the fiscal year with all funds invested in
11 the "Post Medical Retirement Benefit Trust Fund" held in the Placer County Treasury.

1 **CHAPTER IX: EVALUATION PROCESS**

2

3 **Preface**

4 The evaluation procedure will serve as an instrument to measure and improve the effectiveness and efficiency
5 of the employee. The primary purpose of the evaluation is to assess an individual’s strengths and weaknesses as
6 observed by the immediate manager(s).

7

8 **A. Evaluations for First Year and Probationary Managers**

9 First year and probationary managers will be evaluated using the process below:

10

11 **Step One:**

12 First year and probationary managers will be evaluated within the first two (2) to five (5) months of employment.
13 Within the first few weeks of the hire date, the new manager will meet with their manager to identify core tasks
14 to be completed during the first two (2) to five (5) months of employment. Core tasks will be identified from any
15 of the following: the manager’s job description, ePAR information, District goals and priorities, ACCJC
16 accreditation standards, regulatory standards, the Performance Criteria listed in Appendix C, Title 5 section
17 53605 and other relevant information. At least one (1) of the core tasks shall focus on the evaluatee’s role in
18 meeting the equity related goals of the District. The jointly determined core tasks will be noted on the
19 Performance Assessment Report (“Report” in Appendix C). The manager and their immediate manager will also
20 identify related assessment criteria for each core task. These core tasks and related assessment criteria will be
21 used as the framework for reviewing job performance for the first two (2) to five (5) months of employment. In
22 the event that the manager and their immediate manager are unable to agree on the core tasks or assessment
23 criteria, the immediate manager will determine the core tasks and assessment criteria but may note any
24 disagreement in the Report by briefly identifying the areas of disagreement and the reasons therefore. The
25 evaluation will be done in accordance with Title 5 section 53605 regarding Diversity, Equity, Inclusion and
26 Accessibility. Educational and other Administrators shall include DEIA and anti-racist principles into existing
27 policies and practices, funding allocations, decision-making, planning, and program review processes. These
28 processes shall take into account the experience and performance of students and colleagues of diverse
29 backgrounds, and work to close equity gaps in student outcomes and hiring.

30

31 **Step Two: Review of Core Tasks and Assessment Criteria by Next Level Manager**

32 The immediate manager may submit the core tasks and assessment criteria for review by the next level manager
33 who may alter them. After the next level manager has approved the core tasks and assessment criteria, the
34 manager will be provided with a written copy of them in the form of the Report and the manager and their
35 immediate manager will review them.

1 Step Three: Performance and Assessment of Core Tasks

2 During the review period, the manager will perform the core tasks. At the end of the review period, the
3 manager will meet with their immediate manager to assess progress toward the core tasks using the agreed-
4 upon assessment criteria that should include elements from Title 5 section 53605 whenever possible. At this
5 meeting, the manager and their immediate manager will also set the core tasks and assessment criteria to be
6 used during the next performance cycle.

7
8 Step Four: Written Review of Performance

9 The written review of performance will include a written self-evaluation by the manager followed by a written
10 narrative evaluation by the immediate manager using the Report form. These written evaluations will include a
11 review of the manager’s performance of the core tasks as measured by the stated assessment criteria established
12 in steps one and two. Prior to producing the final Report, the immediate manager will have met with the
13 manager to discuss the manager’s performance. After drafting the final Report, the manager will check in with
14 the manager to resolve any areas of disagreement and make other such changes as are necessary to the final
15 document. In the event that areas of disagreement cannot be resolved, the immediate manager will include in
16 the Report a description of the unresolved disagreements. Following the preparation of the final Report, the
17 immediate manager will present a copy to the Manager, who will sign the Report. The manager’s signature
18 indicates only receipt of the report and does not constitute proof of agreement with its contents. If the manager
19 refuses to sign the Report, the immediate manager will note this on the Report. The Report will then be reviewed
20 by the next level manager (if any), the Vice President of Human Resources, and the Superintendent/President or
21 designee. The Report will then be placed in the manager’s personnel file.

22
23 **B. Evaluations for Continuing Managers**

24 Continuing managers will be evaluated using the process described below:

25
26 Step One: Identify Core Tasks and Assessment Criteria

27 At the start of the performance cycle (usually the anniversary of the hire date), the manager and their manager
28 will meet to identify core tasks to be reviewed during the performance cycle. Core tasks will be identified from
29 any of the following: the manager’s job description, ePAR information, District goals and priorities, ACCJC
30 accreditation standards, regulatory standards, the Performance Criteria listed in Appendix C, Title 5 section
31 53605 and other relevant information. At least one (1) of the core tasks shall focus on the evaluatee’s role in
32 meeting the equity related goals of the District. The jointly determined core tasks will be noted on the
33 Performance Assessment Report (“Report” in Appendix C). The manager and their immediate manager will also
34 identify related assessment criteria for each core task. These core tasks and related assessment criteria will be
35 used as the framework for reviewing job performance for the year under review. In the event that the manager

1 and their immediate manager are unable to agree on the core tasks or assessment criteria, the immediate
2 manager will determine the core tasks and assessment criteria but will note any disagreement in the Report by
3 briefly identifying the areas of disagreement and the reasons therefore. The evaluation will be done in
4 accordance with Title 5 section 53605 regarding Diversity, Equity, Inclusion and Accessibility. Educational and
5 other Administrators shall include DEIA and anti-racist principles into existing policies and practices, funding
6 allocations, decision-making, planning, and program review processes. These processes shall take into account
7 the experience and performance of students and colleagues of diverse backgrounds, and work to close equity
8 gaps in student outcomes and hiring.

9
10 Step Two: Review of Core Tasks and Assessment Criteria by Next Level Manager

11 The immediate manager may submit the core tasks and assessment criteria for review by the next level
12 manager who may alter them. After the next level manager has approved the core tasks and assessment criteria,
13 the manager will be provided with a written copy of them in the form of the Report and the manager and
14 their immediate manager will review them.

15
16 Step Three: Performance and Assessment of Core Tasks

17 During the review year, the manager will perform the core tasks. At the end of the review year, the manager will
18 meet with their immediate manager to assess progress toward the core tasks using the agreed-upon assessment
19 criteria. At this meeting, the manager and their immediate manager will also set the core tasks and assessment
20 criteria to be used during the next performance cycle.

21
22 Step Four: Written Review of Performance

23 The written review of performance will include a written self-evaluation by the manager followed by a written
24 narrative evaluation by the immediate manager using the Report form. These written evaluations will include a
25 review of the manager's performance of the core tasks as measured by the stated assessment criteria established
26 in steps one and two. Prior to producing the final Report, the immediate manager will have met with the
27 manager to discuss the manager's performance. After drafting the final Report, the manager will check in with
28 the manager to resolve any areas of disagreement and make other such changes as are necessary to the final
29 document. In the event that areas of disagreement cannot be resolved, the immediate manager will include in
30 the Report a description of the unresolved disagreements. Following the preparation of the final Report, the
31 immediate manager will present a copy to the Manager, who will sign the Report. The manager's signature
32 indicates only receipt of the report and does not constitute proof of agreement with its contents. If the manager
33 refuses to sign the Report, the immediate manager will so note this on the Report. The Report will then be
34 reviewed by the next level manager (if any), the Vice President of Human Resources, and the
35 Superintendent/President or designee. The Report will then be placed in the manager's personnel file.

1 **C. Evaluations for Remediation**

2 If remediation for poor performance is necessary, using the evaluation process described in Steps One through
3 Four, a manager will be re-evaluated quarterly at 3, 6, and 11 months from the date of the unsatisfactory
4 evaluation. As described in Evaluations Steps One through Four, core tasks, check-in meetings, self-
5 evaluations, and manager Reports will be completed until the documented deficiencies are corrected.
6

7 **D. Classified Confidential Employees**

8 Classified Confidential Employees will be evaluated in accordance with the procedures in existence for
9 represented Classified personnel. A first-year employee is considered on probation for six (6) months or 130
10 days in paid status, whichever is longer, from the date of hire. All other employees are considered regular
11 employees. Probationary employees will be evaluated at the 2nd, 4th and 5th month. A regular employee
12 will generally be evaluated annually in their anniversary month whenever practicable. The evaluation will be
13 done in accordance with Title 5 section 53605 regarding Diversity, Equity, Inclusion and Accessibility. Staff members
14 shall promote and incorporate culturally affirming DEIA and anti-racist principles to nurture and create a respectful,
15 inclusive, and equitable learning and work environment. In conducting their duties, staff members shall respect
16 and acknowledge the diversity of students and colleagues.
17

18 **Evaluation Process:**

19 1. Methodology

20 The Classified Confidential Employee Evaluation form will be utilized to evaluate a probationary or regular
21 Classified Confidential Employee. (Appendix D). The evaluation will be based only on factual data of job
22 performance including direct observation of the employee.

23 2. Process

24 The immediate manager, after completing the evaluation, will meet with the employee to discuss the
25 evaluation. Upon completion of the meeting, both manager and the employee will sign the evaluation. The
26 employee may write their comments to the evaluation. If the employee wishes to attach their comments at a
27 later date, they may do so within five (5) working days of the date of the evaluation. The employee will be
28 given a copy of the evaluation, and a copy will be placed in the employee's personnel file.
29

30 Overall Evaluation Ratings

31 Outstanding – Total work performance is definitely superior and well above the standards
32 of performance required for the position. It reflects exceptional characteristics
33 and should be listed only in rare instances.

CHAPTER X: LEAVES OF ABSENCE

A. Vacation

Accruals

Board contract positions, Educational Administrators, Classified Management, and Classified Confidential Employees are entitled to one hundred seventy-six (176) hours/twenty-two (22) days of annual vacation. Board contract positions, Educational Administrators, Classified Management, and Classified Confidential Employees vacation will accrue at the rate of 14.667 hours/1.8333 days per month. Less than full-time positions will receive prorated vacation hours based on their percentage of full-time employment. Accruals will be posted to each employee’s record on the last workday of each month. Vacation should be taken for rest and recuperation purposes during the year in which it is earned.

Employees may accrue vacation up to a cap of two hundred sixty-four (264) hours/thirty-three (33) days. Once an employee reaches the vacation cap all future accruals will be forfeited until the employee’s accrual balance falls below the cap. A one (1) month grace period will be allowed to accommodate the District’s vacation reporting procedures, which are one-month post utilization. For employees at or near the maximum, vacation hours taken will be accounted for prior to accruals being granted.

B. Sick Leave

Accruals

Board contract positions, Educational Administrators, Classified Management, and Classified Confidential Employees will receive ninety-six (96) hours of sick leave per year at the rate of eight (8) hours per month. Less than full-time positions will receive prorated sick leave hours based on their percentage of full-time employment. At the beginning of each fiscal year, the annual amount of sick leave granted under this section will be credited to each employee. Unused sick leave may be accumulated without limit.

Sick Leave Usage

At the beginning of each fiscal year, the full amount of sick leave granted under this section will be available to board contract positions, Classified Management, and Classified Confidential Employees. Sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. An employee who leaves the District and has used more sick leave than earned will have the appropriate amount deducted from their final paycheck. A new employee of the District may not use more than the proportionate amount of sick leave actually earned until the employee has reached the first day of the calendar month after completion of six (6) months of active services.

1 Pay for any day of paid sick leave will be the same as the pay which would have been received had the
2 employee covered under this Handbook served the day of illness. Exempt employees may not use sick leave in
3 increments of less than one day [per FLSA – exempt status]. Non-Exempt employees may use sick leave in fifteen
4 (15) minute increments.

5
6 Upon retirement, unused sick leave will be coordinated with the retirement system which is established by law.

7
8 An employee covered under this Handbook who must be absent due to illness or injury must notify their
9 immediate manager or designee of intended absence prior to the start of the workday. If conditions make prior
10 notification impossible, the employee will notify their immediate manager explaining the reason for the absence
11 as soon as circumstances permit.

12
13 An employee covered under this Handbook absent for three (3) working days or more may be required to present
14 a physician’s statement stating the nature of the illness or injury and the date the employee is able to return to
15 work.

16
17 Where the Superintendent/President or their designee has reasonable cause to believe the employee covered
18 under this Handbook is abusing sick leave privileges, the Superintendent/President or their designee will
19 notify the employee in writing and may require the employee to provide a physician’s statement to verify
20 the employee was unable to come to work due to the illness or injury.

21
22 **C. Additional Sick Leave**

23 Additional Sick Leave provides additional leave following exhaustion of all sick leave balances. At the
24 beginning of each fiscal year, Classified Management, and Classified Confidential Employees will be credited with a
25 total of one hundred (100) working days of paid additional sick leave which will be compensated at not less than
26 fifty percent (50%) of the employee’s regular pay. Additional sick leave does not accumulate year to year.

27
28 In accordance with Education Code Section 88196 classified employees (Classified Management and
29 Confidential) are entitled to Extended Illness Leave. For purposes of counting, the 100-day count will begin on the
30 first day of absence.

31
32 In accordance with Education Code Section 87780 academic employees (Educational Administrators) are
33 entitled to Extended Illness Leave.

34
35 The amount an employee covered under this Handbook is paid while such leave is running will not exceed

1 the employee’s regular pay. Additional sick leave can only be used for extended illnesses or injuries. In any event,
2 the absence or illness must be verified by a physician.

3
4 **D. Bereavement Leave**

5 The District agrees to grant necessary leave of absence with pay at full salary not to exceed three (3) days if less
6 than two hundred fifty (250) miles travel is required, or five (5) days if more than two hundred fifty (250) miles
7 or out-of-state travel is required, on account of the death of any family member of the immediate family
8 of the employee.

9
10 Members of the immediate family will mean:

11 Spouse, domestic partner who has been formally certified pursuant to the certification procedures required by
12 state law, children, parents, grandparents, sisters, brothers, parents-in-law, sons-in-law, daughters-in-law,
13 grandparents-in-law, sisters-in-law, brothers-in-law, aunts, uncles, nieces and nephews, foster children,
14 step-children, step-parents, adopted children, foster parents, legal guardians, grandchildren of the employee or
15 employee’s spouse, or any other relative living in the immediate household of the employee or any person
16 serving in loco parentis. For purposes of the leave Chapter only, an individual who is named on the emergency
17 card or personnel action form of an employee will also qualify as a member of the immediate family.

18
19 It will be the employee’s responsibility to verify (i.e., original or copy of Memorial Program, Obituary or Public
20 Notice of Death) a bereavement leave upon return to work. Bereavement leave stands alone and will not be
21 deducted from other leave entitlements.

22
23 The Superintendent/President may grant additional days of absence with compensation in cases of
24 demonstrated need.

25
26 **E. Reproductive Loss Leave**

27 The District agrees to grant leave for reproductive loss as required by [Government Code Section 12945.6](#). A
28 reproductive loss event covered under this Section may include failed adoption, failed surrogacy, miscarriage,
29 stillbirth, or unsuccessful assisted reproduction. Parameters of this leave in accordance with the Government
30 Code Section above include, but are not limited to:

- 31 • should generally be used within three (3) months of the reproductive loss event,
- 32 • does not need to be taken on consecutive working days,
- 33 • documentation is not required,
- 34 • up to five (5) working days may be used per reproductive loss event,
- 35 • no more than twenty (20) working days within a twelve (12) month period may be used, and

- accrued leaves may be utilized.

Please contact Human Resources for more information and/or to utilize this leave.

F. Holidays

This District recognizes eighteen (18) holidays as established by the Board of Trustees.

G. Personal Necessity Leave

A maximum of six (6) days of absence per fiscal year from sick leave may be used by an employee in a board contract position, Educational Administrator, Classified Management and Classified Confidential Employee at their election, in case of personal necessity, for any of the following reasons:

1. Death of a member of the employee’s immediate family when additional leave is required beyond that provided in the bereavement leave provision. Immediate family is defined in the bereavement leave section.
2. Accident involving the employee’s person or property, or the person or property of a member of the employee’s immediate family.
3. Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with lawful jurisdiction.
4. Other reasons, solely with prior approval and within the discretion of the Superintendent/President or designee.
5. Up to four (4) days may be utilized by the employee for personal business with twenty-four (24) hours prior notification to the manager if circumstances permit.

When circumstances permit, employees covered under this Handbook are required to request personal necessity leave from their immediate manager prior to the beginning of the workday in which the absence is requested.

It will be the manager’s responsibility to verify the nature of the absence, if applicable, immediately upon return.

Personal necessity leave is charged against sick leave. Personal business leave is included in, and is not separate from, personal necessity leave.

H. Jury Duty

The District agrees to grant an employee covered under this Handbook called for jury duty leave of absence without loss of pay for the time the employee is required to perform jury duty during the employees regularly assigned working hours. Any fees received from jury service rendered during any portion of the

1 employee's regularly assigned work hours will be turned over to the Payroll Department. Employees called to jury
2 duty service must submit proof of attendance as provided by the court in order to receive regular full pay. An
3 hourly employee must return to work if released from jury duty with at least four (4) hours remaining in their
4 scheduled workday.

5
6 **I. Military Leave**

7 Employees of the District will be granted military leave to which they are entitled to, under law. Employees
8 covered under this Handbook will be required to request military leaves in writing from their managers and,
9 upon request, to supply the District with orders and status reports.

10
11 **J. Birth and Adoption Leave**

12 An employee covered under this Handbook is entitled to up to ten (10) days paid leave each year (non-
13 accumulative) for the purpose of childcare after birth or adoption, processing an adoption, or for
14 pregnancy-related illness. Such leave may run concurrently with the California Family Rights Act (CFRA) or the
15 Family and Medical Leave Act (FMLA) as allowed by law.

16
17 **K. Leaves of Absence without Pay**

18 Leave of absence without pay may be granted to an employee covered under this Handbook upon written request
19 of the employee and the approval of the immediate manager, the President and the Board of Trustees.

20
21 Leaves of absence without pay may be granted for a period not to exceed one (1) year. During periods of absence
22 without pay, benefits, vacation, sick leave, and seniority will not accrue.

23
24 Upon return from a leave of absence without pay, benefits, vacation, sick leave, and seniority will resume based
25 upon the employee's status prior to the leave of absence without pay.

26
27 Upon returning from a leave of absence without pay, the employee will assume the duties of their absented
28 position provided that during the period of absence there has been no change in the employee's capacity to
29 meet the requirements of the position. When the employee's position is no longer available, the employee
30 will be afforded whatever right the Education Code attaches to the circumstances causing the non-availability
31 of the position.

32
33 **L. Industrial Accident and Illness Leave**

34 All employees covered by this Handbook that sustain an injury or illness arising directly out of and in the scope
35 of their employment may be eligible for a maximum of sixty (60) working days of paid industrial accident and

1 illness leave in any one fiscal year. This leave will not accumulate from year to year. Industrial accident or illness
2 leave will commence on the first day of absence. Payments for wages lost on any day will not, when added to an
3 award granted under workers' compensation laws of the state, exceed the employee's normal wage for the
4 day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence,
5 regardless of a compensation award made under workers' compensation. When an industrial accident or illness
6 occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee will be entitled
7 only that amount remaining at the end of the fiscal year, in which the industrial injury or illness occurred, for the
8 same illness or injury.
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CHAPTER XI: ASSIGNMENT/REASSIGNMENT

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A. Assignment

Assignment means the initial placement, in a position, of an Employee covered under this Handbook.

B. Reassignment

1. Reassignment means the movement of an employee covered under this Handbook from their present position to another position covered by this Handbook.

- a. An employee covered under this Handbook may be reassigned to meet the needs of the District.
- b. An employee covered under this Handbook may request reassignment at any time in writing to the Superintendent/President and/or Human Resources.
- c. Reassignment will be made in accordance with the following procedures:
 - i. The affected employee covered under this Handbook will be given written notice of their reassignment.
 - ii. The affected employee covered under this Handbook may meet with their manager and/or Human Resources to discuss the reasons for the reassignment.
- d. Permanent reassignment to a faculty position:
 - i. Originally hired as faculty – when a board contract position or a regular contract position is reassigned to a faculty position, they shall be granted year-for-year credit on the faculty salary schedule for each year of employment with the District, beginning with the step and class the employee held at the time of assignment to the board contract position or the Educational Administrator position. The combined credit for years of service as a member of the faculty and the credit for years of service as a board contract employee or Educational Administrator shall not be less than seven.
 - ii. When a board contract position or Educational Administrator is assigned to a faculty position, they shall be granted year-for-year credit added on to the Faculty Salary Schedule with the District, beginning with Step 7 of the appropriate class on the Faculty Salary Schedule. Placement at Class B, C, or D will be dependent upon the employee having met the prerequisites of Class B, C, or D.

Once placed at the appropriate class, employee movement from one class to a higher one (B to C or C to D) shall be accomplished in accordance with the provisions of Board Policy.

1 **C. Pay and Benefits**
2 Pay and benefits, such as longevity increments, health and welfare accruals, vacation accruals, sick leave
3 accruals and salary schedule advancement, will be based on the original date of hire (not including Board
4 Contract positions, see Board contracts).
5

6 **D. Assignment Changes**
7 From time to time, the District may find it necessary to add substantial new responsibilities to an existing position
8 on a temporary or permanent basis. The District and the management representatives may meet and confer over
9 the impact of these added duties, including but not limited to the length of the additional responsibilities, effects
10 on the employee’s workload, and delegation of other responsibilities currently carried out by the employee at
11 the request of the District, management representatives or the employee.
12

1 **CHAPTER XII: DISPUTE RESOLUTION PROCEDURE**

2

3 **A. Eligibility**

4 Educational Administrators, Classified Managers, and Classified Confidential Employees may utilize the dispute
5 resolution procedure outlined in this Handbook.

6

7 **B. Purpose**

8 The purpose of the dispute resolution procedure is to attempt to secure an expeditious and equitable
9 resolution to interpretations or applications of this Handbook.

10

11 **C. Process**

12 The dispute resolution procedure must be initiated by the employee within fifteen (15) days of the act or
13 omission giving rise to the dispute. The dispute resolution must be filed with the Vice President, Human
14 Resources in writing.

15

16 **Step 1 - Informal Level**

17 The collaborative process encourages employees covered under this Handbook to solve the dispute at the lowest
18 level. The informal level is a meeting between the employee and their manager to attempt to resolve the dispute.

19

20 **Step 2 - Formal Level**

21 If there is no resolution at Step 1, the issue advances to Step 2. Step 2 requires a meeting between the employee,
22 the employee’s manager and the next level manager, if applicable. The purpose of the meeting is to attempt to
23 resolve the dispute.

24

25 **Step 3 - Vice President of Human Resources**

26 If there is no resolution at Step 2, the dispute may advance to Step 3. The employee, the employee’s manager
27 and the Vice President of Human Resources or their designee, will meet to attempt to resolve the dispute.

28

29 **Step 4 - Superintendent/President Review**

30 If there is no resolution at Step 3, the employee may request review of the dispute by the
31 Superintendent/President or their designee. A decision of the Superintendent/President related to the dispute
32 shall be the final resolution of the matter.

1 **CHAPTER XIII: DISCIPLINE AND DISCHARGE**

2
3 **A. General**

4 Disciplinary actions, for the purposes of this Handbook, are defined as a written reprimand, suspension without
5 pay (excluding unpaid leave of absence), reduction in pay not the result of layoff procedures. A release from
6 probation is not considered a disciplinary action.

7
8 Board contract positions are not covered by the provisions of the Discipline and Discharge Chapter.

9
10 **B. Basis for Disciplinary Action**

11 An employee will be subject to disciplinary action based on just cause. Where appropriate, the District will adhere
12 to the principles of progressive discipline. The concept of progressive discipline is to provide the employee with
13 the opportunity and assistance to correct unsatisfactory job performance or behavior. In such a system, discipline
14 proceeds through various levels leading to more and more severe action until the employee corrects the conduct
15 or is terminated. The level at which discipline for a particular infraction is initiated depends upon the severity of
16 the misconduct.

17
18 **C. Administrative Leave**

19 The District may place an employee on administrative leave to investigate acts or conduct.

20
21 **D. Notice of Disciplinary Action**

22 An employee will receive written notice of the disciplinary action. The notice of disciplinary action will be placed
23 in the employee's personnel file.

CHAPTER XIV: PERSONNEL FILE

A. General Provision

There will be one (1) official District personnel file for each employee covered under this Handbook maintained in the District’s Human Resources Office. The District Human Resources Office will maintain the personnel file in addition to other documents not listed.

B. Contents of Personnel File

1. The personnel file may consist of the following materials developed and received in the course of District business.

2. Initial Employment Record

- Application
- Supplement Application(s)
- Transcripts of Academic Records
- Verification of Related Work Experience
- Health Verification Document(s)
- Approval of Employment – Board Action
- Retirement Documents
- I-9
- Sick Leave Transfer

3. Service Records

- Evaluation Reports
- Written Complaints and Disciplinary Actions
- Written Rebuttals to Written Complaints and Disciplinary Actions
- Letters of Recommendation
- Workplace Policy/Procedure Acknowledgements
- Employee Salary/Benefit Data forms
- Periodic Evidence of Tuberculin Assessment
- Verification of Employment Forms
- Training Documents

4. Derogatory Materials

Other derogatory materials not listed above that are considered appropriate for inclusion by the Chief Human Resources Officer (CHRO) will first be forwarded to the employee. The employee will have ten (10) days from the receipt of the materials to provide written response which will be attached.

- 1 **C. Access to Personnel Files**
- 2 1. An employee may, by request, inspect their personnel file in the Human Resources Office.
- 3 2. The employee’s request for inspection will be during a time when they are not required to render service to
- 4 the District.
- 5 3. Inspection of the employee’s personnel file is not to include ratings, reports, or records which:
- 6 • were obtained prior to the employment of the person involved;
- 7 • were prepared by identifiable examination committee members, or;
- 8 • were obtained in connection with a promotional examination.
- 9 4. Personnel files will not be removed from the Human Resources Office without prior approval of the CHRO
- 10 or designee.
- 11 5. Personnel files will be inspected in the presence of an official of the Human Resources Office or other
- 12 designated management employee.
- 13 6. The employee may be accompanied by a representative when inspecting their file. Anyone other than an
- 14 appropriate District employee must have written authorization by the employee, if not accompanied by
- 15 them.
- 16

CHAPTER XV: TECHNOLOGY DEVICES

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At its sole discretion, the District may decide to provide an employee with technology devices it deems appropriate. Technology devices include but are not limited to a laptop computer, wireless email device, or other technology devices the District deems appropriate. If the District decides to provide an employee with a technology device(s), the District may pay any costs and/or expenses associated with owning, licensing, operating and maintaining the technology device(s). All technology devices referenced in this section, and provided to the employee, are the property of the District and the District will have the right to control the access to, and use of, technology devices through the District’s personnel policies, risk management policies or any other relevant policy. Technology devices are provided to facilitate performance of the employee’s employment obligations on behalf of the District. The employee may use a technology device for personal use within reasonable limits and in a manner consistent with the District’s personnel policies, risk management policies and other relevant policies. Upon receipt of a District-provided technology device, the employee agrees that they will not use the technology device in any manner that is inconsistent with [District policies](#).

CHAPTER XVI: DISCRIMINATION AND HARASSMENT

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For the most up to date policies and procedures related to discrimination and harassment, please click on the links below:

- [Board Policy 3420](#) Equal Employment Opportunity
- [Board Policy 3430](#) Prohibition of Harassment
- [Administrative Procedure 3435](#) Discrimination and Harassment Complaints and Investigations

CHAPTER XVII: DISTRICT EMERGENCIES

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- A. It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control the business of the District to the full extent of the law, unless limited by the specific and express terms of this Handbook, and then only to the extent such specific and express terms are in conformance with the law.

- B. In cases of emergency, however, the District may take reasonable action which might otherwise amend this Handbook for the duration of the emergency. Before taking such action, the District will make every reasonable effort to consult with the Meet and Confer Team concerning what appropriate action should be taken.

- C. An emergency shall be defined as an unforeseen set of circumstances that would constitute imminent danger to personnel or property such as fire, flood, and other acts of God.

1 **APPENDIX A – BOARD CONTRACT POSITIONS AND NON-CONTRACT POSITIONS**

2

3 **Board Contract Positions**

- 4 Superintendent/President
- 5 Assistant Superintendent/Vice President – Administrative Services
- 6 Assistant Superintendent/Vice President – Human Resources
- 7 Assistant Superintendent/Vice President – Instruction
- 8 Assistant Superintendent/Vice President – Student Services

9

10 **Educational Administrators**

- 11 Executive Dean – Sierra College – Nevada County Campus
- 12 Executive Dean – Student Equity & Completion
- 13 Executive Dean – Workforce and Strategic Initiatives
- 14 Dean – Allied Health
- 15 Dean – Career, Continuing & Technical Education
- 16 Dean – Kinesiology / Athletics Director
- 17 Dean – Library Learning Resources
- 18 Dean – Liberal Arts
- 19 Dean – Planning, Research & Resource Development
- 20 Dean – Professional and Organizational Development & Distance Learning
- 21 Dean – Sciences & Mathematics
- 22 Dean – Sierra College – Tahoe Truckee Campus
- 23 Dean – Student Services
- 24 Associate Dean – Business & Technology
- 25 Associate Dean – Continuing Education
- 26 Associate Dean – Kinesiology / Assistant Athletic Director
- 27 Associate Dean – Liberal Arts
- 28 Associate Dean – Sciences & Mathematics
- 29 Associate Dean – Student Services
- 30 Program Director – Distance Learning
- 31 Program Director – Dual Enrollment
- 32 Program Director – Health Services
- 33 Program Director – Special Programs & Services

- 1 **Classified Supervisors**
- 2 Applications Product Manager
- 3 Chief Technology Officer
- 4 Chief of Security
- 5 Community Safety Supervisor I
- 6 Community Safety Supervisor II
- 7 Deputy Director – Applications and Development
- 8 Deputy Director – Facilities Development & Construction Management
- 9 Deputy Director – ITS Security and Cloud Architecture
- 10 Deputy Director – Technology, Infrastructure and Operations
- 11 Deputy Title IX Coordinator – EEO & Employee Relations Investigator
- 12 Director – Budget & Financial Planning
- 13 Director – EEO Diversity & Title IX
- 14 Director – Enrollment Services – Admissions & Records
- 15 Director – Enrollment Services – Financial Aid
- 16 Director – Facilities Development & Construction Management
- 17 Director – Finance
- 18 Director – Human Resources
- 19 Director of Marketing & Community Relations
- 20 Director – Student Success
- 21 Facilities & Construction Contract Supervisor
- 22 Manager – Career and Transfer Connections
- 23 Manager – Finance
- 24 Manager – Outreach
- 25 Manager – Purchasing
- 26 Manager – Technical Support Services Program
- 27 Marketing Project Manager
- 28 Program Manager – Basic Needs and Support Services
- 29 Program Manager – Director Natural History Museum
- 30 Program Manager – Financial Aid
- 31 Program Manager – Osher Lifelong Learning Institute (OLLI)
- 32 Program Manager – Student Engagement
- 33 Program Manager – Transition to Independent Living Program
- 34 Program Manager – Workforce Innovation
- 35 Safety & Emergency Preparedness Coordinator

- 1 Supervisor – Campus Operations
- 2 Supervisor – Native American Student Support and Success Program
- 3 Supervisor – Plant Operations
- 4 Supervisor – Plant Operations II
- 5 Supervisor – Resident Housing
- 6 Supervisor – Rising Scholars
- 7 Supervisor – Student Services (NCC)
- 8 Supervisor – Undocumented and International Support Services
- 9 Theatre Production Supervisor
- 10
- 11 **Classified Confidential Positions**
- 12 Executive Assistant – Office of the Vice President
- 13 Executive Assistant to the President

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2

APPENDIX B – SALARY SCHEDULES

SIERRA COMMUNITY COLLEGE DISTRICT MANAGEMENT 2024/25 SALARY SCHEDULE

EDUCATIONAL ADMINISTRATOR	SALARY	Step E	Range	Days
Vice President-Administrative Services	\$207,207.00	\$251,862.00		260
Vice President-Human Resources	\$207,207.00	\$251,862.00		260
Vice President-Instruction	\$207,207.00	\$251,862.00		260
Vice President-Student Services	\$207,207.00	\$251,862.00		260
Executive Dean - Sierra College - Nevada County Campus	\$169,557.77	\$190,838.77		260
Executive Dean Student Equity & Completion	\$169,557.77	\$190,838.77		260
Executive Dean Workforce and Strategic Initiatives	\$169,557.77	\$190,838.77		260
Dean-Allied Health	\$158,313.28	\$178,183.00		260
Dean-Career, Continuing & Technical Education	\$158,313.28	\$178,183.00		260
Dean-Kinesiology/Athletics Director	\$158,313.28	\$178,183.00		260
Dean-Library Learning Resources	\$158,313.28	\$178,183.00		260
Dean-Liberal Arts	\$158,313.28	\$178,183.00		260
Dean-Planning, Research & Resource Development	\$158,313.28	\$178,183.00		260
Dean-Professional and Organizational Development & Distance Learning	\$158,313.28	\$178,183.00		260
Dean-Sciences and Mathematics	\$158,313.28	\$178,183.00		260
Dean-Sierra College - Tahoe Truckee Campus	\$158,313.28	\$178,183.00		260
Dean-Student Services	\$158,313.28	\$178,183.00		260
Associate Dean-Business & Technology	\$147,758.98	\$166,304.04		260
Associate Dean-Continuing Education	\$147,758.98	\$166,304.04		260
Associate Dean-Kinesiology and Assistant Athletic Director	\$147,758.98	\$166,304.04		260
Associate Dean-Liberal Arts	\$147,758.98	\$166,304.04		260
Associate Dean-Sciences and Mathematics	\$147,758.98	\$166,304.04		260
Associate Dean-Student Services	\$147,758.98	\$166,304.04		260
Program Director - Distance Learning	\$137,894.90	\$155,201.92		260
Program Director - Dual Enrollment	\$137,894.90	\$155,201.92		260
Program Director - Health Services	\$137,894.90	\$155,201.92		260
Program Director - Special Programs & Services	\$137,894.90	\$155,201.92		260
CLASSIFIED SUPERVISORY	Step A	Step E	Range	Days
Chief Technology Officer	\$157,575.56	\$191,534.08	S26	260
Director of Budget & Financial Planning	\$142,925.68	\$173,727.06	S24	260
Director, EEO Diversity Title IX	\$142,925.68	\$173,727.06	S24	260
Director, Enrollment Services - Admissions & Records	\$142,925.68	\$173,727.06	S24	260
Director, Enrollment Services - Financial Aid	\$142,925.68	\$173,727.06	S24	260
Director, Facilities Development & Construction Management	\$142,925.68	\$173,727.06	S24	260
Director, Finance	\$142,925.68	\$173,727.06	S24	260
Director, General Services	\$142,925.68	\$173,727.06	S24	260
Director, Human Resources	\$142,925.68	\$173,727.06	S24	260
Director, Marketing & Community Relations	\$142,925.68	\$173,727.06	S24	260
Director, Student Success	\$142,925.68	\$173,727.06	S24	260
Deputy Director, Technology Infrastructure and Operations	\$123,464.58	\$150,071.96	S21	260
Deputy Director, Applications and Development	\$123,464.58	\$150,071.96	S21	260

Deputy Director, ITS Security and Cloud Architecture	\$123,464.58	\$150,071.96	S21	260
Deputy Director, Facilities Development and Construction Management	\$123,464.58	\$150,071.96	S21	260
Manager, Technical Support Services	\$111,986.01	\$136,119.69	S19	260
Chief of Security	\$106,653.34	\$129,637.80	S18	260
Deputy Title IX Coordinator - EEO & Employee Relations Investigator	\$106,653.34	\$129,637.80	S18	260
Manager, Finance	\$106,653.34	\$129,637.80	S18	260
Manager, Outreach	\$106,653.34	\$129,637.80	S18	260
Manager, Purchasing	\$106,653.34	\$129,637.80	S18	260
Program Manager - Basic Needs and Support Services	\$106,653.34	\$129,637.80	S18	260
Program Manager - Director Natural History Museum	\$106,653.34	\$129,637.80	S18	260
Program Manager - Financial Aid	\$106,653.34	\$129,637.80	S18	260
Program Manager - Osher Lifelong Learning Institute (OLLI)	\$106,653.34	\$129,637.80	S18	260
Program Manager - Student Engagement	\$106,653.34	\$129,637.80	S18	260
Program Manager - Transition To Independent Living Program	\$106,653.34	\$129,637.80	S18	260
Program Manager - Workforce Innovation	\$106,653.34	\$129,637.80	S18	260
Supervisor - Plant Operations II	\$106,653.34	\$129,637.80	S18	260
Safety and Emergency Preparedness Coordinator	\$106,653.34	\$129,637.80	S18	260
Manager, Career and Transfer Connections	\$101,574.61	\$123,464.58	S17	260
Marketing Project Manager	\$101,574.61	\$123,464.58	S17	260
Applications Product Manager	\$96,737.73	\$117,585.31	S16	260
Supervisor, Campus Operations	\$96,737.73	\$117,585.31	S16	260
Community Safety Supervisor II	\$92,131.17	\$111,986.01	S15	260
Supervisor, Native American Student Support and Success Program	\$92,131.17	\$111,986.01	S15	260
Supervisor, Plant Operations	\$92,131.17	\$111,986.01	S15	260
Supervisor, Residence Housing	\$92,131.17	\$111,986.01	S15	260
Supervisor, Student Services (NCC)	\$92,131.17	\$111,986.01	S15	260
Supervisor, Undocumented and International Support Services	\$92,131.17	\$111,986.01	S15	260
Supervisor, Rising Scholars	\$87,743.97	\$106,653.34	S14	260
Community Safety Supervisor I	\$83,565.68	\$101,574.61	S13	260
Theatre Production Supervisor	\$83,565.68	\$101,574.61	S13	260

CLASSIFIED CONFIDENTIAL	Step A	Step E	Range	DAYS
Executive Assistant to the President	\$87,077.21	\$105,842.90	C18	260*
Executive Assistant - Office of the Vice President	\$75,220.57	\$91,431.07	C15	260*

Note

COLA July 1, 2019 - 4.5% on schedule increase

COLA July 1, 2021 - 3% on schedule increase

COLA July 1, 2022 - 6% on schedule increase

COLA July 1, 2023 - 8% on schedule increase

COLA July 1, 2024 - 2.4% on schedule increase

EDUCATIONAL ADMINISTRATOR SALARY SCHEDULE 2024-25						
	Step 1	Step 2	Step 3	Step 4	Step 5	
Executive Dean - Sierra College - Nevada County Campus	\$169,557.77	\$174,644.50	\$179,883.84	\$185,280.36	\$190,838.77	
Executive Dean Student Equity & Completion	\$169,557.77	\$174,644.50	\$179,883.84	\$185,280.36	\$190,838.77	
Executive Dean Workforce and Strategic Initiatives	\$169,557.77	\$174,644.50	\$179,883.84	\$185,280.36	\$190,838.77	
Dean-Allied Health	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Career, Continuing & Technical Education	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Kinesiology/Athletics Director	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Library Learning Resources	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Liberal Arts	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Planning, Research & Resource Development	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Professional and Organizational Development & Distance Learning	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Sciences and Mathematics	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Sierra College - Tahoe Truckee Campus	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Dean-Student Services	\$158,313.28	\$163,062.68	\$167,954.56	\$172,993.20	\$178,183.00	
Associate Dean-Business & Technology	\$147,758.98	\$152,191.75	\$156,757.50	\$161,460.23	\$166,304.04	
Associate Dean-Continuing Education	\$147,758.98	\$152,191.75	\$156,757.50	\$161,460.23	\$166,304.04	
Associate Dean-Kinesiology and Assistant Athletic Director	\$147,758.98	\$152,191.75	\$156,757.50	\$161,460.23	\$166,304.04	
Associate Dean-Liberal Arts	\$147,758.98	\$152,191.75	\$156,757.50	\$161,460.23	\$166,304.04	
Associate Dean-Sciences and Mathematics	\$147,758.98	\$152,191.75	\$156,757.50	\$161,460.23	\$166,304.04	
Associate Dean-Student Services	\$147,758.98	\$152,191.75	\$156,757.50	\$161,460.23	\$166,304.04	
Program Director - Distance Learning	\$137,894.90	\$142,031.75	\$146,292.70	\$150,681.48	\$155,201.92	
Program Director - Dual Enrollment	\$137,894.90	\$142,031.75	\$146,292.70	\$150,681.48	\$155,201.92	
Program Director - Health Services	\$137,894.90	\$142,031.75	\$146,292.70	\$150,681.48	\$155,201.92	
Program Director - Special Programs & Services	\$137,894.90	\$142,031.75	\$146,292.70	\$150,681.48	\$155,201.92	

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SUPERVISORY SALARY SCHEDULE 2024-25						
Step	A	B	C	D	E	
1	46,532.50	48,859.13	51,302.08	53,867.19	56,560.54	
2	48,859.13	51,302.08	53,867.19	56,560.54	59,388.57	
3	51,302.08	53,867.19	56,560.54	59,388.57	62,358.00	
4	53,867.19	56,560.54	59,388.57	62,358.00	65,475.90	
5	56,560.54	59,388.57	62,358.00	65,475.90	68,749.70	
6	59,388.57	62,358.00	65,475.90	68,749.70	72,187.18	
7	62,358.00	65,475.90	68,749.70	72,187.18	75,796.54	
8	65,475.90	68,749.70	72,187.18	75,796.54	79,586.37	
9	68,749.70	72,187.18	75,796.54	79,586.37	83,565.68	
10	72,187.18	75,796.54	79,586.37	83,565.68	87,743.97	
11	75,796.54	79,586.37	83,565.68	87,743.97	92,131.17	
12	79,586.37	83,565.68	87,743.97	92,131.17	96,737.73	
13	83,565.68	87,743.97	92,131.17	96,737.73	101,574.61	
14	87,743.97	92,131.17	96,737.73	101,574.61	106,653.34	
15	92,131.17	96,737.73	101,574.61	106,653.34	111,986.01	
16	96,737.73	101,574.61	106,653.34	111,986.01	117,585.31	
17	101,574.61	106,653.34	111,986.01	117,585.31	123,464.58	
18	106,653.34	111,986.01	117,585.31	123,464.58	129,637.80	
19	111,986.01	117,585.31	123,464.58	129,637.80	136,119.69	
20	117,585.31	123,464.58	129,637.80	136,119.69	142,925.68	
21	123,464.58	129,637.80	136,119.69	142,925.68	150,071.96	
22	129,637.80	136,119.69	142,925.68	150,071.96	157,575.56	
23	136,119.69	142,925.68	150,071.96	157,575.56	165,454.34	
24	142,925.68	150,071.96	157,575.56	165,454.34	173,727.06	
25	150,071.96	157,575.56	165,454.34	173,727.06	182,413.41	
26	157,575.56	165,454.34	173,727.06	182,413.41	191,534.08	
27	165,454.34	173,727.06	182,413.41	191,534.08	201,110.78	
28	173,727.06	182,413.41	191,534.08	201,110.78	211,166.32	
29	182,413.41	191,534.08	201,110.78	211,166.32	221,724.64	
30	191,534.08	201,110.78	211,166.32	221,724.64	232,810.87	

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CONFIDENTIAL SALARY SCHEDULE 2024-25						
Step	A	B	C	D	E	
1	37,991.50	39,891.08	41,885.63	43,979.91	46,178.91	
2	39,891.08	41,885.63	43,979.91	46,178.91	48,487.85	
3	41,885.63	43,979.91	46,178.91	48,487.85	50,912.24	
4	43,979.91	46,178.91	48,487.85	50,912.24	53,457.86	
5	46,178.91	48,487.85	50,912.24	53,457.86	56,130.75	
6	48,487.85	50,912.24	53,457.86	56,130.75	58,937.29	
7	50,912.24	53,457.86	56,130.75	58,937.29	61,884.15	
8	53,457.86	56,130.75	58,937.29	61,884.15	64,978.36	
9	56,130.75	58,937.29	61,884.15	64,978.36	68,227.28	
10	58,937.29	61,884.15	64,978.36	68,227.28	71,638.64	
11	61,884.15	64,978.36	68,227.28	71,638.64	75,220.57	
12	64,978.36	68,227.28	71,638.64	75,220.57	78,981.60	
13	68,227.28	71,638.64	75,220.57	78,981.60	82,930.68	
14	71,638.64	75,220.57	78,981.60	82,930.68	87,077.21	
15	75,220.57	78,981.60	82,930.68	87,077.21	91,431.07	
16	78,981.60	82,930.68	87,077.21	91,431.07	96,002.63	
17	82,930.68	87,077.21	91,431.07	96,002.63	100,802.76	
18	87,077.21	91,431.07	96,002.63	100,802.76	105,842.90	
19	91,431.07	96,002.63	100,802.76	105,842.90	111,135.04	
20	96,002.63	100,802.76	105,842.90	111,135.04	116,691.79	
21	100,802.76	105,842.90	111,135.04	116,691.79	122,526.38	
22	105,842.90	111,135.04	116,691.79	122,526.38	128,652.70	
23	111,135.04	116,691.79	122,526.38	128,652.70	135,085.34	
24	116,691.79	122,526.38	128,652.70	135,085.34	141,839.61	
25	122,526.38	128,652.70	135,085.34	141,839.61	148,931.59	
26	128,652.70	135,085.34	141,839.61	148,931.59	156,378.17	
27	135,085.34	141,839.61	148,931.59	156,378.17	164,197.07	
28	141,839.61	148,931.59	156,378.17	164,197.07	172,406.93	
29	148,931.59	156,378.17	164,197.07	172,406.93	181,027.27	
30	156,378.17	164,197.07	172,406.93	181,027.27	190,078.64	

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MANAGEMENT TEAM PERFORMANCE/ASSESSMENT REPORT

Management Evaluee:

Position:

Performance Period:

Core Tasks and Assessment Criteria:

Core Task #1

Assessment Criteria for Core Task #1

Core Task #2

Assessment Criteria for Core Task #2

Core Task #3

Assessment Criteria for Core Task #3

Manager Self-Evaluation

Supervisor's Evaluation

Employee	
Printed Name	Signature Date
Immediate Supervisor	
Printed Name	Signature Date
Next Level Administrator	
Printed Name	Signature Date
Human Resources	
Printed Name	Signature Date

APPENDIX D – SIERRA COLLEGE CLASSIFIED CONFIDENTIAL EMPLOYEE EVALUATION

SIERRA COLLEGE CLASSIFIED EMPLOYEE EVALUATION

Name of Employee: Name of Immediate Manager/Supervisor:

Position of Employee:

Date of Hire for Current Position:

EVALUATION OF REGULAR STAFF

Date of Evaluation:

Date of Last Evaluation:

Probationary Evaluation:

2 mo (date): 4 mo (date): 5 mo (date):

Individual Ratings - Whenever an item is rated 1 or 2 (Unsatisfactory or 6 or 7 (Outstanding), comments and/or examples are required.

EVALUATION REVIEW

The employee's signature signifies that the entire evaluation has been reviewed with the employee. The employee may not necessarily agree with the evaluation and may write his/her comments below or attach a separate page. The employee may request a copy of this form for the purpose of writing their comments. The employee must return the comments to their Supervisor within 10 working days of the evaluation date so that they can be attached to the original document.

Comments:

Employee Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____

OVERALL EVALUATION

OUTSTANDING (54-63 points)

VERY SATISFACTORY (45-53 points)

SATISFACTORY (27-44 points)

IMPROVEMENT NEEDED (18-26 points)

UNSATISFACTORY (9-17 points)

Vice President - HR Signature: _____ Date: _____

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	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Highly Accurate)	
	1	2	3	4	5	6	7
1. Accuracy Does this employee perform work accurately and keep mistakes to a minimum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							
	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory Production)			Exceeds Requirements (Outstanding Production)	
	1	2	3	4	5	6	7
2. Timeliness and Thoroughness of Work Does this employee meet deadlines and schedules and complete all aspects of assignments?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							
	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Excellent Understanding of Duties)	
	1	2	3	4	5	6	7
3. Understanding of the Job Does this employee demonstrate a mastery of skills to perform the duties and responsibilities of the position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							

2

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	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory Performance)		Exceeds Requirements (Excellent Performance)		
	1	2	3	4	5	6	7
4. Performance of Assigned Duties Does this employee display willingness to carry-out assigned duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							
	Below Requirements (Seldom)		Meets Requirements (Some New Ideas)		Exceeds Requirements (Extremely Resourceful)		
	1	2	3	4	5	6	7
5. Creativity Does this employee analyze the job at hand before proceeding and seek alternative ways of doing the job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							
	Below Requirements (Unsatisfactory Communication)		Meets Requirements (Satisfactory Communication)		Exceeds Requirements (Outstanding Communication)		
	1	2	3	4	5	6	7
6. Communication Evaluate the quality of communications between you and this employee?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							

2

3

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	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)		Exceeds Requirements (Outstanding)		
	1	2	3	4	5	6	7
7. Attendance Does this employee have a good attendance record?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							
	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)		Exceeds Requirements (Outstanding in Dealing With Others)		
	1	2	3	4	5	6	7
8. Tact Does this employee display tact and show consideration in dealing with others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							
	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)		Exceeds Requirements (Works Well Under Pressure)		
	1	2	3	4	5	6	7
9. Self-Control Does this employee respond well under pressure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):							

2

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