SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Management Employee Handbook

Published by the Office of Human Resources

Contents

SECTION 1

Preface

The Management Employee Handbook (hereinafter referred to as "the Handbook") is designed to cover all employees who have been designated as "management" or "supervisory" employees in accordance with the provisions of the California Education Code and who are excluded from the collective bargaining unit. Accordingly, this Handbook is intended to provide management employees with information regarding working conditions, including, but not limited to, hours of work, wages and benefits, vacation, and leaves. This Handbook is to be read in conjunction with applicable board policies, administrative procedures, employment contracts, and local State and Federal laws.

Personnel policies, compensation practices, and related administrative procedures covered under this Handbook are established under the authority of the Board of Trustees and are implemented through the delegated authority of the Chancellor, or their designee. The Board of Trustees retains the authority to adopt, revise, or rescind policies governing the employment relationship, compensation structure, benefits, and working conditions applicable to management employees in accordance with applicable laws and SBCCD policies and procedures.

The day-to-day administration, interpretation, and implementation of this Handbook shall be the responsibility of the Office of Human Resources acting under the delegated authority of the Chancellor, or their designee.

SECTION 2

Management Duties

Management positions are determined by the Board of Trustees. The Chancellor, or their designee has the responsibility to recommend job descriptions and salary ranges for management positions to the Board of Trustees. Management employees will be responsible for the efficient and effective administration of the programs of the SBCCD. They have responsibilities for providing educational leadership and support services, formulating, recommending and implementing the SBCCD policies and procedures, administering the SBCCD programs, and for supervising and evaluating the performance of the SBCCD faculty and employees. In addition to the specific duties in their job descriptions, management employees will be required to:

- Administer the College or the SBCCD programs.
- Implement the College or the SBCCD policies and procedures and make policy and procedural recommendations.
- Manage their budgets effectively.
- Be responsible and accountable for the effective, efficient, ethical and productive utilization of available human and physical resources to accomplish the goals and objectives established for their areas of responsibility.
- Keep informed of developments relative to their areas of responsibility and maintain a creative and experimental attitude toward change.
- Make recommendations regarding the organizational structure and personnel needs for their areas of responsibility.
- Participate in the selection of employees, evaluate employees in a timely manner, follow-up on personnel-related matters, and make recommendations regarding personnel within their areas.
- Establish and maintain, within their areas of responsibility, a climate which encourages the development and retention of competent personnel and achieves the College and the SBCCD objectives.
- Promote, maintain, and model effective channels of communication with all constituent groups including any conflict resolution necessary.
- Promote shared governance and administrative effort within the College community by working in a cooperative manner with faculty, employees, students and other managers.
- Establish positive relationships with the communities served by the SBCCD and its Colleges, and other educational institutions.
- Serve on committees and councils as directed.
- Attend professional meetings.
- Work cooperatively as a member of the management employees of the College and the SBCCD toward the achievement of its goals and objectives.
- Provide leadership consistent with the mission and function of the College and the SBCCD.
- Recommend and implement techniques to improve department procedures and practices and increase efficiency.
- Assure smooth operations within the areas of responsibility.
- React to change productively and handle other essential tasks as assigned.
- Perform other duties assigned or delegated.

SECTION 3

Management Structure

Management employees covered under this Handbook are assigned to one of two (2) designated administrative levels based upon the scope, complexity, and responsibilities of the position. Placement of a position within a particular level, as reflected in Appendix A, is determined through an evaluation of the general skills, knowledge, experience, leadership expectations, and qualification requirements necessary to successfully perform the assigned duties and responsibilities of the position. The following administrative levels have been established for the purposes of implementing and administering this Handbook.

Executive Management

Positions within the Executive Management level provide executive-level leadership and strategic direction for the SBCCD and its Colleges. These positions are responsible for broad organizational planning, policy development, institutional effectiveness, fiscal stewardship, and oversight of major SBCCD functions and operations. Executive Management positions include, but are not limited to:

- Associate Vice Chancellor(s)
- Chancellor
- College President(s)
- Executive Vice Chancellor(s)
- Vice Chancellor(s)

Management

Positions within the Management level are responsible for the administration, supervision, coordination, and operational leadership of assigned departments, programs, services, or functional areas. These positions support the implementation of the SBCCD goals, policies, and strategic initiatives while providing leadership within their respective areas of responsibility. Management positions include, but are not limited to:

- Campus Director(s)
- Campus Supervisor(s)
- Dean(s)
- District Associate Director(s)
- District Director(s)
- District Supervisor(s)
- Executive Director(s)
- Manager(s)
- Police Sergeant(s)
- Program Administrator(s)
- Vice President(s)

In addition to placement within an administrative level, management employees are further classified as either **Classified Administrators** or **Educational Administrators** in accordance with applicable provisions of the California Education Code and the SBCCD policies and procedures.

Administrative Contracts

Each individual employed in a management position shall receive a written employment contract that specifies the terms and conditions of employment.

Initial Appointment Contracts

The initial appointment contract for a newly hired management employee shall commence on the first day of employment and continue through June 30 of the applicable fiscal year unless otherwise specified in the employment contract.

Following completion of the initial appointment period, contracts for both Classified Administrators and Educational Administrators may be renewed for a one-year or two-year contract term, as determined by the manager's supervisor and approved by the Chancellor, or their designee unless the SBCCD provides written notice of non-renewal to the management employee no later than March 15. If SBCCD provides written notice of non-renewal on or before March 15, the manager's employment contract shall expire on June 30 of that year.

Categorical or Grant-Funded Positions

Management positions funded in whole or in part through categorical or grant funding sources shall be subject to the availability and continuation of such funding. Contracts for these positions shall not exceed one (1) year in duration or the period of available funding, whichever is less.

Contract Terms by Management Level

Contract terms for management employees shall generally be issued as follows:

- **Executive Management** employees may receive contracts for terms of up to three (3) years.
- **Management** employees may receive contracts for terms of up to two (2) years.

Notwithstanding the foregoing, the Chancellor, or their designee may, at their discretion, issue an employment contract for a longer term when deemed appropriate.

Contract Execution

No employment agreement shall become effective until it has been approved and fully executed by both the manager and the authorized SBCCD representative.

SECTION 4

Salary Schedule Placement and Step Increases

Initial placement on the management salary schedule, as reflected in Appendix A, for newly hired employees to the SBCCD shall be on the appropriate range assigned to the position and on the first step of that range. Placement at a higher step within the assigned range may be approved through mutual agreement with the Chancellor, or their designee and shall be based upon factors including, but not limited to, the candidate's prior experience, education, specialized training, certifications, and overall qualifications relevant to the position.

Internal candidates employed within the SBCCD who are selected for a management position shall be placed on the nearest step of the appropriate management salary range that provides a minimum salary increase of at least five percent (5%) above their current rate of pay, but shall not exceed the maximum step of the new salary range, unless otherwise approved by the Chancellor or their designee. A manager temporarily assigned to perform duties in a higher-level management position through an approved out-of-class assignment shall receive additional compensation of at least five percent (5%) above their regular salary for the duration of the assignment, consistent with SBCCD policies and procedures and applicable law.

A manager who accepts a management position assigned to a lower salary range shall be placed on the closest step within the new salary range that most closely approximates, but does not exceed, the maximum step of the new salary range or the employee's current salary placement, unless otherwise approved by the Chancellor, or their designee.

Step Increments

Management employees hired prior to July 1, 2018, shall advance to the next step of the management salary schedule effective each July 1 and annually thereafter until the manager reaches the maximum step of the assigned salary range.

Management employees hired on or after July 1, 2018, shall advance to the next step of the management salary schedule effective the first day of the month following the anniversary of the manager's hire date into the position. Thereafter, the manager shall continue to advance annually to the next step of the salary schedule until reaching the maximum step of the assigned salary range.

Doctoral Stipend

The SBCCD will provide a one-hundred and ninety dollars ($190.00) per month doctoral stipend to all managers who have earned a doctoral degree. Once the degree has been conferred and verified by the Office of Human Resources, the stipend will be added to the manager's monthly base salary effective the pay period following Board of Trustees' approval.

Exclusion From Overtime Provisions

Managers shall be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, the California Education Code, and the California Labor Code, and shall not be entitled to overtime compensation or compensatory time off.

SECTION 5

Work Schedule

Work Year

The work year begins on July 1 and ends on June 30. The exact number of workdays in a work year will be determined by the SBCCD calendar adopted by the Board of Trustees.

Work Week and Hours of Work

The normal work week for managers shall consist of a minimum of forty (40) hours per work week. However, the number of hours worked in any individual work week may vary based upon the operational needs, workload demands, and responsibilities of the department or assigned position.

Individual daily and weekly work schedules may also vary according to the nature of the position and the operational requirements of the SBCCD, as determined by the manager's supervisor or appropriate administrator. Managers are expected to work the hours necessary to fulfill the duties, responsibilities, and expectations of their position and may be required to attend meetings, events, or activities outside of regular business hours.

Notwithstanding any other provision of this Handbook, the compensation of management employees shall not be subject to reduction or adjustment for absences of less than one (1) full workday, consistent with applicable provisions governing exempt employees under State and Federal law.

Alternative Work Schedule

Management employees may work a nine/eighty (9/80) work schedule only with prior supervisor approval. Approval is contingent upon the operational needs of the department and may be modified or revoked at management's discretion. Managers are responsible for ensuring adequate coverage of their assigned area at all times by coordinating schedules with other managers as necessary. Managers working a 9/80 schedule must also provide advance notice to their department and any impacted employees to ensure continuity of operations, responsiveness, and uninterrupted service levels. Failure to maintain appropriate coverage or communication may result in the denial or discontinuation of the 9/80 schedule arrangement.

SECTION 6

Classification Review Request

Classification review is a systematic process used to evaluate and analyze the duties, responsibilities, scope, complexity, and required qualifications of a position to determine the most appropriate job classification in accordance with established specifications, standards, and organizational needs. Job descriptions are intended to accurately reflect the representative duties, responsibilities, and essential functions of a position and are not intended to describe every duty that may be assigned.

When to Request a Classification Review
When the representative duties, responsibilities, scope, or level of a position have changed in a manner that may be material, permanent, and substantive.

How to Request a Classification Review
A manager or the manager's supervisor initiates a request for classification review by completing a Position Description Questionnaire ("PDQ") form and submitting it to the Office of Human Resources for evaluation.

Classification Review Process
The Office of Human Resources is responsible for reviewing all classification requests to determine whether the changes described constitute a significant and permanent modification to the position. This classification review process shall involve a comprehensive evaluation of the type, scope, complexity, and level of work assigned by management and actually performed in the position. This shall also included an analysis of the essential duties and responsibilities, organizational placement, reporting structure, and the requisite knowledge, skills, and abilities required to perform the work.

If the Office of Human Resources determines that a change in classification is warranted, the recommendation shall be forwarded for review and approval by the Board of Trustees, in accordance with applicable SBCCD policies and procedures.

SECTION 7

Temporary Management Appointment Procedures

The SBCCD may appoint an Acting or Interim Manager in accordance with the Board ("BP") and Administrative Procedures ("AP"), 7250 – Educational Administrator and 7260 – Classified Supervisors and Managers, to maintain operations and oversight within the SBCCD. The process of appointing temporary managers is determined by the Chancellor, or their designee.

Acting Management Appointment

The following guidelines serve as a framework for making immediate appointments to management positions that need to be filled in on a short-term, temporary basis due to unforeseen circumstances, such as illness or leaves of absence. More specifically, an acting appointment is a temporary appointment to act as a substitute where the incumbent remains employed in the position but is not available to fulfill the responsibilities due to an emergency, illness, an approved leave of absence, administrative leave, or backfilling for an administrator serving in an interim assignment.

Qualifications and Scope of Authority
An acting appointee must meet minimum qualifications for the position, including any job-specific requirements mandated by law, or apply for equivalency as reflected in Appendix B. Those serving in an acting capacity will not be vested with the same scope of authority and responsibility as regular appointments and shall defer to senior

management. The rate of pay for such appointments will follow an out-of-class rate established for the position being held for the duration of the assignment, consistent with SBCCD procedures and applicable law.

Acting Appointments Guidelines

In such circumstances, another employee of the SBCCD, or a qualified external candidate, may serve in an acting capacity for the time necessary to allow the incumbent to resume working or vacate the position, or to provide time to run an interim recruitment.

The senior manager will make appointments with the approval of the Vice Chancellor of Human Resources, Police Services, Emergency/Employee Risk Management & Payroll Services. The acting appointee must possess a general understanding of the department's operations and functions and demonstrate the leadership skills necessary to effectively perform the role.

Interim Management Appointment

The following guidelines serve as a framework for management positions that need to be filled on an interim basis for more than six (6) months. An interim appointment is a temporary appointment to a management position that has been vacated and deemed necessary to fill it on an interim basis until a permanent appointment is made, which is anticipated to take more than six (6) months.

An interim appointee will serve for the time necessary to allow for full and open recruitment for the position, provided that the interim appointment or series of interim appointments will not exceed two (2) years, the time period allowed under Title 5 regulations. Interim appointees may be current SBCCD employees or may be from outside the SBCCD.

Qualifications and Scope of Authority

An interim appointee must meet minimum qualifications for the position, including any job-specific requirements mandated by law, or apply for equivalency as reflected in Appendix B. Those serving in an interim capacity will be vested with the same scope of authority and responsibility as regular appointments. The rate of pay for such appointments will be in accordance with the rates established for the position being held for the duration of the assignment, consistent with SBCCD procedures and applicable law.

Options for Interim Recruitment

1. **Internal Recruitment:** A vacant position may be filled through a recruitment process outlined below, on a temporary basis for more than six (6) months by an individual currently employed by the SBCCD. The selected candidate will meet minimum qualifications or equivalency for the position, including any job-specific requirements mandated by law.

2. **Full Recruitment:** A vacant position may be filled on a temporary basis for more than six (6) months by an internal or external candidate hired for the position as a result of an open recruitment process, as outlined below (see section Interim Appointment Recruitment Process). The selected candidate must meet minimum qualifications or equivalency for the position, including any job-specific requirements mandated by law.

3. **Professional Services Contract:** In accordance with Section 53021(c)(7) of Title 5 regulations, an individual who is not currently employed by the SBCCD, who is specially trained, experienced, and competent to serve in the position, and who satisfies the minimum qualifications for the position may be engaged to serve as an administrator through a contract. Such appointments may be made at the discretion of the College President or Chancellor, as applicable. Such appointees may serve the SBCCD through a contract that sets forth the payment terms and services to be rendered as approved by the Board of Trustees.

Interim Appointment Recruitment Process

The hiring manager will draft a position description that includes the purpose, essential duties, qualifications, duration, and compensation for the position before submission to the Vice Chancellor of Human Resources, Police Services, Emergency/Employee Risk Management & Payroll Services for approval.

Once the interim position and assignment are approved, the Office of Human Resources will announce the position for internal-only or open recruitment. Interested candidates will have five (5) calendar days to submit a letter of interest, which shall include a letter of interest, résumé, and references. Candidates must submit any materials required in the job announcement.

Evaluation of Candidates

The Office of Human Resources will review all application materials submitted by the stated deadline. Candidates who meet the minimum qualifications or approved equivalency requirements will be forwarded for an interview. The hiring manager will conduct the interviews and may invite additional individuals to participate in the interview process as appropriate.

Once a selection has been made, the candidate will be sent to the Board of Trustees as the interim appointment, not to exceed two (2) years. Please note that all interim appointments must go through the full recruitment process to be considered for a permanent appointment.

SECTION 8

Lateral Transfers

Managers who hold a specific classification may request a transfer to the same classification at another location within the SBCCD. Such transfers shall be considered lateral transfers as defined by applicable provisions of Title 5 regulations and SBCCD procedures.

A manager requesting a lateral transfer shall submit a letter of interest and current resume directly to the hiring manager or designated administrator indicating their interest in the position and requesting consideration for transfer.

The hiring manager, in consultation with the Office of Human Resources and the appropriate administrator, reserves the discretion to either:

1. Approve the lateral transfer request without requiring participation in a formal recruitment process; **OR**

2. Require that the manager participate in the open and competitive recruitment process for the position.

SECTION 9

Health and Welfare Benefits

The SBCCD shall provide health and welfare benefits, as well as other benefit programs as determined by the Board of Trustees, to managers who are designated as full-time and employed at fifty percent (50%) or more of a full-time equivalent (“FTE”) position. The SBCCD reserves the right to change carriers, levels of coverage, and employee contribution rates at its discretion, as operational, fiscal, or other circumstances may warrant.

Information regarding the SBCCD health and welfare benefits plans is available on the SBCCD intranet.

Retirement Benefits

A manager who separates from the SBCCD prior to the age of sixty-five (65) and who was eligible to enrolling the SBCCD’s health and welfare benefits may continue participation in the SBCCD medical early retiree program, subject to subsections (a) and (b). Spouses can participate in this if the manager meets the requirements, and the manager will pay the entire cost of the medical benefit.

a. Eligibility
   1. Is younger than the age of sixty-five (65) and at least fifty-five (55) years of age at the time of separation with at least ten (10) years of consecutive service as a full-time manager with the SBCCD; **AND**
   2. Is eligible for coverage under the SBCCD medical early retiree program except as provided for in subsection (b) below.

b. Conditions
   1. The SBCCD will contribute, on behalf of the qualifying manager only, at the time of separation, the amount of premium active managers for the health and welfare benefits. This amount may vary from year to-year depending upon modifications.
   2. Once the manager reaches the age of sixty-five (65), all medical benefits under the SBCCD medical early retiree program shall terminate.

Educational Administrators

Pursuant to and consistent with applicable law, such as Education Code Section 7000-7003, once an educational administrator is retired from the SBCCD, they shall also have the option to remain as a certified participant in the SBCCD dental benefit, unless:

1. The retired educational administrator fails to pay the full cost of the dental premium for at least one (1) month in advance of the month of coverage, **OR**
2. The retired educational administrator becomes eligible for dental benefits through another employer.

SECTION 10

Vacation

Managers are entitled to accrue twenty-four (24) working days of vacation each year, accrued at two (2) days per month. Managers shall accrue up to but not more than forty-eight (48) vacation days. Once the maximum accrual limit is reached, additional vacation leave shall cease to accrue until the manager's balance falls below the maximum allowable limit.

Manager may elect to cash-out a portion of accrued vacation leave, subject to SBCCD approval and applicable payroll procedures, provided that a minimum balance of eight (8) accrued vacation days remains after the cash-out. Additional limitations or procedures regarding vacation cash-out may be established by the SBCCD (see section Initiated Vacation Cash-Out).

Initiated Vacation Cash-Out

The manager may make a written election to cash-out some or all of the vacation pay that the manager will accrue in the following calendar year. Such election to cash-out vacation pay must be made by the manager on or before December 31st of the year prior to the manager's payout date for the vacation pay being cashed-out. Such election will be irrevocable once made.

The payout date for the cashed-out vacation pay will be specified on the cash-out request form, which shall be submitted to the Payroll Department (payroll@sbccd.edu), and must be a date by which the manager will have accrued in such payout year vacation pay which equals or exceeds the amount of vacation pay which the manager has elected to cash-out. Vacation cash-outs shall be paid on the manager's first available open pay cycle. Vacation pay shall be based upon the manager's salary at the time the vacation is taken or cashed-out.

SECTION 11

Leaves

Sick Leave

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

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

A manager absent due to surgery, serious injury or illness for five (5) or more consecutive assigned workdays shall be required to submit a medical release from a medical provider to the Office of Human Resources prior to being permitted to return to work. A manager absent for five (5) or more consecutive assigned workdays shall notify the Office of Human Resources of their approximate return date. The SBCCD may also require a manager to submit a medical release from a medical provider for absences less than five (5) consecutive assigned workdays. For purposes of this section, the medical release shall identify the dates that the manager utilized for sick leave and any job restrictions, if any and include the date upon which the manager is released back to work.

Personal Necessity Leave

A manager who has been employed by the SBCCD may be granted up to seven (7) days of personal necessity leave. Such days are not cumulative from year to year. These days are deducted from sick leave each fiscal year when it is required for one of the following reasons:

a. Death of a member of immediate family when additional leave is required.
b. Accident involving the person or property, or the person or property of a member of their immediate family.
c. Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the manager receives payment for this appearance, such payment will be forfeited to the SBCCD.
d. A serious illness of a member of the family.
e. Such other reason approved by the SBCCD.

Scheduling this leave shall be subject to the approval of the supervisor. Advance approval of the leave is required but requests shall not be denied, except for operational/business concerns.

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

State And Federal Leave Laws

Family and Medical Leave Act (“FMLA”), California Family Rights Act (“CFRA”), and Pregnancy Disability Leave (“PDL”) benefits are available to managers as entitled under current State and Federal leave laws. Upon request, the SBCCD shall provide a manager with a copy of their rights and benefits. All State and Federal leave law benefits will be calculated for eligibility and use on a 12-month basis.

a. In cases of non-pregnancy related illness applicable State and Federal leave laws will run concurrently with sick leave if the manager meets the eligibility requirements.
b. In cases of pregnancy-related illness, applicable State and Federal leave laws will run concurrently with sick leave if the manager meets the eligibility requirements.

Parental Leave/Bonding

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

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

Family And Medical Leave

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

a. A manager must have served as an employee of the SBCCD for a period of at least one (1) year and have at least 1,250 hours of service for the SBCCD during the twelve (12) month period immediately preceding the leave.
b. Leaves taken either individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
c. Upon exhaustion of sick leave, a manager may utilize difference in pay up to completion of the twelve-week period.
d. During this leave, the SBCCD will continue benefit coverage and pension contributions will be made by both the SBCCD and the manager.
e. For purposes of this section, family member is defined as a manager's child, parent, or spouse/domestic partner.

Family School Partnership Leave

A manager who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child or children in kindergarten or grades one (1) to twelve (12), inclusive, or attending a licensed child care provider, may take off up to forty (40) hours each calendar year, not exceeding eight (8) hours in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of their children. If more than one parent of a child work is employed by the SBCCD at the same worksite, the planned absence as to that child applies, at any one time, only to the parent who first gives notice to the employer. Managers may utilize existing vacation or personal necessity for the purposes of the planned absence.

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

Bereavement

A manager shall be entitled to paid leave of absence, not to exceed five (5) days on account of the death of any member of their immediate family. A member of the immediate family means mother, father, grandparent, or grandchild of the manager or the spouse/registered domestic partner of the manager, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the manager or any relative living in the immediate household of the manager or a designated person identified by the manager at the time the manager requests the leave. If a manager requires more time than allocated for bereavement leave, a manager may use other applicable leave(s) to extend their bereavement leave.

Judicial Leave

A manager shall be entitled to paid leave of absence to appear as a witness in court (other than as a litigant), to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through connivance or misconduct of the manager. At the conclusion of the worker's service, the manager must obtain a jury duty verification form which must be attached to the work report.

Industrial Leave

The SBCCD provides a maximum of sixty (60) working days of pay leave for each industrial accident or illness commencing on the first day of absence. An industrial accident or illness leave shall be defined as disability absences resulting from an injury or illness, as solely determined to be an accepted claim by the SBCCD's Workers' Compensation insurer or Claims Administrator.

Industrial accident or illness leave shall not accumulate from year to year. All absences or leaves related to industrial accident or illness leave shall run concurrently with any time eligible to the manager under existing State and Federal leave laws (Family Medical Leave Act ("FMLA"), California Family Rights Act ("CFRA"), etc.).

In the event that an absence has not been approved as a valid industrial accident or illness leave when the payroll for the manager is being computed, the manager's sick leave balance will be charged for any absences which have been supported by a workers' compensation physician's written statements. Upon subsequent notification that the absence has been accepted as an industrial accident or illness leave, the regular sick leave balance will then be adjusted to its previous balance. The SBCCD shall comply with legal notification requirements (currently ninety [90] days) for notifying the manager of acceptance or rejection of a claim.

Catastrophic Illness or Injury Leave

The purpose of this program is to permit managers with a catastrophic injury or illness to solicit individual donations of sick leave, and/or vacation from other SBCCD employees. All requests submitted to the Office of Human Resources are handled with confidentiality and upheld throughout the process. The SBCCD will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

Definition of Catastrophic Leave

For purposes of a catastrophic illness or injury is defined one which is expected to incapacitate the manager or a member of their family for an extended period of at least forty-five (45) or more calendar days, and taking extended time off work creates a financial hardship for the manager because they have exhausted all of their sick leave, extended sick leave, and other paid time off (e.g., vacation). For purposes of this, eligible leave credits are: sick leave, extended sick leave, and vacation.

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

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

Recipient Requirements

a. Is a regular manager who has exhausted all available paid leave credits as reference herein, including sick leave, extended sick leave, and vacation;
b. Must use any paid leave credits that they continue to accrue on a monthly basis prior to using received paid leave pursuant to this section;
c. Is incapacitated/absent for an extended period of time no less than forty-five (45) calendar days;
d. Is incapacitated during assigned time;
e. May use donated time in partial-day increments;
f. May initially request not more than sixty (60) days; however, a manager may request an additional sixty (60) days by filing an additional request;
g. Recipient must fill out the **Catastrophic Leave Donation Program Application** (accessible via the SBCCD's intranet), which must be requested from the Office of Human Resources**.** Any SBCCD supervisor, family member, Office of Human Resources, or the recipient's medical provider may request catastrophic leave benefits on behalf of the recipient;
h. A portion of the **Catastrophic Leave Request Donation Program Application** (accessible via the SBCCD's intranet), requires a written statement from a medical provider, which verifies catastrophic illness or injury of the recipient or the recipient's immediate family member. In the event a medical provider is unable or unwilling to fill out their portion of the **Catastrophic Leave Request Donation Program Application** (accessible via the SBCCD's intranet), a separate written statement from a medical provider which provides the answers to all of the relevant healthcare provider questions on the **Catastrophic Leave Request Donation Program Application** (accessible via the SBCCD's intranet) will be accepted; **AND**
i. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation, sick leave or extended sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

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

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

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

Donor Requirements

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

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

SECTION 12

Relocation Policy

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

(1) The move is for the benefit of the employer.
(2) Reimbursement to the employee is in accordance with an established written policy consistently followed by the employer.
(3) The reimbursement does not exceed the employee's actual (or reasonably estimated) expenses.

(b) Allowable relocation costs for current employees are limited to the following:

   (1) The costs of transportation of the employee, members of his or her immediate family and his household, and personal effects to the new location.
   (2) The costs of finding a new home, such as advance trips by employees and spouses to locate living quarters and temporary lodging during the transition period, up to maximum period of 30 calendar days.
   (3) Closing costs, such as brokerage, legal, and appraisal fees, incident to the disposition of the employee's former home. These costs, together with those described in (4), are limited to 8 per cent of the sales price of the employee's former home.

(4) The continuing costs of ownership (for up to six months) of the vacant former home after the settlement or lease date of the employee's new permanent home, such as maintenance of buildings and grounds (exclusive of fixing-up expenses), utilities, taxes, and property insurance.
(5) Other necessary and reasonable expenses normally incident to relocation, such as the costs of canceling an unexpired lease, transportation of personal property, and purchasing insurance against loss of or damages to personal property. The cost of canceling an unexpired lease is limited to three times the monthly rental.

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

(d) The following costs related to relocation are unallowable:
(1) Fees and other costs associated with acquiring a new home.
(2) A loss on the sale of a former home.
(3) Continuing mortgage principal and interest payments on a home being sold.

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

SECTION 13

Performance Evaluation

The performance evaluation process is designed to assess managerial effectiveness, accountability, and job performance in relation to assigned duties, established goals, and organizational expectations. Performance evaluation is a key responsibility of management and shall be conducted in accordance with procedures established by the Office of Human Resources, in conjunction with applicable board policies, administrative procedures, and employment contracts.

The performance evaluation process is intended to provide managers with constructive feedback regarding job performance, including identification of both strengths and areas for improvement. The goals of the performance evaluation process are:

1. To recognize and acknowledge individuals who are performing in an outstanding manner.
2. To establish standards by which individual performance may be measured.
3. To confirm and provide assurance to individuals who are performing satisfactorily.
4. To identify and assist individuals whose performance requires significant improvement.
5. To clarify job expectations and establish prioritization of responsibilities where necessary.
6. To promote constructive dialogue between the supervisor and manager focused on job effectiveness, job satisfaction, professional growth planning, and career development.

The major components of the performance evaluation include a manager self-evaluation, the development of future goals and expectations, and a supervisor evaluation (including work behavior ratings). The process shall also include a "360" evaluation assessment during the final year of the employment contract term for renewal consideration, as determined by the Office of Human Resources. Additional evaluations, including "360" evaluation assessments, may be required at any time at the request of the Chancellor or an executive-level manager.

Performance Evaluation Timeline

All managers, including interim managers, shall be evaluated annually, with evaluations due by March 31st of each fiscal year (July 1 through June 30); however, new managers shall also be evaluated within the first three (3) and six (6) months following their anniversary month and thereafter on the annual evaluation cycle. The annual evaluation shall include an assessment of work behaviors and the development of future goals and expectations and shall be conducted between the supervisor and the manager.

All managers shall participate in the "360" evaluation assessment during their first year of employment, regardless of the length or duration of their employment contract. Thereafter, managers, including interim managers, employed under an employment contract shall participate in a "360" evaluation assessment, during the final year of the employment contract term for renewal consideration, as determined by the Office of Human Resources. In the event of long-term leave, evaluations shall be adjusted in accordance with the Office of Human Resources' internal process.

Evaluation Process

The Office of Human Resources shall initiate all performance evaluations for managers in the Enterprise Resource Planning ("ERP") system via NeoEd. This includes establishing the evaluation cycle, assigning the appropriate evaluators in consultation with the supervisor, and ensuring that all required evaluation forms, timelines, and related documentation. The Office of Human Resources shall also be responsible for monitoring the evaluation process to ensure compliance with established timelines and procedures, and for providing system access, guidance, and support to supervisors and managers as needed throughout the evaluation cycle.

Manager's Self-Evaluation

The Office of Human Resources will release the self-evaluation to managers by January 1st for the annual evaluation. This section shall be completed by January 31st. Each manager will then evaluate their own performance in the following areas:

1. Job description and completion of assigned duties and responsibilities.
2. Goals and objectives, including updates and results, and the extent to which established objectives have been completed.
3. Personal and professional development.
4. Other relevant contributions, including community activities, unanticipated responsibilities, special projects, and related duties.

Future Goals, Expectations, and Performance Priorities

The Office of Human Resources will release this section to managers by February 1st for inclusion in the annual evaluation. This section shall be completed by February 28th. Each manager and supervisor are responsible for developing measurable SMART goals—Specific, Measurable, Achievable, Relevant, and Time-bound—that provide clear expectations, support accountability, and promote meaningful progress toward successful outcomes. Goals should be aligned with the manager's responsibilities, the priorities of the work unit, and the broader mission and strategic direction of the organization and/or College campus.

All goals should include clear measures of success and, when appropriate, established timelines or target completion dates. Goals should be reviewed periodically throughout the evaluation cycle to assess progress, address challenges, and make adjustments when organizational priorities or job responsibilities change.

Supervisor's Evaluation

The Office of Human Resources will release this section to the supervisors by March 1st, and it shall be completed by March 31st. The supervisor will evaluate the manager's performance in the following areas:

1. Work behaviors (as measured by Behavioral Rating Scales).
   a. Commitment to the management team.
   b. Ability to engage in cooperative relationships.
   c. Decision-making ability.
   d. Ability to develop positive relationships.
   e. Written and verbal skills.
   f. Supervisory skills (if appropriate).
   g. Time and resources management.
2. Other activities and responsibilities.
   a. Participation in community organizations and in the committees of the College.
   b. Unanticipated activities.
   c. Special assignments and projects.
   d. Budget management, including contributions to cost effectiveness.
3. Degree of success in completing management objectives (goals), taking into consideration the degree of difficulty inherent in the objectives.
4. Optional areas for professional growth.
5. The evaluation shall incorporate DEIA-focused competencies that demonstrate a manager's ability to work and lead effectively in a diverse environment that celebrates and promotes inclusion and helps move the College and the SBCCD toward its goals and targets in diversity, equitable achievement, inclusiveness, and access in support of students.
6. SBCCD-wide performance and conduct standards.
7. Compliance with mandatory training.

For any rating of "Requires Improvement," the supervisor shall provide an improvement plan or specific recommendations for improvement in the identified area. The completed evaluation shall be reviewed and approved by the appropriate Vice President, College President, or Vice Chancellor, as applicable, and shall then be submitted to the Office of Human Resources prior to the performance evaluation conference with the manager. The Chancellor's direct reports, including executive-level managers, shall be evaluated solely by the Chancellor.

"360" Performance Evaluation Assessment Process

The "360" evaluation assessment is a component of the manager evaluation process through which structured feedback is obtained from the manager's colleagues, direct reports, and other appropriate stakeholders who have direct and meaningful knowledge of the manager's performance, conduct, leadership, and work-related interactions. The purpose of the "360" evaluation assessment is to provide a comprehensive, balanced, and informed evaluation of the manager's effectiveness and professional conduct. The "360" evaluation assessment shall be administered and distributed by the SBCCD Office of Institutional Research at the direction of the supervising manager and the Office of Human Resources. All responses will be returned to the SBCCD Office of Institutional Research for compilation.

Employees selected to participate in the "360" evaluation assessment shall be individuals who have sufficient professional knowledge of and direct interaction with the manager to provide relevant and constructive feedback. Such individuals may include employees who work within the manager's department or division, serve with the manager on committees, participate in workgroups or institutional initiatives, or otherwise interact with the manager in a professional capacity. The selection of employees should be based on the relevance and quality of their professional interactions with the manager and their ability to provide objective, informed, and constructive feedback. Personal opinions unrelated to the manager's job performance shall not be considered. The "360" evaluation assessment may include additional reviewers, as appropriate, to ensure that the evaluation incorporates direct and relevant input:

1. **Executive-Level Managers:** The employees selected to provide feedback for the "360" evaluation assessment process for executive-level managers shall be determined by the Chancellor, in consultation with the Office of Human Resources.
2. **Vice Presidents and Deans/Associate Deans:** The employees selected to provide feedback for the "360" evaluation assessment process for Vice Presidents and Deans/Associate Deans shall be determined by the College President, in consultation with the Office of Human Resources.
3. **Campus Directors/Supervisors, Associate Directors/Associates, Managers, and Related Management Positions:** The employees selected to provide feedback for the "360" evaluation assessment process for Campus Directors/Supervisors, Associate Directors/Associates and Managers, and other related campus management positions shall be determined by the appropriate Vice President, in consultation with the Office of Human Resources.
4. **Other Executive or Management Positions:** The positions identified above are not an exhaustive list of all executive-level, management, supervisory, or other positions within the SBCCD that may be subject to the "360" evaluation assessment process. When a position is not specifically identified in this section, the supervisor shall consult with the Office of Human Resources to determine the employees to select to participate in the "360" evaluation assessment process.

The results of the "360" evaluation assessment shall be considered as one component of the overall manager evaluation and shall be reviewed in conjunction with other applicable performance measures, established goals, job responsibilities, and evaluation criteria. The assessment shall not, by itself, determine the manager's overall evaluation rating.

“360” Performance Evaluation Assessment Timeline

The Office of Human Resources shall identify, by October of each calendar year, those managers whose employment contracts are scheduled to expire and who are due to participate in a “360” evaluation assessment. Managers employed under contracts shall complete a “360” evaluation assessment in alignment with their respective contract renewal dates.

Beginning in November, Office of Human Resources shall notify the appropriate evaluating supervisors of the managers who are scheduled to undergo a “360” evaluation assessment. The evaluating supervisor, in coordination with Office of Human Resources, shall provide direction regarding the administration of the assessment. Once the “360” evaluation assessment has been completed by the designated reviewers, the SBCCD Office of Institutional Research shall compile and summarize the assessment data. The completed compilation and summary shall then be provided to the supervising manager and the Office of Human Resources for review and consideration as part of the manager’s overall evaluation and contract renewal process:

1. The supervisors shall submit the list of reviewers to the SBCCD Office of Institutional Research by December 1st.
2. The SBCCD Office of Institutional Research shall distribute the “360” evaluation assessment instrument to the selected reviewers by January 1st, with responses due by January 31st.
3. The SBCCD Office of Institutional Research shall compile the responses and provide a summary report to the evaluating supervisors and the Office of Human Resources by February 15th.

Performance Evaluation Conference

The supervisor shall meet with the manager to discuss and review the Performance Evaluation Form and any related evaluation documentation by March 31st. The purpose of this meeting shall be to ensure an understanding of the evaluation ratings, clarify performance expectations, and identify any areas requiring continued development or improvement.

Manager Acknowledgment and Response

The manager shall acknowledge receipt of the performance evaluation by electronically signing and dating the evaluation within the designated performance evaluation system. Such acknowledgment shall confirm receipt of the evaluation only and shall not constitute agreement with the content of the evaluation.

The manager shall be provided thirty (30) calendar days from the date of receipt to submit a written response and/or supporting documentation regarding the performance evaluation. Any written response and/or documentation submitted by the manager shall be incorporated into the official evaluation record, filed in accordance with the SBCCD online performance evaluation system, and maintained as part of the manager’s personnel file.

SECTION 14

Professional Growth Incentives

All SBCCD employees are encouraged to participate in SBCCD-wide professional development activities. Managers may also support and engage in diversity-related training and events and may request Equal Employment Opportunity ("EEO") funds, as applicable, to support participation in such activities.

Each academic year, managers shall receive a training plan calendar outlining required and recommended professional development activities. Training shall include, but is not limited to, the following:

- Institute for Excellence.
- Discipline (specific to bargaining units).
- Conducting research for education (Title 5, Education Code, Board policies, Administrative procedures).
- 10+1.
- Effective Communication.
- Infusing DEI into the workplace.
- Addressing student complaints, BIT/CARE, Student Conduct due process, Title IX (What managers need to know).
- Free Speech on College Campuses – (how to address populations affected, hate speech, etc.)
- How to diffuse situations (students, colleagues, parents, etc.).
- Bargaining Unit contracts.
- Emotional Intelligence, RCCA, and Conflict Management – Reducing Negativity in the Workplace.

Tuition Reimbursement

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

SECTION 15

Savings Clause

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

APPENDIX A

Classifications and Ranges

Executive Management

https://sbccd.edu/district-services/human-resources/salary-schedules.php

Management

https://sbccd.edu/district-services/human-resources/salary-schedules.php

APPENDIX B

Management Employee Handbook – Equivalency Policy/Process

Equivalency Process for Confidential/Supervisors, Classified Administrators and Educational Administrators

The SBCCD promotes the effort to ensure that its supervisors and managers are administrators who can lead, organize, plan, and supervise; and who understand the needs of students, classified, faculty, and the learning environment; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues. The minimum qualifications for supervisors and administrators should help the SBCCD to ensure that it will select individuals who are competent to perform the kind of administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration.

This equivalency process is designed to include exceptionally strong candidates who may have earned, in a variety of ways, the equivalent to a master's degree. Equivalency determinations shall be determined jointly by the President of the College, or their designee, and the Vice Chancellor of Human Resources, Police Services, Emergency/Employee Risk Management & Payroll Services, or their designee. The criteria used in making the determination shall be reflected in the governing board's action when employing the individual.

Supervisor/Confidential and Classified Administrators

Supervisors/Confidential and Classified Administrators are required to meet the degree and experience minimum qualifications; however, equivalency provisions are provided to allow education to supplant experience while also looking at equivalency for degree requirements. An applicant for a Supervisors/Confidential and Classified Administrators position that supervises non-academic departments may be determined to have equivalency based on the following ways. This list is not all-inclusive:

Master's Degree Requirement

In addition to (1) any Associate Degree and verification of six (6) years of experience in the related field, **OR** any bachelor's degree and verification of two (2) years of experience in the related field and two (2) years of formal training, internship, or leadership experience reasonably related to the assignment, an applicant may possess a combination of most or all of the following:

a. A substantial number of years of community college level (10-20 years).
b. A substantial number of years in the related industry (10-20 years).
c. Evidence of experience and skill supervising staff.
d. Evidence of experience in budget development and administration.

Bachelor's Degree Requirement

In addition to (1) any associate degree and verification of six (6) years of experience in the related field, **OR** any bachelor's degree and verification of two (2) years of experience in the related field and one (1) year of formal training, internship, or leadership experience reasonably related to the assignment, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level (10-20 years).

- A substantial number of years in the related industry (10-20 years).
- Evidence of experience and skill supervising staff.
- Evidence of experience in budget development and administration.

Associate's Degree Requirement

In addition to thirty (30) college-level units in a related field and two (2) years in a lead position, an applicant may possess a combination of most or all of the following:

- A substantial number of years of community college level (7-10 years).
- A substantial number of years in the related industry (10-15 years).
- Evidence of experience and skill supervising staff.
- Evidence of ability to understand budget development and administration.

Educational Administrators

Disciplines where a Master's Degree is not Normally Expected or Available

There are disciplines listed in the Board of Governors Minimum Qualifications booklet that may be considered "vocational" or "commercial" in nature. Unlike the academic disciplines, a master's degree, although desirable, is not normally expected or available. The faculty minimum qualifications for these disciplines are different than those required of faculty who teach in academic disciplines. Minimum qualifications for educational administrators who supervise these disciplines should also reflect that difference by recognizing both education and experience

An applicant for an educational administrator position that supervises departments that include "vocational" or "commercial" programs, may be determined to have the equivalent of a master's degree in the following ways. This list is not all-inclusive.

In addition to (1) any associate degree and verification of six (6) years of experience in the related field, **OR** any bachelor's degree and verification of two (2) years of experience in the related field, and (2) one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, an applicant may possess a combination of most or all of the following:

a. A substantial number of years of community college-level full-time teaching in one of the disciplines included in the department (10-20 years).
b. A substantial number of years in the related industry (10-20 years).
c. Evidence of organizational and planning skills with regard to educational activities.
d. Evidence of experience and skill supervising both faculty and staff.
e. Evidence of experience in budget development and administration.
f. Evidence of conducting major, special campus-wide projects.
g. Evidence of participation in state and/or national discipline-specific organizations.
h. Evidence of scholarly works.
i. Evidence of major participation in the governance activities of a community college.
j. Evidence of acclaim in the field.
k. Evidence of contribution to the field on the local, state, and/or national level.

Academic Disciplines

Educational administrators are required to hold a master's degree and complete one (1) year of supervisory experience in the appropriate setting. While it is the intent of the Board of Trustees to employ educational administrators who possess the minimum qualifications set out by Title 5 regulations, there may be exceptional circumstances whereas applicants clearly have the equivalent to those minimum qualifications. Title 5 regulations allow for a local district to determine equivalencies for educational administrators.

Equivalencies to a master's degree may also be accepted for educational administrators supervising departments which only include academic disciplines. This should be an exceptional and uncommon occurrence.

An applicant for an educational administrator position where that administrator supervises departments that only include academic disciplines may be determined to have the equivalent of a master's degree in the following ways. This list is not all-inclusive.

1. Any master's degree with a minimum of twelve (12) semester graduate units in the relevant academic discipline, **OR**
2. A bachelor's degree in the relevant academic discipline and a combination of most or all of the following:
    - Graduate program coursework substantial enough to satisfy any general education portion of a master's level course of study (12-20 semester units) or significant coursework within the relevant discipline in the absence of a breadth requirement (totaling 27-32 semester units).
    - A substantial number of years of community college-level full-time teaching in one of the disciplines included in the department (10-20 years).

    a. Evidence of organizational and planning skills with regard to educational activities.
    b. Evidence of experience and skill supervising both faculty and staff.
    c. Evidence of experience in budget development and administration.
    d. Evidence of conducting major, special campus-wide projects.
    e. Evidence of participation in state and/or national discipline-specific organizations.
    f. Evidence of scholarly works.
    g. Evidence of major participation in the governance activities of a community college.
    h. Evidence of acclaim in the field.
    i. Evidence of contribution to the field on the local, state, and/or national level.