

Classified Non-Exempt Personnel Policy Statement Proposed Changes for 2009/2010

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Section II. Conditions of Work

- Meal Periods
 - Minor wording to clarify meal period is unpaid time away from job assignments.
- Probation Period
 - Add provision to extend probation when an employee is on a leave of absence which exceeds 30 days by an amount equal to the leave of absence.

Section V. Leaves and Holidays

- Holiday and Recesses
 - Update the holiday and recess calendar for the 2009/10 fiscal year based upon the Academic Calendar.
 - Clarify an employee on an approved unpaid leave or unexcused absence of any portion the day prior to or after the holiday or recess is not eligible for the holiday pay.
- Annual Leave
 - Add statement when an employee requests annual leave, it is the responsibility of the employee's supervisor to adjust department coverage.
- Sick Leave
 - Remove provision requiring an employee to obtain supervisory approval when sick leave is exhausted to use annual leave for a sick leave absence. Added language that supervisory approval is required if the employee is on a corrective or disciplinary action pertaining to abuse of sick leave.
 - Remove the requirement to have at least 25 days of sick leave accumulate in order to request the transfer of sick leave to annual leave.

Section VI. Professional Development

- Non-Exempt Professional Development Enrichment Fund Criteria
 - Clarified employees may request funds on a yearly basis.

Appendix E. Non-Exempt Staff Step Progression Plan and Criteria

- New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.

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Section IV. Compensation

- Cyclical Review
 - Add statement that incumbent employees in positions reviewed in a fiscal year shall be notified of the review status prior to the end of the fiscal year in which the study is conducted.

Section V. Leaves and Holidays

- Holiday and Recesses
 - Update the holiday and recess calendar for the 2009/10 fiscal year based upon the Academic Calendar.
 - Clarify an employee on an approved unpaid leave or unexcused absence of any portion the day prior to or after the holiday or recess is not eligible for the holiday pay.

Section VI. Professional Development, Educational Enrichment and Paid Educational Leave

- Career Development
 - Add statement that mandated travel for training required by the College shall be expensed from department budgets and not through this program. Also that a department decision to approve professional development funding for an employee should not assume approval of the request through this program.

Appendix E. Exempt Staff Step Progression Plan and Criteria

- New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.

**Faculty Personnel Policy Statement
Proposed Changes for 2009/2010**

Miscellaneous

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changes will be made including in title change from Dean to Vice President or supervising administrator.

Article II. Conditions of Work

- General Responsibilities
 - During the course of a semester a faculty member may reschedule official office hours in consultation with supervisor. Rescheduled hours will be posted.
- Workload, Workload Calculations and Accountability
 - Clarify definitions for course types (CPM).
 - As pilot for 2009/10, one day of accountability from the week before fall classes start will be moved to the day after finals end in the spring.
- Grants/Awards
 - Add language that any reference to grants includes externally funded grants and awards as the result of a competitive process. Add definitions, roles and processes for grant activities.

Article III. Faculty Employment

- Recruitment for Faculty Positions
 - Add language to be consistent with the Faculty Hiring SPG.
- Faculty Administrative Appointments
 - Add reference to administrative appointments in the Personnel Policy Statement for College Employees.

Article V. Compensation

- Substitute Pay
 - Clarify definitions for course types (CPM).
- Grant Agreements
 - Clarify compensation for grant activities for various roles.

Article VI. Leaves

- Unpaid Leave
 - Add language for consistency with the Personnel Policy Statement for College Employees. Clarify a one-year unpaid leave disqualifies a Faculty member from step advancement and a one semester may disqualify, with reference to Appendix N for process.

Article VII. Faculty Professional Development Program

- Faculty Professional Development Program
 - Define the Faculty Professional Development and Sabbatical Working Group as a standing committee. A faculty member serves as chair.
- Sabbatical Program
 - Clarify the default method of payment for a faculty member on a half pay sabbatical will be equal installments over the contract period and a process to request alternate pay.

Unit Guideline – Calculations for Loading Independent Study Courses

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- Clarify definitions for course types (CPM).

Unit Guideline – Supplemental Agreements (non-teaching)

- Clarify various grant activities with a reference to Article II.F.

Appendix A. Faculty Salary Schedule and Compensation Plan

- Salary Placement for Administrators Assigned to Faculty Status
 - Add reference to the Administrator Personnel Policy Statement.

Appendix D. Instructional Department Chair Structure

- Language referencing the Department Chair Task Force convened in the spring of 2007.

Appendix E. Director of Library Structure

- Language from the Department Chair Task Force to clarify the term, the job description and professional development. Changed the language which linked the compensation rate for Library Directors located in departments with less than 4 FTE to the lead faculty stipend to a flat rate.

Appendix F. Coordinator of Advising and Counseling Structure

- Language from the Department Chair Task Force to clarify the term, selection process, the job description, supervision received and professional development. Changed the language which linked the compensation rate for Coordinators located in departments with less than 4 FTE to the lead faculty stipend to a flat rate.

Appendix K. Other Instructional Rates – Activity Related

- Add Winter Intersession Coordinator to reflect actual practice.

Appendix N. Step Progression Plan

- Change name of plan to Professional Progression Plan (PPP)
- New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.

Appendix O. Task Force to Review Policy on Scheduling

- Add language to establish a task force to review Faculty Personnel Policy Statement pertaining to language on scheduling.

**Administrative Personnel Policy Statement
Proposed Changes for 2009/2010**

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Section V. Leaves and Holidays

- Holiday and Recesses
 - Update the holiday and recess calendar for the 2009/10 fiscal year based upon the Academic Calendar.

Appendix A. Salary Determination for Administrators Assigned to Faculty Status

- Placement for Salary Placement
 - Add step adjustments earned as an administrator are credited in the computation for placement on the faculty salary schedule.

Appendix B. Administrators Professional Development Review

- Overview: Annual Performance Evaluation
 - Add language to clarify the annual review process and form used by Presidents, Executive Vice Chancellors and Vice Chancellors.

Appendix F. Administrator Step Progression Plan and Criteria

- New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.

Personnel Policy Statement for College Employees Proposed Changes for 2009/2010

Miscellaneous

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Section I. General Information

- Personnel Records
 - Add language stating official faculty personnel records are maintained in the Office of the Provost.
- Use of Information Technology Resources
 - Update language referencing acceptable use of Information Technology resources and add reference to Appendix G.

Section III. Benefits

- Health and Dental Insurance
 - Remove language referring medical subsidy. Add language stating a portion of dependent coverage is covered by the College and employees under another qualified group medical plan who waived medical and pharmaceutical coverage may elect the College to contribute to a flexible spending account on their behalf.

- 403(b) and 457 Voluntary Retirement Savings
 - Change language from tax deferred annuities to 403(b) and 457 voluntary retirement plans. Clarify employee eligibility to participate in supplemental retirement plans.

Section IV. Leaves

- Emergency Treatment Leave
 - Add supervisors are responsible for submitting an accident incident report to the Employee Service Center.
- Leaves of Absence
 - Clarify life insurance is a part of an employee's insurance coverage.

Appendix C. Continuation of Health Insurance

- Add language for compliance with federal legislation.

Appendix E. Tax Deferred Annuities

- Change to reflect current terminology of 403(b) and 457.

Appendix G: Acceptable Use of Information Technology Resources.

- New appendix clarifying use of PCC Systems and responsibilities of College users.