Section VII. Executive Positions

A. Designation of Executive Administrator Positions

The administrative positions of Chancellor, Executive Vice Chancellor, Vice Chancellor, and Campus President are designated as executive positions. Executive positions have College-wide responsibility in carrying out the policies of the Governing Board. The Chancellor reports directly to the Governing Board in fulfilling the primary responsibility of carrying out Board policies and the Executive Vice Chancellors, Vice Chancellors and Campus Presidents report to the Chancellor. All executive positions have broad common duties and responsibilities in carrying out the mission of the College District through College-wide leadership and direction.

B. Employment of Executives

Procedures for employing the Chancellor shall be determined by the Governing Board; procedures for employing all other executive personnel shall be established by the Chancellor. Initial appointments of all executives, as well as issuance of new employment contracts for executives for the ensuing fiscal year, are subject to Governing Board approval. The provisions of Section II D, Contracts, of this policy statement apply to executive positions, excluding the Chancellor.

C. Contracts for Executive Administrators

All executive employment contracts must be approved by the Governing Board. Salaries are paid bi-weekly during the term of contract.

D. Transfers

The Chancellor may reassign or transfer executives when, in his/her discretion, the needs of the College are best served. Upon any reassignment or transfer, pay will be determined in accordance with Section E below.

E. Executive Pay Structure and Pay Setting

Salary for the Chancellor will be determined by the Governing Board. Salary for other executives shall be set in accordance with the provisions of this section.

Changes in pay structures and pay setting policies may be effectuated by the Governing Board upon recommendation from the Chancellor, or by the Governing Board acting on its own initiative.

1. Salary range
The salary range for executive positions other than the Chancellor is based on ranges E92 of the administrator salary schedule for the Executive Vice Chancellor, Campus President and other Vice Chancellor positions. Upon adjustment of the administrator salary schedule, the executive salary range shall be adjusted accordingly.

2. **Upon initial appointment to an executive position**

When filling an executive position, an applicant’s qualifications and abilities will be considered. Based upon these factors and the needs of the College District, an initial salary placement within the salary range for the position shall be recommended to the Chancellor. The Chancellor, in turn, shall make a recommendation for initial salary placement to the Governing Board.

3. **Upon position change or new contract offer**

   a. If the executive is assigned or reclassified to another executive position, salary may be adjusted based on the executive’s qualifications, abilities and the needs of the position and the organization. Changes will be effective upon Governing Board approval. If an executive is assigned either within or outside the executive group to a position in a lower range or with a lower salary rate, salary will be determined in accordance with paragraph “b” below.

   b. If an executive is assigned either within or outside the executive group to a position in a lower range or with a lower salary rate, the executive shall continue to receive his/her present salary until the end of the current fiscal year. Should the College District exercise its discretion and offer a new contract to the executive, the salary offered will be within the range of the position to which assigned and may be reduced.

   c. Should the College District exercise its discretion and offer a new contract to said executive in the same position, the pay offered may, within the assigned pay range, reflect changes in the scope or complexity of the assignment or the requirements of the position. At the discretion of the Chancellor, this pay adjustment may be in the form of a salary increase or a non-recurring compensation supplement. Salary increases are subject to the minimum and maximum salaries established for the executive pay range and are contingent upon approval by the Governing Board.

4. **Upon approval of step increase for administrative personnel**

If the Governing Board approves a step increase for administrative personnel, executives who have satisfactorily completed his/her step plan shall receive a step on the appropriate salary schedule; subject to the maximum of the salary range (reference Appendix F.).

F. **Outside Employment for Executives**

*Administrator Personnel Policy Statement 2017/2018*

Page 18
An executive shall obtain the prior written approval of the Chancellor before accepting outside employment/consultancy assignments. The executive shall affirm in writing with the employing party that he/she is acting in an individual capacity and not as an agent, employee, or representative of the College District.