



ADMINISTRATIVE EMPLOYEE BENEFITS SUMMARY

For all current administrative staff (Classified and Educational Administrators):

- I. **Work Year:** Administrators are hired to work a specific number of days per year (e.g. 225, 206 or 180) depending on the classification they were hired into. For questions regarding number or work days per year, refer to the Administrative/Management Salary Schedules on the [HR website](#). Employees work the requisite number of required work days per year, which are scheduled in consultation with and approved by the supervisor. At the beginning of each year, each administrator shall propose to her/his supervisor a calendar of days to be worked. It is the responsibility of the employee and the supervisor to ensure non-working days are taken each year. Written authorization from an employee's supervisor is required to carry over non-work days from one fiscal year to another. In the event an administrative employee is required to work more than the requisite number of required work days, the employee and her/his supervisor will develop a written plan to address the resolution of the additional days.
- II. **Step Increases:** Effective July 1st each year as applicable. Administrators move up one step on the Administrative/Management Salary Schedule up to Step 8.
- III. **Probationary/Permanent Status of Classified Administrative Positions:** Employees newly hired for classified administrative positions shall be considered *probationary* employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the District.

The President or designee may dismiss an employee during the initial probationary period without cause.

Permanent employees who are promoted shall be considered probationary in their new position until they have satisfactorily completed one year of probationary service in that position.

- IV. **Leaves:**
 - a. **Sick Leave:** Twelve (12) days of paid sick leave per fiscal year
 - i. Full time, 100% administrative employees earn leave at a rate of eight (8) hours for each month in paid service, to a maximum of twelve (12) days per year. Unused sick leave may be accumulated without limit. When employment with the District is terminated, there will be no cash reimbursement for unused, accumulated sick leave; however, employees who retire with CalPERS or CalSTRS may be able to have any

accumulated unused hours of sick leave reported to CalPERS or CalSTRS for purpose of enhancing retirement benefits.

- ii. On July 1st of each year, the full amount of sick leave to be earned that year shall be credited to each administrator. Credit for sick leave need not be earned prior to taking such leave and such leave may be taken at any time during the employee's work year.
 - iii. In the event more sick leave has been used than available upon the termination of service, the final paycheck shall be adjusted so as to recover all compensation paid for unearned days of sick leave.
 - iv. In addition to sick leave, administrators will be eligible to use three (3) days per fiscal year of *critical illness of family members or individual responsibility leave* (no carry over).
- b. **Extended Illness Leave:** When a person is absent from his or her duties on account of illness or accident for a period of five months or less, whether or not the absences arises out of or in the course of employment of the employee, the amount deducted from the salary due the employee for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill the employee's position during their absence.
- c. **Personal Necessity Leave:** Seven (7) days of earned sick leave credit in one fiscal year may be used by the employee in increments of one hour or more in cases of personal necessity as defined in the Education Code and outlined in the following subsections:
- i. Death or member of employee's immediate family when the number of days of absence exceeds authorized bereavement leave.
 - ii. Accident involving the employee's person or property, or the person or property of a member of their immediate family.
 - iii. Imminent danger to person or property of employee when the danger requires the attention of the employee during their assigned hours of service. Such danger may be occasioned by flood, fire, earthquake or be of other serious nature, and under such circumstances that the employee cannot reasonably disregard.
 - iv. Illness of member of employee's immediate family when the absence is in excess of the three (3) days allowed under critical illness of family and when the illness, diagnosis, care, or treatment of an existing health condition of, or preventive care for an immediate family member requires the attention of the employee during working hours. The illness must be serious in nature and of circumstances that the employee could not reasonably be expected to disregard. Immediate family for the purpose shall include spouse, biological, adoptive or foster parents, registered

domestic partner, child, grandparent, grandchild, sibling or a member of the immediate household of the employee.

- v. Appearance in court when an employee is required to appear in court as a litigant party or witness under subpoena or any order made with jurisdiction except when appearing as a paid expert witness.
 - vi. Personal emergencies other than mentioned above when the employee's need for absence is based upon immediate and/or unavoidable personal circumstances, use of personal necessity absence shall be permissible, subject to prior approval of the administering supervisor.
 - vii. For an employee who is a victim of domestic violence, sexual assault, or stalking, personal necessity leave may be used to take time off work for any of the following reasons:
 - 1. To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
 - 2. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 - 3. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 - 4. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
 - 5. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
 - 6. The terms "domestic violence," "sexual assault," and "stalking" are defined in California Labor Code section 230 and 230.1.
 - viii. Observations, celebrations, or honoring of diverse cultural traditions (one day per year).
 - ix. The personal necessity absence shall not be granted during a leave of absence, holiday, or Board granted day off.
- d. **Family Leave:** Administrative employees shall be granted family care leave in accordance with State and Federal laws and regulations.
- e. **Industrial Accident and Illness Leave:** In addition to any other benefits that an employee with six (6) months paid service may be entitled to under the Workers'

Compensation laws of this state, such employees shall be entitled to the following benefits:

- i. An employee suffering an injury or illness arising out of and in the course and scope of employment shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
 - ii. Payment for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day. Regular pay will be reduced by an amount equal to the temporary disability payment check while the employee is on industrial leave.
 - iii. The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this section, the employee shall be entitled to use only so much of their accumulated and available normal sick leave and other paid leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.
 - iv. Any time an employee on Industrial Accident or Illness leave is able to return to work, the employee shall be reinstated in their position without further loss of regular pay or unused benefits.
 - v. Continuation of Benefits: An employee unable to work due to industrial accident or industrial illness, shall continue to receive medical coverage for a period not to exceed six (6) months from the first day the employee is on unpaid status with the District.
- f. **Catastrophic Leave Donations:** Administrators are eligible to receive catastrophic leave donations and to donate leave to other administrators, faculty and staff according to the provisions of the CCEU and CCFT Bargaining Unit Agreements.
- g. **Bereavement Leave:** Five (5) days of paid bereavement leave for members of the employee's immediate family (mother, mother-in-law, father, father-in-law, spouse, principal domestic partner, son, daughter, brother, sister or grandparent, a relative living in the immediate household, or an individual having a close relationship, which the Superintendent/President may accept as qualifying for bereavement leave). Additional sick or other leave may be granted at the immediate supervisor's discretion.

- h. **Military Leave:** Administrative employees shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.
- i. **Jury Duty/Witness Pursuant to Subpoena:** An administrative employee required to report for jury duty, or to answer a subpoena as an unpaid witness shall be granted a leave of absence with pay from assigned duties until released by the court. The employee shall keep the department informed regarding the court schedule.
- j. **Leave for New Parents:** Employees may use up to twelve (12) workweeks of paid sick leave to care for a new child:
 - i. A biological parent may use leave pursuant to this section within the first year of his or her infant's birth.
 - ii. A non-biological parent may use leave pursuant to this section within the first year of legally adopting a child.
- k. **Professional Development Leave:** To encourage and support professional growth for administrative staff, the College established an Administrative Professional Development Leave Plan. The plan provides opportunities to update knowledge and improve skills, increase effectiveness and build long-term commitment to the institution. For additional information refer to BP 7160 and AR 7160. (Unfunded, at present).
- l. **General Leaves:** An administrative employee who has used all paid time to which they are entitled and who requests in writing to be absent from work because of personal reasons, may be granted a personal leave without pay for a period of time not to exceed one (1) week if approved by their supervisor and/or unit administrator. A personal leave without pay of more than one (1) week may be extended upon approval of the Board of Trustees up to one (1) full year of total leave time. Fringe benefits will be paid by the District through the last day of the month in which an approved unpaid leave begins. The District will resume payment for such benefits effective on the first day of the month following the employee's return to work. The employee may arrange with the Human Resources department to keep their insurance in force during the period of the leave by prepaying the premiums on a monthly basis.

V. **Benefits:**

- a. **Health and Welfare Benefits:** Administrative employees shall receive a health and welfare benefits stipend commensurate with other employees of the District, and shall, when appropriate, enjoy the choice and/or level of such benefits. A general summary of these benefits is listed below. (See HR website for updates. Copies of pertinent documents are available in the Human Resources department).
 - i. Employee and dependent medical/hospital/surgical/prescription insurance.

- ii. Dental coverage is provided through Delta Dental for covered diagnostic, preventive, and basic services.
 - iii. Disability insurance for short-term or long-term disabilities resulting from covered accidents or sickness.
 - iv. District paid life insurance coverage in an amount equal to one times your annual earnings to a minimum of \$100,000.
 - v. Employee option to participate in voluntary programs such as vision coverage, tax shelter annuities (e.g. 403(b) and 457 plans), or flex plans to help save you money on health and day care expenses.
- b. **Parking permit:** The District will provide administrative employees with a District parking permit or a bus pass without charge.
 - c. **Professional Liability:** Administrators are covered under the District’s insurance policy.
 - d. **Health and Welfare Benefits – Continuation in the Event of Layoff:** An administrator separated from employment through layoff shall continue to be enrolled in, and shall continue to receive District contributions of medical benefits only to the extent provided that the employee was enrolled in a medical insurance plan while employed, in accord with the following schedule:
 - At least 9 months of service, but less than 5 years 4 months
 - At least 5 years of service, but less than 7 years 6 months
 - At least 7 years of service 9 months

VI. **Retirement Programs:**

- a. **CalPERS:** Classified administrative employees are members of the California Public Employees Retirement System (CalPERS). The District contracts for the CalPERS “Pick-Up” Program as provided in the Internal Revenue Code (IRC) Section 414 (h) (2). This program provides that employee contributions to CalPERS are nontaxable. For membership information, employees are advised to visit the CalPERS website at: <http://www.calpers.ca.gov/>.
- b. **CalSTRS:** Educational administrative employees are members of the California State Teachers’ Retirement System (CalSTRS). The District contracts for the “Pick-Up” option covered by the Internal Revenue Code (IRC) Section 414 (h) (2). This program provides that employee contributions to CalSTRS are nontaxable. For membership information, employees are advised to visit the CalSTRS website at: <http://www.calstrs.com/>.
- c. **Retirement options:** As authorized by law and District policy:

- viii. Survivors of deceased retired administrators have the option of remaining on the District medical plan until the retiree would have reached the age of sixty-five (65) – as long as the survivor was on the medical plan at the time the retiree retired. After which, the survivor may continue medical coverage at their own expense.
- e. **Retiree Dental Coverage:** The following dental coverage is available after ten (10) years of district service:
- i. Continuation of dental coverage at the retiree’s expense.
 - ii. Maximum benefit paid per calendar year is \$2,000 per person.
 - iii. Survivors of deceased retired administrators have the option of remaining on the District dental insurance at their own expense.
- f. **Retiree Privileges:** The following retiree privileges are available after ten (10) years of district service:
- i. Staff parking permit without charge.
 - ii. Free admission to designated College-sponsored athletic events, concerts, or plays.
 - iii. Library privileges.
 - iv. Email privileges upon request.

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