# Leadership Plan Handbook

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INTRODUCTION

The Leadership Plan is designed to cover all full-time District employees who have been designated as “management”, “supervisory”, and “confidential” in accordance with Government Code §3540. The positions are identified on list of Leadership Positions and Salary Placement (Appendix A). The term “Leadership Team” refers to all employees who are included in the administrator, confidential and the College of the Desert Foundation employee groups. Particular sections of this handbook may pertain to only one or two of these groups, but not to all, and are identified as such.

The need for a comprehensive and fully integrated plan for the Leadership Team of the District is based upon the following criteria:

Government Code §3540, identifies management/leadership positions which are excluded from collective bargaining. Although personnel and compensation policies and procedures for College of the Desert will continue to be issued under the authority of the Board of Trustees and implemented under delegated authority by the President, greater emphasis must be placed on providing for the special needs of the leadership group.

Recent fiscal constraints in the state, coupled with changes in District enrollment patterns, present additional challenges for leadership in these times of fiscal exigency. Greater flexibility in the use of available limited resources is one appropriate response to financial constraints.

There is clear need to recognize the essentials in leadership positions for planning, accountability, cost effectiveness, application of new technologies, and maximum utilization of human, physical, and fiscal resources; to exert leadership to enhance the educational mission and to plan for the future of the college; and to stimulate the development of personnel and methods which will facilitate the meeting of program goals and objectives.

Matters of major concern to leadership are the proliferation and complexity of public policy, educational futures, and changing social, legal and economic conditions – all of which influence the environment surrounding higher education.

As the building of a “leadership team” is emphasized through the development of individuals who are qualified to manage academic enterprises, the kinds of personnel and compensation policies that provide executives with the flexibility to recruit, retain, develop, and motivate administrators and to provide incentives that reward merit in academic, administrative, and management performance must be improved.

Finally, as change will continue to erode the effectiveness of past practice, it is appropriate and necessary that existing practices be reevaluated regularly. One central principle is to align authority, responsibility, and compensation.

The Leadership Plan Handbook is an integrated personnel system covering appointment, evaluation, advancement of members of the Leadership Team, compensation, benefits, employment status, education and development, layoff, leaves, personnel rights, and conditions of employment.

The Leadership Team includes employees who have primary responsibility for the implementation of policy which has been adopted by the Board of Trustees, as well as ensuring the operations of the college in compliance with state law and regulations of the Board of Governors of the California Community Colleges.

This manual sets forth policies and procedures to follow in implementing and administering this plan. The various sections and provisions of the Government Code, Education Code, California Administrative Code, and Title 5, which are applicable to District leadership employees, shall remain in effect.

Administration and implementation of the personnel policies and rules in accordance with Board of Trustees policy, regulations, or law are the responsibility of the Office of Human Resources under delegated authority from the President.

The management structure will change as shifting forces and priorities require. To keep from becoming rigid, unresponsive, and outdated, the college will also employ elements of entrepreneurial, team, and matrix functioning in its structure to maximize staff contributions, quality service, and cost effectiveness.
SECTION ONE

CLASSIFIED & EDUCATIONAL ADMINISTRATORS
MANAGEMENT FUNCTIONS

- Developing and implementing plans, policies and programs; establishing and monitoring progress toward programs goals and objectives; evaluating accomplishments and making necessary adjustments in plans, priorities, and objectives to meet specific needs or changing conditions.

- Defining duties and positions, establishing organizational structures, and determining long-range staffing requirements (specialties, number of people, career paths, turnover, etc.) to meet program demands.

- Developing, justifying, and administering program budgets and authorizing program expenditures and services.

- Determining methods, techniques, systems, and materials required to meet program goals.

- Assessing and recommending internal change based on the impact of substantive changes in funding, laws, policies, and program dynamics.

- Representing the college and its programs and services to the public, media, other educational institutions, and professional associations.

- Selecting, training, and evaluating staff, assigning and directing their work; providing leadership and stimulation for staff growth and development; and applying principles of equal employment opportunity in all personnel activities.

Responsibilities of Individual Members

Responsibility and accountability for virtually all the functions listed previously.

Interdependence of Operation – the College of the Desert Leadership Team endeavors to operate as a team, recognizing that any action by one member of the team will have an impact on others.

Authority - Members are expected to make judgments and decisions which commit the college to various courses of action within the scope of their position descriptions.

Leadership Team – Members looked upon are as an integral part of the total college operation and participate in and contribute to the broad educational and support processes. They must work together in the planning stages of college-wide programs for effective implementation, solution of problems, and the attainment of high quality in all services delivered.

Cost Effectiveness – Responsibility for integrating all of the various components of programs and coordinating the programs with others so resources are used to respond to program needs, user’s needs, and broad management needs of the college.

Planning and Awareness – Responsibility for anticipating and responding to needs and problems, many of which are not covered by existing policy or guides and which require the development of new programs, techniques, or other innovative methods.

Competence – Knowledge, judgment, and command of the principles and concepts underlying the program to administer it effectively, to communicate its value to users, and to persuade others to provide necessary courses of action for program support.

Collaboration and Networking – Develop policies and recommendations through collaboration and networking with all constituent groups which may have divergent needs to reach consensus that underscores the interests of the District.
THE LEADERSHIP PLAN OBJECTIVES

To recruit and retain well-qualified Leadership Team members and to enhance their management and leadership capabilities in the areas of leadership and accountability to provide opportunities for professional development and to maximally utilize the talents of each administrator in behalf of College of the Desert.

To facilitate and enhance effectiveness and productive efforts of the Leadership Team members through evaluation of performance and the recognition of merit in determining compensation.

To provide a system in which the particular abilities, contributions, expertise, and effectiveness of the individual administrators can be considered, along with the level of responsibility of the job performed, in determining future appropriate compensation.

To establish a salary structure this is indexed to comparable institutions.

To provide a system of fiscal controls within which the President recommends to the Board of Trustees appropriate salaries for leadership classifications.

To establish a benefits program which complements the salary program, is appropriate and is indexed to comparable institutions.

Leadership Plan Maintenance

A Leadership Plan Committee chaired by the Executive Director, Human Resources and Labor Relations shall meet as needed to review the leadership plan and classifications. The President or designee shall appoint one representative from each of the management, supervisory and confidential groups to serve on the Management Personnel Committee. The President shall be an ex-officio member of the committee.

LEADERSHIP CLASSIFICATION

Administrators

Education Code §87002 defines “Administrators” to mean “any person employed by the governing board of a community college district in a supervisory or management position…” Government Code (Title 1, Division 4, Chapter 10.7, Article 1) § 3540.1(m) defines “Supervisory employee” to mean “any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or affectively recommend that action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.”

College of the Desert employs Educational and Classified administrators. “Educational administrator” means any administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district (Education Code §87002 (b)). Educational Administrator contracts will be approved by the Board of Trustees. The contract will stipulate at least twelve (12) months of service and not to exceed four years.

“Classified administrator” means an administrator who is not employed as an educational administrator. Classified administrators, in the absence of a contract, serve at the pleasure of the governing board (Education Code §72411.5)

Classification Structure

The placement of each position in a particular level, as reflected in Appendix A, is premised on an assessment of the general skills, knowledge, and qualification requirements needed to perform the assigned duties and responsibilities. Additional criteria which have been considered include, but are not limited to, nature and complexity of program or organizational unit;
scope of management responsibility; level of planning required; special job demands; extent of authority for independent decision making; and accountability and impact of policies administered and/or decisions made.

Classification Review

The college is a dynamic entity and, as such, procedures must provide an opportunity for adjustment to classifications in order to meet the legitimate needs of the college. The procedures set forth herein will provide for classifications to be reviewed when it can be demonstrated that there has been a significant change(s) in duties/responsibilities and accountability.

Short-term and permanent change(s) must be documented by the employee and his/her immediate supervisor and forwarded to the appropriate vice president. The Executive Director, Human Resources and Labor Relations shall confer with the Management Personnel Committee and determine the impact of such changes, if any, on the classification. Such determinations shall be conclusive.

In the event the change(s) is temporary (not to exceed six (6) months) but significant (exceeding 30 days), the Executive Director, Human Resources and Labor Relations shall recommend movement to the next step on the salary schedule. This change in pay will begin after 30 days. If the administrator is presently at the last step on the salary schedule, a recommendation for movement two (2) ranges higher on the salary schedule, maintaining the same step (“last step”), shall be made. All recommendations for movement on the salary schedule as per this section shall be subject to approval by the President.

In the event the change(s) is both permanent and significant, the Executive Director, Human Resources and Labor Relations shall forward the request to the Management Personnel Committee. In the event the Management Personnel Committee recommends a change to the classification, the change will be presented to and subject to approval by the President and Board of Trustees. All such changes shall be effective on the first of the month following board approval.

Requests for classification review, based upon changing conditions, are to be made on the College of the Desert Classification Analysis form (Appendix D). The request may be initiated by either the employee or the employee’s immediate supervisor.

When the job is changed (e.g., upgrade, title change), an incumbent will at no time be expected to reapply for his/her incumbent job/position.

Evaluation Plan

The President shall use the criteria in the Leadership Performance Appraisal for consideration of continued employment.

Classified and Educational Administrators shall receive an annual written evaluation and conference with his/her immediate supervisor. During the first two years of employment, the Multi-Rater (360) appraisal process will be completed as described in the Leadership Appraisal Plan and every other year thereafter. Evaluation may also form the basis for recommendations for management development, professional leaves, and other activities related to career development and upward mobility.

Length of Service and Performance

All Administrators shall serve contract base service days (does not include holidays) in academic, administrative, or other assignments at the pleasure of the Board of Trustees as prescribed by the Education Code. Employees who are in administrative positions are evaluated, retained, and compensated on the basis of such factors as performance, contribution, and value to the college.

Administrators are not subject to probationary service and do not receive tenure or permanent status in administrative positions. In accordance with Education Code § 72411, for an administrator employed by appointment or contract, the term of which is longer than one year, notice of non-reemployment should be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that an administrator may not be reemployed by appointment or contract in his or her administrative position for the following college year shall be given on or before March 15. In the absence of an express appointment or
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Contract as provided in Section 72411, every administrator shall serve in his or her administrative assignment at the pleasure of the governing board. Administrators appointed to academic positions are entitled to retreat rights as adopted by the Board of Trustees, pursuant to Education Code §87458.

Classified staff promoted to a Leadership position will retain any earned permanency in their previous classified assignment for the purposes of layoff and retreat rights.

Reassignment

Subject to approval of the Board of Trustees, the President may reassign employees to any appropriate classification or duties which are deemed to be necessary to the District’s operation and programs.

Reconsiderations

Requests for reconsideration of personnel decisions or reassignments shall be submitted to the Executive Director, Human Resources and Labor Relations, who shall be responsible for submitting the request to the President, whose decision shall be final.

Recruitment

Positions are reviewed by the Leadership Plan committee and approved by the Board of Trustees.

Recruitment of positions in the Leadership Team shall be conducted in accordance with equal employment opportunity guidelines and established procedures. Candidates must meet minimum qualification standards for the position being filled.

Layoff

Layoff procedures shall be conducted in accordance with California Education Code.

HOURS AND COMPENSATION

Salary Structure

All members of the Leadership Group, which includes Educational Administrators, Classified Administrators, Confidential, and Foundation employees, shall be placed on the Leadership Salary Schedule.

Salary Placement and Administration

Leadership Team Members are expected to have a wide variation of experience and proven capabilities. In order to provide the President and the Board of Trustees adequate flexibility in the hiring and placement of administrators in the respective positions, the President shall recommend initial placement on the salary schedule to the Board of Trustees for approval. Maximum placement shall be at step 7 unless otherwise recommended by the President and approved by the Board of Trustees.

Upon approval by the Board of Trustees, Leadership Team Members shall advance to the next step on the appropriate salary schedule as of July 1st of each year, providing employment has commenced no later than March 31st of that year.

Educational Administrators on Range XIII and XIV of the management salary schedule shall receive in addition to their salary, a $1,200 expense account to be paid at a monthly rate of $100.00. This amount to be exclusive of any other reimbursement he/she receives for actual and necessary expenses in the performance of his/her duties.

Hours of Service

4/40 Summer Work Schedule

The College generally observes a 4/40 summer work schedule (Monday – Thursday, ten (10 hours per day), between mid-June and mid-August each year in an effort to conserve District resources and provide employees with a shortened work
week and lengthened weekends. Offices which are required to serve the public and/or students Monday through Friday during the summer will provide staffing for the five days. Maintenance and Operations may determine by mutual agreement between the immediate supervisor and employees, a work schedule of an eight-hour day, five days a week or a ten-hour day, four days a week. Refer to CSEA collective bargaining agreement.

**Additional Compensation**

Administrators are exempt from the overtime provisions of the Fair Labor Standard Act (FLSA).

Administrators may request to teach one course per semester, provided the Dean of the school has offered an assignment and the employee meets the minimum requirements as set forth by the State of California. The course must be scheduled outside the regular work assignment (8:00 a.m. to 5:00 p.m.). Teaching assignments must be approved by immediate supervisor and the President.

**Funding Plan**

The Leadership Plan will be allocated funds to support salary adjustments provided for under the plan. The Executive Director of Human Resources and Labor Relations is charged by the Board of Trustees with monitoring the operation of the Leadership Plan for the President. All salary adjustments for the Leadership Team as provided for under this plan are subject to the approval of the President and Board of Trustees.

**HEALTH AND WELFARE**

**Benefits Plan**

The District provides its employees covered under this plan with a variety of benefit programs. Some individual programs may be shared by the employee and the District, and some are supported solely by the employee.

A Leadership team member shall be eligible to participate in health and welfare benefits on the day of the month following his/her first day of paid service, provided that first day of paid service is on or before the 15th day of the month. If a leadership team member provides his/her first day of paid service on the 16th day of the month or later, he/she will be eligible to participate in health and welfare benefits on the first day of the second month following his/her first day of paid service.

The following are specific programs in which contributions may be shared by the District and the employee:

- **Health/Medical Insurance** - The group program provides major medical and hospital coverage to all full-time eligible employees and their dependents. Full-time is defined as a regular assignment of thirty (30) hours or more per week. Long-term care and accidental death and dismemberment insurance plans are provided to all eligible employees only. (Family members may purchase long-term care at an additional cost.)

- **Dental Program** - The group dental program provides for a variety of dental and orthodontic benefits contracted for eligible employees and dependents.

- **Vision Care** - The vision service plan includes examination, lenses, frames, and professional services for a variety of vision care benefits contracted for eligible employees and dependents.

- **Mental Health** - The Mental Health Plan is a resource for eligible employees and their dependents and offers confidential help in solving problems that affect personal well-being or job performance.

The Mental Health Plan provides readily available professional intervention, counseling and referral services to employees in need.

- **Domestic Partner Health Benefits** - The District will make the same premium contribution for an eligible domestic partner as for a legally married spouse.
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Life Insurance - Permanent full-time employees and part-time employees who are regularly scheduled to work a minimum of thirty (30) hours or more per week are eligible for the group life insurance up to $50,000.00.

Worker’s Compensation - This program ensures that eligible employees will be provided benefits per the current State regulations and policies while unable to work as the result of work-related injury or illness.

In the event of an industrial injury or illness which occurs while on college property or while in the service of the District, the employee must report the injury or illness promptly to the Office of Human Resources and the immediate supervisor. If medical treatment is required, the Office of Human Resources will authorize such treatment through Eisenhower Immediate Care Center, unless the employee has requested to be treated by his/her own physician prior to the incident. (Proper form must be completed and placed in personnel file.)

All industrial injuries or illnesses, regardless of the severity, must be reported to the Office of Human Resources.

When an employee has experienced a work related injury or illness and is released to return to work with restrictions, every effort will be made to find a temporary modified work assignment which will allow the employee to progress to full duty status and is consistent with the work restrictions. A representative from the Office of Human Resources will meet with the employee and immediate supervisor.

If no modified assignments can be found, the employee will be placed on temporary disability, sick leave, or other available appropriate leave until an assignment can be found or until the restrictions are lifted and the employee can return to work.

If an employee refuses a modified work assignment which is consistent with the restrictions imposed by his/her physician, no temporary disability benefits will be paid. If the employee is unable to return to work in any capacity, the District retains the right to request verification from the employee’s physician.

Employee Assistance Program (EAP) - EAP is a program designed to help employees cope with emotional health, family and other personal problems.

403(b) Plan - The 403(b) Plan is designed to benefit long-term employees by providing assistance in planning for retirement.

Retirement - The District provides eligible employees with membership in either the Public Employee Retirement System (PERS) or the State Teachers Retirement System (STRS), depending on their classification (classified or academic). Employees who were members of PERS prior to January 1962 had the opportunity to elect Social Security coverage. Subsequent to 1962, all new members of PERS have been required to have Social Security coverage; therefore, there may be District employees covered by PERS who do not have Social Security coverage. Employees who are members of STRS do not pay Social Security; however new academic management employees hired after April 1, 1986 under STRS, must pay a percentage of their gross salary to Medicare.

The following are programs in which contributions are made solely by the employee:

Credit Union – Savings or Loan Payments.

Qualified Tax Shelter Annuity Programs.

Pledges or Gifts to Qualifying 501 (c) (3) Charitable Organizations.

Section 125 Plan/Flexible Spending Account (FSA) – Use pretax dollars to pay premiums for the purchase of insurance plans such as vision, life insurance, etc. dependent care reimbursement, and medical reimbursement.

Unemployment Insurance

The District contributes to the State Unemployment Insurance fund.

Hospital and Major Medical Coverage for Retired Employees
The District shall provide management, supervisory and confidential employees who retire with the same hospitalization and major medical coverage as is provided to active eligible employees until age sixty-five (65). Employees shall have attained age 55 and shall have rendered at least ten (10) years of full-time service for the District in order to qualify for coverage.

The District shall permit any management, supervisory and confidential eligible employee over the age of 65 who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current employee at his/her own expense. In addition, the District shall also permit the enrollment of the surviving spouse or domestic partner of a former employee who either retired from the District or was, at the time of his or her death, employed by the District as a management, supervisory or confidential employee at his/her own expense. This section permits enrollment into the District’s health and welfare benefit plan and/or dental care benefit only once.

**Part-time Benefit Eligibility**

Administrators who work thirty (30) or more hours per week are eligible for full benefits paid for by the District.

**LEAVES**

Definition of Immediate Family: For the purpose of this section, an immediate family member shall be limited to mother, father, grandfather, grandmother, grandchild, aunt, uncle or domestic partner of the employee or of the spouse of the employee and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law or sister-in-law of the employee or any person living in the immediate household of the employee.

**Sick Leave**

Employees earn one (1) day of leave with full pay for each month of service during the year to be used for purposes of personal illness or injury. Sick leave is posted to each employee’s account on July 1st which is the first day of the fiscal year. Employees must complete a report of absence form which is available from the Payroll Department in the Office of Fiscal Services following the illness or injury.

**Extended Sick Leave**

Classified Administrators may be eligible for extended sick leave paid at fifty (50) percent of the employee’s regular rate of pay when all accrued full-pay sick leave has been exhausted. During a fiscal year, extended sick leave is provided up to a maximum of 100 working days of paid leave, including full-pay sick days. Additional sick leave authorized under this category will be exclusive of other paid leaves, holidays, vacation, or compensatory time to which the employee may be entitled. The additional 88 half days are not accumulative and are added each year. Part-time classified employees will be afforded the same rights on a prorated basis for 100 days.

Employees who wish to use extended sick leave benefits must provide written evidence satisfactory to the Office of Human Resources that the illness, injury, or incapacity requires absence from duty during the period of extended sick leave. The District reserves the right to demand proof of illness and may refer any claims for extended sick leave benefits to the District physician whose decision as to the employee’s eligibility will be final.

Educational Administrator

Employees who are absent from their duties for a period of five months or less due to illness, temporary disability or accident, and who have exhausted the earned sick leave shall be compensated in accordance with the provisions of Education Code § 87780.

The amount deducted from the employee’s salary for any month in which the absence occurs will not exceed the sum which is actually paid a temporary employee who fills the position during the employee’s absence, or if no temporary person was employed, the amount which would have been paid to the temporary employee. The District will make every reasonable effort to secure the services of a temporary employee.
The employee on long-term disability will receive his/her regular salary until expiration of accumulated sick leave. Thereafter, the absentee employee will receive only the difference between his/her salary and the pay of the substitute employee as specified in the salary schedule for the five (5) month period.

**Family Illness Leave**

Employees may use half of the current year’s annual accrual of sick leave for illness or injury of a parent, child, or spouse or domestic partner according to Labor Code §233.

**Personal Necessity**

- The District shall provide seven (7) days of personal necessity leave to be charged against sick leave in any fiscal year. Available days may be used for purposes deemed by the employee to be of a compelling nature, the nature of which cannot be attended to outside of regularly scheduled duty days. Before utilization of personal necessity leave, when the leave is foreseeable, the employee shall arrange leave at a time which is mutually acceptable to the employee and his/her supervisor and attain prior approval.

Purposes for which personal necessity leave may be used include:

  a) Death of a person significant to the employee.
  b) An accident or emergency illness involving the employee’s person or property or the person or property of the employee’s immediate family.
  c) Urgent personal business which requires presence at or in a time frame which falls within the employee’s regular work day, and which cannot be arranged outside of the employee’s normal work day.

**Critical Illness**

Employees may be granted an absence from service with full salary for a period not to exceed three (3) working days in any one fiscal year for a critical illness in the family. Critical illness shall be defined as one in which the person’s life is in danger. This allowance will not affect accumulated sick leave and will not be accumulated from year to year. Critical illness leave is not to be used until all Personal Necessity Leave (7 days) and Family Illness Leave have been used. It is the employee’s responsibility, upon returning to work, to provide written certification from a qualified physician that the illness is critical.

**Bereavement Leave**

Employees are entitled to an absence from work with full salary for a maximum of or five (5) work days for the death of any member of the immediate family. Days need not be taken consecutively.

An absence from service with full salary for one working day shall be allowed for the death of any other close relative of the unit member with prior written approval from the immediate supervisor or the administrator of the area. “Close relative” for the purpose of this Section is defined as “aunt, uncle, niece or nephew” of the unit member or their spouse or domestic partner.

**Jury Leave**

Employees shall be granted leave at full pay when regularly called for jury duty. The employee shall present a copy of the order to the Office of Human Resources and notify the appropriate Vice President or management personnel. The District shall not discourage employees from accepting jury service. The District reserves the right to discuss with the employee the practicality of seeking exemption or deferment when jury service would materially disrupt District operations. Fees received by employees, excluding travel and subsistence expenses, shall be remitted to the District.

**Subpoena Leave**

Employees shall be granted leave at full pay when subpoenaed as a witness, other than as a defendant or plaintiff, in a criminal or civil trial which has resulted directly from an incident which took place during the course of conducting regular
District business. Such leave shall be restricted to personal appearance under a subpoena issued by a court of competent jurisdiction.

For reasons other than listed above, an employee shall be granted a leave of absence when subpoenaed as a witness and not as a litigant in a court of law. The leave shall be granted for the number of days specified in the subpoena as certified by an authorized officer of the court.

The leave shall not be accumulated from year to year. Compensation for such leave will be made up to a maximum of ten (10) working days per year. The amount of compensation shall be equivalent to but not more than the difference between the employee’s regular earnings and any amount received under the subpoena.

**Industrial Illness or Accident Leave**

Administrators are eligible for this benefit from the first day of employment.

Industrial accident or illness leave is to be used in lieu of sick leave benefits. In the event an employee exhausts all benefits provided herein, vacation, sick leave or other paid leave may be used.

The employee must endorse to the District any wage loss benefit checks received from the worker’s compensation carrier that would make the total compensation from both sources exceed 100 percent of the employee’s regular salary.

In the event a Leadership Group employee has a work injury, or suffers from a work related illness, is under the care of a physician, and the employee is released to return to work with restrictions, every effort will be made to find a temporary modified work assignment which will allow the employee to progress to full duty status and is consistent with the work restrictions.

**Maternity Disability Leave**

Upon written request, accompanied by verification from a licensed California physician, maternity leave of absence without pay will be granted to an employee for disabilities caused by pre-pregnancy, miscarriage, childbirth and recovery. Such leave shall be for a term of not more than one calendar year. Employees returning from maternity leave shall provide the District with at least one calendar months’ notice of their intent to return. Maternity Disability Leave should be used in conjunction with earned leave and Family Care Leave.

**Family Medical Leave**

In accordance with Government Code §12945.2 and the Family and Medical Leave Act of 1993, employees shall be eligible for an unpaid leave of absence, not to exceed twelve (12) working weeks (60 working days) (26 weeks for military caregiver) in a twelve (12) month period for the following purposes and under the enumerated conditions:

Leave because of: 1) the birth of a child of the employee, 2) the placement of a child with the employee in connection with the adoption of that child by the employee, or 3) the serious illness of a child of the employee, 4) the placement of a son or daughter of the employee for foster care, and 5) because of a serious health condition that makes the employee unable to perform the function of the position. 6) a qualifying exigency as defined by the law; and 7) a military caregiver as provided by law.

Leave to care for a parent or a spouse who has a serious health condition.

Employee shall retain all employment rights during the leave period and shall be guaranteed the right to return to the same or similar position at the end of the leave period.

Family care leave is to be used in conjunction with and coordinated with personal necessity leave.

If the leave provided is used in conjunction with maternity leave, the maximum duration of the family care leave shall be a period of three (3) months.
Employees on family care leave shall continue to be eligible for membership in the District health and welfare plans. If the employee fails to return to work when the leave expires for a reason other than the continuation, recurrence of onset of a serious health condition that would entitle that employee to leave under existing law, or other circumstances beyond the employee’s control, the District will recover the premium which was paid for maintaining health coverage during the employee’s leave.

The District will require certification which indicates the medical necessity for requesting leave and the expected duration of such leave if the employee is requesting leave because of a serious medical condition.

If the need for the leave is foreseeable, the employee is required to make a reasonable effort to schedule the leave at a time which would least disrupt his/her service to the college. Requests for leave should be submitted with as much advance notice as possible.

**Military Leave**

Employees requesting a leave of absence for military service will be granted as mandated by applicable state and federal law. Requests for military leave of absence should be submitted in writing to the employee’s immediate supervisor with a copy of the official order.

**Unpaid Leave of Absence**

Administrators may, at the sole discretion of the District, be granted a leave of absence for purposes satisfactory to the District. If granted, the leave will be without compensation and will generally be for a period not to exceed one academic year. Such unpaid leave, if granted, shall not be counted toward seniority or salary advancement.

**VACATION**

**Classified Administrators**

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Earned Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 20 years</td>
<td>20 days</td>
</tr>
<tr>
<td>21 years and over</td>
<td>22 days</td>
</tr>
</tbody>
</table>

**Educational Administrators**

Management employees are credited with 22 days of vacation leave each year as of July 1st.

**Maximum Vacation Accrual**

Leadership Team members may accumulate a maximum of accrued vacation earned over a two year period (as identified in 6.15). When the accumulated vacation balance reaches this limit, an employee ceases to earn vacation until such time as the vacation balance is reduced below the maximum earnable.

Upon resignation or retirement, Leadership Team members shall be compensated for the amount of vacation accrued, not to exceed the two year maximum.

**HOLIDAYS**

The following are board approved holidays observed by the District. Fifteen (15) holidays will be observed each year. For those holidays that change annually, the Board will approve specific days to be celebrated and a listing will be distributed to employees.

When a holiday falls on Sunday, the following Monday will be observed as the holiday. When a holiday falls on Saturday, the preceding Friday will be observed as the holiday with the exception of Lincoln’s Day which will be observed coinciding
with the adopted school schedule in accordance with Education Code §79020. District offices will be closed on board approved holidays and no classes will be held on those days.

<table>
<thead>
<tr>
<th></th>
<th>Legal</th>
<th>Local</th>
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<tbody>
<tr>
<td>Independence Day</td>
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<tr>
<td>Labor Day</td>
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<td></td>
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<tr>
<td>Veteran’s Day</td>
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</tr>
<tr>
<td>Thanksgiving Day</td>
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<td></td>
</tr>
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<td>Friday following Thanksgiving</td>
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</tr>
<tr>
<td>Winter Break Holiday</td>
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<td></td>
</tr>
<tr>
<td>Christmas Day (celebrated)</td>
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<td></td>
</tr>
<tr>
<td>In Lieu of Admissions Day</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>New Year’s Day (celebrated)</td>
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<td></td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Lincoln’s Day</td>
<td>1</td>
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<tr>
<td>Washington’s Day</td>
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<td>Spring Recess Day</td>
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<tr>
<td>Memorial Day</td>
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<td></td>
</tr>
<tr>
<td>Native American Day</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Christmas/New Year Holiday Break**

The District shall be closed for business during the Christmas/New Year Holiday Break from December 24 – January 1. All Leadership Team members will observe the holidays during this period by using two local holidays, three legal holidays and two vacation days.

**Local Holidays**

The two Local Holidays which are not being used during the Christmas/New Year Holiday Break will continue to be assigned to the Friday following Thanksgiving and Spring Friday.

**Christmas/New Year’s Vacation and Holiday Pay**

If an Administrator is requested to work on any of the days of the Christmas/New Year Holiday Break, the employee will receive days off equal to the days worked. Authorization to work must be reviewed and approved by the appropriate Vice President and/or the President.

**LEADERSHIP PROFESSIONAL DEVELOPMENT**

Professional development is primarily the responsibility of each member of leadership. In an era of rapid and continuous change, this must be a high priority for professional administrators.

Professional self-development, improvement, and maintenance of currency in the field, whether or not at District expense, are normal requirements for retention and advancement in management positions. Self-development may take many forms: graduate courses, and degrees, certification programs, workshops, professional associations meetings, working with mentors, etc. Each administrator must conscientiously develop a plan for professional improvement and update it bi-annually.

The District provides on-going professional development programs open to all members of leadership. The District also supports attendance at professional conferences which benefit the District.

**Leadership Professional Development Program**

The Leadership Professional Development Program is designed to provide an incentive for members to further their education, skills and training as it relates to their current work assignment.
• Improve the standard of service
• Improve on-the-job performance
• Promote technological advancements
• Provide opportunities for personal growth
• Provide opportunities for advancement

The Role of the Management Personnel Committee: All Professional Development Applications shall be reviewed by the Personnel Management Committee.

• The Committee shall be responsible for review of all applications for reimbursement and make recommendations for such reimbursement.

• The Committee shall review the process and recommend revisions in forms or process as necessary.

Funding: Annually there will be an allocation for the Professional Development Fund. Applicants for this program must have identified the activities they desire to participate in their Professional Development Plan. Funds are disbursed on a first come, first serve basis. Examples of expenses include reimbursement for verified costs of tuition, fees, books and supplies for approved credit classes of study at College of the Desert or any other accredited college or university.

Reimbursement: To qualify for reimbursement of educational expenses, a unit member must be employed full time and:

• Complete Leadership Group Professional Growth Application (Appendix E)

• Receive approval of the Leadership Plan Committee for a planned course of study leading to improving skills related to the unit member's present position or which prepares the unit member for advancement to a position with the District, or prepares the unit member for a new career;

• Receive advanced Committee approval and enroll in a class which is a part of the approved plan;

• Submit a transcript from the institution attended evidencing completion of the class with a grade of "C" or better, or the equivalent;

• Submit documented proof of expenses related to the completed class to the Office of Human Resources for reimbursement.

Number of units: There shall be no limit to the number of units which an employee may take during a given semester or year as long as they fit within the above guidelines. However, no more than the prescribed $1,200 per employee shall be reimbursed in any fiscal year.

Children: Employees may apply for their children to receive reimbursement for enrollment in classes at College of the Desert. Reimbursable costs covered will be tuition, books, and registration. Children must be between the ages of 17 and 24 and must be birth, adopted, or step children of the employee. A child must maintain a grade of “C” or better in all courses taken to be eligible to take another class covered by this program. Reimbursement will be a part of the overall allocation of $1,200 described above.

EXPECTED CONDUCT

All members of the Leadership Team are expected to conduct themselves as professional team members. This expectation includes the highest standard of ethical conduct. The code of ethics included in the employment handbook is considered the base standard that should be attained and exceeded. Under no circumstances will the following behavior be tolerated.

• Use of inappropriate or foul language
• Behavior which is intolerant or demeaning to subordinates
• Discriminating, intimidating, harassing or otherwise offensive conduct
Adversarial positions to direction set by the Board of Trustees or President
Negative and demeaning statements about faculty, staff or other administrators
Attempts to negatively influence employees’ work climate creating confusion or anxiety

_Institutional Code of Ethics_

The Desert Community College District (hereinafter “District”) recognizes the District’s responsibility and obligation to the public to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in Board Policy. To that end the District is committed to public accountability and transparency.

The Institutional Code of Ethics applies to all employees of the District. Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students.

Employees of the District shall conform their conduct to the following standards:

District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District’s resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District’s resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.

Employees of the District who have a financial interest in a firm under consideration for business transactions with the District, excluding publicly traded firms, must disclose the relationship to appropriate District personnel. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District’s legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.

Under no circumstances may a person described in the above section approve a relationship with, order or authorize purchase from, or approve or make payments to an affiliated firm or person on behalf of the District. For the purposes of this paragraph, the terms “person” and “affiliated person” includes an individual’s immediate family members, spouse, and others living within such individual’s household.

Executive administrative personnel and other designated personnel subject to the provisions of the Political Reform Act of 1974 as set forth in Government Code Section 18000 have additional responsibilities with reference to contracts and financial decisions made by the District as described in applicable conflict of interest laws, which include the following:

Contractual Conflicts: Executive administrative personnel and other designated personnel are prohibited from having a controlling financial interest in any contract made by the District or in any contract entered into in their official capacity. As such, they are prohibited from making, participating in making or in any way attempting to use their official positions to influence a District decision when it is foreseeable that their personal financial interests may be affected by those decisions. If an executive administrator or other designated person determines that he or she has a conflict of interest at some point in the contract-making process, this determination shall be disclosed and he or she shall immediately disengage from the contract process.

Obligation to Resolve Conflicts: Executive administrative personnel and other designated personnel have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict.

Disqualification: When a conflict of interest exists, an executive administrator or other designated person who has declared or who has been found to have a conflict of interest in a matter shall refrain from participating in consideration of the matter.

No employee of the District shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a District matter. In addition, employees of the District are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed in his/her official capacity with the District.
This provision does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by employees of the District in their official capacity.

The accounts and records of the District are maintained in a manner that provides for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction.

To the extent not required for daily operating transactions (e.g., petty cash transactions), all District funds must be retained in the appropriate District accounts with appropriately designated financial institutions and no Desert Community College District undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.

All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty, and access to such data shall be closely controlled.

Employees of the District who improperly access District accounts and records or who improperly convert these records and accounts for their own personal purpose or for the personal purpose of another, or who wrongfully disclose such records or accounts will be subject to appropriate sanctions by the District.

Employees of the District who may have access to confidential information relating to students, job applicants, employees, and other information of a sensitive nature are expected to take appropriate measures to safeguard confidential or sensitive information and not disclose such information except in the course of their official duties to those who have a legitimate business need to know.

Employees of the District are expected to conform their actions to the requirements of the law and District policy related to their positions and areas of responsibility, and to ethically and effectively carry out their responsibilities. No employee of the District shall engage in any employment practice that is a violation of law or District policy, or use his or her position to intimidate subordinate employees or exact personal favors or things of value (for which a fair market price has not been paid) from subordinate employees.

Employees of the District are expected to treat other members of the District and members of the public with courtesy, honesty, professionalism, and civility.

ACCCA Statement of Ethics

A Definition of Ethics
Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility which is an expectation of office.

Importance of Ethics
The credibility of college administrators depends upon whether they are perceived as honest men and women. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful leadership. When the people are convinced that public institutions are administered by honest men and women, equations of credibility and demands for public accountability rarely arise.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet, public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

Expectations of Ethical Behavior
Administrators of community colleges shall be committed to the principles of honesty and equity. They shall not seek to abridge for any purpose the freedoms of faculty, staff and students. At the same time, they shall not willingly permit the right and privileges of any members of the college community to override the best interests of the public served by the college.
As appointed administrators of the college community, they shall exercise judgments which are dispassionate, fair, consistent, and equitable. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to principles of ethical behavior.

The consistent exercise of integrity is ethical behavior.

RESPONSIBILITIES OF ADMINISTRATORS

Administrators respond to many constituencies: to elected or appointed Board of Trustees; to colleague administrators, faculty and staff; to their professions; and to the students and the community. The following statements of responsibilities are intended as guidelines:

I. With respect to students, the community college administrator has the responsibility:
   (a) To provide and protect student access to the educational resources of the community college.
   (b) To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.
   (c) To invite students to participate in the established shared governance processes.
   (d) To protect students from disparagement, embarrassment or capricious judgment.
   (e) To keep foremost in mind at all times that the college exists to serve students.

II. With respect to colleagues and staff, the community college administrator has the responsibility:
   (a) To develop a climate of trust and mutual support through the established shared governance processes.
   (b) To foster openness by encouraging and maintaining two-way communication.
   (c) To encourage, support and abide by written policies and procedures and to communicate clearly to all staff members the conditions of employment, work expectations and evaluation procedures.
   (d) To provide opportunities for professional growth.
   (e) To provide due process with opportunity for appeal and review of employee evaluation.
   (f) To challenge unethical behavior in a timely manner.

III. With respect to the Board of Trustees, the community college administrator has the responsibility:
   (a) To keep the board informed so that it can act in the best interests of the district and public.
   (b) To act in the best interest of the district.
   (c) To be guided by the principles and policies established by the board.
   (d) To represent the board in official statements only when formally designated to do so.

IV. With respect to the profession, the community college administrator has the responsibility:
   (a) To improve performance through participation in professional activities.
   (b) To be informed about developments in education in general and in the community college in particular.
   (c) To encourage and assist new professionals toward growth and effectiveness.

V. With respect to the community, the community college administrator has the responsibility:
   (a) To remain continuously informed of the characteristics, preferences and educational needs of the local community.
   (b) To be sensitive to individuals from different ethnic, cultural, and socioeconomic backgrounds.
   (c) To encourage and stimulate communications with community groups.

RIGHTS AND DUE PROCESS

A community college administrator should have the right:
1. To be considered for employment without regard to race, gender, religion, creed, age, national origin, sexual orientation, or disability.
2. To a clear written statement of the philosophy, goals and objective of the district.
3. To a written contract identifying terms and conditions of employment.
4. To work in a setting of institutional support and a climate of professional respect.
5. To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions.
6. To act independently within the scope of authority to carry out responsibilities assigned.
7. To perform duties and carry out responsibilities without disruption or harassment.
8. To be provided with legal and financial protection from liability in carrying out duties of the position.
9. To participate in formulating and implementing institutional policy at a level appropriate for the position held.
10. To speak for the institution at the level of assigned authority.
11. To participate in professional associations.
12. To confidentiality regarding personal matters.
13. To participate in and to be supported at an appropriate level in activities provided for professional growth such as career advancement and promotion, sabbatical leaves, other leaves, and conference attendance.
14. To loyal support from supervisors for the proper performance of work assigned.
15. To be evaluated in a professional manner on a regular and systematic basis, and to receive adequate notice of dissatisfaction with performance or of action to terminate in accordance with existing statutes.

COMPLAINT PROCEDURE

Definition

a) A “complaint” is a formal written allegation by a complainant that he/she has been adversely affected by a violation of District policies and procedures.
b) A “complainant” is a member of the leadership team filing a complaint.
c) A “day” is any day in which the central administrative office of the Desert Community College District is open for business.
d) The “immediate supervisor” is the lowest level administrator having immediate jurisdiction over the grievant.

The following levels will be followed in complaint resolution:

Informal Level

Before filing a formal written complaint, the complainant shall attempt to resolve it by an informal conference with his/her immediate supervisor.

If the complaint is not resolved as a result of the informal procedure identified above, a two-track formal grievance procedure is available. The leadership employee may select the procedure which more appropriately meets his/her needs. (Alternate One or Alternate Two). The complainant having chosen either of the options may select the other alternate at any point in the process.

Formal Level

Alternate One

(1) Step One

(a) Within fifteen (15) days after the occurrence of the act or omission giving rise to the complaint, or within fifteen (15) days after which the complainant could have reasonably been expected to have known of the act or omission giving rise to the complaint, the complainant must present his/her complaint in writing on the appropriate form to his/her immediate supervisor. This statement shall be a clear, concise statement of the complaint, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

(b) The immediate supervisor shall communicate his/her decision in writing to the employee within ten (10) days after receiving the complaint. If the immediate supervisor fails to respond within the time limits, the complainant may appeal to the next step.

(c) Within the above time limits, either party may request a person conference with the other in an attempt to resolve the problem and end the matter. At any time the complainant may wish to do so, he/she may withdraw the complaint.
(2) Step Two

(a) In the event the complainant is not satisfied with the decision at Step One, he/she may appeal the decision on the appropriate form to the next higher supervisor as identified in the organizational chart. This statement should include a copy of the original complaint, the decision rendered, and a clear, concise statement of the reasons for the appeal.

(b) The next higher supervisor shall communicate his/her decision in writing to the employee within ten (10) days after receiving the appeal. If the next higher supervisor fails to respond within the time limits, the complainant may appeal to the next step.

(c) Within the above time limits either party may request a personal conference with the other in an attempt to resolve the problem and end the matter. At any time the complainant may wish to do so, he/she may withdraw the complaint.

(3) Step Three

(a) If the complainant is not satisfied with the decision at Step Two, he/she may within ten (10) days after receipt of the decision appeal the decision on the appropriate form to the President or designee. This statement shall include a copy of the original complaint and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal.

(b) The President shall communicate his/her decision in writing to the complainant within ten (10) days.

Alternate Two

A leadership employee desiring to use a less structured complaint procedure may do so by filing a written statement with the Leadership Plan Committee. One or more of the members of the Committee will meet with the complainant for the purpose of considering appropriate alternative designed to achieve resolution. A representative(s) of the Leadership Plan Committee will assist the leadership employee in the resolution of the complaint.

Complaint File

A record of individual complaints and decisions relating thereto will be maintained in a file separate from the employee’s personnel file.
SECTION TWO

CONFIDENTIAL & FOUNDATION EMPLOYEES
CONFIDENTIAL & FOUNDATION EMPLOYEE STATEMENT

Unless otherwise contained herein, Confidential and College of the Desert Foundation employees are subject to the provisions and entitled to the rights and privileges contained within the context of the Leadership Plan Handbook.

Confidential Employees

“Confidential employee” means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code Title 1, Division 4, Chapter 10.7, Article 1) § 3540.1(c). Confidential employees shall be excluded from the classified bargaining unit.

Foundation Employees

Foundation employees include management and non-management personnel employed by the College of the Desert Foundation. Foundation employees shall be excluded from the classified bargaining unit.

CONFIDENTIAL CLASSIFICATION

PROBATION AND EVALUATION

New classified confidential and supervisory employees will be subject to a probationary period of twelve (12) months and will be evaluated at the end of the fourth and eighth months of employment. Promoted or transferred employees are subject to a probationary period of six (6) months and will be evaluated at the end of the third and fifth months. In the event the employee does not successfully complete the probationary period in the new position, the employee may be eligible to return to the previous position.

Permanent classified confidential and Foundation employees shall receive a written evaluation and conference with the immediate supervisor annually. Confidential and Foundation employees shall be evaluated using the performance appraisal that is utilized for classified bargaining unit members. Employees shall complete a self-evaluation prior to meeting with the immediate supervisor.

Probationary employees may be suspended or dismissed at the discretion of the President or designee. A permanent employee will be suspended or dismissed for reasonable cause only.

HOURS AND COMPENSATION

Work Schedule

Full-time classified confidential and Foundation employees are normally scheduled to work a total of forty (40) hours per week, with a regular workday consisting of eight (8) hours, exclusive of a one-hour lunch. The initial scheduling of hours and work days shall be at the discretion of the District. One fifteen (15) minute rest period will be allowed at or about the middle of each full four (4) hour work period during the day. Rest periods may not be worked in lieu of a shortened workday or workweek. The scheduling of rest and meal periods is dependent upon the needs of the District.

With permission of the immediate supervision, employees may work a flexible work schedule. The immediate supervisor may re-evaluate the decision and ability to permit employee to work a flexible schedule at any time.

Overtime

The District retains the right to require employees to work overtime. All overtime must be authorized in advance by the employee’s immediate supervisor. Working unauthorized overtime may be cause for discipline up to and including discharge.
Overtime compensation is paid at a rate of one and one-half (1 ½) times the employee’s regular hourly rate for all authorized hours worked over eight (8) hours in any one day (over ten (10) hours in any one day during the 4/40 summer schedule) or in excess of forty (40) hours in a calendar week. Authorized hours worked during scheduled holidays in accordance with Education Code §88203 will be compensated at a rate of time and one-half (1 ½) the regular rate of pay in addition to regular holiday pay. Overtime pay will be calculated to the nearest one half hour of overtime worked. Authorization to work shall be approved by the appropriate Vice President or the President. Only those employees who are providing services which are essential during the break will be requested to work.

Confidential and Foundation employees may be eligible for compensatory time off in lieu of overtime pay with approval of the immediate supervisor and within the limits prescribed by law and the District at a rate of one and one half (1 ½) times the employee’s regular hourly rate for each overtime hour worked. Employees may not accumulate more than forty hours of compensatory time (which is 26.66 hours of overtime compensation X 1.5 for each overtime hour worked) within any fiscal year.

**Work Out of Classification**

In the event an employee is asked to work in a lower classification for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, he/she will be compensated in the amount equal to his/her regular rate of pay. In the event service is performed in a higher classification for a period which exceeds five (5) working days within a fifteen (15) day period, the employee will be compensated at a rate of pay assigned to the particular job classification. Employees shall be placed at the step that allows for an increase of a minimum of 5% in salary.

This provision does not apply to the sharing of diverse responsibilities during vacation periods.

**HEALTH AND WELFARE**

Classified confidential and supervisory employees who work thirty (30) or more hours per week are eligible for full benefits paid for by the District. (Refer to Health and Welfare in Section One.)

**VACATION**

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Earned Vacation</th>
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<tbody>
<tr>
<td>1 – 3 years</td>
<td>15 days</td>
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<tr>
<td>4 - 10 years</td>
<td>18 days</td>
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<tr>
<td>11 – 20 years</td>
<td>21 days</td>
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<tr>
<td>21 years &amp; over</td>
<td>22 days</td>
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</table>

Requests for vacation leave must be submitted for approval to the employee’s immediate supervisor. Insofar as it is possible, vacation shall be scheduled to the mutual advantage of the employee and the District. Permanent employees may be granted vacation with salary in advance of vacation being earned.

Vacation time accrues from the first of the month nearest to the beginning date of employment. Vacation leave is posted to each employee’s account at the end of the month in which it was earned.

Part-time employees are eligible to accrue vacation pro-rated based on the number of hours of scheduled work per week in relation to the number of hours for a full-time employee in a comparable position.

A new confidential and/or Foundation employee of the District is not eligible to take more than six (6) days, or the proportionate amount to which he/she may be entitled, until the first day of the calendar month after completion of six (6) months of active service with the District.
HOLIDAYS

To qualify for holiday pay, an employee must be in paid status on the day before or the day after the holiday. Holidays are paid at the employee’s regular rate of pay. (Refer to HOLIDAYS in Section One.)

LEAVES

(Refer to LEAVES in Section One.)

Leave Without Pay

Leave without compensation and without increment, seniority, or any other benefit, may be granted for a period not to exceed one (1) fiscal year for voluntary government service, care for a member of the employee’s immediate family who is ill, long-term illness of the employee, service in an elected public office or study and retraining. The request must be submitted in writing and approved by the immediate supervisor, President and Board of Trustees.

Industrial Illness Leave

Classified confidential and Foundation employees who have six (6) months of service with the District are eligible for industrial accident leave for personal injury or illness occurring during working hours which has qualified for workers’ compensation benefits. The leave of absence may not exceed sixty (60) working days in any one (1) fiscal year for the same accident.

PROFESSIONAL DEVELOPMENT

Confidential and College of the Desert Foundation employees who enroll in courses offered at College of the Desert may rearrange their work schedules for not more than three (3) hours per week to attend those classes under the following conditions:

1. Prior to enrolling in the class employees must secure approval from their supervisor to rearrange work hours in order to be released during the time which classes meet, and to make up one half of those hours within the same day(s) in order not to exceed an eight hour work day;

2. Submit an application (Appendix E) to the Leadership Plan Committee for review and approval.

(Refer to Leadership Professional Development Program in Section One.)
### APPENDIX B
Salary Schedule: Leadership
DISTRICT 01 - DESERT COMMUNITY COLLEGE DISTRICT
Schedule ID: 399 / Position Type: 1 / Effective Date: 07/01/2013

#### CERTIFICATED LEADERSHIP SALARY SCHEDULE 13/14

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CLASSIFIED LEADERSHIP SALARY SCHEDULE 13/14

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I. Present a statement (two pages maximum) outlining:

A. The reasons for the requested change in classification. Include a summary of current job duties and how they have changed.

B. How those changes have impacted your job (e.g. scope of responsibility, required skills, knowledge and abilities, complexity, accountability, supervision given or received, impact of decisions, scope and effect, etc.)

Employee’s Signature_______________________ Date___________________

II. Statement of Immediate Supervisor (mandatory). In order to insure that any recommendation proposed is consistent with organizational resources, goals and objectives, provide comments, concerns and recommendations regarding this request.

Signature _________________________________ Date___________________
LEADERSHIP GROUP PROFESSIONAL GROWTH APPLICATION

Employee: ______________________________ Name of Child (if applicable) ______________________________

Job Title: ______________________________ Application Date: _________________________________________

<table>
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<tr>
<th>Course Title: (Attach Catalog description)</th>
<th>Course Number:</th>
<th>Timeline:</th>
<th>Category: (Graduate, Undergraduate)</th>
<th>Number of Units: (Specify Quarter, Semester)</th>
<th>Institution:</th>
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Estimated expenses: Fees/tuition $______________
Books $______________
Total: $______________

Maximum reimbursement allowable per fiscal year is $1,200.00
PROFESSIONAL GROWTH APPLICATION NARRATIVE DESCRIPTION

Provide a narrative description of the proposed study plan. Comments should include, but not be limited to the following:

1) How the course(s) directly relate to applicant’s position, and/or

2) Describe individual study plan which will terminate in a defined goal that will enable applicant to improve his or her occupational status.

____________________________________________________________________________________________________
____________________________________________________________________________________________________
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Management Personnel Committee: Recommendation

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Date of Action: ___________________________ Chairperson: ___________________________