

2.11 Philosophy of Personnel Management and Human Resource Development

1. The Board subscribes to principles of human resource management which promote equal access, equal opportunity, equal treatment and fairness, staff development and training opportunities, affirmative action, fair compensation and accountability.
2. The District's human resource management program shall be comprehensive and include recruitment, testing, selection, appointment, classification and pay, benefits administration, counseling, affirmative action, employee development and training, employee recognition and staff evaluation components. The development and implementation of this broad-based approach to human resource management shall be the responsibility of the Chancellor-Superintendent, College Presidents and the Director of Human Resources, with consultation with appropriate staff and bargaining units.
3. It is recognized that the District's most valuable resource is its staff and, therefore, the District shall provide appropriate group and individual development and training opportunities for staff on a continuing basis.

(Rev. 1/89)

2.13 Dissemination of Employee Information

1. The District shall provide only dates of employment, the location of assignment and job title, and the gross salary of an employee.
2. Any information about the employee may be released on the written request of the employee. In addition, information shall be furnished in compliance with a court order, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information.
3. The District reserves the right to release public information regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

(Rev. 1/89)

### 3.15 Employment Requirements

1. Prior to assuming their duties and as a condition of employment, all members of faculty must:

- a. Meet the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
- b. File a Loyalty Oath.
- c. Be fingerprinted
- d. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing members of the faculty shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
- e. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
- f. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
- g. Complete other paperwork required by the District or by the Federal, State or any other regulatory agency.

(Rev. 7/90)

#### 4.15 Employment Requirements

1. Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:
  - a. File a loyalty oath with the Office of Human Resources.
  - b. Be fingerprinted by the CSM Security Office within the first ten working days of employment.
  - c. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
  - d. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
  - e. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
  - f. Complete other paperwork required by the District or by the Federal, State, or any other regulatory agency.

(Rev. 9/89)

## 5.01 Definition of Nonrepresented Personnel

1. Each nonrepresented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of Personnel Services shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may either be an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors are District faculty who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic Supervisors Salary Schedule. These employees are not members of the faculty collective bargaining group. The academic supervisory positions are listed in the Academic Supervisor Handbook maintained by the office of Personnel Services.
4. Classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining groups.
5. Confidential employees are District employees who are designated by the Board as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.

5.02 Nonrepresented Employees: Work Year and Workday

1. The work year for management and academic supervisory employees shall be the total number of calendar days in the year from July 1 through the following June 30, less 27 days of vacation and, under normal circumstances, all Saturdays, Sundays and holidays approved by the Board.
2. The normal workday for managers and academic supervisory employees shall consist of seven-and-one-half hours. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and the Education Code. The duties, flexibility of hours, salary, benefit structure and authority of these positions are of such a nature that they are set apart from the positions which are subject to the overtime provisions of State and Federal law.
3. The work year for classified professional/supervisory employees and confidential employees shall normally be the total number of calendar days in the year from July 1 through the following June 30, less vacation as specified in sections 5.54 and 5.64 of this Chapter, and all Saturdays, Sundays and holidays approved by the Board.
4. The workday for classified professional /supervisory employees and confidential employees shall normally consist of seven-and-one-half hours.

(6/92)

5.14 Managers: Compensation and Benefits

1. Salary compensation for managers will be determined by the Board and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to management employees, Sections 3.35 (Payroll Deductions), 3.50 (Suspension and Dismissal) and 4.15 (Employment Requirements) contained in Chapters III and IV shall apply to educational managers.
3. To the extent that they are not superseded by specific regulations applying to management employees, Sections 4.05 (The Classified Service), 4.15 (Employment Requirements), 4.30 (Pay Period for Classified Staff), 4.35 (Payroll Deductions), 4.40 (Continuation of Employment) and 4.45 (Dismissals and Disciplinary Action) contained in Chapter IV shall apply to managers who are members of the Classified Service.
4. The following portions of the agreement between the District and the exclusive representative of faculty will also apply to all managers:
  - a. Health and Welfare Benefits
  - b. Retirement
  - c. Leaves
5. Any modification of benefits for managers will be recommended to the Board by the Chancellor-Superintendent.

(Rev. 6/92)

## 5.16 Managers: Evaluation

1. The purposes of management evaluation are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, nonretention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All persons holding management appointments shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual and triennial evaluations shall be conducted according to adopted procedures which are maintained in the office of Personnel Services.
5. First-time managers or managers new to a position will undergo a comprehensive evaluation during the second year of appointment.
6. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
7. A manager has the right to appeal his/her evaluation to the next level of management.
8. A manager has the right to appeal his/her evaluation to the Board, after the appeal has been appropriately made through all other management levels.
9. Decisions on retention, nonretention or transfer of managers are based upon needs of District and are reserved to the Board. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

5.24 Academic Supervisors: Compensation and Benefits

1. Salary compensation for academic supervisors will be determined by the Board and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to academic supervisory employees, Sections 3.15 (Employment Requirements), 3.35 (Payroll Deductions) and 3.50 (Suspension and Dismissal) contained in Chapter III shall apply to academic supervisors.
3. The following portions of the agreement between the District and the exclusive representative of faculty will also apply to all academic supervisors:
  - a. Health and Welfare Benefits
  - b. Retirement
  - c. Leaves
4. Any modification of benefits for academic supervisors will be recommended to the Board by the Chancellor-Superintendent.
5. Procedures regarding salary placement, movement on the salary schedule, vacation accrual and extra pay for academic supervisors are contained in the Academic Supervisors Handbook which is maintained by the Office of Personnel Services.

5.26 Academic Supervisors: Evaluation

1. Academic supervisors are evaluated annually in a manner appropriate to the assignment.
2. Procedures for the evaluation of academic supervisors shall be maintained by the Office of Personnel Services.

(6/92)

5.54 Classified Professional/Supervisory: Compensation and Benefits

1. Salary compensation for members of the classified professional/supervisory group will be determined by the Board and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to personnel in the classified professional/supervisory group, all policies contained in Chapter IV apply to members of the classified professional/supervisory group.
3. The following portions of the agreement between the District and the California School Employees Association (CSEA), Chapter 33 will also apply to classified professional and supervisory group members:
  - a. Hours and Overtime
  - b. Holidays
  - c. Pay and Allowances (except Section 8.7, Salary Survey)
  - d. Health and Welfare Benefits
  - e. Leaves
  - f. Vacations. Classified professional/supervisory group members will receive two (2) additional days of vacation beyond the numbers listed in Appendix B.
4. Any modification of benefits for classified professional/supervisory employees will be recommended to the Board by the Chancellor-Superintendent.

5.56 Classified Professional/Supervisory: Evaluation

1. Classified professional/supervisory group members are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in the District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of classified professional/supervisory employees shall be maintained by the Office of Personnel Services.

(6/92)

5.64 Confidential Personnel: Compensation and Benefits

1. Salary compensation for confidential employees will be determined by the Board and reviewed annually. Because confidential employees are not entitled to representation by collective bargaining agents under the law and because of the nature of confidential work, the District shall maintain a two (2) percent differential between confidential salaries and the salaries of similar positions in the collective bargaining unit.
2. To the extent that they are not superseded by specific regulations applying to confidential employees, all policies contained in Chapter IV apply to confidential employees who are members of the Classified Service.
3. The following portions of the agreement between the District and the California School Employees Association (CSEA), Chapter 33 will also apply to confidential employees:
  - a. Hours and Overtime
  - b. Holidays
  - c. Pay and Allowances (except Section 8.7, Salary Survey)
  - d. Health and Welfare Benefits
  - e. Leaves
  - f. Vacations. Confidential employees will receive two (2) additional days of vacation beyond the numbers listed in Appendix B.
4. Any modification of benefits for confidential employees will be recommended to the Board by the Chancellor-Superintendent.

5.66 Confidential Personnel: Evaluation

1. Confidential employees are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in this District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of confidential employees shall be maintained by the Office of Personnel services.

(6/92)