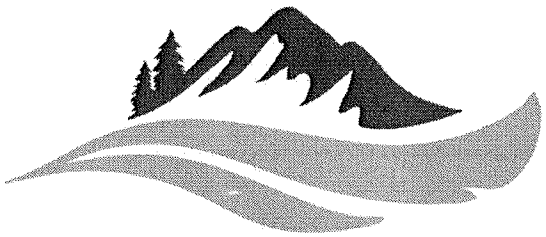

Feather River College

Management Handbook

Administrator/Manager Terms and Conditions of Employment

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Administrator/Manager Terms & Conditions of Employment

1. DEFINITIONS:

   A. Managers:
   Managers are those exempt classified employees, regardless of job description, having authority to hire substitutes and short-terms, recommend transfer suspend, ,and discharge, evaluate, assign, , or discipline other employees, or having the responsibility to assign work to and direct them, address their grievances, or effectively recommend such action. Managers also have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

   B. Classified Administrative Employees:
   An employee who has been designated as administrative or exempt and excluded from overtime provisions (EC 87002, 88029, 88030). By definition a classified administrator is an administrator not appointed as an educational administrator. Classified administrators include the CHRO, CTO/Director of Facilities and the CFO.

   C. Educational Administrative Employees:
   An administrator who is employed in an academic position having direct responsibility supervising the operation or of formulating policy regarding the instructional or student service program of the college or district (EC 87002 (B), GC 3540) and excluded from overtime provisions (EC 87002, 88029, 88030). Educational administrators include the Dean of Instruction/CIO, CSSO and the Assistant Dean of Instruction.

2. EMPLOYMENT:

   Managers may be employed in the same manner as the other members of the non-represented classified service. The probationary period for managers shall be twelve months. If a manager is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees. In the absence of a written contract for a particular manager, adopted procedures shall apply.

   Newly appointed Classified and Educational administrative employees shall normally be appointed to a one-year contract. Upon renewal of each individual administrator contract, a two-year contract may be recommended by the Superintendent/President. Renewal of contract is subject to performance evaluation. Administrative employees employed

by appointment or contract pursuant to Education Code 72411 do not become permanent and shall be subject to discipline and/or dismissal as provided by statute and the terms of appointment or contract.

3. PERSONNEL FILES:

See AP 7145

4. CLASSIFICATION OF A POSITION:

Managers:

The Board of Trustees may, upon the recommendation of the Superintendent/President, reclassify a manager position subject to any statutory limitations.

Manager positions shall be described with standard job descriptions on file in the Human Resources office at the time recruitment is initiated and available at any time thereafter for inspection.

Administrators:

The Board of Trustees may, upon the recommendation of the Superintendent/President, reclassify an administrative employee position subject to any statutory limitations.

Administrative positions shall be described with standard job descriptions on file in the Human Resources office at the time recruitment is initiated and available at anytime thereafter for inspection. Changes in job descriptions for administrative employees shall be noticed to the incumbent employee(s) affected prior to being recommended by the Superintendent/President. In the absence of a written contract for a particular administrative employee, adopted policies and procedures shall apply; and in the event that the term of a contract with a particular administrative employee has lapsed, the other articles of the contract shall remain in force until changes are adopted by the Board.

5. VACATION PLAN:

All Administrators/managers shall earn paid vacation time on a monthly basis with total days accrued annually listed according to the provisions below.
Monthly vacation accruals will be credited to a fulltime 12 month employee's vacation account to a maximum of 60 days or 480 hours or prorated portion thereof for less than fulltime 12 month employees. This limit shall be referred to as a vacation "CAP". After an employee reaches

the "CAP" vacation accruals will cease to be credited to the vacation account until such time as the employee drops below the "CAP". A denial of the employee's vacation request that results in the employee reaching the accrued vacation "CAP" shall be paid out upon the employee's request up to a maximum of 5 days or the length of the request, whichever is shorter.
Vacation should not normally be taken during the first six months of employment.
An employee may be allowed to draw a negative vacation balance not to exceed five (5) days.

Completed Years of Service	# of Days accrued Annually.	CAP
0	20	NA
1	21	NA
2	22	60
3	23	60
4	24	60
5 or more	25	60

Upon separation from the District accrued vacation will be paid out with the final paycheck at the current rate of pay.

6. HOLIDAY SCHEDULE:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Holiday Recess: The last seven (7) week days prior to January 2, except when January 1 falls on a Sunday, then the 7 week days shall include January 2.
Martin Luther King Jr's Birthday
Lincoln's Birthday
Washington's Birthday
Memorial Day

Holidays falling in an administrator's/manager's regularly scheduled vacation period shall not be counted as vacation days, but shall be in addition thereto. The actual holiday will be observed as determined in the academic calendar. Administrator/manager employees who are on unpaid leaves of absence shall not be paid for holidays which occur during such leaves.

7. MEDICAL EXAMINATIONS:

Prior to employment, new administrator/manager candidates must take a tuberculin risk assessment or if required an intradermal test. If risk factors are present, the administrator/manager candidate must present evidence of freedom from active tuberculosis as shown by chest x-ray or approved intradermal test taken within 60 days immediately preceding employment. (If tested positive, the intradermal test must be followed by a chest x-ray.) After employment, the risk factor screening or test must be repeated every four years. Continued employment is contingent upon compliance with this policy, which is required by the Education Code. Any employee found to have active tuberculosis shall be placed on leave of absence (subject to usual personal illness leave benefits). He/she shall not return to duty until he/she can present a certificate signed by a licensed physician or surgeon, stating that he/she is free of active tuberculosis. A person known to have active pulmonary tuberculosis or to be a carrier or who suffers from any physical or mental condition which might adversely affect their work performance or which might endanger the safety of the College community shall not be permitted to remain on duty in the Feather River Community College District.

If at any time the Superintendent/President judges it to be necessary for the health and safety of the College community, any administrator/manager may be required to undergo a complete medical examination by a physician or a licensed clinical psychologist mutually acceptable to the Superintendent/President and the employee involved. The Superintendent/President may accept the report of the examining physician as evidence required for necessary action by the Board of Trustees. There shall be no charge to the employee for this examination. The foregoing notwithstanding, in the event of a disciplinary or remediation process per AP 7360/7365, or otherwise initiated within existing statute by the Superintendent/President or the Board of Trustees, the administrator/manager, subject to a disciplinary or remediation process, may be required to undergo a complete medical examination by a physician or a licensed clinical psychologist of the District's choice; there shall be no charge to the employee for this examination.

8. HEALTH AND WELFARE BENEFITS:

A. The District shall provide health and welfare benefits applicable to other District employees. The benefits offered will be consistent with other employees. This includes the District funded amount, prorated premium amounts, and other applicable provisions.

B. Administrative/Management employees who work less than 2080 hours annual will have their benefit prorated. Benefits shall be prorated according to the amount of hours worked annually per the following schedule:

Annual hours worked	Health Benefits
1040-1247 hours	50%
1248-1455 hours	60%
1456-1663 hours	70%
1664-1871 hours	80%
1872-2079 hours	90%
2080 hours	100%

If after initial placement an employee's working hours are increased or decreased on a permanent basis, that employee shall immediately receive the appropriate higher or lower percent of benefits per the schedule above.

C. The District will offer the Joint Powers Authority's (JPA) open enrollment program to employees. Open enrollment will allow each employee to annually review the JPA's medical plans and to enroll in the medical plan of their choice for the upcoming year.

D. The District may change an insurance carrier or administrator or may join in a JPA or a consortium or become self-insured.

9. COMPENSATION:

Salaries will be paid in accordance with the FRC Salary Schedule. Ideally, salaries will be reviewed once during any five year period. Reviews may either be done internally or by external consultant. Internal salary reviews will be done by committee and have established clear, measurable, and objective criteria as guidance prior to the start of any study. Salary recommendation will be based upon like employers such as, but not limited to, College of the Siskiyous, Lake Tahoe Community College, and Lassen College and with the consideration of available district resources. Cost of Living Allowance (COLA) provided and funded by the state will be placed on the salary schedule. NOTE: Additional colleges may be used where the above colleges do not provide sufficient positions for comparison (i.e.: less than 3).

The District recognizes long-time service and grants administrators/managers longevity pay in addition to regular salary as follows:

Years of Service in any capacity	Annual Longevity Amount
1st Day of 10th Year of Service	$650

1st Day of 12th Year of Service	$900
1st Day of 15th Year of Service	$1,200
1st Day of 18th Year of Service	$1,800
1st Day of 21st Year of Service	$3,000

Doctoral stipend $900 per year.

10. EDUCATIONAL BENEFIT:

Administrator/manager employees are eligible for reimbursement of up to $125 per semester credit (tuition and fees only) upon satisfactory completion of any college level credit course(s) from an accredited college or university which is part of a degree or certificate program directly relating to the administrator/manager's position and approved by the supervisor and President/Superintendent. All courses must be taken 'for credit', and a grade of a 'C' or higher must be achieved.

A maximum of six (6) credits per semester, not more than fifteen (15) credits per fiscal year, are allowed to any individual employee.

Within ninety (90) calendar days following the completion of a course, the employee must provide the office of Human Resources an official grade report or transcript, along with the request for the Educational Incentive reimbursement. The reimbursement will be issued within thirty (30) calendar days of approval of the request, and will not be included in the employee's monthly salary.

A fund of $5000 will be established for the purpose of reimbursing tuition and fees for administrator/managers using the Educational Incentive through 6/30/19. This fund will be used on a first come first served basis for all administrator/managers. Programs of study approved by the supervisor and president are not guaranteed to be reimbursed. Reimbursements will be made on a semester by semester basis for approved courses while funds remain. If funds are exhausted the District and the management group will meet and confer on next steps.

11. EXEMPT EMPLOYEE:

Administrators/Managers are classified as exempt under FLSA.

As an exempt employee, administrator/manager employees need not report absences of less than a full day for purposes of salary reduction or use vacation or personal necessity times.

Administrator/manager employees are expected to maintain "regular" office hours, unless otherwise exempted. The core or "regular" hours of employment are defined as:
8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. During the regular business week.

Overtime for exempt employees will be in accordance with the California Education Code §88029.

12. TRAVEL:

All district travel will be in accordance with AP 6530 and applicable travel policies.

13. LEAVES OF ABSENCE:

Sick Leave:

Full-time, administrator/managers shall be entitled to 18 days leave of absence for illness or injury, with full pay earned at the rate of one and one half days per month, or major portion thereof, for each fiscal year of service. Part-time, administrator/managers shall be entitled to the same rate of sick leave, pro-rated to an eight-hour day and the number of months of their assignment.

a. Such earned sick leave, if not used, shall have unlimited accumulation.
b. Upon separation from the District, no remuneration will be paid for unused sick leave. For sick leave transfer rights to and from the District, see applicable Ed. Code section on transferring sick leave.
c. Upon separation from the District, any absence due to illness or injury beyond accrued sick leave time will be subject to deduction from the final warrant of the employee.

All administrators/ managers shall receive salaries in full when quarantined by city or county health offices because of another's illness. Such absence from employment shall not be deducted from the employee's sick leave account.

Personal Necessity Leave:

Administrator/managers may use up to ten (10) days from accumulated sick leave for personal necessity leave for any of the following reasons:

1. Accident/illness involving employee's person or property, or that of a member of the employee's immediate family.

2. Additional bereavement days beyond the (5) provided.

3. Appearance in any court or before any administrative tribunal as a legal party or witness.

4. Religious holidays other than legal holidays on the Board-adopted calendar.

5. Personal business that cannot be scheduled outside of work hours.

6. Parental responsibilities that cannot be scheduled outside of working hours.

5. Such other reason as approved by the District.

Absences under this section will be reported on the regular absence form, and acknowledged by the appropriate administrator. An explanation of the reason for the absence must be stated on the form signed by the employee. If absence is due to court appearance as a litigant, party, or witness under official order, a copy of such order must be attached.

Administrators/managers will verify any absence, and upon return from such absence shall complete the required absence reports. Any absences due to illness or injury which exceed five (5) days shall be required to be supported by a written statement from a licensed physician. Absence will be reported by the employee to the immediate supervisor as soon as possible.

Industrial Accident and Illness Leave

An Administrator/manager suffering an injury or illness, arising out of and in the course and scope of their employment, shall be entitled to leave of up to sixty (60) working days in any one fiscal year for the same accident or illness.

This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the administrator/manager shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

Payment for wages lost on any day shall not, when added to an award granted the administrator/manager under the Workers' Compensation laws of this state, exceed the normal wages for the day.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to the industrial accident or illness leave under this section has been exhausted, entitlement to other sick, vacation or other paid leave may then be used. If, however, an administrator/manager is still receiving temporary disability payment under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this Article, they shall be entitled to use that amount of their accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

Bereavement Leave

An administrator/manager shall be granted necessary leave of absence, not to exceed five (5) days, due to the death of any immediate family members. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this Agreement provided by the Board of Trustees of the District. The Board of Trustees may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, mean: (1) the employee's or the employee's spouse's mother, father, grandmother, grandfather, and grandchild; (2) the spouse of the employee; (3) the son, daughter, son-in-law, daughter-in-law, brother, and sister of the employee; and (4) the aunt, uncle, or any other person living in the immediate household of the employee.

Bereavement leave of one day per occurrence may be granted without loss of pay in the event of the death of other close relatives. Any days taken over and above those designated will be charged to employee's sick or vacation leave.

Military Leave

An employee shall be granted military leave in accordance with the provisions of the State of California Education Code and in the Military and Veterans' Code. Request for military leave shall be submitted in writing accompanied by military leave orders two (2) weeks prior to the leave starting date except in the case of state or national emergency.

Leave for Required Court Appearance

No deduction in salary will be made for any administrator/manager ordered to appear in court as a witness or as a member of the jury. Any compensation for such court appearance shall accrue to the District.

Any leave due to appearance as a defendant in a criminal proceeding will be granted in accordance with applicable statues.

Leave of Absence without Pay

A leave of absence for professional improvement such as study, travel, or other activities leading to professional improvement may be recommended to the Superintendent/President. In addition, health leaves, maternity leaves, military leaves, and personal leaves may be granted upon recommendation of the Superintendent/President and approval of the Board of Trustees. All the above leaves are without pay. No combination of leaves of any type may exceed two consecutive years.

Leaves of absence will not be approved for personnel who are accepting permanent paid employed elsewhere or employment on a trial basis which will probably result in permanent employment.

1. Health Leaves:

   An administrator/manager may, with a doctor's certification, request a leave of absence for health reasons for a period not to exceed six months, after the exhaustion of all paid leaves. Extension of such leave beyond six months will require the submission of a new request along with supporting documentation and approval as in the case of the original submission.

   Application for health leave of absence beyond six months must be granted by the Board of Trustees and cannot extend beyond two additional six month periods.

2. Pregnancy Disability Leave

   Pregnancy Disability Leave shall be granted for up to four months. Leave can be taken before or after birth during any period of time the woman is physically unable to work because of pregnancy or a pregnancy related condition subject to the provisions of the California Fair Employment and Housing Act and the California Family Rights Act.

   Pregnancy Disability Leave may run concurrently with FMLA/CFRA.

3. Child Bonding Leave

   Confidential employees shall be provided child bonding leave in accordance with Ed Code §88207.5

4. Military Leave:

An administrator/manager shall be granted military leave in accordance with the provisions of the State of California Education Code and in the Military and Veterans' Code. Request for military leave shall be submitted in writing accompanied by military leave orders two (2) weeks prior to the leave starting date except in the case of state or national emergency.

5. Leaves for Personal Reasons:

An administrator/manager may find it necessary to request a leave for personal reasons other than those listed previously, including family dislocations (divorce, etc.) and illness in the immediate family, beyond FMLA inclusion. If the application is accepted by the Superintendent/President, it will be forwarded to the Board of Trustees for final approval. Such leave normally will not exceed six months and may not be renewed beyond eighteen (18) months. Extension of such leave beyond six months will require the submission of a new request and approval as in the case of the original submission. See LOA

Family Medical Leave Act (FMLA):

The parties recognize that Federal and State laws exist that provide certain specified leave benefits to administrator/managers. The parties understand and agree that when Federal or State law provides such leave rights, any applicable leaves granted under this agreement are counted concurrently with the Federal and State mandated leave and not counted sequentially.

A. Purpose
The District must grant up to 12 work weeks of unpaid leave during any 12 month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- For the placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition.

B. Eligibility

An eligible employee is one who has worked with the District for 12 months (not required to be consecutive) and worked at least 1,250 hours in the 12 months preceding the commencement of the leave.

C. Process

An eligible employee must provide their supervisor with 30 days advance notice when the leave is foreseeable. If 30 days notice is not practical, due to lack of knowledge or medical emergency, an employee must notify their supervisor as soon as possible. In some circumstances, a supervisor or administrator may determine an employee's need for FMLA.

All requests for FMLA must be accompanied by medical certification. An employee must provide medical certification, from a licensed physician, supporting a request for leave.

At the time of request, the employee must complete a "Leave Request Form", to be supplied by the district. Once FMLA is requested or designated by the District, the employee will receive an information packet containing the necessary forms, right and duties of the FMLA for both the employee and the District, and a copy of the "FMLA Request Form" confirming their leave status.

Health and Welfare benefits will continue during the FMLA status, provided that the employee continues to make regular, monthly contributions to the plan. Failure to pay premiums will result in a loss of health and welfare benefit coverage.

An employee is required to use, concurrently with FMLA leave, the following paid leaves in the order listed: (1) sick leave available for use and then (2) vacation leave, to which the employee is entitled.

Administrators/managers returning from FMLA status within the 12 week period will be restored to their original position, or to an equivalent position with equivalent pay and benefits.

Administrators/managers returning from a medical FMLA status may be required to present medical certification of fitness of duty. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical release is provided.

FMLA will always begin with paid time off, through the use of Sick and Vacation Leave, until all available paid time is used.

The medical certification of Health Care Provider serves as a "doctor's note" to certify the reason and expected duration of the extended medical leave in writing. All requests for medical leaves must be accompanied by a doctor's statement verifying the employee's total disability and the employee's estimated date of return to work. Further, the District requires written medical verification of an employee's ability to resume work and a list of restrictions that would directly relate to an employee's ability to perform their job.

Taking of leave may be denied if request and medical certification requirement are not met.

Donated Leave

Donated leave is paid leave of absence due to a verifiable illness, injury or other disabling condition of the employee, the employee's spouse, parent, child or any person permanently residing in the employee's household.

Employees who have successfully completed twelve (12) months in paid status shall be eligible for consideration of donated leave.

When a request for donated leave is necessitated by a verifiable illness, injury or other disabling condition of the employee, the employee shall exhaust all accrued vacation, compensatory time and all but forty (40) hours of accrued sick leave before being eligible for consideration of donated leave.

When a request for donated leave is necessitated by a verifiable illness, injury or other disabling condition of the employee's spouse, parent, child or any person permanently residing in the employee's household, the employee shall exhaust all accrued vacation, compensatory time, and the personal necessity leave allowance before being eligible for consideration of donated leave. Subject to the approval of the donated leave request pursuant to this agreement, such employee shall next utilize, as donated leave, all but forty (40) hours of accrued sick leave before a request may be made to other employees to donate leave.

Employees donating leave to another employee must have a leave balance of at least forty (40) hours, after donating vacation or sick leave, in a combination of their sick and vacation leave account. Employees may donate up to 40 hours of their accrued compensatory time.

Requests for donated leave must be made by or on behalf of the employee, by submitting a completed Request for Donated Leave form to the Director of Human Resources/EEO, who will process all requests pursuant to the terms of this Agreement.
Requests for donated leave donation shall be made by the Director of Human Resources/EEO through a District wide notice.

Employees may donate accrued vacation, sick and/or compensatory leave in increments of whole hours up to a maximum of 40 hours per donation to a specific eligible employee, by completing and submitting an Offer to Donate form to the Director, Human Resources/EEO. Donors will be notified of the

utilization of their donated time. Potential donors may wish to verify with STRS/PERS whether their contribution will impact their retirement credit.

If additional time is needed, another request may be made and qualified employees may make additional donations of whole hours up to 40 hours per request. Time not used by the requesting employee will not be returned to the donating employee. Unused time will be saved and added to the next request for donated leave. Employees who donate time do so with the understanding that a portion of their donation may be applied to a future request of a different employee.

The parties recognize that unused sick leave may increase an employee's retirement benefit under Public Employees' Retirement System (PERS) regulations. Currently PERS counts unused sick leave on a day-per-day basis as "service credit".

Short-Term Educational Leave:

An administrator/manager is eligible, after three years of service, for administrative leave of up to two months duration.

1. Salary for those on short term education leave:

   An administrator/manager employee on leave as provided herein shall be paid full salary while on such leave and shall be returned to the same position.

2. Purpose:

   The purpose of educational leave for an administrator/manager shall be for the upgrading of the employee's skills, education attainment (at an approved accredited educational institution) and for other purposes directly related to the administrator/manager's position requirements and skills and to develop the ability to take advantage of promotional opportunities with the District.

3. Implementation:

   Recommendation for a leave under this provision is to be made at the discretion of the Superintendent/President.. The demands of the administrator/manager employee's assignment will determine the feasibility of such leaves. Persons receiving such leaves shall render a written narrative report to the Superintendent/President upon completion of their leave time.

Professional Development Leave:

1. Criteria:

Professional Development leaves may be granted to full-time administrators/managers for the purpose of carrying out an approved program which will benefit the District and the administrator/manager. It is understood that Professional Development leave is not granted as a reward for work already performed, but rather as a means of preparing for improved services in the future.

2. Requirements:

All provisions pertaining to Professional Development leave will conform to statutory requirements.

3. Eligibility:

Administrators/managers shall be eligible for one (1) year of Professional Development leave after seven (7) years of full-time service to the District. Said administrators/managers shall be eligible thereafter for one (1) year of Professional Development leave upon the completion of each additional seven (7) years of full-time service to the District.

4. Application:

Applications for Professional Development leave shall be on forms provided by the District and must be filled by March 1st of the year preceding the fiscal year for which the Professional Development leave is to become effective. A preliminary plan for the Professional Development period shall be submitted to the Superintendent/President by the administrator/manager for evaluation. The Superintendent/President shall make a recommendation, if appropriate to the Board of Trustees.

5. Criteria for Evaluating Proposals:

a. Objectives of the proposal.
b. Likelihood the objectives will be achieved.
c. Evidence of pre-planning, acceptance, permits, documents, if possible.
d. How the project will benefit the college/district.
e. Correlation of time asked for and the project.
f. Quality of project.

6. Salary Rate:

a. Professional Development leaves may be arranged for one (1) year with a grant equal to 66 2/3% of the annual year's salary, or for one (1) semester with a grant of 100% or one-half the year's salary to be effective for those applicants chosen for sabbaticals. [Two (2) quarters will also be paid at 100%]

b. The salary rate for an employee on Professional Development leave shall be reduced by the amount of their earnings had they not been on sabbatical leave.

7. Salary Base:

While on Professional Development leave, the salary the administrator/manager would have received if they had been in regular service shall be the basis for computing their compensation. Salary for Professional Development leave shall be paid in the same manner as that paid during regular service.

8. Credit on Salary Schedule and Benefits:

Professional Development leave shall count for salary increment and for retirement benefits.

9. Service Obligation:

Recipients shall contract to serve the District for two (2) years after completion of a Professional Development leave. The grantee shall indemnify the District against loss in event of failure to render two (2) years' service after return from Professional Development by furnishing suitable bond, or by executing a contract in a form approved by the Board of Trustees binding the employee to return for at least two (2) years.

10. Illness – Injury – Death:

In case of injury to, or illness of the administrator/manager during the Professional Development leave which prevents his/her completing the purpose of the leave, the Professional Development leave will be terminated and all provisions for sick leave shall apply. If death prevents the administrator/manager from fulfilling their agreement to return to service in the District, no repayment of salary shall be required to their estate. Upon return to service and prior to completion of two (2) obligatory years of service, illness or injury, qualifying administrator/manager for disability retirement shall exempt them from further obligations relative to the Professional Development leave.

11. Professional Development Report:

Administrators/managers returning from Professional Development leave shall be required to submit to the Superintendent/President in writing, by Oct 1 in year of return from Professional Development leave, two (2) copies of a report describing in detail the learning activities that took place during the Professional Development leave, and the concomitant benefits

accrued to them and to the District. College or university course work taken as a part of the Professional Development program of activities shall also be described via such a report. Upon agreement of individuals involved, a copy of the report shall be filed in the college library. Where appropriate, an oral presentation is encouraged to faculty, staff, students, and community.

14. OPEN DOOR POLICY:

An Open-Door policy shall be established to respond to administrative concerns and complaints. This policy is a reflection of the District's belief in respect for the individual. It is also based on the principle that every person has a right to appeal the actions of those who are immediately over them in authority. It provides a procedure for assuring fair and individual treatment for the employee.

Should an employee have a problem which they believe the District can help solve it should be discussed with the immediate supervisor. If the matter is not resolved, or is of a nature that the employee prefers not to discuss it with the immediate supervisor, the employee should take the concern directly to the Superintendent/President. The Superintendent/President shall investigate the causes of the complaint and report the findings. There will be no identification of the employee(s) who has registered the complaint.

If the employee(s) feel(s) that they has not received a satisfactory answer, or if the complaint concerns the Superintendent/President directly, the employee may cover the matter by mail or personally, with the Board of Trustees. The employee has the option, before proceeding to the Board of Trustees, to select an unbiased third party to review and recommend to the Superintendent/President a resolution of any employee complaint. The third party selected shall be mutually agreed upon by the employee(s) and the Superintendent/President. The third party recommendation to the Superintendent/President shall be non-binding and shall be forwarded to the Board of Trustees if not accepted by the Superintendent/President.

All complaints and the identification of employees who make them will be kept confidential by the Superintendent/President and/or the Board of Trustees.

15. EVALUATIONS:

To be performed by the administrator's/manager's supervisor during their first and second year of employment and every two years thereafter pending a satisfactory evaluation. Unsatisfactory evaluations require more frequent evaluations. An evaluation instrument for

administrators/managers will be developed through a meet and confer process and approved by the Superintendent/President.

16. RETIREMENT:

The District shall contribute to the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS) to the extent and limits required by the respective system.

District retirees may participate in the Districts medical plans subject to carrier requirements. To participate in the District's medial plans the retiree must have been a medical plan member for at least one year prior to retirement. Participation in the medical plans will be at the expense of the retiree.

17. DISCPLINE AND DISMISSAL

See BP/AP 7365: Discipline and Dismissal: Non-Represented Classified Employees

18. EDUCATIONAL ADMINISTRATOR RETREAT RIGHTS:

In accordance with California Education Code Section 87458, the Feather River Community College District, by joint agreement with the Academic Senate, adopts the following Administrator Retreat Rights Policy.

A. Philosophy: Faculty and administration are united in a joint enterprise. Since teaching is the primary mission of community colleges, it is valuable that administrators, especially in the areas of instruction and student services, be qualified for faculty appointment and have experience as faculty members. Faculty as well can be strengthened and enriched by the addition of individuals with administrative experience, particularly now that faculty members are becoming more involved in institutional governance. We envision the possibility of movement back and forth between the ranks of administration and faculty.

B. Policy: This policy shall apply to certificated administrators hired after July 1, 1990. Tenured employees of this District, when reassigned from faculty positions to administrative positions, retain their status as tenured faculty members. The assignment of such non-tenured administrators to faculty positions shall be done in accordance with Section 2 below. A non-tenured administrator dismissed for cause shall not have administrator retreat rights. The administrator exercising retreat rights begins as a day-one, probationary faculty member, hence

he or she will not have seniority to displace an existing full-time faculty member in the event of a subsequent reduction in force.

Administrators hired after July 1, 1990, shall acquire the right to become first year probationary faculty members in accordance with the following procedure:

1. An administrator hired after July 1, 1990, who did not possess faculty tenure in this District at the time of hire, shall be reassigned to a first year probationary faculty position, with all the rights of a first year probationary employee, provided that he or she meets all of the following:

    - Holds an administrative position that is academic (instructional or student services administrator) – "not part of the classified service" (AB 1725). (For every administrative job title, the records of the District shall show whether or not it is part of the classified service. The decision to list a position as not part of the classified service shall be made by joint agreement with the Academic Senate),

    - Has served in this District a total of at least two years as a faculty member or an administrator,

    - The termination of the administrative assignment is for any reason other than cause.

2. To determine the discipline to which the administrator shall be assigned, the following shall apply:

    The administrator may be assigned only to a discipline in which he or she has at least the minimum qualifications as specified by the Education Code and Title 5. The Academic Senate of Feather River College shall certify to the Governing Board for which discipline or disciplines the administrator meets the minimum qualifications and shall recommend at the time of employment the discipline or disciplines in which the administrator is qualified in the event of a future reassignment. The Governing Board shall also provide the Academic Senate with an opportunity to present its views to the Governing Board before the Board makes a determination. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358.

3. Whenever possible, the administrator shall be assigned to a discipline in which he or she has not only the minimum qualifications but also where the following apply:

   - There are presently enough course offerings in the discipline or department taught by associate faculty sufficient to make a full time assignment for an additional faculty member.

   - The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

   - Under all the guidelines of Sections 1 and 2, an administrator has the right to request a first-year probationary faculty assignment.

   - If another administrative position of similar rank and responsibilities is open within the District for which this administrator has the minimum qualifications, he or she may be assigned to that position, subject to the approval of the Superintendent/President, and/or the Board of Trustees.

4. An administrator who has been approved to retreat to a faculty position will be placed on the full-time faculty salary schedule in accordance with the approved full-time faculty collective bargaining agreement. A retreating administrator may be given "experience" credit for years of satisfactory service in his/her educational administrative capacity as follows:

   Three (3) years of experience as an educational administrator grants one (1) year of experience as a full-time faculty member, creditable as Step Placement[1] of the salary schedule.

Section 18 of this Handbook deals with processes, procedures, and criteria for educational administrator retreat rights is jointly agreed to by the delegated designee of the Board of Trustees and the Academic Senate, acting through its President.

Kevin Trutna Ed.D
Superintendent/President
Date: 5/21/18

Michael Bagley Ph.D.
Academic Senate President
Date: 5-21-18