**Administrative Employee Benefits**

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| **Health and Welfare Benefits** | Single Party: $9,141.96Two Party: $17,385.96Family Party: $22,341.96District contribution for employee’s medical, vision, dental and basic life insurance.  |
| **Life Insurance** | Per above the District provides a MetLife Basic Insurance policy of $75,000. The premium is paid out of the District contribution. |
| **Floating Holidays** | 4 Floating Holidays per fiscal year that must be used during the fiscal year earned. |
| **Vacation Days** | 2 vacation days per month (24 days per year). Managers may earn additional days of accumulated sick leave beyond 1 day per month once they reach their maximum vacation balance. This additional sick leave shall be credited in the same amount that would have accrued as vacation time had they not reached the limit so long as the manager use a minimum of 6 days of vacation during the fiscal year. Service credit for unaccumulated sick leave at the time of retirement may be granted at the sole discretion of CalPERS and CalSTRS |
| **Sick Days** | 1 sick day per month- If not used, sick leave days accumulate from year to year. See above language for additional information on sick leave accrual related to vacation. |
| **FMLA Leave** | The District will pay the first 30 consecutive calendar days of FMLA leave without using other leave pay for a manager on verified FMLA leave for any FMLA qualifying event. |
| **Personal Necessity** | Managers may use up to 7 days of accumulated sick leave for the purposes of personal necessity each fiscal year. Use of personal necessity should be approved prior to the use of the time when possible and will follow education Code regulations. |
| **Lifetime Medical Benefits** | **Hired before January 1, 1996**- Manager and their spouse or registered domestic partner shall continue to receive medical benefits during their lifetime. (not including dental, vision or life). This pays for the insurance premium up until Medicare kicks in, then it pays for a Medicare supplement, but the retiree must till pay the Medicare portion.**Hired after January 1, 1996-**The manager after 10 years of service to the District and must retire under PERS or STRS will receive lifetime medical benefits (not including dental, vision, or life) Manager cannot resign and work at another public sector job and keep the benefits. No spouse, domestic partner or child are covered under these benefits. This pays for the insurance premium up until Medicare kicks in, then it pays for a Medicare supplement, but the retiree must till pay the Medicare portion. |
| **Professional Development** | Each manager will be provided with $2,000 annually to use for Professional Development/Conference and Travel. The manager may also use these funds for individual professional membership (related to assignment and benefit to the college pending Presidential approval) or may even provide to other in their area for conference and travel.Any amount leftover from this $2000 may be transferred at the end of each year to a general management POD account that will roll-over. |
| **Tuition Reimbursement** | Management employees may use $4,000 annually to pay for tuition reimbursement. Up to $500 of this may be transferred to an educational savings plan each year. |
| **Longevity** | After 10 years: 3.5% above base salaryAfter 15 years: an additional 5.0%After 20 years: an additional 3.5% After 25 years: an additional 3.5%After 30 years: an additional 3.5%After 35 years: an additional 3.5% |
| **Doctoral Stipend** | $3,571.00 annually for earned doctorates from an accredited university |
| **Catastrophic Leave** | Confidential or Management employees who have been employed in that capacity for a minimum of six (6) months shall be eligible for catastrophic leave when all other eligibility requirements are met. Under special circumstances a waiver may be considered by the catastrophic leave committee. Catastrophic leave must be requested and shall be granted in increments of up to 480 hours (60 work days); any unused portions will be returned to the catastrophic leave bank. Confidential or Management employees who are receiving Worker’s Compensation benefits (i.e. 60 days Industrial Accident/Illness Leave or Total Temporary Disability) are not eligible for catastrophic leave. Must exhaust all fully paid leave credits. Once catastrophic leave has been granted, the employee must return to work and must submit a minimum donation (8 hours) in order to be eligible to make another request.  |
| **Management Representation** | Management employees may have a management representative attend meeting with the manager in which the manager believes there is discipline involved. |
| **Management Evaluation** | New management employees and management employees on a one-year contract shall receive notice in September from Human Resources to complete their management employee evaluation by December 31 of the academic year their contract is up for renewal and will receive Board action in February of the same academic year. Management employees who receive three-year contracts shall be evaluated every three (3) years, unless there are identified and documented deficiencies that the immediate manager deems it necessary to do so annually. Management employees with three (3) year contracts shall receive notice in July from Human Resources to complete their management employee evaluation by September 30 of the academic year their contract is up for renewal and will receive Board action in November. All management employee evaluations must be completed and received by Human Resources before placement on Board for action.The evaluation process will consist of the Self-Evaluation completed with input from peers and/or direct reports together with goals and objectives. The peers and direct reports should include faculty and/or classified staff, management colleagues, and other individuals who can provide meaningful feedback as applicable to the management assignment.Performance Improvement Plan: If current management employee is given a one (1) year contract or is placed on an annual evaluation due to performance, a six (6) month improvement plan will be created. This improvement plan will address the areas where the management employee did not meet the standard or needed improvement on the previous evaluation. The improvement plan will contain specific recommendations for improvement with specific observable outcomes to meet expectations and provisions for assisting the manager in implementing any recommendations made. These specific recommendations will be created by the evaluator in consultation with the manager, a management representative appointed by a management steering co-chair, and human resources prior to implementation. An impartial mentor shall be assigned with mutual agreement between the management employee and their manager to work with the management employee to help meet the requirements of the Performance Improvement Plan. If all criteria for the improvement plan are met at the end of the six (6) months, no further action is needed and the management employee should move to a three (3) year contract for the next contract period. If all criteria are not met at the end of the 6 months, the management employee may be given six (6) months’ notice of non-renewal. Management Representation: Any management employee may include representation designated by a management steering co-chair in their evaluation meeting. Notice of representation must be provided to their manager before the evaluation meeting. The management employee is expected to have direct conversation with their manager about their evaluation. |
| **Home Technology Stipend** | Each manager shall receive an annual home technology stipend of $1000. This is paid monthly over the year in the manager’s regular paycheck. |