

## Meet and Confer 2019-20

The Management Team proposes the following items:

1. **Personal Necessity Days:** Management employees may use up to ~~12~~ Personal Necessity days per year. These days will come from their sick leave balance and can be used for any personal purpose without having to inform the District of the reason.

**Per discussion edits made to align with faculty rationale and maintain current number of days:**

Managers may use up to seven (7) days of accumulated sick leave for the purposes of personal necessity each fiscal year. Use of personal necessity should be prior approved when possible and will follow Ed Code regulations.

2. ~~Excess Vacation Days:~~ Management employees may have vacation days in excess of the maximum be earned as retirement creditable sick leave (subject to approval by CalPERS or CalSTRS). To qualify for the excess days to be earned as sick leave, the management employee must take a minimum of 6 vacation days in the academic year the excess days are to be earned as sick leave.

**Per discussion edits made to have more accurate language:**

DROPPED

DROPPED

### Sick Leaveok

Managers may earn additional days of accumulated sick leave beyond one (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 uses a minimum of six (6) days of vacation during the fiscal year. The six (6) day requirement will commence effective July 1, 2020. Service credit for unused accumulated sick leave at the time of retirement may be granted at the sole discretion of CalPERS and CalSTRS. The District makes no guarantee that any additional sick leave earned under this provision will be accepted for service credit purposes by CalPERS or CalSTRS upon retirement.

OKAYED

3. **Management Sabbatical Leave:** The District and the Management Team agree to create a task force to the development of a Management Sabbatical Leave. This program will include the creation of a Management Sabbatical Leaves Committee that will applications for sabbatical. The Sabbatical could be semester or intermittent leave during a period not to year. The Sabbatical Leave could be for a formal study

DROPPED

work on  
program.

review  
for a  
exceed 1  
or

independent study that generates tangible products of use to the college. The Sabbatical Committee would recommend to the President of the College sabbatical proposals for his approval.

**Per discussion see attached.**

- 
4. **Temporary Special Projects Managers:** The District and the Management Team agree to create a task force to review AP 7135, create a process for hiring and using special project managers, address the term of special project managers, and the result if the term is exceeded. The proposed task force will include special project managers and the supervisors of special project managers.
- 

OKAYED

5. **Managers Evaluation:** The Management Employees Self-Evaluation form will have the portion on student outcomes: "Summary of 'how results of the assessment of learning outcomes are used to improve teaching and learning' (Accreditation Standard III.A.6, as applicable to academic administrators and other personnel directly responsible for student learning)" removed. Clean up language on the Peer/Direct Report survey. Additionally, all management employees on a three year contract will have an evaluation done every three years to align with the contract. This will be completed by October with Board submittal in November. Management employees on a one year contract will have an evaluation done each year to align with the contract. The evaluation will be completed by January for Board submittal in February.
- 

DISCUSS

**Per discussion see added language on improvement plans and process update. Attached**

---

6. **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.