

# INTRODUCTION

This handbook is intended to provide you with general information about your employment at the College. The information presented is not meant to be all inclusive. There are many areas of employment which are covered by federal and state laws and regulations. Those laws and regulations supersede information provided here.

This handbook makes reference to other College publications, federal and/or state laws and regulations: Board Policies and the Faculty Staff Diversity Plan, for instance. References made to these documents, laws and regulations reflect the provisions of those documents as they existed at the time of publication of this handbook. Changes to documents referenced in this handbook will have precedence over the language contained in the handbook.

The management team at Pasadena City College includes academic managers, classified managers and supervisors. Some sections in this handbook refer to one class of manager/supervisor to the exclusion of the other managers/supervisors. Every attempt has been made to make clear when a section refers to, for instance, academic managers only. Differences also occur if an assignment is less than 12 months and whether a supervisor is considered an exempt employee under the federal Fair Labor Standards Acts. Be careful to ascertain that a section of this handbook applies to you. Where no differences are mentioned, the section applies to all managers and supervisors.

A review of the handbook will be included in the meet-and-confer process each year. It is anticipated that this will facilitate keeping the handbook up to date. The publication format has been designed to allow for easy revision. Suggestions for additions/changes/revisions should be directed to the Dean of Human Resources at any time.

## **ABOUT THE COLLEGE**

Pasadena City College is one of California's 107 community colleges in 71 districts which have total enrollment of 1.4 million students, the largest educational system in the world. PCC is the third-largest, single-campus community college district in the United States.

The College campus has 30 buildings on 53 acres. The Community Education Center is located at 3035 East Foothill Blvd., and the Child Development Center is located at 1324 East Green Street. The College specifically serves the communities of Altadena, Arcadia, La Canada Flintridge, Pasadena, San Marino, Sierra Madre, South Pasadena, and Temple City and portions of El Monte and Rosemead, but also enrolls many students from other communities as well.

The College was founded in 1924, with a student enrollment of 267. The College District was established in 1966. There are 23,006 credit students and 4,053 noncredit students enrolled for fall 1997. In addition, Community Education serves over 11,000 clients per year.

The fall 1997 operating budget for the college was \$74,598,398. There are 375 faculty, librarians, counselors, and administrators; 340 maintenance, trades, professional, clerical, and management employees at the College.

The College is governed by a seven-member Board of Trustees. Trustees are elected by area in the District. The Board meets on the first and third Wednesday of the month. Meetings are held in the Circadian and begin at 7 p.m.

## **SEXUAL HARASSMENT**

Board Policy 0501 contains the College's policy on sexual harassment and is included in Appendix C, Selected Board Policies.

It is the responsibility of every manager and supervisor to make sure that the College's policy on Sexual Harassment is adhered to by all persons under their supervision. Unlike most laws which protect a manager and supervisor from liability in the event the College is found guilty of violating some law, rule or regulation so long as they were acting as an agent of the College, sexual harassment laws provide for personal liability of managers and supervisors in some instances.

# LEAVES

## **Sick Leave**

In any fiscal year, sick leave is granted on the basis of one day per month of assignment. Twelve-month employees are granted 12 days of sick leave, eleven-month 11 days, etc. Sick leave is advanced for all employees on July 1 each year. All unused sick leave accumulates from year to year. If an employee worked for another California community college district or county school, he/she may be entitled to transfer the earned sick leave. The Human Resources office will send the necessary forms to the sending institution once they are informed that sick leave days are available for transfer.

Holidays which occur during authorized sick leave will not be charged against sick leave.

If an employee is unable to report for duty on any scheduled working day, it is the employee's obligation to inform his/her supervisor of such absence.

The College has the right to require a doctor's report verifying illness and/or fitness to return to duty at its discretion. In addition, wherever an absence requires a doctor's care and it appears to the doctor that the illness will require an absence of more than ten working days, the employee must arrange for the attending physician to send a report on a College form to the Human Resources office stating the nature and anticipated duration of the illness. The employee must notify his/her immediate supervisor on the first day of each week to verify that he/she is still unable to work. A new report from the doctor may be necessary monthly for an extended illness.

When an employee has used all accrued full-pay sick leave, he/she may be eligible for extended sick leave paid at 50 percent of the employee's regular rate of pay. During the fiscal year, extended sick leave is provided up to a maximum of 100 working days of paid leave, including full-pay sick days. A manager/supervisor who cannot return to work after exhausting all extended sick leave will normally be terminated from employment. The employee's name will be placed on a 39-month reemployment list. If during the 39 months following termination the position becomes open, the employee will be offered the position on a noncompetitive basis if the employee can be fully released by his/her physician to assume the duties of the vacant position.

Employees who wish to use extended sick leave benefits shall provide, on a College form, written, satisfactory certification to the Human Resources office that the illness, injury, or incapacity requires absence from duty during the period of extended sick leave. The College reserves the right to require proof of illness and may refer any claims for extended sick leave benefits to the College physician whose decision as to the employee's eligibility shall be final.

Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible employees are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the

period of disability, provided that the College receives a medical status report from the attending physician.

### **Personal Necessity Leave**

Personal necessity leave may be charged against unused, accrued full-pay sick leave. Such leave may be granted for the following reasons:

1. The death of a member of the employee's immediate family or immediate household when the number of days absent exceeds the limit provided in the Bereavement Leave section. Members of the employee's immediate family means the employee's spouse, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparents, grandchildren of the employee or of the spouse of the employee, son-in-law, daughter-in-law, or any relative living in the immediate household of the employee, or any other person for whom the employee is legally responsible. A member of the employee's immediate household means a person who is, for all intents and purposes, a full-time resident of the same household as the employee.
2. An accident involving the employee's person or property, or the person or property of a member of the employee's immediate family or immediate household as defined in the paragraph above. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during usual assigned hours of service.
3. An appearance of the employee in court as a litigant party or as a witness except under an official order as part of your College assignment.
4. An illness of a member of the employee's immediate family or immediate household as defined in paragraph 1 above, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during the assigned hours of service.
5. The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.
6. Imminent danger to the home of an employee occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during the assigned hours of service.
7. Personal business of a nature that cannot be transacted outside of assigned working hours for which there is no alternative as to person, time, or place for its transaction.

**Personal Necessity Is Subject To The Following Conditions:**

1. The total number of days allowed in the fiscal year for such leave shall not exceed six days.
2. The days allowed shall be deducted from any full-pay sick days but may not exceed the number of accrued full-pay sick days.
3. Personal necessity leave may not be taken during a scheduled vacation or a leave of absence.
4. Personal necessity leave may not be taken for purposes that involve payment for the employee's services.
5. Personal necessity leave may not be taken to extend vacation time.
6. Personal necessity leave may not be used for any activity that is contrary to law.

Personal necessity leave claimed against accrued sick leave must be so designated on absence reports, but reasons for such leave are not required. However, the College may require such proof of the need for the use of personal necessity leave as it deems necessary.

**Absences For Religious Holidays**

It is illegal for the College to pay for religious holidays that are not Board-declared holidays. Employees may arrange in advance with their supervisor to avail themselves of alternate methods of absence such as personal leave without pay or vacation.

**Bereavement Leave**

Employees are eligible for paid leave of absence for a death in the immediate family or the immediate household. The allowed leave may not exceed three working days or five working days if travel of over 300 miles is required.

Employees must provide such proof of eligibility for bereavement leave benefits as may be required by the College.

The immediate family includes the employee's spouse, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparents, grandchildren of the employee or the spouse of the employee, son-in-law, daughter-in-law, or any relative living in the immediate household of the employee or any other person for whom the employee is legally responsible. A member of the employee's immediate household means a person who is, for all intents and purposes, a full-time resident of the same household as the employee.

Up to one day's paid leave may be granted for an employee to make funeral arrangements and/or attend the funeral of relatives not listed above.

Up to one-half day's paid leave may be granted for an employee to attend the funeral of a friend.

Paid bereavement leave is not available during unscheduled hours or days of employment, during an unpaid leave of absence, or during the unpaid period of the year for those employees on a ten-month or eleven-month assignment.

### **Industrial Accident/Illness Leave**

An accident which occurs while the employee is at work must be reported immediately to the employee's immediate supervisor and to the Director of Business Services, and an Industrial Accident/Illness Report must be prepared at once.

Necessary medical care and hospitalization are covered by Workers' Compensation Self-Insurance fund under California workers' compensation laws.

Employees with injuries requiring the attention of a physician will be sent for medical treatment to the medical facility designated by the College. This facility has been especially elected for the treatment of the employee's injuries, and the doctors are familiar with workers' compensation laws regarding reporting and billing. Information on the proper procedures to follow may be obtained from the Business Services office.

An employee who has given written notice to the College prior to any injury or illness of his/her desire to be treated by a personal physician may consult that physician. However, in the event of an emergency situation, proper medical aid should be rendered immediately. The College reserves the right to require employees to be examined by College-selected physicians.

Employees eligible for workers' compensation who are absent from duty because of illness or injury directly resulting from an industrial accident/illness may be granted a paid industrial accident/illness leave from the fourth day up to and including the last day of such absence, not to exceed 60 working days for the same accident. The amount of salary due in any calendar month will be the amount receivable as if the accident/illness had not occurred.

While an employee is on paid industrial accident/illness leave, the temporary disability indemnity check payable to the employee must be mailed from the claims administrator to Fiscal Services, Payroll Section. The Payroll Section will notify the employee to endorse the check. Regular paychecks will not be released until the disability indemnity checks from the claims administrator have been endorsed.

If an employee is unable to return to work after using all paid industrial accident/illness leave, the employee's absence will be charged against his/her accumulated sick leave. When all accrued, full-pay sick leave has been used, the employee is eligible for extended sick leave paid at 50 percent of his/her regular pay up to a maximum of 100 days.

While on extended sick leave, the employee may keep that portion of the workers' compensation disability payment which when added to the extended sick leave is equal to a full day's wage or salary.

## **Jury Duty Or Subpoena Leave**

Employees are eligible for paid leave when they are required to be absent because of mandatory court appearance, except as a litigant. No more than two percent of the management staff will be granted paid jury duty leave at any one time.

Employees are required to notify the immediate supervisor and the Human Resources office upon receipt of the required jury duty notice. Employees are required to return to work during any workday or portion thereof during which jury duty service is not required.

The College requires verification of jury duty prior to providing compensation. In order to receive full compensation during required service, the employee must sign over to the College all compensation received for jury duty less mileage reimbursement. In the case of subpoena leave, the employee must submit a copy of the subpoena or a certificate from the clerk of the court with the absence report.

## **Military Leave**

Employees who are members of the reserve corps of the armed forces of the United States or of the National Guard or national militia are eligible for a temporary military leave of absence not to exceed 180 days for required active duty. Military service includes orders to report for military or veteran's physical examinations and service in the reserve corps. If the employee belongs to an Armed Forces Reserve Unit and is required to report for annual training duty, military leave will apply for the period of training duty. In lieu of paid leave, the College may adjust the work schedules of employees who serve weekend National Guard duty, so that such duty is served by employees on their own time.

Employees who have been employed by the District at least one year immediately prior to the day on which the military leave of absence begins will receive regular compensation for the first 30 calendar days of said leave if this time falls within the employee's usual work period. Pay for such purposes will not exceed 30 days in any one fiscal year.

An employee employed less than one year may use six days of personal necessity leave for this duty, but the remainder of the military leave will be unpaid.

If the employee's military unit is called to active duty, the military leave is expected to exceed one month, and the employee wishes to return to the presently held position at the expiration of the leave, a statement to that effect must be included in the request for leave. At the option of the College, a qualified replacement may be employed to perform the duties of the position during the leave. At least 90 days prior to the expected date of return from military leave, the employee must notify the Human Resources office confirming his/her desire to return to the former position.

Reinstatement of employees who fail to comply with these requirements will be at the discretion of the College and will depend upon the availability of a suitable vacancy.



## **Unpaid Leave Of Absence**

Employees may be granted an unpaid leave of absence for the following reasons:

1. Recuperation from illness or injury
2. Personal business of a nonprofit nature.
3. Extended travel.
4. Care of dependent or close relative.
5. Military service.
6. Maternity leave.

Unpaid leave will not be granted for the employee to take paid employment of a nature that could be construed to be permanent or is likely to become permanent.

Unpaid leave will not be granted for more than six months. A leave of absence may be revoked by action of the Board of Trustees when it appears to the satisfaction of the Board that the absent employee is engaged in activities for which the initial leave would not have been granted.

Unpaid leave of one week or less is subject to the approval of the immediate supervisor. Unpaid leave of more than one week but less than four weeks is subject to the approval of the appropriate Vice President. All leaves of four weeks or more are subject to the approval of the Board of Trustees.

If time spent on unpaid leave equals or exceeds one month, the employee's Service Increment Date and the Step Increase Date will be adjusted by the number of months of unpaid status. For this purpose the employee will be considered in unpaid leave status for a minimum of one month for any leave that equals or exceeds 12 working days.

If an employee requests to return from a leave earlier than the authorized expiration date granted by the Board of Trustees, the Board of Trustees will determine the date of return.

Application forms for leave of absence are available in the Human Resources office. When the leave has been approved by the manager supervisor, the completed form should reach the Human Resources office at least two weeks before the effective date of the leave to allow sufficient time for Board approval.

The College does not pay insurance premiums for employees on unpaid leave. The College-sponsored health insurance and life insurance plans may be continued for the length of the approved leave if the employee pays the premium(s). The employee assumes complete responsibility for the timely receipt of the premium(s) by the first day of the month for coverage to continue in that month.

The employee must reinstate College-sponsored insurance plans in the Benefits Office located in Fiscal Services upon his/her return.

It is the employee's responsibility to reinstate all voluntary deductions in Fiscal Services when returning from leave.

## **Family Medical Leave Act (FMLA)**

This is an unpaid leave which runs concurrently with other leaves. Unlike other reasons for unpaid leave, however, the College continues to pay an employee's health-care premium when an employee is absent under FMLA.

If the leave is for an employee whose own health is the reason for the leave, the leave is charged to FMLA concurrent with sick leave. If the leave is for other reasons provided for under the law, vacation, PNL and/or compensatory time will be charged concurrently. Payroll sends letters to anyone who is out for an extended period of time since this leave does not start to be used until you are notified.

The Family Medical Leave Act is very complicated. Therefore, when the College implemented the law its legal counsel was asked to write the following procedure covering the use of FMLA Leave.

As required by State and Federal law, the District will provide family and medical care leave for eligible employees. The following provisions set forth employee rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act ("CFRA") (Government Code § 12945.2). Unless otherwise provided in this section, "Leave" under this section shall mean leave pursuant to the FMLA and CFRA.

### **Employees Eligible for Leave**

An employee is eligible for leave if the employee:

- a) Has been employed for at least 12 months; and
- b) Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

### **Reasons for Leave**

Leave is only permitted for the following reasons:

- a) The birth of a child or to care for a newborn of an employee;
- b) The placement of a child with an employee in connection with the adoption or foster care of a child;
- c) Leave to care for a child, parent, or a spouse who has a serious health condition; or
- d) Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.

### **Serious Health Condition**

A "serious health condition" includes: an illness, injury impairment, or physical or mental condition that involves:

- 1) Any period of incapacity or treatment in connection with a hospital, hospice, or residential medical care facility;
- 2) Any period of incapacity requiring absence from work, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health-care provider;
- 3) Continuing treatment of a health-care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or
- 4) For prenatal care by a health provider.

**“Continuing treatments” include:**

- 1) Two or more visits to a health-care provider;
- 2) Two or more treatments by a health-care practitioner (e.g., physical therapist) on referral from or under the direction of a health-care provider; or
- 3) A single visit to a health-care provider that results in a regimen of continuing treatment under the supervision of the health-care provider.

**Amount of Leave**

Eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period. A employee’s entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the birth or placement.

The 12-month period for calculating leave entitlement will be a “rolling period” measured backward from the date leave is taken and continues with each additional leave day taken. Thus, whenever an employee requests leave, the District will look back over the previous 12-month period to determine how much leave has been used in determining how much leave an employee is entitled to.

**Employee Benefits While on Leave**

Leave under this section is unpaid. While on leave, employees will continue to be covered by the District’s medical, vision and dental insurance. However, employees will not continue to be covered under the District’s nonhealth benefit plans unless employees make the appropriate contributions for continued coverage. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health-plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave. The District shall have the right to recover premiums through deduction from any sums due the District (e.g., unpaid wages, vacation pay, etc.)

**Use of Other Accrued Leaves While on Leave** If an employee uses leave for any reason permitted in Section 2.2, he/she must concurrently exhaust all other

accrued leaves (except sick leave) in connection with the leave. The exhaustion of other accrued leaves will run concurrently with the leave. If a member requests leave for his/her own serious health condition, in addition to concurrently exhausting other accrued leaves, the member must also exhaust sick leave.

### **Medical Certification**

Employees who request leave for their own serious health condition or to care for a child, parent, or a spouse who has a serious health condition must provide written certification from the health-care provider of the individual requiring care. If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential functions of his/her position. If the District has reason to doubt the validity of a certification, the District may require a medical opinion of a second health-care provider chosen by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee. The opinion of the third provider will be binding. If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

### **Employee Notice of Leave**

Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future but does not know the exact date(s) (e.g., for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. If the District determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the District may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute.

### **Reinstatement Upon Return from Leave**

Upon expiration of leave, an employee is entitled to be restored to the position of employment held when the leave commenced or to an equivalent or comparable position. As a condition of restoration of an employee whose leave was due to the employee's own serious health condition which made the employee unable to perform his/her job, the employee shall obtain and present a fitness-for-duty certification from the health-care provider that the employee is able to resume work. Failure to provide such certification will result in denial of restoration.

### **Required Forms**

Employees must fill out the following applicable forms in connection with FMLA leave:

- 1) "Request For Family or Medical Leave Form" prepared by the District to be eligible for leave;
- 2) Medical certification - either for the employee's own serious health condition or for the serious health condition of a child, parent, or spouse;
- 3) Authorization for Payroll Deductions for benefit plan coverage continuation; and
- 4) Fitness for Duty to Return from Leave form.

### **Family Partnership Leaves**

A recently enacted law which provides leave for employees to take care of their parenting/school responsibilities is available to managers/supervisors. The only difference between this leave and Personal Necessity Leave is that it can be charged to other leave categories as well as PNL.

Employees may take up to 40 hours per calendar year to participate in the school activities of their children. Such leave will be subject to the following limitations:

- a. Such leave will be charged to vacation, compensatory time off, or personal necessity leave at the discretion of the employee.
- b. No more than eight hours per calendar month can be used.
- c. Employees will give five working days' notice of the need to take such leave.
- d. If both parents of a child are employed by the District, time off will be granted to the first employee who requests the leave, regardless of bargaining unit affiliation.
- e. If requested, the employee will provide documentation from the school as proof that he or she participated in school activities on a specified date and at a particular time.

## **Catastrophic Illness/Injury Leave Donation Plan**

### **About The Plan**

The purpose of this plan is to permit an employee if he or she or a dependent member of his/her immediate household has a catastrophic illness or injury to solicit individual donations of vacation and/or sick leave from fellow employees or to request the use of catastrophic leave days from the Leave Bank. The intent is:

- A. to ensure that the employee continues to receive medical benefits during the catastrophic illness or injury period and
- B. to enable the employee to continue receiving the regular salary.

Catastrophic leave is not intended to replace other options available to an employee or dependent whose illness or injury continues after a year of such leave, except in limited circumstances, as preapproved under this plan.

### **Definitions/Basic Principles**

- A. **Catastrophic Illness or Injury:** As defined in AB 2114, a catastrophic illness or injury is one that is expected to incapacitate the employee or a dependent in his or her household for an extended period of time, provided taking extended time off work creates a financial hardship for the employee because he or she has exhausted all full-pay sick leave and other paid time off. Examples include life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc.
- B. **CII Committee:** The Catastrophic Illness/Injury Committee is comprised of representatives from CSEA (1), ISSU (1), POA (1), Confidential employees (1), and the Management Association (1) and is chaired by the Dean of Human Resources as a nonvoting member. These members will be appointed each academic year and will be available to consider requests within five working days of a request for leave being received.
- C. **Call for Donations:** A District solicitation for donations of leave to either an individual employee or to the Leave Bank.
- D. **Duration:** Per AB 2114, all donated leave is available for a maximum of 12 months.
- E. **Extension:** In unusual circumstances and upon request to the CII Committee, an additional one year of leave use may be considered.
- G. **Grievances:** Nothing in this plan is grievable.
- H. **Individual Requests:** Employees meeting conditions of this plan may ask the Office of Human Resources to solicit donations from eligible, participating employees.
- I. **Irrevocability:** Once leave is donated, the donor cannot retrieve any portion of the donated leave.

- J. Leave: Vacation or sick leave accrued to the donating employee. A donating employee must retain no fewer than 30 days of sick leave on record (after the donation) to be eligible to donate sick leave days. There is no limitation on the number of days of vacation leave which an employee may donate.
- K. Leave Bank: Unused donated days revert to the Leave Bank for use by other catastrophically ill or injured employees. Employees may also donate days specifically to a Leave Bank when the District solicits such days. The Leave Bank permits those employees who do not wish to request individual donations to use donated leave privately and anonymously.
- L. Medical Determinations: AB 2114 requires that the District determine that the employee is unable to work due to a catastrophic illness or injury.
- M. Medical Verification: AB 2114 requires medical verification of catastrophic illness or injury from a physician at no cost to the District.
- N. Requests: AB 2114 specifies that an employee who is suffering from a catastrophic illness or injury or the employee's representative (authorized in writing) must request catastrophic leave. Donations cannot be accepted or approved without this request.

### **Process For Employees Suffering From A Catastrophic Illness Or Injury**

An employee requesting catastrophic leave needs to follow this process and meet these guidelines:

- A. To be eligible for catastrophic leave an employee must have:
  1. used all available forms of paid leave (full-pay sick leave or vacation) except for 50 percent sick leave, and
  2. been incapacitated or absent for no fewer than 30 consecutive calendar days.
- B. The employee submits a letter to the Dean of Human Resources requesting catastrophic leave. Someone authorized in writing by the donee may also file the request. The request must include the following:
  1. a statement indicating whether the employee wishes to use days in the Leave Bank anonymously or to solicit donations specifically for his/her need.
  2. medical verification of the catastrophic illness or injury. (The District may require additional medical verification from a physician selected by the District and at the expense of the District.)
  3. It is the responsibility of the employee or his/her authorized representative to submit sufficient information (as required by this plan) to the CII Committee for approval. Insufficient information may be grounds for denial.

- C. As required in AB 2114, the District determines that the employee is unable to work due to the catastrophic illness or injury.
- D. Once that determination is made, the Dean of Human Resources will convene the CII Committee and submit the employee request to the Committee with the appropriate information. The Committee will only be provided the name of the requesting employee if the requester has authorized that disclosure in writing. The CII Committee will review the request and, if appropriate, approve it. The Dean will notify the requesting employee in writing of the decision of the CII Committee.
- E. Employees may use donated days as half or whole days. Days may be used retroactively. There are two choices for the use of donated days as half-days:
  - 1. half-day (using 50 percent sick leave) plus half-day donated leave equals full pay
  - 2. half-day donated leave only resulting in full-health benefits coverage and half pay (for use after 50 percent sick leave is exhausted)
- F. Employees must use all donated leave within a 12-month period after the leave is credited to them. Leave days will be placed in a special donated leave account for the requesting employee for up to one year. After one year of CII Leave, and in unusual circumstances, if an employee requests additional leave, he/she follows the process in items 1-3 above. As a part of the medical determination, the District will seek appropriate medical opinion concerning the employee's or dependent's anticipated recovery date.
- G. If the employee returns to work and has a reoccurrence of the same or related catastrophic illness or injury after using any accumulated vacation or sick leave accrued days, he or she may use previously donated leave days. If no reoccurrence of the catastrophic illness or injury occurs within one year of the date the employee returned to work, the unused donated days will revert to the District's Leave Bank.
- H. Days donated to a specific individual for a specified catastrophic illness or injury may be used only for that illness or injury. A different catastrophic illness or injury must be handled as a separate or second incident.
- I. Donated sick leave or vacation days are charged on the basis of day-for-day, regardless of the classification and/or salary of either the donee or donor.
- J. When it is anticipated that an employee's leave will end in less than three months or less for an illness or injury of the employee, the Dean of Human Resources will assist the employee with exploring other options, such as a disability allowance from PERS or STRS, and/or a Social Security disability allowance.
- K. NOT COVERED: Stress-related illness, elective surgery, normal pregnancy, worker's compensation claims, disabilities resulting from alcoholism or drug addiction unless the drugs are administered by a physician, intentionally self-inflicted injuries, preexisting physical maladies (unless a preexisting malady



has been in remission or inactive and the employee suffers another episode of the same or similar malady), or normal illness such as colds, flu, allergies, headaches, etc.

### **Leave Bank**

These are the processes and guidelines for the Leave Bank:

- A. The District annually, or as needed, will promote a “call-for-leave donations” for the Leave Bank.
- B. Unused donated days reverting to the Leave Bank or days specifically donated to the Leave Bank make up the Leave Bank.
- C. Requests for Leave Bank days are subject to availability. The District is not responsible for filling requests from the Leave Bank if no days are available.

### **Use Of Leave Bank Days In Lieu Of Soliciting Donations**

- A. When the District approves an employee’s request for Catastrophic Leave and the employee has asked that the District solicit donations of sick leave and/or vacation days, excess days in the Leave Bank will be used before donations are solicited. This will occur when the Leave Bank contains at least 220 days of unused leave at the time the employee requests the solicitation of donations. In such a case, days in the Leave Bank in excess of 220 shall first be used for that employee’s Catastrophic Illness/Injury Leave.
- B. The use of days from the Leave Bank under these circumstances will not increase the amount of leave to which the employee is otherwise entitled under this plan.
- C. When the Leave Bank balance is anticipated to fall to 220 days within three weeks, the District will then solicit individual donations for the requesting employee if the need for catastrophic leave is anticipated to continue beyond the date the Leave Bank will reach a 220-day balance.

### **Review Of Plan**

All parties who participated in the development of this plan understand and agree that it will be reviewed at the end of three years from its effective date. If at that time any party does not wish to continue the existing policy after that date, that party will notify the others in writing and the plan will be submitted to the negotiations’ process (or meet-and-confer process, as appropriate) for the individual groups, and will only continue (with possible modifications) for each group if mutually agreed upon in the negotiations or meet-and-confer process.

## VACATION

Vacation accrual is one of those benefits which differs among managers and supervisors. Academic managers who work 10 or 11 months do not accrue vacation. Academic and classified managers who are assigned 12 months accrue 22 days of vacation each fiscal year. These 22 days are advanced on July 1 of each fiscal year. Supervisors' vacation days are not advanced and the annual accrual rate is dependent on years of service to the College. The following chart shows how they accrue vacation.

Years of Service	Vacation Accrual	Maximum for Assignment	
		11 mos.	12 mos.
1 - 3 years	1 day/month	11	12
4 - 6 years	1-1/4 day/month	13-3/4	15
7 - 10 years	1-1/2 day/month	16-1/2	18
11+ years	1-3/4 day/month	19-1/4	21

### VACATION ACCRUAL

Vacation is a very important benefit. Studies have shown that employees are more productive when they have a break from the ordinary routine of their jobs each year. Thus, the College as well as the employee benefit by the taking of vacations. You are encouraged to use your vacation days.

The maximum number of days which may be accrued is 22 days per fiscal year. Starting in fiscal year 1996-97 employees who have vacation balances on June 30 in excess of the 22-day accrual limit (exclusive of days earned between June 30 and December 31) in any fiscal year will not accrue additional vacation days until the excess vacation days beyond 22 days are used.

If an employee is not permitted to use his/her excess vacation days, the employee will be paid for the excess days. In such a case, the employee must have submitted a written vacation request to the immediate supervisor no later than August 1, and subsequently received a written response from the supervisor endorsed by the appropriate Vice President indicating the employee's services could not be spared at any time between the receipt of the vacation request and December 31.

## **VACATION SCHEDULING**

Vacation schedules are determined according to the needs of the College. The preferences of employees will be considered but the immediate supervisor's determination as to vacation schedules shall be final. The College reserves the right to require, upon such advance notice as is consistent with the needs of the College, the use of vacation at any time.

A holiday for which the employee is eligible and which falls within a prescribed vacation period will be deemed a holiday and will not be charged as vacation.

## **VACATION PAY**

Upon separation from employment, an employee is entitled to lump-sum compensation for all unused, accrued vacation. Fiscal Services will deduct from the last check the full amount of salary paid for any unearned days of vacation advanced to the employee.

## **CHANGE OF LEAVE STATUS**

An employee who becomes ill or is bereaved for a period in excess of one day during his/her vacation period may be placed on the appropriate leave if the following procedures are followed:

On the first day the employee returns to work, he/she must immediately notify the supervisor as to the nature of the requested change. The employee may be required to provide proof of illness on a form provided by the College or a suitable substitute when the employee returns to work. The employee may be required to provide proof of bereavement. Upon proper verifications, the District will reinstate the vacation days and charge the time to sick leave or bereavement.

When an employee has used all accrued full-pay sick leave and becomes eligible for extended sick leave, he/she may use accrued vacation days to supplement the extended sick leave pay in order to achieve fully paid days. The Human Resources office will attempt to notify employees if they have accrued excess days of vacation each year in a timely manner. However, it is the responsibility of every employee to keep track of their vacation use.

## HOLIDAYS

Academic managers who work a ten- or eleven-month work schedule do not have holidays. Their work schedules do not have the following days assigned as work days, however they observe the same holidays as the rest of the College.

The following are Board-approved holidays:

New Year's Day* (plus one additional day)	Independence Day
Martin Luther King, Jr. Day	Labor Day
Lincoln Day	Thanksgiving Day
Washington Day	The day after Thanksgiving
Spring Vacation Friday	Christmas Eve Day*
Memorial Day	Christmas Day*

*\*Alternative days may be observed.*

In addition, any days designated by the Board of Trustees as holidays in response to either state or nationally declared proclamation will be observed on a one-time basis only.

### **CALIFORNIA ADMISSION DAY—SEPTEMBER 9.**

When the Official College Calendar designates the day normally used to observe Admission Day as a working day, employees who are scheduled to work on that date are allowed one additional "floating holiday." This additional holiday will be scheduled by the employee's supervisor according to the needs of the department and must be taken during the scheduled school year to create at least a three-day weekend. A floating holiday cannot be carried over to another fiscal year.

## **PROFESSIONAL LEAVE**

Professional leaves for managers and supervisors are granted under authority of Board Policy 2001 and is included in Appendix C, Selected Board Policies.

Professional leaves for managers and supervisors are granted for the purpose of improving professional capabilities and knowledge, thereby enhancing the potential for contributions to the College.

To be eligible for professional leave, the applicant must have completed five or more years of full-time employment with the College as a manager or a supervisor.

The decision to grant a professional leave to an eligible candidate rests with the Board of Trustees, based upon the recommendations of the President of the College.

## **HEALTH AND WELFARE BENEFITS**

The College offers a wide range of health and welfare benefits. It is normal practice that the College provides the same health and welfare benefits to all employees of the College. The benefits currently consist of income protection, health, dental, vision, life insurance plan, and an employee assistance plan. The plan and plan providers are designated by the College.

### **ELIGIBILITY**

Benefits are extended to employees who are assigned to work at least 75 percent time at a monthly salary rate. Eligible dependents receive health, dental, vision, and are eligible to participate in the employee assistance program.

Each employee bears the responsibility for meeting all requirements for eligibility in any plans sponsored by the College and for properly completing all employment and application forms.

### **UNPAID LEAVE - PREMIUMS**

Except as provided for in the Family Medical Leave Act, no premiums shall be paid by the College for health, dental, vision, life, or income protection insurance coverage for employees on unpaid leave. An employee on an approved unpaid leave may continue coverage in the College-sponsored health, dental, vision, life insurance plans for up to 12 months by preparing a personal check or money order payable to the College for the full amount of the monthly contributions which indicates the coverage and month for which payment is being made and transmitting the check or money order to the College Fiscal Services to be received on or before the fifth calendar day of the month of coverage.

### **UNPAID SICK LEAVE - PREMIUMS**

Except as provided for in the Family Medical Leave Act, employees on unpaid sick leave may continue health, dental, vision, life insurance for as long as the District indicates the employee is eligible for reemployment. In order to continue such insurance, the employee must transmit monthly contributions to the College in the manner set forth above.

## **IN LIEU PAY**

In lieu of College coverage for an individual's health insurance plan (for those with dual coverage) the College will provide during a ten-month period an amount equal to one-half the cost of an individual premium of the College's lowest-cost health plan for each member electing this option provided that:

1. This option may be selected only during the open enrollment period for health insurance or at the time of initial employment.
2. Requests to change to health insurance coverage for the cash option may be made only during the open enrollment period.
3. Cash benefits provided under this plan must comply with Internal Revenue Service Section 125.
4. Those choosing this option must submit evidence of coverage and sign a form provided by the Benefits Office in Fiscal Services.
5. If this option is chosen, College-paid medical insurance coverage will be canceled effective October 1 of the year of the election of this option and will be available again only at the next regular open enrollment period.

## **IRS SECTION 125 ACCOUNTS**

Because the College is recognized by the IRS as having a benefit plan which meets the requirements of Section 125, employees may set aside pre-tax dollars into an account to pay for authorized purposes. These purposes include child care, elder care, and payment of deductible amounts in health care or dental plans. A complete list of authorized purposes is available in the Payroll and Benefits office.

Such accounts may be set up at the time of employment or annually at a time which will be announced by Business Services. Adjustments to accounts may only occur during the annual open enrollment period.

Employees must meet with a counselor from the administrator of the plan prior to setting up an account. While the IRS allows such accounts to be set up, money deposited and not used in a year by law cannot be returned to the employee but reverts to the College. It is crucial that you estimate the amount needed in a year very carefully.

## **MISCELLANEOUS BENEFITS**

### **TAX-SHELTERED ANNUITIES**

The Board of Trustees has adopted a resolution which makes it possible for salaried persons to purchase tax-sheltered annuities as approved by the Internal Revenue Service. These annuities are purchased by amendment to the employment contract, reducing the employee's salary by the specified amount requested. The amount deducted for this purpose is not reported to the Internal Revenue Service or the Franchise Tax Board as taxable income during the year such annuities are purchased. Income taxes are deferred until the contributions are withdrawn. A reduction in salary for the purchase of tax-sheltered annuities does not reduce the gross salary reported to the Public Employees' or State Teachers' Retirement systems. Further information about tax-sheltered annuities (TSAs) is available in the Fiscal Services office.

Since voluntary deductions are only taken during ten months each year, you need to ensure that the total annual amount you wish to contribute is divided into ten equal payments.

### **COMPUTER LOAN PROGRAM**

The College provides an interest-free loan to employees for the purchase of computer hardware or software. The maximum amount of the loan is \$4,000.

Eligible employees have been employed by the College for one year and are eligible to receive health and welfare benefits.

There may only be one loan outstanding. The initial loan must be repaid in full before a subsequent loan can be processed. The maximum repayment period is two years. The repayment method is through payroll deduction.

Employees must identify a vendor and present an invoice to Fiscal Services, Payroll Section in order for the loan to be processed. A check will be made out to the vendor. Installation/maintenance of the computer equipment/software is the responsibility of the employee.

A promissory note must be executed by the employee prior to funds being released to the vendor.



## **STAFF DEVELOPMENT**

There is strong support for staff development at the College. Each year the College expends over a million dollars from various sources for staff development. There are many opportunities for managers and supervisors to participate in staff development.

### **FUNDING**

The College provides funding from its general fund and from categorical funds (AB 1725) that it receives from the state for this purpose. Most cost centers have an allocation in their budgets from both these sources which can be used. If a cost center does not have specific funds set aside, they may request funds from the Vice President of their area.

Each year the Staff Development Committee has traditionally set aside \$10,000 for each of the three groups eligible to use these funds (managers, faculty and staff). Individual managers can apply for funds from this source. The Management Association has control of the funds allocated to managers. The Association developed the following guidelines for use of these funds:

The Management Association Staff Development Committee will review all requests to use these funds to verify that the request is appropriate and pertains to the assigned duties of the manager making the request. The committee may grant funds up to \$500.00 for approved requests. Additional requests by the same manager may be approved only if sufficient funds remain. The forms used to request funds from this source are included in Appendix D, Forms.

### **MANAGEMENT RETREAT**

Each year the management team attends a two-day retreat. This meeting is the one meeting of the year that all managers and supervisors are required to attend. In addition to staff development opportunities, this meeting is the time when the President sets the direction for the College management to follow in the subsequent year. In the past, this meeting has been held just before the beginning of the fall semester. The President assigns the planning for this meeting to a member of the Executive Committee who usually works with a group from the Management Association.

## **MONTHLY MANAGEMENT TEAM MEETINGS**

The management team meets every third Wednesday of the month at 2 p.m. These meetings are an opportunity for reports from managers/supervisors on topics of Collegewide interest. At some meetings, staff development presentations are offered as well. The Management Association usually schedules its meetings following these meetings when there is Association business to conduct.

## **FLEX DAY**

The state allows community colleges to use days that would normally be required as days of instruction as staff development days. PCC has one required institutional FLEX day. The day is set through negotiation between the College and CTA. The College Staff Development Committee has responsibility for planning this institutional day. Staff development activities are planned which will be of interest to all segments of the College. It is mandatory that all employees of the College participate in some kind of approved staff development activities on this day.

## **SALARY**

There are two salary schedules for managers and supervisors; one for academic managers and one for classified managers and supervisors. Those salary schedules can be found in Appendix B, Salary Schedules.

### **INITIAL PLACEMENT—ACADEMIC MANAGERS**

The academic management salary schedule was developed using the twelfth step on the faculty salary schedule as the starting point for the academic management salary schedule. Initial placement shall be by negotiation with the concurrence of the Board of Trustees for employees new to the District. Step increases take place every three years thereafter. This mirrors the anniversary increments on the faculty salary schedule.

A responsibility factor is assigned to various academic management positions.

### **PROMOTION OF A FACULTY MEMBER TO ACADEMIC MANAGER**

A faculty member who accepts an academic management position is placed on the salary schedule at the same monthly rate of pay as he/she earned as a faculty member. This placement excludes summer or overload assignments, if any.

### **ADVANCEMENT ON THE ACADEMIC MANAGEMENT SALARY SCHEDULE**

Vertical advancement on the salary schedules occurs only if service has been rendered for at least three-fourths of the academic year. Horizontal advancement on the salary schedule is made on the basis of additional educational unit attainment. Class changes occur July 1 following official certification of completion of the degree(s) or units. Advancement for completion of a master's degree or a doctor's degree will be granted in the month following notification of the completion of the degree requirements.

### **INITIAL PLACEMENT—CLASSIFIED MANAGERS AND SUPERVISORS**

Managers and supervisors are assigned to a range on the classified management/supervisor salary schedule. Each range consists of six horizontal steps (A,B,C,D,E,F). Initial placement will be at Step A unless otherwise authorized by the Superintendent-President.

## **ADVANCEMENT ON THE CLASSIFIED SALARY SCHEDULE**

On the first of the month after completion of six months of continuously satisfactory service and subject to satisfactory performance evaluations, new employees and employees in new positions are eligible for advancement into the next step. That date become the Step Increase Date. The first month of employment is included in this six-month period if employees are in paid status at least 11 working days during the month. Thereafter, subject to satisfactory performance evaluations, employees are eligible for a one-step increase annually on the Step Increase Date until the employee reaches the top step on the salary range.

## **PROMOTION OF A CLASSIFIED EMPLOYEE TO CLASSIFIED SUPERVISOR/MANAGER**

If a classified employee is promoted to supervisor or manager, the salary will be adjusted on the applicable new range at Step A or at a step that will result in an increase of at least two ranges above the present salary, whichever is more, unless the promotion is of only one range. A promotion of one range will result in a salary increase of one range. After completion of six months of continuous satisfactory service in the new range, the employee is eligible for advancement to the next step. The date this step is attained shall be the employee's new Step Increase Date. Subsequent step advancements shall be made annually from this new date, subject to satisfactory evaluations, until the top of the range is reached.

In the event a promotion occurs on the same date as a salary increase, the employee will first be advanced on the current salary range and will then be placed on the next higher dollar amount on the salary range appropriate for the promotion.

## **SERVICE INCREMENTS—CLASSIFIED MANAGERS AND SUPERVISORS**

Employees are eligible for a service increment equivalent to one range upon completion of 7 years of service; a second service increment equivalent to one range upon completion of 10 years of service; a third service increment equivalent to one range upon completion of 15 years of service; a fourth service increment equivalent to one range upon completion of 20 years of service; a fifth service increment equivalent to one range upon completion of 25 years of service; and a sixth increment equivalent to one range upon completion of 30 years of service. Service increments are calculated from the first month of employment in which an employee is in paid status for at least 11 working days. A new Service Increment Date must be computed after a leave of absence or break in service.

## **PROFESSIONAL/PERSONAL GROWTH CREDIT—CLASSIFIED MANAGERS AND SUPERVISORS**

Classified managers and supervisors are eligible for a Personal/Professional Growth Benefit when three semester units are completed at a school accredited by a regional accrediting association. The benefit will consist of \$150 for completing three or more semester units of lower-division credit or \$400 for completing three semester units of upper-division or graduate credit with a grade of “C” or better. Only one of the above benefits may be earned each contract year. Application for the Personal/Professional Growth Benefit must be submitted to the Human Resources office within one semester following the same year that course work is completed. Transcript or grade slip must accompany the application.

For longevity movement on the salary schedule, length of service is computed from the first day of employment minus any unpaid leaves. An employee must be in paid status at least 11 working days in a month in order for the month to count. A new Step Increase Date must be computed after a leave of absence or a break in service.

## **PAY DAYS—ACADEMIC MANAGERS**

Academic managers are paid monthly. The check issued on the first of the month represents pay for work performed in the preceding month.

## **PAY DAYS—CLASSIFIED MANAGERS/SUPERVISORS**

Pay days are on the 10<sup>th</sup> and 25<sup>th</sup> of each month. The check issued on the 25<sup>th</sup> covers the period from the 1<sup>st</sup> through the 15<sup>th</sup> of the month and is considered an earned salary advance (ESA) toward that month’s net earnings. The check issued on the 10<sup>th</sup> covers the period from the 16<sup>th</sup> to the end of the month and represents the net balance due for the preceding month. The stub for this check will list all voluntary and involuntary deductions as well as any adjustments to salary earned. If the 10<sup>th</sup> or the 25<sup>th</sup> fall on a Saturday, Sunday or holiday, employees are paid on the preceding working day. No voluntary deductions are made for the months of July and August, and the employee must take full responsibility for any voluntary deductions the employee is obligated to pay on a 12-month basis.

## **AUTOMATIC DEPOSIT OF PAYCHECK-ALL MANAGERS AND SUPERVISORS**

Automatic deposit of payroll checks is available if your banking institution participates in the plan. Forms are available in Fiscal Services, Payroll Section, to initiate the process. It normally takes two months for the automatic deposit to become effective. The first attempt to make the deposit is a “trial run” when no funds are deposited, but you are notified that the process has been initiated and tested and the next payroll check will be automatically deposited.

## **EXEMPT STATUS**

The Federal Fair Labor Standards Act (FLSA) divides employees into two categories, one that earns overtime and/or compensatory time off and one which does not. There are various tests which are applied to determine whether an employee is exempt or not.

At PCC all academic managers and classified managers are exempt employees. The Evening Skilled Trades Supervisor is also an exempt position.

The differences between an exempt employee and a nonexempt employee are: sick leave is reported differently, vacation is earned at a different rate, and salary for exempt employees does not vary from month to month because state and federal overtime rules do not apply to them.

## **ACTING APPOINTMENTS**

From time to time managers and/or supervisors are appointed to different assignments on a temporary basis.

Acting appointments which are expected to last more than 15 days trigger a salary adjustment. Generally this means that an employee in an acting capacity is placed on the salary range of the temporary position for the duration of the temporary assignment. The minimum differential for this temporary assignment is five percent.

## **REORGANIZATION/POSITION REVIEW**

The President of the College has the responsibility for the organization of the College. From time to time he/she determines management functions that can be reassigned, deleted, or modified. Changes in salary because of reorganization are recommended to the Board of Trustees by the President at the time of the reorganization.

## **HOURS OF WORK AND WORK YEAR**

### **OVERTIME—NONEXEMPT EMPLOYEES**

Nonexempt supervisors have a daily work assignment of eight hours per day during a five-day workweek. Hours in excess of eight hours a day are overtime and are compensated at the rate of one and one-half times their normal hourly rate of pay. Compensatory time off in lieu of overtime may be granted instead of overtime pay at the discretion of the College.

### **COMPENSATORY TIME—NONEXEMPT EMPLOYEES**

The maximum compensatory time which may be accrued by any nonexempt employee shall be 240 hours (160 overtime hours worked). A nonexempt employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested unless the operations of the College would be unduly disrupted. Compensatory time must be used within 12 calendar months after the time was earned, or it shall be paid at the applicable overtime rate. Upon termination of employment, the employee will receive payment for all accrued, unused compensatory time calculated based on the employee's regular rate at the time of termination.

### **EXEMPT EMPLOYEES**

The Federal Fair Labor Standards Act (FLSA) category of exempt employee recognizes that the nature of the work performed by this category of employee does not lend itself, necessarily, to a normal 8 a.m.- 5 p.m., five-day week position. Managers who must accompany students on an overnight trip, managers who must attend meetings of the Board of Trustees each month, or managers who during particular times of the year may need to work for extended periods of time beyond a "normal" day or week in order to accomplish a task are examples of exempt work. Exempt employees are expected to work until the job is done. This does not mean, however, that the College can or would expect exempt managers to routinely work more than a 40-hour week as a condition of employment. The FLSA assumes that the work of a manager will ebb and flow, and at the end of the year, an average of 40-hour weeks will have been worked. Because of this, the hours worked by exempt employees are flexible. As a matter of law, the FLSA states that exempt employees must not be required to be at a work site for a fixed number of hours each day or that their absences from work must be accounted for in hourly increments.

## **LUNCH BREAKS/COFFEE BREAKS**

In the same way that exempt employee workdays are flexible, so to is the concept of breaks under the FLSA. The FLSA does not require that employees have coffee breaks. Because we have coffee breaks included as part of the collective bargaining agreements with the classified staff, it is easy to see why some managers and supervisors think that they, too, are supposed to schedule regular coffee breaks, but this is not the case.

Lunch breaks for exempt employees need not be scheduled at regular times either. They are free to schedule this time whenever they wish. For nonexempt employees, however, the FLSA recommends that the lunch break occur as close to the midpoint in a workday as possible.

## **WORK YEAR—ACADEMIC MANAGERS**

The work year for academic managers who work 11 months differs from all other managers in that they do not accrue vacation, but instead are scheduled to work 201 days each year. These days are usually scheduled in such a way that the manager is on campus most of the days that faculty are required to be on campus. While some 11-month academic managers do not work for six weeks between the end of the spring semester and the beginning of the fall semester, this is not required. With the concurrence of the Vice President for Instruction, the 11-month manager may schedule his/her 201-day requirement in different patterns which do not adversely affect the instructional program.



# EVALUATION

## ACADEMIC/CLASSIFIED MANAGERS/SUPERVISORS

In 1989, a committee which included faculty and classified staff developed a procedure for the evaluation of administrators. The procedure was developed in response to the passage of AB 1725 which provides that, if possible, faculty participate in administrator evaluations.

In the years since the procedure and forms were first used, the form has been changed and now provides for input from persons outside an administrator's division/department as well as those persons inside the division/department. The procedure and forms are also used for the evaluation of classified managers/supervisors.

Newly hired or promoted academic and classified managers/supervisors are evaluated each year for their first two years of employment at the College and every three years thereafter.

The evaluation process consists of three segments: the questionnaire distributed to the persons who will be providing input, the self-evaluation instrument, and the summary evaluation which is prepared by the supervisor of the employee being evaluated.

The Human Resources office keeps a schedule of which academic or classified manager/supervisor is being evaluated in any fiscal year. That office sends notification to each manager/supervisor being evaluated and includes the self-evaluation form. The manager/supervisor is informed that they should meet with their supervisor to determine who will be providing input from outside the department. The list of outside evaluators is returned to the Human Resources office who distributes and receives the questionnaires sent to all persons who will evaluate the manager/supervisor. After the evaluation forms have been tabulated, the Human Resources office returns them to the manager/supervisor of the employee being evaluated to prepare the Administrative Summary Evaluation Report form. Following the meeting of the manager/supervisor and his/her supervisor, the evaluation packet is returned to the Human Resources office and is placed in the employee's permanent personnel file.

Copies of the evaluation forms used for academic and classified managers/supervisors can be found in Appendix D, Forms.

## **PERSONNEL FILE**

Each employee has on file in the Human Resources office an individual folder containing the record of employment, the initial application, the signed oath, transcripts (if required), confidential references, minimum qualification information (if required), evaluation reports, documents supporting step and class changes, a record of assignments and promotions, leave of absence records, and correspondence pertinent to the above.

When new nonroutine material for a personnel folder is received in the Human Resources office, a copy is sent to the employee for whose file the material is intended unless the employee has already received a copy and has been informed of the right of reply. If the employee wishes to reply in writing to this communication, the reply is also placed in the personnel folder. If an employee does not feel that the material is relevant to his/her employment, he/she may meet with the Dean of Human Resources. If they both agree that the material is not relevant, the material will not be placed in the personnel file.

An employee may see all the contents of the personnel folder except for the confidential references. The complete contents of the folder may be seen only by those persons with a "need to know" or those who have a responsibility in reaching a decision on the future status of the employee.

In order to view his/her personnel file, an employee must call the Human Resources office to make an appointment for a time which is mutually convenient for the review. The file must be reviewed in the presence of a Human Resources office staff member. Copies of material in the file can be obtained for a nominal fee if requested.

While the personnel folder in the Human Resources office is the only official folder, a cost center manager can maintain a "site file" for each employee under his/her supervision. Some of the contents of this file will be past evaluations, memos to or between the employee and his/her supervisor, notes about performance which will be addressed in upcoming evaluations, etc.

Only materials in the official personnel folder in the Human Resources office may be used in disciplinary matters

## **DISCIPLINARY PROCESS**

The California Education Code requires that the College adopt due process procedures for classified employees. The procedures which the College has adopted for classified managers and supervisors have, in the past, been included in the Classified Handbook. Academic managers are not covered by these procedures. Due process procedures for all academic employees are part of the California Education Code (Sections 87730-87742), and the College follows those laws for academic managers. As of the publication of this Handbook, the following procedures apply to all classified managers and supervisors:

During the probationary period, an employee is subject to discipline, discharge or demotion without cause or notice at the sole discretion of the District. The disciplinary procedures set forth below are not applicable to probationary employees.

Regular employees may be discharged or disciplined subject to any statutory restrictions. In some cases, an employee's misconduct may result in either verbal or written warnings, followed by suspension or discharge if repeated. In serious cases or cases where an employee has previously violated the same or other rules or is not performing at an acceptable level, the employee may be subject to immediate discharge. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, following are some examples of conduct that can result in disciplinary action, up to and including discharge.

1. Falsification of records or other information supplied to the District.
2. Defacing or destroying District property or supplies, or the property of another employee, student, or visitor.
3. Theft or unauthorized removal from District premises of property that belongs to or is in the possession of the District, another employee, student, or visitor.
4. Unauthorized possession or use of firearms, weapons, or any other hazardous or dangerous device.
5. Three consecutive unexcused absences.
6. Using, possessing, selling, offering to sell or being under the influence of alcohol, drugs, other controlled substances, or substances purported to be drugs on District time or District property.
7. Conviction of a sex offense or narcotics offense.
8. Conviction of any crime involving moral turpitude.
9. Offering anything of value or any service in exchange for special treatment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or the public.
10. Advocating the overthrow of federal, state or local government by force, violence, or other unlawful means.
11. Unsatisfactory job performance.

12. Any act of violence or fighting on District time or property.
13. Neglect, insubordination, or disobedience.
14. Loafing on the job, in rest rooms, or elsewhere.
15. Failure to comply with any safety rule or common safety practice.
16. Excessive absence or tardiness.
17. Failure to record time accurately or as required by policy.
18. Horseplay or any other action that endangers others, damages District property, or disrupts work.
19. Harassing, threatening, intimidating, or coercing any employee, student, or visitor.
20. Failure to report an accident involving an employee, student, visitor, or self.
21. Failure to abide by standards for meal and break periods.
22. Working unauthorized additional time for overtime pay or compensatory time off.
23. Negligent operation of machines, tools, or equipment.
24. Discourteous, offensive, or abusive language or conduct.
25. Involvement in political activities during working time or otherwise in violation of applicable rules of the Board of Trustees of the District.
26. Abuse of leave privileges.
27. Violation of rules, policies, regulations, and bylaws of the Board of Trustees of the District.
28. Absence from work without notification.
29. Absence from work area without permission.
30. Abandonment of the position.
31. Unauthorized use of District facilities, supplies, property, or equipment including telephone.
32. Smoking in restricted areas or where no-smoking signs are posted.
33. Gambling on District property.
34. Immoral conduct or indecency.
35. Violation of the District policy against sexual harassment.
36. Unauthorized solicitation for any purpose whatsoever or unauthorized distribution of material on District premises.
37. Any other conduct which negatively affects the District, students, or employees.

## **DISCIPLINARY PROCEDURE**

This procedure shall apply to major disciplinary action taken against regular, non probationary employees including discharge, suspension, or demotion. For purposes of the time limits of this procedure, the date of notice, decision, or request is the date the written document is hand-delivered to the individual employee, or stamped received in the office of the appropriate District official, or deposited in the United States mail addressed to the last known address with postage prepaid.

### **INFORMAL HEARING PRIOR TO DISCIPLINARY ACTION**

#### **Written Notice**

Prior to imposing major disciplinary action, the District will provide the employee with a written notice of the proposed action, the specific charges or materials on which the action is based, and the reasons for the proposed action. The written notice will also advise the employee of the right to request a hearing on the proposed action and will include a request-for-hearing form which is to be returned by a specified date no less than five working days after service of the written notice. An employee's failure to return the request-for-hearing form within the time specified shall constitute a waiver of the right to a hearing before the initial imposition of disciplinary action.

#### **Hearing**

At the hearing the employee shall be given the right to respond verbally or in writing to a person with authority to make the final decision regarding the proposed disciplinary action. If the employee's response is heard by a person with authority to recommend, the employee's response shall be fully and fairly communicated to the District authority who makes the decision regarding the proposed action. Within ten working days after the employee's case is heard, the employee shall be advised in writing of the District's decision and its effective date.

The only exceptions to this procedure are when the District believes that the employee's conduct creates a danger to the public, other employees, or the District, or when the employee may be suspended for less than ten working days. In these cases, a disciplinary suspension may begin before the employee receives a notice of intent and informal hearing.

#### **Formal Hearing Request**

When the employee is advised of the District's decision and its effective date, the employee shall also be advised of his/her right to obtain a formal hearing before a review panel. If the employee desires such a hearing, the employee must submit a written request within five working days after receiving notification of the District's decision. The employee's request shall be submitted on a form provided by the District to the Human Resources office.

## **FORMAL HEARING**

### **Composition of Review Panel**

The review panel shall consist of three members, one to be selected by the affected employee, one to be selected by the Superintendent/President or his/her designee, and one to be selected by the two review panel members as designated above. In the event the two review panel members cannot reach agreement on the third review panel member to be selected within five working days, the State Mediation and Conciliation Service will be asked to appoint the third member. The third member of the review panel will chair all meetings of the panel. The review panel shall set the time for the hearing on the matter and shall give the employee at least five working days' notice in writing of the date and place of the hearing.

### **Rights of Parties Before Review Panel**

The employee shall attend any hearing unless excused by the review panel. The employee and the District shall be entitled to the following rights at the hearing:

1. To be represented by counsel or any other person at the hearing. The name of the employee's representative shall be given in writing to the Human Resources office at least two working days in advance of the scheduled hearing so that a folder of all pertinent exhibits can be prepared for the representative.
2. To testify under oath.
3. To cross-examine all witnesses and all employees of the District whose reports are offered in evidence before the review panel.
4. To present such witnesses, exhibits, and other evidence as the review panel deems pertinent to the inquiry.
5. To argue the case.

### **Procedure for Hearing Before Review Panel**

The review panel hearing shall be conducted in the manner most conducive to determination of the truth, and neither the District nor the review panel shall be bound by technical rules of evidence. The review panel shall determine the relevancy, weight, and credibility of the testimony and evidence. It shall base its findings upon a preponderance of the evidence. The burden of proof shall be on the District.

Each party will be permitted an opening statement, with the District or its designated representative opening first. The District and its designated representative shall present its witnesses and evidence to sustain its charges, and the employee or his/her designated representative may then present witnesses and evidence in defense. Each party will be allowed to cross-examine witnesses.

The review panel may exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and their respective counsel or representative.

### **Findings and Recommendations of Review Panel**

The review panel shall deliberate on its decision in closed session excluding all persons other than members of the review panel. The review panel shall issue its findings and recommendations within five working days after the conclusion of the hearing. The review panel may sustain or reject any or all of the charges filed against the employee, and may recommend modifications of the disciplinary action proposed by the District. The findings and recommendations of the review panel shall be served on all parties and their designated representatives.

### **Post-Hearing Procedure**

The Superintendent/President shall review the findings and recommendations submitted by the review panel and make a final recommendation to the Board of Trustees. The Superintendent/President's recommendation may not contain a penalty greater than that proffered in the original charges. The Superintendent/President shall notify the affected employee and his/her designated representative of the Superintendent/President's recommendation no later than five working days prior to the meeting of the Board of Trustees at which the matter will be considered.

An employee wishing to present oral argument to the Board of Trustees concerning the Superintendent/President's recommendation must notify the Superintendent/President at least 24-hours prior to the meeting at which the Board of Trustees is scheduled to review the findings and recommendations and render a decision. The Board of Trustees shall make a final decision within 30 days after said meeting. The Board of Trustees shall not impose a penalty greater than that established in the original charges. In the event the Board of Trustees makes a final decision to modify or reverse the initial action taken by the District and the discipline has already been imposed, the employee shall be entitled to such make-whole relief as the Board of Trustees deems appropriate

## HEALTH EXAMINATIONS

All academic and classified managers/supervisors shall comply with the following requirements as a condition of employment:

Upon notification of employment, all new academic managers and classified managers/supervisors whose positions are designated as having physical demands must have a physical examination. If the question of an employee's health is an issue with reference to his/her continued employment, the medical opinion of the District Physician shall be the final and determining judgment.

All examinations shall be made by a regularly licensed physician. The mandatory form for the examination is available in the Human Resources office and must be filed with the Pasadena City College Human Resources office within two months after the date of initial employment for monthly academic managers. For classified managers/supervisors whose positions are designated as having physical demands, the mandatory form must be filed and approved prior to the start of work.

The Board of Trustees reserves the right, as conditions to employment or continuation thereof, to adopt such health standards as in the Board's judgment may be necessary to ensure the health, safety and welfare of students and staff.

Every four years all academic and classified managers/supervisors must file with the District acceptable evidence indicating freedom from active tuberculosis. Each new employee listed above must satisfy the certification requirement as a condition of employment within five days of initial assignment.

1. For both continuing and new employees as listed above, the Health Center will administer the Mantoux test to satisfy the mandatory tuberculosis clearance. If the Mantoux test has a positive result, or if the employee knows from the previous experience that he/she is allergic to the Mantoux test, he/she should obtain information from the Human Resources office regarding offices at which an x-ray may be obtained. If a chest x-ray has been taken during the past 60 days, another x-ray is not necessary if the report of the last x-ray is sent immediately to the Human Resources office.
2. The District will defray the cost of a chest x-ray in satisfaction of this requirement if the results of the Mantoux test have a positive reading and when the x-ray is obtained from sources approved by the District.
3. Examination for tuberculosis may also be obtained from a personal physician. The employee is responsible for transmitting the results to the District. The employee is also responsible for charges made for this examination, but frequently the cost is covered under the employee's health insurance plan.



## **COLLEGE GOVERNANCE**

On November 20, 1991, the Board of Trustees adopted its policy on Shared Governance at the College. One of the procedures addressed the role of management in the governance of the College. The procedure states that managers of PCC participate in governance of the College on an ongoing basis as representatives of the District Governing Board. It further states that beyond their responsibilities as representatives of the District Governing Board, managers have the right to consult with the designee of the Governing Board in the following areas: 1) management professional development activities, 2) management evaluation procedures, 3) management hiring procedures, and 4) management wages, hours, and conditions of employment.

### **THE COLLEGE COORDINATING COUNCIL**

The Board of Trustees on September 3, 1997, further expanded its Shared Governance Policy by creating the College Coordinating Council. The purpose of the council is to provide a forum where representatives from all segments of the College will bring issues of Collegewide interest. The Board Policy 0300.50 relating to the Management Association is reproduced in Appendix C, Selected Board Policies.

# **PROFESSIONAL ORGANIZATIONS**

## **PCC MANAGEMENT ASSOCIATION**

The Management Association of Pasadena City College is an organization consisting of all academic, classified, and supervisory managers who report directly or through other managers to the Executive Committee of the College. The purpose of the organization is to provide leadership solidarity consistent with the goals of the College and to present the needs and concerns of the membership to the President and to the Board of Trustees of the Pasadena Area Community College District.

## **ACCCA**

The Association of California Community College Administrators (ACCCA) is a statewide, individual membership organization that is dedicated to furthering the interests of managers in the community college system. The organization provides management training both through workshops and its annual conference. The organization also has a lobbyist who works on its behalf in Sacramento. They publish a monthly newsletter as well as specialized reports such as the annual management compensation study which reports salaries for benchmark positions in all the colleges.

Annual dues are assessed on the basis of salary and can be paid through payroll deduction. Each college has a campus representative. If you are interested in joining ACCCA or learning more about it, you should contact this person.

# **APPENDIX A.....ORGANIZATIONAL CHARTS**

Published by the President's Office.

## **APPENDIX B.....SALARY SCHEDULES**

These are published Human Resources office.

## **APPENDIX C.....SELECTED BOARD POLICIES**

The most current versions of all board policies can be found in the President's office.

## **APPENDIX D.....FORMS**

**Classified Management**  
**Supervisory and Management**

Effective July 1, 1997

PASADENA

Pasadena Area Community College District  
Office of Human Resources  
1570 East Colorado Boulevard  
Pasadena, CA 91106-2003

**PASADENA AREA COMMUNITY COLLEGE DISTRICT**  
**Official Classified Monthly Salary Schedule**  
*Effective July 1, 1997*

**SUPERVISORY AND MANAGEMENT**

<b>Supervisory Classifications</b> .....	<b>Range</b>
Assistant Director, Admissions and Records.....	54
Assistant Director, Scholarships & Financial Aid.....	54
Senior Custodian.....	39
Senior Trades Person.....	54
Supervisor, Accounting.....	56
Supervisor, Admissions and Records.....	52
<b>Supervisor, Banking and Collection Services</b> .....	<b>61</b>
Supervisor, <b>Bookstore</b> Services.....	44
<b>Supervisor, College Police/Safety</b> Services.....	61
<b>Supervisor, Energy</b> Services.....	55
Supervisor, Facilities Services.....	55
Supervisor, instructional <b>Resources</b> Center.....	53
<b>Supervisor, Instructional Television</b> .....	51
<b>Supervisor, Lab</b> Services.....	54
<b>Supervisor, Learning Assistance</b> Center.....	56
Supervisor, Office Services.....	46
<b>Supervisor, Operations and Grounds</b> .....	<b>47</b>
<b>Supervisor, Payroll</b> .....	<b>52</b>
<b>Supervisor, Printing Production</b> Services.....	50
Supervisor, Staging Services.....	46

<b>Management Classifications</b> .....	<b>Range</b>
Director, <b>Assessment and Research</b> .....	67
Director, Business Services.....	71
Director/Chief Engineer, Electronics Services.....	67
Director, Child Development.....	63
Director, College Safety Services.....	69
Director, Facilities and Engineering Services.....	78
Director, Fiscal Services.....	71
Director, <b>Management</b> Information Services.....	79
Director, Media Services.....	65
Director, Public Relations.....	69
Director, <b>Purchasing</b> Services.....	
Manager, <b>Bookstore</b> Services.....	<b>63</b>
<b>Manager, Building</b> Services.....	<b>65</b>
<b>Manager, Facilities Operations and Grounds</b> .....	<b>65</b>



O

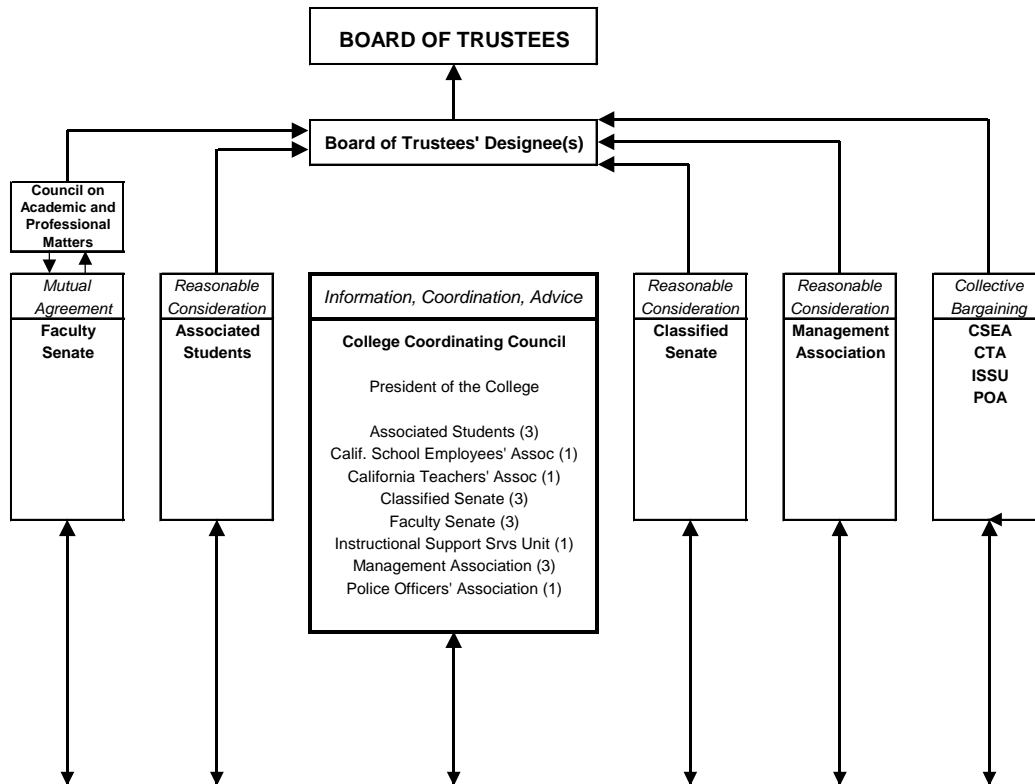
Range	A	B	C	D	E	F
040	2253.59	2366.27	2484.58	2608.82	2739.24	2848.31
	13.01	13.67	14.35	15.06	15.81	16.43
041	2308.55	2423.99	2545.17	2672.43	2806.07	2919.51
	13.32	13.99	14.70	15.43	<b>16.19</b>	16.86
042	2366.27	2484.58	2608.82	2739.24	2876.21	2990.71
	13.67	14.35	15.06	15.81	16.60	17.27
043	2423.99	2545.17	2672.43	2806.07	2946.37	3065.47
	13.99	14.70	15.43	16.19	17.01	17.69
044	2484.58	<b>2608.82</b>	2739.24	2876.21	3020.02	3140.24
	14.35	15.06	<b>15.81</b>	16.60	17.43	<b>18.12</b>
045	2545.17	2672.43	2806.07	2946.37	<b>3093.68</b>	3218.75
	14.70	15.43	16.19	17.01	17.85	<b>18.58</b>
046	2608.82	2739.24	2876.21	3020.02	3171.03	3297.27
	15.06	15.81	16.60	17.43	18.30	19.03
047	2672.43	2806.07	2946.37	<b>3093.68</b>	3248.37	3379.67
	15.43	<b>16.19</b>	17.01	17.85	18.75	<b>19.49</b>
048	2739.24	2876.21	3020.02	3171.03	3329.56	3462.13
	<b>15.81</b>	<b>16.60</b>	17.43	18.30	19.21	19.98
049	2806.07	2946.37	<b>3093.68</b>	3248.37	3410.79	3548.69
	<b>16.19</b>	17.01	17.85	18.75	<b>19.68</b>	20.48
050	2876.21	3020.02	3171.03	3329.56	3496.06	3635.22
	16.60	17.43	18.30	<b>19.21</b>	20.17	21.00
051	2946.37	3093.68	3248.37	3410.79	3581.33	3726.10
	17.01	17.85	18.75	<b>19.68</b>	20.67	21.52
052	3020.02	3171.03	3329.56	<b>3496.06</b>	<b>3670.86</b>	3816.97
	17.43	18.30	19.21	20.17	21.20	22.05
053	3093.68	3248.37	3410.79	3581.33	3760.39	3912.42
	17.85	18.75	<b>19.68</b>	20.67	21.71	22.57
054	3171.03	3329.56	3496.06	3670.86	3854.42	4007.83
	18.30	19.21	20.17	21.20	22.23	23.13
055	3248.37	3410.79	3581.33	3760.39	<b>3948.41</b>	4108.02
	18.75	19.68	20.67	21.71	22.77	23.71
056	3329.56	3496.06	3670.86	3854.42	4047.11	4208.24
	19.21	20.17	21.20	22.23	23.36	24.28
057	3410.79	3581.33	3760.39	3948.41	4145.83	4313.43
	19.68	20.67	21.71	22.77	23.93	24.90

Range	A	B	C	D	E	F
058	3496.06	3670.86	3854.42	4047.11	4249.48	4418.64
	20.17	21.20	22.23	23.36	24.52	25.50
059	3581.33	3760.39	3948.41	4145.83	4353.13	4529.11
	20.67	21.71	22.77	23.93	25.12	26.12
060	3670.86	3854.42	4047.11	4249.48	4461.95	4639.58
	21.20	22.23	23.36	24.52	25.74	26.80
061	3760.39	3948.41	4145.83	4353.13	4570.78	4755.56
	21.71	22.77	23.93	25.12	26.39	27.44
062	3854.42	4047.11	4249.48	4461.95	4685.05	4871.54
	22.23	23.36	24.52	25.74	27.04	28.12
063	3948.41	4145.83	4353.13	4570.78	4799.31	4993.32
	22.77	23.93	25.12	26.39	27.71	28.82
064	<b>4047.11</b>	<b>4249.48</b>	4461.95	4685.05	4919.28	5115.13
	23.36	24.52	25.74	27.04	28.39	29.51
065	4145.83	4353.13	4570.78	4799.31	5039.29	5242.99
	23.93	25.12	<b>26.39</b>	27.71	29.07	30.25
066	<b>4249.48</b>	<b>4461.95</b>	4685.05	4919.28	5165.25	5370.87
	24.52	25.74	27.04	28.39	29.81	31.00
067	4353.13	4570.78	4799.31	5039.29	5291.24	5505.15
	25.12	26.39	27.71	29.07	30.54	31.78
068	4461.95	4685.05	<b>4919.28</b>	5165.25	5423.53	5639.42
	25.74	27.04	28.39	29.81	31.30	32.53
069	4570.78	4799.31	5039.29	5291.24	5555.80	5780.42
	26.39	27.71	29.07	30.54	32.05	33.36
070	4685.05	<b>4919.28</b>	5165.25	5423.53	5694.72	5921.38
	27.04	28.39	<b>29.81</b>	31.30	32.87	34.17
071	4799.31	5039.29	5291.24	5555.80	5833.58	6069.42
	27.71	29.07	30.54	32.05	33.66	35.03
072	4919.28	5165.25	5423.53	5694.72	5979.43	6217.45
	28.39	29.81	31.30	32.87	34.52	35.87
073	5039.29	5291.24	5555.80	5833.58	6125.27	6372.90
	29.07	30.54	32.05	33.66	35.33	36.78
074	5165.25	5423.53	5694.72	5979.43	6278.41	6528.33
	29.81	31.30	32.87	34.52	36.25	37.68
075	5291.24	5555.80	5833.58	6125.27	6431.54	6691.52
	30.54	32.05	33.66	35.33	37.12	38.61
076	5423.53	5694.72	5979.43	6278.41	6592.32	6854.76

Range	A	B	C	D	E	F
	31.30	32.87	34.52	36.25	38.04	39.56
077	5555.80	5833.58	6125.27	6431.54	6753.12	7026.12
	32.05	33.66	35.33	37.12	38.97	40.54
078	5694.72	<b>4808.78</b>	6278.41	6592.32	6921.94	7197.48
	32.87	34.52	36.25	38.04	39.94	41.54
079	5833.58	6125.27	6431.54	6753.12	7090.77	7377.42
	33.66	35.33	37.12	38.97	40.92	42.57
080	5979.43	6278.41	6592.32	6921.94	7268.04	7557.36
	34.52	36.25	38.04	39.94	41.94	43.60
<b>081</b>	6125.27	6431.54	6753.12	7090.77	7445.30	7746.30
	35.33	37.12	38.97	40.92	42.96	44.69
082	6278.41	6592.32	6921.94	7268.04	7631.45	7935.26
	36.25	38.04	39.94	41.94	44.03	45.79
083	6431.54	6753.12	7090.77	7445.30	7817.59	8133.63
	37.12	38.97	40.92	42.96	45.11	46.95
084	6592.32	6921.94	7268.04	7631.45	8013.02	8332.00
	38.04	39.94	41.94	44.03	46.25	48.10
085	6753.12	7090.77	7445.30	7817.59	8208.45	8540.28
	38.97	40.92	42.96	<b>45.11</b>	47.37	49.29
086	6921.94	7268.04	7631.45	8013.02	8413.66	<b>8748.59</b>
	39.94	<b>41.94</b>	44.03	46.25	48.55	50.49
087	7090.77	7445.30	7817.59	8208.45	<b>8618.88</b>	8967.31
	40.92	42.96	<b>45.11</b>	47.37	49.74	51.74
<b>088</b>	7268.04	7631.45	8013.02	8413.66	8834.35	9186.03
	41.94	44.03	46.25	48.55	50.98	53.01
089	7445.30	7817.59	8208.45	<b>8618.88</b>	9049.83	9415.68
	42.96	45.11	47.37	49.74	52.21	54.33
090	7631.45	8013.02	<b>8413.66</b>	8834.35	9276.07	9651.07
	44.03	46.25	48.55	50.98	53.52	55.69

**Title: Role of the College Coordinating Council**

1. The College Coordinating Council shall provide a forum where representatives from all segments of the college will bring issues of college-wide interest. The accompanying diagram, which is part of this document, delineates the members of the College Coordinating Council, and outlines the way in which the governance process works.



2. The functions of the College Coordinating Council shall be as follows:
  - a. To discuss all issues brought to it.
  - b. For matters reserved to the respective consultative groups by AB 1725, Title 5 regulations, and/or the Pasadena Area Community College District Board of Trustees' Policy 2000, such matters will be discussed for informational purposes only.
  - c. For collective bargaining issues, these will likewise be discussed for informational purposes only.
  - d. For matters not covered in b and c above, the College Coordinating Council will determine which college organization, committee, and/or administrator will be responsible for the matter. Should no such means exist for handling an issue, the College Coordinating Council may set up an ad-hoc committee with representatives from groups whose domain is affected.
    - (1) The recommendations of the ad-hoc committee will be brought back to the College Coordinating Committee for information only.
    - (2) The recommendations will be sent back to the groups affected for possible action.
  - e. To advise the College President on the implementation of college policy on matters that are neither collective bargaining nor academic and professional matters.



**Title: The Role of the Council on Academic and Professional Matters**

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1. The Council on Academic and Professional Matters attempts to achieve mutual agreement between the Faculty Senate and the Board of Trustees, or its designee(s), on academic and professional matters. In defining academic and professional matters, the parties will adhere to Title 5 Regulations, Subchapter 2, Academic Senates, Sections 53200 through 53204. These regulations came about as a result of the directives in AB 1725.\*
2. The functions of the Council on Academic and Professional Matters shall be as follows:
  - a. To identify and maintain a list of those matters, within the scope of Title 5, Sections 53200 through 53204, which are considered to be *academic and professional* by the Pasadena Area Community College District.
  - b. To review the College Coordinating Council agenda to identify those matters that are of an academic and professional nature and to refer such matters to the Faculty Senate Board.
  - c. To reach mutual agreement on recommendations from the Faculty Senate Board on proposed policy relating to academic and professional matters.
  - d. To ratify agreement on the above academic and professional matters by having both the Board's designee(s) and the Faculty Senate Board representatives sign off on those issues where mutual agreement has been achieved. (Before signing off, Faculty Senate representatives will obtain approval of such mutual agreement from the Faculty Senate Board.)
  - e. To transmit in writing to the Board of Trustees, those recommendations which are proposed to become district policy, having been mutually agreed to by the Faculty Senate Board and the Board of Trustees or its designee(s).
3. Membership of the Council on Academic and Professional Matters shall be as follows:
  - a. Designee of the Board of Trustees
  - b. Administrative representative
  - c. Faculty Senate representative
  - d. Faculty Senate representative
  - e. Faculty Senate representative

*\*It is understood that any academic and professional matters designated by the Board of Trustees as "rely primarily" will be handled outside of this council.*

PASADENA AREA COMMUNITY COLLEGE DISTRICT  
**EMPLOYEE ABSENCE REPORT**

NAME CERT  
DIV./DEPT. CLASS  
DATES OF ABSENCE .19  
TOTAL DAYS/HOURS ABSENT

**REASON FOR ABSENCE**

SICK LEAVE VACATION  
PERSONAL NECESSITY LEAVE\*  
BEREAVEMENT\*\*  
INDUSTRIAL ACCIDENT  
UNPAID PERSONAL LEAVE  
OTHER See Contract or Handbook for instructions

I certify that all statements made on this form (front and back) are true and just to the best of my knowledge and belief.

SIGNATURE OF EMPLOYEE

VERIFIED Supervisor/Division Dean/Department Manager

- For PNL, please read the reverse side.
- For Bereavement, the section on the reverse of this form must be completed.

## **PERSONAL NECESSITY LEAVE**

Personal Necessity Leave is governed by the provisions of the Education Code and District Policy. Such leave may be taken only for the following reasons (please consult the PACCD/CTA Contract, or the Classified Handbook, for fuller statement), but employees are not required to state the reason:

The death of a member of the employee's immediate family.

An accident involving the employee's person or property or immediate family member.

An appearance of the employee in court under certain conditions.

An illness of the employee's immediate family.

The father for the birth of a child.

Imminent danger to the home of the employee.

Personal necessity of a nature that cannot be transacted outside of assigned working hours and where there is no alternative as to person, time or place for its transaction. The nature of such business must not involve payment for the employee's services.

Personal Necessity Leave shall not be granted during a scheduled vacation or a leave of absence, nor may it be used for participation in work stoppage nor any activity contrary to law.

## **BEREAVEMENT**

NAME OF DECEASED

RELATIONSHIP TO YOU

LOCATION OF FUNERAL

(City and State)

DATE OF FUNERAL



RETURN TO WORK/EXTENDED SICK LEAVE FORM

TO:

DATE:

FROM: Office of Human Resources

Since you have been absent for more than five (5) or ten (10) days, according to your contract, or you have requested coverage by the benefits of extended sick leave, it is necessary for you to have your doctor complete the lower portion of this form and return it to the Office of Human Resources immediately. We are enclosing a stamped, self-addressed envelope for the convenience of your physician. **IF YOUR DATE OF RETURN DOES NOT AGREE WITH THE ESTIMATED DATE GIVEN BELOW, you must have another form completed releasing you to return on the actual return date.** To return to work, you must be able to perform the requirements of your position without restrictions, and this fact must be clearly indicated by your physician at the time you return to duty.

---

**TO BE COMPLETED BY EMPLOYEE. YOUR SIGNATURE IS REQUIRED.**

I authorize the release of the information requested below and agree to hold blameless my physician or his/her agents for any liability that might arise due to the release of such information.

---

Employee's Signature

---

Date

---

**TO BE COMPLETED BY ATTENDING PHYSICIAN**

(This information is subject to peer review by another doctor.)

I hereby verify this **employee has been** ill from \_\_\_\_\_ to \_\_\_\_\_ and was seen by me on the following date(s) \_\_\_\_\_ for this illness.

Nature of illness causing absence

---

Prognosis

---

Estimated date of return to full duty and to performance of requirements of this position without restrictions.

---

Name of Physician (Please print)

Phone

Address

City

Zip

signature

Date

Enclosures: Job Description and Envelope

PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Office of Human Resources

**APPLICATION FOR LEAVE OF ABSENCE - ACADEMIC**

I, (print name in full)  
request a leave of absence from my duties as an academic employee, subject to  
the conditions stipulated on the reverse side of this form, to take  
effect \_\_\_\_\_ 19\_\_\_\_, through \_\_\_\_\_, 19\_\_\_\_, for  
the reason checked.

- |                                 |                            |
|---------------------------------|----------------------------|
| 1. Personal leave               | 5. Personal business       |
| 2. Professional study           | 6. <b>Military service</b> |
| 3. Educational travel           | 7. Maternity               |
| 4. <b>Home responsibilities</b> | 8. Special personal leave  |

**Please provide specific information in support of this request:**

a. **Activities that represent the basis for this request:**

b. **Benefits to the College and the instructional program:**

c. Coverage of instructor's responsibilities at the College during the  
period of the leave:

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Permanent address \_\_\_\_\_ Date \_\_\_\_\_

Current assignment \_\_\_\_\_

**APPROVED BY:**

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Superintendent/President** \_\_\_\_\_ Date \_\_\_\_\_

Dean of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

At a meeting of the Board of Trustees, Pasadena Area Community College District,  
held on \_\_\_\_\_, 19\_\_\_\_, the leave of absence requested was authorized.

\_\_\_\_\_  
For the Office of Human Resources

NOTE: This application should be submitted in duplicate to the Office of Human  
Resources at least 60 **days prior** to the effective date of the leave. **Both copies**  
must be signed by the applicant.

GENERAL CONDITIONS

1. Regular employees may be granted a leave of absence without salary for reasons of health, study, travel, home responsibilities, personal **business, military service, or maternity.**
2. A faculty member, otherwise eligible to apply for personal leave without pay for personal business, may apply for such a leave to explore alternative employment opportunities under the terms of the Agreement between the PACCD and the PCC Chapter of C.T.A./N.E.A.
3. Temporary and probationary employees may be granted a leave of absence for a semester or more without salary only for military service or maternity. The maternity leave shall be effective 30 days prior to the date of expectancy to the end of the school year.
4. Substitute and hourly employees are not eligible for leaves of absence.
5. **A leave of absence shall not be granted for more than one school year at a time and normally will not be extended except as required by law.**
6. **Because of the potential disruption of the instructional program, normally unpaid leaves of absence exceeding one week will not be considered in the best interest of the District.**
7. A leave of absence may be revoked by action of the Board of Trustees when it shall appear to the satisfaction of the **Board** that the absent employee is engaged in activities for which the initial leave would not have been granted.
8. Time spent on leave of absence shall not be considered a break in continuous service but shall not be **counted as employment for purposes of retirement or salary advancement.**
9. All **applications for leaves of absence should be on file** in the Office of Human Resources at least 60 days prior to the effective date of the leave.
10. **The Pasadena Area Community College District Board of Trustees shall not be held liable for the payment of any compensation or damages arising from the death or injury of any employee while on leave of absence.**

*In making this application I understand that should I fail to report for service upon the expiration of the leave and such extensions of leave as may be authorized, I shall be deemed to have abandoned my position and all rights to employment by the Board of Trustees. In such event this may be considered as my resignation which may be accepted by the Board of Trustees at any time after two weeks following such failure to report for service. Such abandonment and resignation shall not be effective if I am able to demonstrate to the Board of Trustees that for causes outside my control I was unable to report for service upon the appointed date and was likewise unable to communicate said inability to report for service.*

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Signature of Applicant

PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Office of Human Resources

APPLICATION FOR LEAVE OF ABSENCE - **CLASSIFIED**

I, (print name in full) \_\_\_\_\_, request  
a leave of absence from my duties as a classified employee, subject to the  
conditions stipulated on the reverse side of this form, to take  
effect \_\_\_\_\_ 19\_\_\_\_, through \_\_\_\_\_, 19\_\_\_\_, for the  
**reason checked.**

- |   |                                 |
|---|---------------------------------|
| 1. Recuperation from illness<br>or injury | 4. Home <b>responsibilities</b> |
| 2. <b>Personal business</b>               | 5. <b>Military service</b>      |
| 3. <b>Extended travel</b>                 | 6. <b>Maternity</b>             |

Please provide information supporting the need for such leave. In addition,  
attach such documents (letters from M.D.s, military orders, etc.) that would  
be appropriate to the category of leave for which you are applying.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

• Permanent address \_\_\_\_\_

Current assignment \_\_\_\_\_

**APPROVED BY:**

Cost Center Manager \_\_\_\_\_ Date \_\_\_\_\_

Dean/  
Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Superintendent/President \_\_\_\_\_ Date \_\_\_\_\_

Dean of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

At a meeting of the Board of Trustees, Pasadena Area Community College District,  
held on \_\_\_\_\_, 19\_\_\_\_, the leave of absence requested was authorized.

\_\_\_\_\_  
For the Human Resources Office

**NOTE:** This application should be submitted in duplicate to the Office of Human  
Resources at least two weeks prior to the effective date of the leave. Both  
copies must be signed by the applicant.

GENERAL CONDITIONS

1. **Regular employees may be granted a** leave of absence without salary for reasons of recuperation from illness or injury, personal business, extended travel, home responsibilities, military service, or maternity.
2. Leaves for personal business will not be granted for the employees to take paid employment of a nature that could be construed to be permanent or likely to become permanent.
3. **Probationary employees may be granted a leave of absence without salary only for military service or maternity.**
4. Substitute and hourly employees are not eligible for leaves of absence.
5. **A leave of absence shall not be granted for more than three months at a time-and normally will not be extended beyond six months except as required by law.**
6. **A leave of absence may be revoked by action of the Board of Trustees when it shall appear to the satisfaction of the Board that the absent employee is engaged in activities for which the initial leave would not have been granted.**
7. If time spent on leave of absence exceeds one month, the employee's anniversary date will be adjusted by the number of months on unpaid status.
8. All **applications** for leaves of absence should be on file in the Personnel Office at least two weeks prior to the effective date of the leave.
9. If the employee wishes to return to the presently held position at the expiration of the leave, a statement to that effect must be included in the request for leave. If the employee does NOT wish to return to the present position, assignment to another position in the same class and at the same salary will depend on the availability of a suitable vacancy.
10. When an employee returns from unpaid leave, the employee must reinstate all voluntary deductions at the Payroll Office.
11. The Pasadena City College **Board of Trustees** shall not be **held liable** for the payment of any compensation or damages arising from the death or injury of any **employee** while **on** leave of **absence**.

*In making this application I understand that should I fail to **report for service** upon the expiration of the leave and such **extensions of leave as may be authorized, I shall be deemed to have abandoned my position and all rights to employment by the Board of Trustees. In such event this may be considered as my resignation which may be accepted by the Board of Trustees at any time after two weeks following such failure to report for service. Such abandonment and resignation shall not be effective if I am able to demonstrate to the Board of Trustees that for causes outside my control I was unable to report for service upon the appointed date and was likewise unable to communicate said inability to report for service.***

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Signature of Applicant

PASADENA AREA COMMUNITY COLLEGE DISTRICT  
**REQUEST FOR FAMILY AND MEDICAL LEAVE**

Name

Date of Request

Department

Position Title

Hire Date

I request a Family/Medical Leave for the following reason (check one):

- A. The birth of a child and/or in order to care for such child.
- B. The placement of a child for adoption or foster care.
- C. In order to care for an immediate family member because such family member has a serious health condition. Circle one: CHILD - SPOUSE -- PARENT. **(Must submit "Physician Certification" within fifteen [15] days.)**
- D. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position. **(Must submit "Physician Certification" within fifteen [15] days.)**

**METHOD OF LEAVE REQUESTED**

- A. Consecutive Leave
- B. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

Date leave is to begin

Expected duration of leave

If the duration of my Family/Medical Leave (total of paid and unpaid time) does not exceed twelve (12) weeks, I will be returned to my same or equivalent position. I understand that if my Family/Medical Leave should exceed twelve (12) weeks, I will be returned to my same or equivalent position, only if available. If my same or equivalent position is not available, I understand that I may be terminated.

\_\_\_\_\_ Date

\_\_\_\_\_ Employee's Signature



**PROFESSIONAL LEAVE**

No.

**This Agreement**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the Pasadena Area Community College District, of Los Angeles County, California, hereinafter referred to as the District, and \_\_\_\_\_, hereinafter referred to as the Employee.

**Whereas**, the Employee has been granted professional leave for the period \_\_\_\_\_ and, under the terms and conditions set forth below, hereby agree to the following:

- 1. The District agrees to compensate the Employee while on **approved** professional leave in accordance with the following schedule:

<u>Length of Leave</u>	<u>Percent of Compensation</u>
One Month (Matched)*	100% of Salary
One Semester	75% of Salary
One Year	75% of Salary

(\* "Matched" means that the **Employee** will dedicate an equal amount of vacation to the professional leave for the purpose of **accomplishing** the goals of the leave.)

- 2. The District agrees to provide the Employee continuation of all employee benefits during the approved term of compensated professional leave. During periods of unpaid professional leave, the Employee may make special arrangements with the Human Resources office to continue benefit programs through an **approved** reimbursement process.



- 3. At the conclusion of the approved leave, the District agrees to continue the employment of the Employee at a salary no less than the one received when departing on leave, provided that the Employee has confirmed in writing, at least thirty (30) days prior to the expiration of the leave, his/her intent to return to the District.
  
- 4. **Employees who are granted professional leave shall prepare and submit to the Superintendent/President of the College, through established administrative channels, a comprehensive written report concerning professional leave activities within sixty (60) days after returning from leave.**

**In Witness Whereof,** the parties hereto **have** executed this agreement the day and year written below.

Pasadena Area Community College  
District of Los Angeles County

By \_\_\_\_\_  
Employee

By Board of Trustees

Date

**By**  
Dean of Human Resources

\_\_\_\_\_  
Date

# Management Staff Development Request For Funding

Requestor:

Dept:

Ext:

Category for which funding is requested:

Conference

Training

Speaker

Retreat

Educational Materials

Teleconference

Other (please describe):

This request an

individual request

group request

Group participants:

Description of proposed activity (attach additional information if necessary):

Briefly state how your proposed activity will enhance your professional growth, increase the productivity of your organization and/or meet changing institutional needs:

How do you plan to share what you learn with the PCC campus community?

Estimated cost:

	Fees	\$
	Transportation	\$
	Lodging	\$
	Meals	\$
	Materials	\$
Other		\$
Other		\$
	<b>Total Estimated Cost</b>	<b>\$</b>
	<b>Total Amount Requested</b>	<b>\$</b>

Have funds been sought from other sources?      no      yes, from:

Amount obtained:      from:

---

BELOW FOR COMMITTEE USE ONLY

---

Approved

Denied

Date

Referred to:



PASADENA AREA COMMUNITY COLLEGE DISTRICT  
 REQUEST FOR BOARD AUTHORIZATION FOR  
 CONFERENCE/BUSINESS MEETING ATTENDANCE  
 (ONE TRAVELER PER REQUEST)

CONFERENCE REQUEST FORMS ARE TO BE SUBMITTED TO BUSINESS SERVICES (C211) **NO LATER THAN TEN DAYS PRIOR TO BOARD OF TRUSTEES MEETINGS FOR BOARD APPROVAL PRIOR TO DATE OF CONFERENCE**

Name of Attendee: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_ Room: \_\_\_\_\_  
 (ONE TRAVELER ONLY)

Date(s) of Conference: \_\_\_\_\_ Additional Travel Date(s) \_\_\_\_\_

Full Title of Conference/Meeting: \_\_\_\_\_  
 (DO NOT ABBREVIATE)

City and State:  
 Benefit of Conference/Meeting  
 to College and You:

**SUBSTANTIATION OF REIMBURSEMENT REQUEST**

**FOR LOCAL CONFERENCES WITHIN 50-MILE RADIUS OF COLLEGE:**

Registration \$ \_\_\_\_\_

Personal Auto \_\_\_\_\_

Parking \_\_\_\_\_

Other (DESCRIBE) \_\_\_\_\_

No Meals \_\_\_\_\_

Total Cost of Travel \$ \_\_\_\_\_

Total Amount to be Board Reported \$ \_\_\_\_\_

**FOR CONFERENCES MORE THAN 50 MILES FROM COLLEGE:**

Registration \$ \_\_\_\_\_

Air College Travel X7283 \_\_\_\_\_

Personal Auto not to exceed cost of air coach fare \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Other (DESCRIBE) \_\_\_\_\_

Total Cost of Travel \$ \_\_\_\_\_

Total Amount to be Board Reported (including air fare) \$ \_\_\_\_\_

Cost Center(s) Name \_\_\_\_\_  
 (DO NOT ABBREVIATE)

Cost Center(s) to be Charged \_\_\_\_\_  
 (14 DIGIT NUMBER)

Traveler's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Approvals:**  
 Cost Center Manager: \_\_\_\_\_  
 Budget Manager: \_\_\_\_\_  
 Budget Administrator: \_\_\_\_\_

Pasadena Area Community College District

**APPLICATION FOR PERSONAL/PROFESSIONAL GROWTH BENEFIT**

Name Social Security Number

Department Contract Year 19

College Attended

I hereby apply for the following benefit (check appropriate area):

**NOTE:** As a benefit, these amounts will be subject to payroll deductions.

\$150.00 for completing three (3) or more semester units of lower-division credit at a school accredited by the Western Association of Schools and Colleges

**\$400.00** for completing three (3) or more semester units of upper-division or graduate credit at a school accredited by the Western Association of Schools and Colleges

I certify that

I have attached a transcript as proof of satisfactory completion. (unofficial transcript or official grade slip acceptable)

The units were completed during the current contract year.

The units were earned on my own time at no District expense.

I earned a grade of "C" or better on the applicable units.

I understand that I may earn only one of the above benefits each contract year.

I understand that an application for the Personal/Professional Growth Benefit must be submitted within one semester following the same year that course work is completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE (C215)**

\*\*\*\*\*

- Human Resources
- Benefit Amount
- Transcript Verified
- Contract Year Earned
- Approved for Payment

cc: Fiscal Services  
Employee

Pasadena Area Community College District

**MANAGEMENT EVALUATIONS**

You have been asked to participate in the evaluation of the person indicated on the attached forms. Please complete the forms according to the directions below and return to the Office of Human Resources as indicated.

**BEHAVIORAL RATING INSTRUMENT**

The attached performance rating instrument is designed to give constructive feedback to the employee being evaluated. The primary criterion should be knowledge of the work performance of the individual being evaluated.

The data from this instrument will be averaged with ratings from instruments completed by other evaluators. Scantron composite figures will be shared with the evaluatee, the direct supervisor, the administrator responsible for the overall performance evaluation, and a copy will be placed in the individual's personnel file. All comments are typed verbatim and returned to the evaluatee for feedback. Individual ratings are held in strict confidence and destroyed after the results have been averaged and compiled.

**DIRECTIONS TO RATER**

1. Read each question carefully. Be fair and as accurate as possible.
2. Use a No. 2 pencil only!
3. Do not write your name on the rating sheets.
4. If you do not feel that you can accurately rate this administrator on any of the statements because you have not had enough chances to observe his/her behavior for the area described in the statement, select **E** - No opportunity to observe.
5. Completed forms are to be returned to the Office of Human Resources (C215) in the **CONFIDENTIAL** envelope provided within five (5) days after receipt of the materials.
6. Your time and honesty are appreciated.

Pasadena Area Community College District  
ADMINISTRATOR EVALUATION QUESTIONS

Rating (Indicate A through E)

Legend:        A = Often or always true of this administrator  
                              (86% to 100% of the time)  
                              B = Frequently true of this administrator  
                                      (46% to 85% of the time)  
                              C = Sometimes true of this administrator  
                                      (11% to 45% of the time)  
                              D = Never or rarely true of this administrator  
                                      (0% to 10% of the time)  
                              E = No opportunity to observe

1.        Expresses praise or appreciation to the staff for a job well done.
2.        Provides helpful feedback to the staff to enable them to improve their work performance.
3.        Fosters and maintains a cooperative and cohesive "team spirit" among members of the staff.
4.        Remains reasonably calm during crises or stressful situations.
5.        Maintains an attitude which contributes to good morale among the staff.
6.        Assumes responsibility for making decisions in a timely manner.
7.        Demonstrates tact and skill when handling controversial or delicate matters.
8.        Accurately interprets and explains College policies, rules, procedures, and regulations to the staff.
9.        Consults with the staff for input or suggestions when planning for changes within the department or unit.
10.      Supports and encourages activities or experiences (such as workshops, seminars, conferences, etc.) which contribute to the personal development of the staff.
11.      Makes himself/herself readily available to staff.
12.      Effectively performs the duties required of the position.

**COMMENTS: (Short, precise statements are the most useful.):**

(Name of person being evaluated)

**NOTE:** Your comments will be typed verbatim and returned to the evaluatee for feedback. Please return this form and the completed Scantron sheet to Human Resources (C215) within five (5) days after receipt.

Pasadena Area Community College District

ADMINISTRATOR EVALUATION QUESTIONS

Rating (Indicate A through E)

Legend:           A = Often or always true of this administrator  
                          (86% to 100% of the time)  
                          B = Frequently true of this administrator  
                          (46% to 85% of the time)  
                          C = Sometimes true of this administrator  
                          (11% to 45% of the time)  
                          D = Never or rarely true of this administrator  
                          (0% to 10% of the time)  
                          E = No opportunity to observe

1.       Carries out those tasks which he/she has stated will be done. (When tasks cannot be carried out, communicates effectively so that subordinates can adjust accordingly.)
2.       Organizes committees for department/area work.
3.       Creates an environment which encourages and fosters the development and implementation of new approaches or methods.
4.       Understands major issues and innovations affecting his/her areas of responsibility.
5.       Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation.
6.       Expresses his/her point of view clearly, logically, and convincingly in both written and oral communication.
7.       Accepts advice and suggestions from others.
8.       Performs tasks in a timely manner; meets deadlines.
9.       Acts effectively in a shared governance environment.
10.      Demonstrates commitment to affirmative action.

**COMMENTS:** (Short, precise statements are the most useful.):

(Name of person being evaluated)

**NOTE:** Your comments will be typed verbatim and returned to the evaluatee for feedback. Please return this form and the completed Scantron sheet to Human Resources (C215) within five (5) days after receipt.



Administrative Evaluations

Evaluators From Outside the Department

Evaluatee:

Department:

NAME	<u>DEPARTMENT</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____

(Use Additional Sheets as Necessary)



Pasadena City College  
**ADMINISTRATIVE SUMMARY EVALUATION REPORT**

Employee \_\_\_\_\_

Date \_\_\_\_\_

Department/Office \_\_\_\_\_

**Recommendation:**

Satisfactory to Outstanding	Improvement Needed	*Unsatisfactory

\_\_\_\_\_  
 Supervisor Date

\_\_\_\_\_  
**Area Manager** Date

\*An unsatisfactory evaluation may cause the denial of a class change or service increment.

I **have received a copy** of this report

\_\_\_\_\_  
 Employee's Signature Date

\*\*I will submit an addendum to this report \_\_\_\_\_

**Employee's Signature**      **Date**

\*\*Addendum must be submitted within ten (10) working days after copy of this report reviewed and signed.