MANAGEMENT AND CONFIDENTIAL

EMPLOYEES HANDBOOK

July 1, 2026

PREAMBLE

This Handbook was created between the Sierra Joint Community College District (hereinafter referred to as "District") and the Meet and Confer Team (hereinafter referred to as "Meet and Confer Team"). Both parties will meet and confer to discuss matters as needed.

Website Information

This Handbook is available on the Sierra College website. Updates will be posted as amendments are made.

This Handbook has been prepared to provide Sierra College Community College District management, supervisory, and confidential employees with a ready reference regarding their rights, working conditions, and related procedures and practices. This Handbook is designed to provide basic information with the understanding that the District Human Resources Office is available to provide additional information on specific questions not addressed in this handbook.

Although an attempt has been made to write procedures without differentiation between classified and academic employees, it was necessary in some areas to note differences because of applicable Education Code sections.

The District procedures concerning management, supervisory, and confidential employees are subject to such modifications as may, in the opinion of the Governing Board be required by state or federal legislation, state or federal court decisions, or other changes in the law governing employees. The Handbook will not be changed without consultation with the Meet and Confer Team, and all changes to this manual which reflect new agreements with the District and Management employees shall be Board approved.

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CHAPTER I: DEFINITIONS

A. Education and Classified Administrators

Administrator, as defined in Education Code Section 87002(a), means any person employed by the governing board of a community college district in a supervisory or management position as defined in Chapter 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title I of the Government Code.

In accordance with Education Code Section 72411, every Educational Administrator will be employed, and all other Administrators may be employed by the governing board of the District (Board of Trustees) by an appointment. In accordance with Education Code Section 87002(b), an Educational Administrator means an Administrator who is employed in an academic position designated by the governing board of the district (Board of Trustees) as having direct responsibility for supervising the operation of, or formulating policy regarding, the instructional or student services program of the college of the district. Educational Administrators include, but are not limited to, Presidents, Vice Presidents, Deans and other Supervisory or Management employees designated by the governing board as Educational Administrators.

Educational Administrators, as designated by the governing board of the district and defined in Government Code 3540.1(g), are employees in positions having significant responsibilities for formulating district policies or administering district programs.

The Board of Trustees recognizes the Educational Administrative positions listed in Exhibit A.

B. Classified Management

Classified Managers and Supervisors (hereinafter collectively referred to as "Classified Management"), as recognized by the governing board of the District, are employees having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such action, if in connection with the foregoing functions, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

The Board of Trustees recognizes the Classified Management positions listed in Exhibit A.

C. Classified Confidential Employees

Classified Confidential Employee means any employee who is required to help develop or present management positions with respect to employer-employee relations or whose duties normally require access

to confidential information that is used to contribute significantly to the development of management positions. Government Code §3540.1 (c).

The Board of Trustees recognizes the Classified Confidential positions listed in Exhibit A.

D. <u>Board of Trustees Contract Positions</u>

The Superintendent/President and Assistant Superintendent(s)/Vice President(s) will be referred to throughout this Handbook as "board contract positions." Unless otherwise noted in this Handbook, employment terms and conditions for board contract positions are established by the Board of Trustees. A detailed list of board contract positions may be found in Appendix A.

E. <u>Meet and Confer</u>

The duty to meet and discuss requires an employer to engage in the process in good faith i.e., with a willingness to listen and to give and accept reasons for their actions or positions.

The duty to meet and confer in good faith creates a mutual obligation to meet and confer on request by either party and to endeavor to reach agreement before any changes are implemented.

F. <u>Exempt Status</u>

Educational Administrators and Classified Management are exempted from the overtime provisions of the Fair Labor Standards Act. As an exempt employee, Educational Administrators and Classified Management are responsible for devoting time, skills, labor and attention to managing, administering, and supervising the affairs of the District and will perform such other responsibilities and duties as are prescribed by law, Board Policy, or the direction of the immediate manager. In order to achieve effective accomplishment of the responsibilities detailed above, Educational Administrators and Classified Management are not constrained by the usual time and productivity measurements, such as an eight (8) hour day, forty (40) hour workweek. The District and its managers recognize that the above levels of responsibilities and participation will be accepted as a standard of performance.

CHAPTER II: SAFETY

The District will provide and maintain a safe working environment including safe facilities and equipment which will conform and comply with all health, safety, and sanitation requirements by law.

Employees of the District covered under this Handbook who perform a safety-rated or safety sensitive function as determined by the Omnibus Transportation Employees Testing Act of 1991 will be required to adhere to Board Policy 7327 and Administrative Procedure 7327.

CHAPTER III: PROBATIONARY PERIOD AND INDIVIDUAL APPOINTMENTS

A. Probationary Period

The final step in the District's selection process for a newly hired Classified Manager or Classified Confidential employee is the successful completion of the probationary period. The probationary period for newly hired Classified Managers and Classified Confidential employees is six (6) months from the date of hire or 130 days of paid service, whichever is longer. Newly hired probationary Classified Managers will be evaluated within the first two (2) to five (5) months of employment. Probationary Classified Confidential employees will be evaluated at the 2nd, 4th, and 5th month. A non-probationary District employee who accepts a Classified Management or a Classified Confidential position will serve a six (6) month probationary period and will be evaluated no later than the fifth month of the probationary period.

Probationary employees are at-will and may be released with or without cause during the probationary period.

Upon successful completion of the probationary period, Classified Management, and Classified Confidential Employees will obtain regular employment status.

Terms and conditions of employment for board contract positions, including whether to assign a probationary period, will be established by the Board of Trustees.

B. Educational Administrators

Educational Administrators will be employed by appointment in accordance with Education Code Section 72411.

C. Board Contract Employees

As board contract positions, the Superintendent/President and Assistant Superintendent/Vice President(s) will be employed in accordance with Education Code Section 72411. The terms and conditions of these appointments will be at the discretion of the Board of Trustees.

D. Classified Management

Classified Management will be employed in accordance with Education Code Section 88000, et seq. Appointments for Classified Management will be recommended by the Superintendent/President and approved by the Board of Trustees. Classified Management employees' terms and conditions of employment are contained within this Handbook.

E. Classified Confidential Employees

Classified Confidential employees are employed in accordance with Education Code Section 88000, et seq.

Appointments for Classified Confidential employees will be recommended by the Superintendent/President and approved by the Board of Trustees. Classified Confidential employee's terms and conditions of employment are contained within this Handbook.

CHAPTER IV: RETREAT RIGHTS & LAYOFF RIGHTS

A. Educational Administrators – Retreat Rights

In accordance with Education Code Section 87458 an Educational Administrator employed on or after July 1, 1990, who has not previously acquired tenure status as a faculty member in the District, will have the right to become a first-year probationary faculty member once their administrative assignment expires, or is not renewed, if all of the following are satisfied:

1. The Educational Administrator has completed at least two (2) years of satisfactory service, including any time previously served as a faculty member, in the District.
2. The non-renewal of the administrative assignment is for any reason other than dismissal for cause. The decision of the Board of Trustees not to renew the appointment of an Educational Administrator does not in and of itself constitute a dismissal for cause.
3. The Board of Trustees determines that the Educational Administrator possesses the minimum qualifications for employment as a faculty member. In making that determination, the Board of Trustees will follow the process set forth in the Education Code.

B. Layoff Provisions – Educational Administrators

1. Layoff

   Educational Administrator positions may be laid off in accordance with applicable provisions of law. Educational Administrators who are laid off will have reemployment rights as provided by law.

2. Non-Reemployment

   a. Educational Administrators may be released or non-reemployed in accordance with applicable provisions of law.

   b. Educational Administrators who are released or non-reemployed will be entitled to retreat rights as provided by law.

C. Classified Confidential Employees – Layoff Rights

Classified Confidential employees are provided the same rights and privileges as represented Classified employees insofar as seniority and bumping rights are concerned in accordance with Education Code Section 88127.

D. Classified Management Layoff

1. Layoff/Elimination of Positions

   The District may lay off Classified Management positions. Layoffs will meet all requirements of law.

2. Reduction in Hours

The District may reduce the assigned hours of a Classified Management position or reduce the number of months of work of a Classified Management position (collectively a "decision to reduce hours"). After a decision to reduce hours, any reduction in regularly assigned hours will proceed in the same manner as layoffs. Classified Management whose hours are reduced will be entitled to the same rights and benefits as Classified Management who are laid off except as set forth in section 6(c) below.

3. Notice of Layoff/Reduction in Hours

A Classified Manager who is to be laid off or whose hours are to be reduced will receive at least six (6) months advance written notice.

4. Order of Layoff

a. Layoffs and decisions to reduce hours will be implemented by seniority within a job title. A classified Manager with the least seniority in that job title will be laid off first.

b. Seniority will be determined by date of hire. If dates of hire of two or more Classified Managers are identical, the determination of which employee(s) will be laid off or have their hours reduced will be made by lot.

5. Retirement in Lieu of Layoff

A Classified Manager who is eligible for retirement and who has received a notice of layoff may, in lieu of layoff, elect to accept service retirement without loss of reemployment rights as provided in the Education Code Section 88015.

6. Return Rights and Severance Options

a. Except as provided in Section 8(a), Classified Managers whose positions are eliminated due to layoff will have whichever return rights to bump into or to return to any subordinate classification in another bargaining unit allowed by law and not in conflict with collective bargaining agreements. However, nothing in this Chapter will preclude the District and the individual Classified Managers from agreeing to placement in a position within another bargaining unit.

b. A Classified Manager who promoted from a management position to another management position and is on probation at the time that their position is eliminated may have the right to return to their former position in lieu of layoff. A Classified Manager who is on probation at the time that their position is eliminated, but who did not promote to their current position, will have no return rights to any position in the District.

c. If a permanent Classified Managers position is eliminated and the Manager is laid off, the permanent Classified Manager may, in lieu of receiving reemployment rights, voluntarily resign their employment with the District as of the effective date of the layoff notice, and receive a severance package compensation payable in a lump sum in the month following the employee's resignation at the following rate:

Terms of Employment	Payment
1 Year	$-0-
2 Years	$ 2,500.00
3 Years	$ 3,750.00
4 Years	$ 5,000.00
5 Years	$ 6,250.00
6 Years	$ 7,500.00
7 Years	$ 8,750.00
8 Years	$10,000.00
9 Years	$11,250.00
10 Years	$12,250.00
11 Years	$13,750.00
12 Years	$15,000.00
13 Years	$16,250.00
14 Years	$17,500.00
15 Years	$18,750.00

All severance payments will be subject to applicable deductions and taxes as required by law. Severance payments will not count as compensation for retirement purposes. Acceptance of a severance package will, to the maximum extent permitted by law, constitute a waiver of any right to file any claim or proceeding against the District and ends any reemployment rights the employee may have. In order to exercise the option described above regarding a severance package, the employee will be required to sign a waiver.

7. Reemployment Rights

a. A permanent Classified Manager who has been laid off and who did not resign in order to receive the severance payments set forth in Section 6(c) above may have reemployment rights for a period of thirty-nine (39) months from the date of layoff. The District will offer such a Classified Manager any available position in a job title or job titles in which the Classified Manager had formally achieved permanency.

b. The order of such offers will be according to the seniority. A permanent manager reemployed after layoff may be fully restored to their job as a permanent employee (with all appropriate service credit and level of benefits) and to their former placement on the salary schedule.

c. Probationary Classified Managers will not have reemployment rights.

8. Notification of Opening

a. A permanent Classified Manager who has been laid off and who chose not to voluntarily resign in order to receive the severance payments set forth in Section 6(c) will be notified in writing of any available management position in a job title or job titles in which the manager had formally achieved permanency.

Such notice will be sent by certified mail to the last address given to the District by the manager. The mailing of this notice will constitute the entire notification responsibility of the District.

b. An eligible Classified Manager will notify the District of their intent to accept or refuse reemployment within ten (10) calendar days of the mailing of the reemployment notice. If the Classified Manager accepts reemployment, they must report to work within thirty (30) calendar days following the mailing of the notice.

c. If a Classified Manager fails to reply to a reemployment offer in writing within ten (10) calendar days or refuses an offer of reemployment, their reemployment rights will terminate without further notice from the District.

CHAPTER V: EDUCATIONAL ADMINISTRATOR – TERMINATION OF EMPLOYMENT WITHOUT CAUSE

A. Termination of Employment Without Cause: Buy Out

1. The Board of Trustees will have the right, without cause or a hearing, to unilaterally terminate an Educational Administrator's appointment at any time and sever the employment relationship between the District and the Educational Administrator under the following provisions.
2. This Chapter only governs the terms upon which the District may terminate an Educational Administrator without cause and does not govern the District's right to release/non-reelect an Educational Administrator at the expiration of the Educational Administrator's appointments or apply to the termination of an educational administrator for cause.

B. Terms of Buy Out

1. If the District terminates an Educational Administrator without cause, the District will pay the Educational Administrator their salary from the date of termination until the expiration of the Educational Administrator's appointment, or for a period of twelve (12) months, whichever is less.
2. Payments to the Educational Administrator will be made on a monthly basis unless the parties agree in writing otherwise.
3. The term "salary" will include only the Educational Administrator's regular monthly base salary and will not include the value of any other stipends, reimbursements or benefits. All payments will be subject to applicable payroll deductions and will be treated as compensation for state and federal tax purposes.
4. Payments made pursuant to this termination without cause provision will be considered as final settlement pay and will not count for any CalSTRS and CalPERS purposes; accordingly, no deductions will be made for retirement purposes.
5. This Chapter is intended to meet the District's obligations and to comply with Government Code sections 53260-53264. If Government Code sections 53260-53264 are repealed, the parties will meet and discuss any necessary revisions to this section.

C. Retreat Rights

Any Educational Administrator subject to termination without cause shall retain their retreat rights as provided by law.

D. Mandatory Buy Out as a Resignation

If the District elects to terminate an Educational Administrator without cause, in exchange for the severance payment set forth above [B(1)], the Educational Administrator will be deemed to have voluntarily resigned from

the Administrator's position and the Educational Administrator acknowledges that they have been fully compensated for all tort, contract, and other damages to the maximum extent allowed by law.

E. Termination for Unlawful Fiscal Practices

If the Board believes, and subsequently confirms through an independent audit, that an Educational Administrator has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Educational Administrator solely upon written notice to Educational Administrator and Educational Administrator will not be entitled to the severance payment described above or any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

F. Abuse of Office

Should an Educational Administrator be terminated without cause and receive the severance payment described above, or receive a paid leave of absence, such paid leave or severance payment will be fully reimbursed to the District by the Educational Administrator if the Educational Administrator is convicted of a crime involving an abuse of their office or position. In addition, if the District funds the criminal defense of the Educational Administrator against charges involving abuse of office or position and the Educational Administrator is then convicted of such charges, the Educational Administrator will fully reimburse the District all funds expended for their criminal defense. This provision is intended to implement the requirements of Government Code sections 53243-53243.4.

CHAPTER VI: RESPONSIBILITIES

The Board of Trustees recognizes the importance of a management team for the purpose of fulfilling its legal responsibilities for the administration of public education in the Sierra Joint Community College District. While the Board of Trustees places emphasis upon participatory governance, nothing in this Handbook intends to limit the responsibility and authority of the Board of Trustees, Superintendent/President, and management to ultimately make decisions as prescribed by law.

Management will devote time, skills, labor and attention to managing, administering, and supervising the affairs of the administrative office, and will perform such other duties as are prescribed by law, Board Policy, or the direction of the immediate manager. To achieve effective accomplishment of these objectives and responsibilities, managers are not constrained by the usual time and productivity measurements, such as an 8-hour day, 40-hour workweek. Classified Confidential employees are non-exempt per Fair Labor Standards Act and are afforded the same rights and privileges as Classified employees insofar as hours and overtime affect the working conditions. It is recognized that these levels of participation will be accepted as a standard of performance by all employees designated as management. Educational Administrators, including board contract positions, Classified Management, and Classified Confidential employees will be provided written classification descriptions which specify their professional duties and responsibilities in accordance with Education Code Sections 72400 and 88001 as applicable.

CHAPTER VII: COMPENSATION

All Educational Administrators, Classified Management, and Classified Confidential employees will be paid according to a Board approved salary schedule and/or Board contract. A salary schedule reflecting the determined rates for each group may be found in Appendix B.

Compensation for all board contract positions will be established by the Board of Trustees.

A. Work Year

The length of the work year for full-time management personnel will be 260 days. The District recognizes holidays as specified by the Classified Calendar.

For purposes of retirement, to earn a full year of service credit during any fiscal year with CalPERS, employees must work at least:

- 10 full months if paid monthly
- 1,720 hours if paid hourly
- 215 days if paid daily

For purposes of retirement through CalSTRS, full-time employees earn a full year of service credit for each academic year they work as an Educational Administrator or two hundred sixty (260) days.

B. Length of Individual Employment Appointment – Educational Administrators

1. Individual Employment Appointment

   Educational Administrators will be employed pursuant to an appointment by the Board of Trustees. The length of employment will be specified in the Board action approving the appointment of each Educational Administrator. The length of employment will be governed by this Chapter [or applicable Education Code].

2. Successful Completion of Appointment

   An individual Educational Administrator's term of appointment will then be governed solely by the applicable provisions of law.

3. Length of Appointment

   a. The initial contract of all newly employed or promoted Educational Administrators will end on June 30 of the fiscal year in which the appointment is made.

   b. If the term of the initial appointment is less than ten (10) months and the Educational Administrator is reappointed, the second appointment will run for one complete school year from July 1 to June 30.

c. All appointments made subsequent to the initial appointment process as described in section 3(a) and 3(b) will be made for two (2) year periods, with the term of the appointment commencing on July 1 and ending on June 30.

d. Notwithstanding section 3(c), the District may make one (1) year appointments where the performance of the Educational Administrator is such that the District is unwilling to make a two (2) year appointment. In such cases, the District will provide the Educational Administrator with the reasons in writing and a remediation plan. The remediation plan will be developed in consultation with the affected Educational Administrator.

4. Renewal of Appointment

a. The renewal of an appointment of an Educational Administrator will be accomplished only by a vote of the Board of Trustees; however, an Educational Administrator's appointment will be automatically extended under its then existing terms if the District fails to provide the Notice of Non-Renewal in a timely manner, as set forth below.

b. Notwithstanding section 4(a), no automatic extension of an appointment will result in an Educational Administrator receiving an automatic salary adjustment in excess of legally allowable limits. (See Government code section 3511.1). If the Educational Administrator's appointment is renewed without affirmative board action, the Educational Administrator's salary after renewal may be increased but only up to legally allowable increases.

c. If the Board, at an open session regularly called meeting, ratifies the renewal of an Educational Administrator's contract that was previously renewed only as a result of not timely board action, the, notwithstanding section 4(b), the Educational Administrator's salary may be increased consistent with the provisions of this Agreement.

5. Non-Renewal of Appointment

The decision to renew the appointment of an Educational Administrator may be with or without cause, for any reason not prohibited by law.

6. Notice of Non-Renewal

a. On or before March 15 of the final year of an individual Educational Administrator's appointment, the District will provide written notice of non-renewal.

b. Notice of non-renewal will be sent by United States mail to the administrator's residence address on file with the District with a postmark no later than March 15.

c. Service of the notice of non-renewal as set forth above is deemed to be actual notice and personal service given on or before March 15 in conformance with all requirements of law even if the Educational Administrator actually receives the notice on or after March 15.

7. Contents of Notice of Non-Renewal

The Notice of Non-Renewal will state that the Educational Administrator's appointment is not being renewed. The expiration date of the appointment will be June 30 of the year in which the notice of non-renewal is used.

8. Retreat Rights Following Non-Renewal of Appointment

An Educational Administrator whose appointment has not been renewed may have retreat rights to a faculty position to the extent required by law.

9. Appeal of Decision Not to Renew Appointment

   a. The decision by the Board of Trustees not to renew the appointment of an Educational Administrator will be final.

   b. Educational Administrators may challenge the non-renewal of their appointment in court.

10. Salary Payments

All positions covered by this Handbook are paid monthly in twelve (12) equal payments on or about the last working day of the month.

11. Salary Placements – Educational Administrator

   a. The Educational Administrator Salary Schedule will be from Step 1 to Step 5. Initial placement will normally be on Step 1. Placement on other than Step 1 will be based on years of service in administrative positions in the District or other districts, subject to approval by the Superintendent/President.

   b. Educational Administrators who work 75% or more of the school days as described in Ed Code 87468-87470 will move up one step on the salary schedule each year (in accordance with section 4(b) above) until the top of the range is reached.

12. Salary Placement – Classified Managers and Classified Confidential Employees

   a. The Classified Managers and Classified Confidential Employees Salary Schedule will be from Step A to Step E. Initial placement will normally be on Step A. Placement on other than Step A will be based on years of service in administrative positions in the District or other districts, subject to approval by the Superintendent/President.

   b. Classified Managers and Unrepresented Employees will move up one step on the salary schedule each year on their anniversary date until the top of the range is reached.

13. Anniversary Date – Classified Managers and Classified Confidential Employees

   a. Progression within an assigned salary range on the salary schedule will be governed by the employee's anniversary date. Each employee's anniversary date will be established as follows:

      i. Employees appointed, promoted, or reappointed on or between the 1st and 15th days of the month, inclusive, will, for the purpose of eligibility for consideration for future salary step increases, have the 1st day of the same month as their anniversary date.

ii. Employees appointed, promoted, or reappointed on or between the 16th and the last day of the month, inclusive, will, for the purpose of eligibility for consideration for future salary step increases, have the 1st day of the following month immediately following as their anniversary date.

C. Longevity

1. Educational Administrators will be granted longevity pay as follows:
   a. At the beginning of the tenth year of service with the District – 3% above base pay.
   b. At the beginning of the fifteenth year of service with the District – 5.06% above base pay.
   c. At the beginning of the twentieth year of service with the District – 8.21% above base pay.
   d. At the beginning of the twenty-fifth year of service with the District – 13.62% above base pay.
2. Classified Management and Classified Confidential employees hired prior to July 1, 2012 will be granted longevity pay as follows:
   a. At the beginning of the tenth year of service with the District – 5% above base pay.
   b. At the beginning of the fifteenth year of service with the District – 11.30% above base pay.
   c. At the beginning of the twentieth year of service with the District – 19.09% above base pay.
   d. At the beginning of the twenty-fifth year of service with the District – 28.62% above base pay.
3. Classified Management and Classified Confidential employees hired July 1, 2012 and after will be granted longevity pay as follows:
   a. At the beginning of the tenth year of service with the District – 4% above base pay.
   b. At the beginning of the fifteenth year of service with the District – 8% above base pay.
   c. At the beginning of the twentieth year of service with the District – 12% above base pay.
   d. At the beginning of the twenty-fifth year of service with the District – 16% above base pay.

All permanent full-time service with the District will be counted toward longevity. An individual's original hire date, in a full time/permanent position with the District, will be used in determining longevity. Resignation or separation from the District removes all previous years of longevity.

D. Doctorate Stipend

All Classified Management, Educational Administrators, and Classified Confidential employees who earned a doctorate degree (PhD, EdD, JD) from an accredited educational institution will receive an additional five percent (5%) stipend above their base salary.

CHAPTER VIII: HEALTH AND WELFARE BENEFITS

The health and welfare benefits for Board Contract, Educational Administrators, Classified Management and Classified Confidential employees will be at least equal to those benefits provided to faculty, and classified staff. The term health and welfare benefits incorporate medical, dental, vision, retirement benefits, life and income protection (long-term disability) insurances.

Upon initial employment, Board Contract positions, Educational Administrators, Classified Management, and Classified Confidential employees will be eligible for enrollment into health and welfare benefits the first of the month following their initial date of employment.

A. Benefit Premium Coverage

The District's contribution for medical, dental and vision insurance will be negotiated with the bargaining units.

B. Flex Programs

1. The District agrees to a cafeteria plan (Internal Revenue Code Section 125) and an individual retirement savings plan (Internal Revenue Code Section 403b, tax sheltered annuity). Under IRC 125, benefit options such as employer-sponsored insurance premiums, out-of-pocket medical expenses, and dependent care can be paid with pre-tax dollars.
2. Employees are required to choose a medical plan, under the cafeteria plan. Elections for dental and vision coverage may not be required but will be determined by the District. IRC 125 premiums above the established District contribution can be paid with pre-tax dollars.

C. Medical Insurance

Health insurance will be provided for all full-time employees covered under this Handbook and their dependents.

D. Dental Insurance

Dental insurance will be made available to all full-time employees covered under this Handbook and their dependents. Available dental plans will be determined by the District and may change on an annual basis.

E. Vision Insurance

Vision insurance will be made available to all full-time employees covered under this Handbook and their dependents. Available vision plans will be determined by the District and may change on an annual basis.

F. Domestic Partner

1. The benefits of this Chapter relating to medical, dental, and vision and its proration only will be made available to domestic partners of full-time employees covered under this Handbook. For purposes of this Chapter, domestic partners will be defined as provided in California Family Code Section 297.
2. Termination of the domestic partnership will be determined by the provisions of Family Code Section 299. Notification of termination to Sierra College will be made in the manner described in Section 299 (c).
3. All provisions of Family Code Section 297, 298, and 299 will apply to this section.

G. Income Protection

Income protection may be provided for full-time employees covered under this Handbook. Such coverage will be determined by the District and may be renewed on an annual basis.

H. Life Insurance

Life insurance will be provided for full-time employees covered under this Handbook only. The District will pay the cost of a $25,000 life insurance policy and Accidental Death & Dismemberment (AD&D) policy. Such coverage will be determined by the District and may be renewed on an annual basis.

I. Medical Insurance for Retired Employees

1. Pre-November 27, 1984 Coverage

   Medical Insurance for Retired Managers Hired Before November 27, 1984 The District will pay the full cost of medical insurance for all ordinary and disability-retired employees covered under this Handbook, their spouses, and their dependent children. If a retired employee should die, their surviving spouse and dependent children will continue to be covered by the District until such time as the surviving spouse remarries. Medical insurance will be coordinated with Medi-Cal and Medicare at age 65.
2. Post-November 27, 1984 Coverage

   Medical Insurance for Retired Managers Hired after November 27, 1984 If permissible under contract in force with carriers at the time, the District will pay the full cost of medical insurance as set forth herein for an ordinary or disability-retired employee covered under this Handbook and their dependent(s) upon completion of five (5) years of service with the District. Medical insurance will continue in force until such times as the member is eligible for benefits under Part A and Part B of Medicare or any other governmental program. The employee will notify the District of other private and/or government coverage available to them at a level and cost similar to that offered hereunder, and the District will coordinate medical District coverage with such benefits, particularly Medicare or other government benefits. Upon notice of the death of a retired employee covered under this Handbook to the District, the District will continue medical insurance for the spouse until the spouse remarries, if such continuance is permissible under the

contract with the carriers at the time. This section will apply to all managers and their dependent(s) who retire pursuant hereto.

3. Post-July 1, 1988 Coverage

Medical Insurance for Retired Managers Hired After July 1, 1988 If permissible under contract in force with carriers at the time, the District will pay the full cost of medical insurance as set forth herein for an ordinary or disability-retired employee covered under this Handbook and their dependents upon completion of twelve (12) years of paid service until such time as the member is eligible for benefits under Part A and Part B of Medicare or any other governmental program. The employee will notify the District of other private and/or government coverage available to them at a level and cost similar to the offered hereunder, and the District, will coordinate medical District coverage with such benefits, particularly Medicare or other governmental benefits. Upon notice of the death of a retired employee covered under this Handbook of the District, the District will continue medical insurance for three (3) months for the dependents after the death of the retired employee covered under this Handbook, if such continuance is permissible under the contract with the carriers at the time. This section will apply to all employees and their dependents who retire pursuant hereto.

4. Post July 1, 1994 Coverage

Medical Insurance for Retired Managers Hired On or After July 1, 1994 Effective July 1, 1994, employees covered under this Handbook hired on or after this date may purchase medical insurance subject to carrier approval. The District's obligation to pay the cost of medical insurance for employees covered under this Handbook hired after June 30, 1994 is discontinued. Unfunded Liability will not apply to the employees hired after June 30, 1994.

5. Medical Insurance for Retirement Eligible Managers' Beneficiaries

Employees covered under this Handbook eligible for retirement medical benefits subject to this Chapter who have obtained the age of 55 eligibility for STRS or PERS ordinary retirement and subsequently die prior to retirement will have the medical insurance implemented as though the employee retired under STRS or PERS from the District.

J. Medical Benefits Trust for Permanent Employees Hired On or After July 1, 1994

1. This section will apply only to those permanent employees who participate in the Medical Benefits Trust as such employees are defined and eligible to participate as of July 1, 1994, and who are hired on or after July 1, 1994. This section does not apply to any employees eligible for retiree medical benefits under any provision of this agreement.
2. Beginning July 1, 2004, the District deducted one percent (1%) from each participating employee's base salary which was placed in the Medical Benefits Trust. The District matched this one percent (1%) of the employee's base salary. All eligible employees are required to participate. Since the one percent (1%)

employee contribution was from the employee's salary, the District reported such amount as salary for purpose of calculating retirement benefits.

3. Beginning December 1, 2019, all employee contributions ceased, and only the District will contribute one percent (1%) of the employee's base salary. All eligible employees are required to participate.

K. Dependent

Dependents, as used in this Chapter, will be defined by the respective carrier in accordance with the Internal Revenue's Code meaning of a dependent.

L. Enrollment

Upon initial employment, an employee covered under this Handbook must enroll in the above-described plans, if eligible, by the first of the month, following the initial date of employment or wait until the next open enrollment period. The open enrollment period normally falls in the month of August of each year with an October 1st effective date. An employee who fails to enroll by the first of the month and waits until the next open enrollment period may be required to submit evidence of insurability to the respective insurance carriers.

M. Commencement and Termination Date of Coverage

Upon initial employment, an employee covered under this Handbook will be eligible for health and welfare benefits the first of the month. Benefits will end the first of the month following the last day of employment.

N. Continuance of Health Benefits for Managers on a Leave of Absence without Pay

An employee who elects a leave of absence, without pay, for up to one (1) year will be afforded the opportunity to purchase the health insurance coverage (medical, dental, vision and life insurance) or up to one (1) year for themselves and their dependent(s). In order for the affected employee to be covered for the following month(s) payment must be received by the Business Office by the (8th) day of each month. It will be the employee's responsibility to find out when the first payment is due. Once a payment is missed, the employee may not be reinstated in the plan until the first of the month following their reemployment or return from an approved leave of absence without pay.

O. Continuance of Medical Insurance

1. An employee covered under this Handbook on medical leave of absence who is eligible and applying for disability allowance or for whom the District is applying for disability allowance will utilize all paid leaves first. Upon exhaustion of paid leaves, the employee will be considered on a leave of absence without pay.

2. Additional benefits may be provided in accordance with the Industrial Accident and Illness Leave for managers as per Education Code Section 87787, 87789, 88192, and 88196.
3. Since an employee may be receiving disability income protection, such premiums are waived by the disability policy including life insurance. Employees who are not eligible for disability allowance and are disabled due to a non-work-related injury will be placed on a leave of absence without pay upon the exhaustion of all paid leaves. Such employees are allowed to purchase the health and welfare subject to the provisions as outlined in this Agreement.

P. <u>Continuation of Health Insurance Coverage (Consolidated Omnibus Budget Reconciliation Act of 1985)</u>

Effective January 1, 1987, continuation of health insurance coverage (medical, dental, and vision) will be offered to protected beneficiaries who are enrolled in health insurance immediately before the qualifying events.

Q. <u>Protected Beneficiaries are defined as:</u>

1. Employees
2. Surviving spouses (widows and widowers) of covered employees and their dependents.
3. Divorced spouses and their dependents.
4. Legally separated spouses and their dependents.
5. Spouses of Medicare-eligible employees and their dependents if coverage is lost due to Medicare eligibility.
6. Dependent Children who cease to be covered as dependents under the generally applicable requirement of the plan.

R. <u>Qualifying Events as defined as:</u>

1. Termination of employment other than for wrongful cause.
2. Loss of eligibility due to reduction in employment hours.
3. Loss of dependent coverage because the employee becomes eligible for Medicare and loses eligibility.
4. Loss of dependent coverage because of the death of the employee.
5. Loss of dependent coverage because of divorce.
6. Loss of dependent coverage because the child reached the limiting age.

S. <u>Coverage Period</u>

Generally, individuals who lose coverage under qualifying events number 1 and 2 are permitted to continue coverage for eighteen (18) months. Individuals who lose coverage under qualifying events 3, 4, 5, and 6 are permitted to continue coverage for thirty-six (36) months.

T. Coverage Ceases

1. The requirement for coverage ceases after:
   a. Beneficiary fails to make timely payments under the plan.
   b. Beneficiary becomes covered under another group health plan as a result of employment, reemployment or remarriage.
   c. Beneficiary becomes entitled to Medicare benefits.
   d. The District provided plan ceases.

U. Cost of Coverage

Protected beneficiaries who elect coverage must submit the cost of the insurance monthly to the Plan Carriers or District designated Administrator. postmarked no later than the 30th of the month in which premium is due. The Carriers may require payments of cost for premiums not exceed one hundred two percent (102%) of the applicable premium.

V. Election

The individual with an occurring qualifying event may, within sixty (60) days of the event, elect to take the coverage.

W. Notice

1. The beneficiary may elect continuation coverage within sixty (60) days of death, divorce, or legal separation of the covered employee.
2. Employees are responsible for notifying the District of any changes in status in the event of a divorce, legal separation, or if the child becomes ineligible.
3. The District will notify its Administrator within thirty (30) days of the qualifying event or notification of the qualifying event. Within fourteen (14) days of receiving the District's notification, the Administrator will notify the beneficiary by mail to the beneficiary's last known address.

Note: The District and its Administrator will adjust and conform to all requirements as required by law. All notices utilized will be in compliance.

UNFUNDED LIABILITY FOR PRE 1994 MANAGERS

X. Contribution

For employees covered under this Handbook hired prior to July 1, 1994, the District will deduct one percent (1%) from each full-time employee's salary to be placed in a restricted fund for medical benefits for retirees. The District

will match this contribution of one percent (1%) of the employees' salary. The purpose of the fund is to guarantee fully paid life-time medical benefits for District Management retirees.

Y. Oversight of Unfunded Liability

1. A joint labor management benefit committee will be established per the Bylaws of the Futuris Trust.
2. The purpose of this committee is to oversee the restricted fund and to recommend modifications to the contributions as needed; to analyze alternative benefit structures and recommend implementation of new and/or revised benefit plans; to review all payroll processes and to recommend changes as needed.
3. The joint committee will establish procedures for administering the fund and may develop an annual report for all employees regarding the fund. This committee will meet on a regular basis and evaluate the unfunded liability of the retiree medical benefit, investments, and interests on the contributions and determine when the fund is solvent or determine when to start or stop contributions to the fund.

Z. Distribution of Funds Upon Resignation of Employment

Employees who do not elect to retire or who are not eligible for retirement at date of resignation will have their contributions refunded. Employer contributions for those employees will remain in the fund.

AA. Refusal of District Medical Benefits

Any employee covered under this Handbook who refused District medical benefits will make the one percent (1%) contribution to the fund. Employees refusing medical benefits will not be eligible for retiree medical benefits, unless they contribute to the fund.

BB. Discontinuation of Fund

If the fund is discontinued for any reason, the employees will be paid the amount of employee contributions paid into the fund up to the time of termination. The District will determine the procedures and any other related questions regarding the fund at that time.

CC. Refund of Employee Contributions

Employees who have had payroll deductions for the Post-Retirement Medical Benefit and who are permanently separated for other than retirement from the employment of the District will automatically receive a refund, unless otherwise directed by the separating employee, of all their contributions plus interest through the preceding June 30. Employees may elect to receive their refund on June 30 of the separated fiscal year and will receive interest through that date.

DD. Interest Earning on Contributions

The interest which will be applied to the employee's contribution at June 30 of each year is established by the Management and Labor Benefits Committee. The rate paid will be annually calculated at four percent (4%) simple interest for the individual's actual contributions as averaged for the fiscal year with all funds invested in the "Post Medical Retirement Benefit Trust Fund" held in the Placer County Treasury.

CHAPTER IX: EVALUATION PROCESS

Preface

The evaluation procedure will serve as an instrument to measure and improve the effectiveness and efficiency of the employee. The primary purpose of the evaluation is to assess an individual's strengths and weaknesses as observed by the immediate manager(s).

A. Evaluations for First Year and Probationary Managers

First year and probationary managers will be evaluated using the process below:

Step One:

First year and probationary managers will be evaluated within the first two (2) to five (5) months of employment. Within the first few weeks of the hire date, the new manager will meet with their manager to identify core tasks to be completed during the first two (2) to five (5) months of employment. Core tasks will be identified from any of the following: the manager's job description, ePAR information, District goals and priorities, ACCJC accreditation standards, regulatory standards, the Performance Criteria listed in Appendix C, Title 5 section 53605 and other relevant information. At least one (1) of the core tasks shall focus on the evaluee's role in meeting the equity related goals of the District. The jointly determined core tasks will be noted on the Performance Assessment Report ("Report" in Appendix C). The manager and their immediate manager will also identify related assessment criteria for each core task. These core tasks and related assessment criteria will be used as the framework for reviewing job performance for the first two (2) to five (5) months of employment. In the event that the manager and their immediate manager are unable to agree on the core tasks or assessment criteria, the immediate manager will determine the core tasks and assessment criteria but may note any disagreement in the Report by briefly identifying the areas of disagreement and the reasons therefore. The evaluation will be done in accordance with Title 5 section 53605 regarding Diversity, Equity, Inclusion and Accessibility. Educational and other Administrators shall include DEIA and anti-racist principles into existing policies and practices, funding allocations, decision-making, planning, and program review processes. These processes shall take into account the experience and performance of students and colleagues of diverse backgrounds, and work to close equity gaps in student outcomes and hiring.

Step Two: Review of Core Tasks and Assessment Criteria by Next Level Manager

The immediate manager may submit the core tasks and assessment criteria for review by the next level manager who may alter them. After the next level manager has approved the core tasks and assessment criteria, the manager will be provided with a written copy of them in the form of the Report and the manager and their immediate manager will review them.

Step Three: Performance and Assessment of Core Tasks

During the review period, the manager will perform the core tasks. At the end of the review period, the manager will meet with their immediate manager to assess progress toward the core tasks using the agreed-upon assessment criteria that should include elements from Title 5 section 53605 whenever possible. At this meeting, the manager and their immediate manager will also set the core tasks and assessment criteria to be used during the next performance cycle.

Step Four: Written Review of Performance

The written review of performance will include a written self-evaluation by the manager followed by a written narrative evaluation by the immediate manager using the Report form. These written evaluations will include a review of the manager's performance of the core tasks as measured by the stated assessment criteria established in steps one and two. Prior to producing the final Report, the immediate manager will have met with the manager to discuss the manager's performance. After drafting the final Report, the manager will check in with the manager to resolve any areas of disagreement and make other such changes as are necessary to the final document. In the event that areas of disagreement cannot be resolved, the immediate manager will include in the Report a description of the unresolved disagreements. Following the preparation of the final Report, the immediate manager will present a copy to the Manager, who will sign the Report. The manager's signature indicates only receipt of the report and does not constitute proof of agreement with its contents. If the manager refuses to sign the Report, the immediate manager will note this on the Report. The Report will then be reviewed by the next level manager (if any), the Vice President of Human Resources, and the Superintendent/President or designee. The Report will then be placed in the manager's personnel file.

B. Evaluations for Continuing Managers

Continuing managers will be evaluated using the process described below:

Step One: Identify Core Tasks and Assessment Criteria

At the start of the performance cycle (usually the anniversary of the hire date), the manager and their manager will meet to identify core tasks to be reviewed during the performance cycle. Core tasks will be identified from any of the following: the manager's job description, ePAR information, District goals and priorities, ACCJC accreditation standards, regulatory standards, the Performance Criteria listed in Appendix C, Title 5 section 53605 and other relevant information. At least one (1) of the core tasks shall focus on the evaluee's role in meeting the equity related goals of the District. The jointly determined core tasks will be noted on the Performance Assessment Report ("Report" in Appendix C). The manager and their immediate manager will also identify related assessment criteria for each core task. These core tasks and related assessment criteria will be used as the framework for reviewing job performance for the year under review. In the event that the manager

and their immediate manager are unable to agree on the core tasks or assessment criteria, the immediate manager will determine the core tasks and assessment criteria but will note any disagreement in the Report by briefly identifying the areas of disagreement and the reasons therefore. The evaluation will be done in accordance with Title 5 section 53605 regarding Diversity, Equity, Inclusion and Accessibility. Educational and other Administrators shall include DEIA and anti-racist principles into existing policies and practices, funding allocations, decision-making, planning, and program review processes. These processes shall take into account the experience and performance of students and colleagues of diverse backgrounds, and work to close equity gaps in student outcomes and hiring.

Step Two: Review of Core Tasks and Assessment Criteria by Next Level Manager

The immediate manager may submit the core tasks and assessment criteria for review by the next level manager who may alter them. After the next level manager has approved the core tasks and assessment criteria, the manager will be provided with a written copy of them in the form of the Report and the manager and their immediate manager will review them.

Step Three: Performance and Assessment of Core Tasks

During the review year, the manager will perform the core tasks. At the end of the review year, the manager will meet with their immediate manager to assess progress toward the core tasks using the agreed-upon assessment criteria. At this meeting, the manager and their immediate manager will also set the core tasks and assessment criteria to be used during the next performance cycle.

Step Four: Written Review of Performance

The written review of performance will include a written self-evaluation by the manager followed by a written narrative evaluation by the immediate manager using the Report form. These written evaluations will include a review of the manager's performance of the core tasks as measured by the stated assessment criteria established in steps one and two. Prior to producing the final Report, the immediate manager will have met with the manager to discuss the manager's performance. After drafting the final Report, the manager will check in with the manager to resolve any areas of disagreement and make other such changes as are necessary to the final document. In the event that areas of disagreement cannot be resolved, the immediate manager will include in the Report a description of the unresolved disagreements. Following the preparation of the final Report, the immediate manager will present a copy to the Manager, who will sign the Report. The manager's signature indicates only receipt of the report and does not constitute proof of agreement with its contents. If the manager refuses to sign the Report, the immediate manager will so note this on the Report. The Report will then be reviewed by the next level manager (if any), the Vice President of Human Resources, and the Superintendent/President or designee. The Report will then be placed in the manager's personnel file.

C. Evaluations for Remediation

If remediation for poor performance is necessary, using the evaluation process described in Steps One through Four, a manager will be re-evaluated quarterly at 3, 6, and 11 months from the date of the unsatisfactory evaluation. As described in Evaluations Steps One through Four, core tasks, check-in meetings, self-evaluations, and manager Reports will be completed until the documented deficiencies are corrected.

D. Classified Confidential Employees

Classified Confidential Employees will be evaluated in accordance with the procedures in existence for represented Classified personnel. A first-year employee is considered on probation for six (6) months or 130 days in paid status, whichever is longer, from the date of hire. All other employees are considered regular employees. Probationary employees will be evaluated at the 2nd, 4th and 5th month. A regular employee will generally be evaluated annually in their anniversary month whenever practicable. The evaluation will be done in accordance with Title 5 section 53605 regarding Diversity, Equity, Inclusion and Accessibility. Staff members shall promote and incorporate culturally affirming DEIA and anti-racist principles to nurture and create a respectful, inclusive, and equitable learning and work environment. In conducting their duties, staff members shall respect and acknowledge the diversity of students and colleagues.

Evaluation Process:

1. Methodology

   The Classified Confidential Employee Evaluation form will be utilized to evaluate a probationary or regular Classified Confidential Employee. (Appendix D). The evaluation will be based only on factual data of job performance including direct observation of the employee.

2. Process

   The immediate manager, after completing the evaluation, will meet with the employee to discuss the evaluation. Upon completion of the meeting, both manager and the employee will sign the evaluation. The employee may write their comments to the evaluation. If the employee wishes to attach their comments at a later date, they may do so within five (5) working days of the date of the evaluation. The employee will be given a copy of the evaluation, and a copy will be placed in the employee's personnel file.

Overall Evaluation Ratings

Outstanding – Total work performance is definitely superior and well above the standards of performance required for the position. It reflects exceptional characteristics and should be listed only in rare instances.

Very Satisfactory – Total work performance exceeds the standards of performance required for the position. It reflects added effort asserted by the employee and should be recognized as such.

Satisfactory – This is performance of a fully competent employee. It is the performance level which every employee should expect to reach.

Improvement Needed – This evaluation means that identifiable weaknesses in the employee's work performance has been observed.

Unsatisfactory – This means that the District is not warranted in continuing the employee in the public service.

CHAPTER X: LEAVES OF ABSENCE

A. Vacation

Accruals

Board contract positions, Educational Administrators, Classified Management, and Classified Confidential Employees are entitled to one hundred seventy-six (176) hours/twenty-two (22) days of annual vacation. Board contract positions, Educational Administrators, Classified Management, and Classified Confidential Employees vacation will accrue at the rate of 14.667 hours/1.8333 days per month. Less than full-time positions will receive prorated vacation hours based on their percentage of full-time employment. Accruals will be posted to each employee's record on the last workday of each month. Vacation should be taken for rest and recuperation purposes during the year in which it is earned.

Employees may accrue vacation up to a cap of two hundred sixty-four (264) hours/thirty-three (33) days. Once an employee reaches the vacation cap all future accruals will be forfeited until the employee's accrual balance falls below the cap. A one (1) month grace period will be allowed to accommodate the District's vacation reporting procedures, which are one-month post utilization. For employees at or near the maximum, vacation hours taken will be accounted for prior to accruals being granted.

B. Sick Leave

Accruals

Board contract positions, Educational Administrators, Classified Management, and Classified Confidential Employees will receive ninety-six (96) hours of sick leave per year at the rate of eight (8) hours per month. Less than full-time positions will receive prorated sick leave hours based on their percentage of full-time employment. At the beginning of each fiscal year, the annual amount of sick leave granted under this section will be credited to each employee. Unused sick leave may be accumulated without limit.

Sick Leave Usage

At the beginning of each fiscal year, the full amount of sick leave granted under this section will be available to board contract positions, Classified Management, and Classified Confidential Employees. Sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. An employee who leaves the District and has used more sick leave than earned will have the appropriate amount deducted from their final paycheck. A new employee of the District may not use more than the proportionate amount of sick leave actually earned until the employee has reached the first day of the calendar month after completion of six (6) months of active services.

Pay for any day of paid sick leave will be the same as the pay which would have been received had the employee covered under this Handbook served the day of illness. Exempt employees may not use sick leave in increments of less than one day [per FLSA – exempt status]. Non-Exempt employees may use sick leave in fifteen (15) minute increments.

Upon retirement, unused sick leave will be coordinated with the retirement system which is established by law.

An employee covered under this Handbook who must be absent due to illness or injury must notify their immediate manager or designee of intended absence prior to the start of the workday. If conditions make prior notification impossible, the employee will notify their immediate manager explaining the reason for the absence as soon as circumstances permit.

An employee covered under this Handbook absent for three (3) working days or more may be required to present a physician's statement stating the nature of the illness or injury and the date the employee is able to return to work.

Where the Superintendent/President or their designee has reasonable cause to believe the employee covered under this Handbook is abusing sick leave privileges, the Superintendent/President or their designee will notify the employee in writing and may require the employee to provide a physician's statement to verify the employee was unable to come to work due to the illness or injury.

C. <u>Additional Sick Leave</u>

Additional Sick Leave provides additional leave following exhaustion of all sick leave balances. At the beginning of each fiscal year, Classified Management and Classified Confidential Employees will be credited with a total of one hundred (100) working days of paid additional sick leave which will be compensated at not less than fifty percent (50%) of the employee's regular pay. Additional sick leave does not accumulate year to year.

In accordance with Education Code Section 88196 classified employees (Classified Management and Confidential) are entitled to Extended Illness Leave. For purposes of counting, the 100-day count will begin on the first day of absence.

In accordance with Education Code Section 87780 academic employees (Educational Administrators) are entitled to Extended Illness Leave.

The amount an employee covered under this Handbook is paid while such leave is running will not exceed

the employee's regular pay. Additional sick leave can only be used for extended illnesses or injuries. In any event, the absence or illness must be verified by a physician.

D. Bereavement Leave

The District agrees to grant necessary leave of absence with pay at full salary not to exceed five (5) working days, up to forty (40) hours, on account of the death of any family member of the immediate family of the employee.

Members of the immediate family will mean:

Spouse, domestic partner who has been formally certified pursuant to the certification procedures required by state law, children, parents, grandparents, sisters, brothers, parents-in-law, sons-in-law, daughters-in-law, grandparents-in-law, sisters-in-law, brothers-in-law, aunts, uncles, nieces and nephews, foster children, step-children, step-parents, adopted children, foster parents, legal guardians, grandchildren of the employee or employee's spouse, or any other relative living in the immediate household of the employee or any person serving in loco parentis. For purposes of the leave Chapter only, an individual who is named on the emergency card or personnel action form of an employee will also qualify as a member of the immediate family.

It will be the employee's responsibility to verify (i.e., original or copy of Memorial Program, Obituary or Public Notice of Death) a bereavement leave upon return to work. Bereavement leave stands alone and will not be deducted from other leave entitlements.

The Superintendent/President may grant additional days of absence with compensation in cases of demonstrated need.

E. Reproductive Loss Leave

The District agrees to grant leave for reproductive loss as required by Government Code Section 12945.6. A reproductive loss event covered under this Section may include failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Parameters of this leave in accordance with the Government Code Section above include, but are not limited to:

- should generally be used within three (3) months of the reproductive loss event,
- does not need to be taken on consecutive working days,
- documentation is not required,
- up to five (5) working days may be used per reproductive loss event,
- no more than twenty (20) working days within a twelve (12) month period may be used, and
- accrued leaves may be utilized.

Please contact Human Resources for more information and/or to utilize this leave.

F. Holidays

This District recognizes eighteen (18) holidays as established by the Board of Trustees.

G. Personal Necessity Leave

A maximum of six (6) days of absence per fiscal year from sick leave may be used by an employee in a board contract position, Educational Administrator, Classified Management and Classified Confidential Employee at their election, in case of personal necessity, for any of the following reasons:

1. Death of a member of the employee's immediate family when additional leave is required beyond that provided in the bereavement leave provision. Immediate family is defined in the bereavement leave section.
2. Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family.
3. Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with lawful jurisdiction.
4. Other reasons, solely with prior approval and within the discretion of the Superintendent/President or designee.
5. Up to four (4) days may be utilized by the employee for personal business with twenty-four (24) hours prior notification to the manager if circumstances permit.

When circumstances permit, employees covered under this Handbook are required to request personal necessity leave from their immediate manager prior to the beginning of the workday in which the absence is requested.

It will be the manager's responsibility to verify the nature of the absence, if applicable, immediately upon return.

Personal necessity leave is charged against sick leave. Personal business leave is included in, and is not separate from, personal necessity leave.

H. Jury Duty

The District agrees to grant an employee covered under this Handbook called for jury duty leave of absence without loss of pay for the time the employee is required to perform jury duty during the employees regularly assigned working hours. Any fees received from jury service rendered during any portion of the employee's regularly assigned work hours will be turned over to the Payroll Department. Employees called to jury duty service must submit proof of attendance as provided by the court in order to receive regular full pay. An

hourly employee must return to work if released from jury duty with at least four (4) hours remaining in their scheduled workday.

I. Military Leave

Employees of the District will be granted military leave to which they are entitled to, under law. Employees covered under this Handbook will be required to request military leaves in writing from their managers and, upon request, to supply the District with orders and status reports.

J. Birth and Adoption Leave

An employee covered under this Handbook is entitled to up to ten (10) days paid leave each year (non-accumulative) for the purpose of childcare after birth or adoption, processing an adoption, or for pregnancy-related illness. Such leave may run concurrently with the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA) as allowed by law.

K. Leaves of Absence without Pay

Leave of absence without pay may be granted to an employee covered under this Handbook upon written request of the employee and the approval of the immediate manager, the President and the Board of Trustees.

Leaves of absence without pay may be granted for a period not to exceed one (1) year. During periods of absence without pay, benefits, vacation, sick leave, and seniority will not accrue.

Upon return from a leave of absence without pay, benefits, vacation, sick leave, and seniority will resume based upon the employee's status prior to the leave of absence without pay.

Upon returning from a leave of absence without pay, the employee will assume the duties of their absented position provided that during the period of absence there has been no change in the employee's capacity to meet the requirements of the position. When the employee's position is no longer available, the employee will be afforded whatever right the Education Code attaches to the circumstances causing the non-availability of the position.

L. Industrial Accident and Illness Leave

All employees covered by this Handbook that sustain an injury or illness arising directly out of and in the scope of their employment may be eligible for a maximum of sixty (60) workings days of paid industrial accident and illness leave in any one fiscal year. This leave will not accumulate from year to year. Industrial accident or illness leave will commence on the first day of absence. Payments for wages lost on any day will not, when added to an

award granted under workers' compensation laws of the state, exceed the employee's normal wage for the day. Industrial accident and illness leave will be reduced by one day for each day of authorized absence, regardless of a compensation award made under workers' compensation. When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee will be entitled only that amount remaining at the end of the fiscal year, in which the industrial injury or illness occurred, for the same illness or injury.

CHAPTER XI: ASSIGNMENT/REASSIGNMENT

A. Assignment

Assignment means the initial placement, in a position, of an Employee covered under this Handbook.

B. Reassignment

1. Reassignment means the movement of an employee covered under this Handbook from their present position to another position covered by this Handbook.
    a. An employee covered under this Handbook may be reassigned to meet the needs of the District.
    b. An employee covered under this Handbook may request reassignment at any time in writing to the Superintendent/President and/or Human Resources.
    c. Reassignment will be made in accordance with the following procedures:
        i. The affected employee covered under this Handbook will be given written notice of their reassignment.
        ii. The affected employee covered under this Handbook may meet with their manager and/or Human Resources to discuss the reasons for the reassignment.
    d. Permanent reassignment to a faculty position:
        i. Originally hired as faculty – when a board contract position or a regular contract position is reassigned to a faculty position, they shall be granted year-for-year credit on the faculty salary schedule for each year of employment with the District, beginning with the step and class the employee held at the time of assignment to the board contract position or the Educational Administrator position. The combined credit for years of service as a member of the faculty and the credit for years of service as a board contract employee or Educational Administrator shall not be less than seven.
        ii. When a board contract position or Educational Administrator is assigned to a faculty position, they shall be granted year-for-year credit added on to the Faculty Salary Schedule with the District, beginning with Step 7 of the appropriate class on the Faculty Salary Schedule. Placement at Class B, C, or D will be dependent upon the employee having met the prerequisites of Class B, C, or D.

Once placed at the appropriate class, employee movement from one class to a higher one (B to C or C to D) shall be accomplished in accordance with the provisions of Board Policy.

C. Pay and Benefits

Pay and benefits, such as longevity increments, health and welfare accruals, vacation accruals, sick leave accruals and salary schedule advancement, will be based on the original date of hire (not including Board Contract positions, see Board contracts).

D. Assignment Changes

From time to time, the District may find it necessary to add substantial new responsibilities to an existing position on a temporary or permanent basis. The District and the management representatives may meet and confer over the impact of these added duties, including but not limited to the length of the additional responsibilities, effects on the employee's workload, and delegation of other responsibilities currently carried out by the employee at the request of the District, management representatives or the employee.

CHAPTER XII: DISPUTE RESOLUTION PROCEDURE

A. Eligibility

Educational Administrators, Classified Managers, and Classified Confidential Employees may utilize the dispute resolution procedure outlined in this Handbook.

B. Purpose

The purpose of the dispute resolution procedure is to attempt to secure an expeditious and equitable resolution to interpretations or applications of this Handbook.

C. Process

The dispute resolution procedure must be initiated by the employee within fifteen (15) days of the act or omission giving rise to the dispute. The dispute resolution must be filed with the Vice President, Human Resources in writing.

Step 1 - Informal Level

The collaborative process encourages employees covered under this Handbook to solve the dispute at the lowest level. The informal level is a meeting between the employee and their manager to attempt to resolve the dispute.

Step 2 - Formal Level

If there is no resolution at Step 1, the issue advances to Step 2. Step 2 requires a meeting between the employee, the employee's manager and the next level manager, if applicable. The purpose of the meeting is to attempt to resolve the dispute.

Step 3 - Vice President of Human Resources

If there is no resolution at Step 2, the dispute may advance to Step 3. The employee, the employee's manager and the Vice President of Human Resources or their designee, will meet to attempt to resolve the dispute.

Step 4 - Superintendent/President Review

If there is no resolution at Step 3, the employee may request review of the dispute by the Superintendent/President or their designee. A decision of the Superintendent/President related to the dispute shall be the final resolution of the matter.

CHAPTER XIII: DISCIPLINE AND DISCHARGE

A. General

Disciplinary actions, for the purposes of this Handbook, are defined as a written reprimand, suspension without pay (excluding unpaid leave of absence), and reduction in pay not the result of layoff procedures. A release from probation is not considered a disciplinary action.

Board contract positions are not covered by the provisions of the Discipline and Discharge Chapter.

B. Basis for Disciplinary Action

An employee will be subject to disciplinary action based on just cause. Where appropriate, the District will adhere to the principles of progressive discipline. The concept of progressive discipline is to provide the employee with the opportunity and assistance to correct unsatisfactory job performance or behavior. In such a system, discipline proceeds through various levels leading to more and more severe action until the employee corrects the conduct or is terminated. The level at which discipline for a particular infraction is initiated depends upon the severity of the misconduct.

C. Administrative Leave

The District may place an employee on administrative leave to investigate acts or conduct.

D. Notice of Disciplinary Action

An employee will receive written notice of the disciplinary action. The notice of disciplinary action will be placed in the employee's personnel file.

CHAPTER XIV: PERSONNEL FILE

A. General Provision

There will be one (1) official District personnel file for each employee covered under this Handbook maintained in the District's Human Resources Office. The District Human Resources Office will maintain the personnel file in addition to other documents not listed.

B. Contents of Personnel File

1. The personnel file may consist of the following materials developed and received in the course of District business.
2. Initial Employment Record
   - Application
   - Supplement Application(s)
   - Transcripts of Academic Records
   - Verification of Related Work Experience
   - Health Verification Document(s)
   - Approval of Employment – Board Action
   - Retirement Documents
   - I-9
   - Sick Leave Transfer
3. Service Records
   - Evaluation Reports
   - Written Complaints and Disciplinary Actions
   - Written Rebuttals to Written Complaints and Disciplinary Actions
   - Letters of Recommendation
   - Workplace Policy/Procedure Acknowledgements
   - Employee Salary/Benefit Data forms
   - Periodic Evidence of Tuberculin Assessment
   - Verification of Employment Forms
   - Training Documents
4. Derogatory Materials

   Other derogatory materials not listed above that are considered appropriate for inclusion by the Chief Human Resources Officer (CHRO) will first be forwarded to the employee. The employee will have ten (10) days from the receipt of the materials to provide written response which will be attached.

C. <u>Access to Personnel Files</u>

1. An employee may, by request, inspect their personnel file in the Human Resources Office.
2. The employee's request for inspection will be during a time when they are not required to render service to the District.
3. Inspection of the employee's personnel file is not to include ratings, reports, or records which:
   - were obtained prior to the employment of the person involved;
   - were prepared by identifiable examination committee members, or;
   - were obtained in connection with a promotional examination.
4. Personnel files will not be removed from the Human Resources Office without prior approval of the CHRO or designee.
5. Personnel files will be inspected in the presence of an official of the Human Resources Office or other designated management employee.
6. The employee may be accompanied by a representative when inspecting their file. Anyone other than an appropriate District employee must have written authorization by the employee, if not accompanied by them.

CHAPTER XV: TECHNOLOGY DEVICES

At its sole discretion, the District may decide to provide an employee with technology devices it deems appropriate. Technology devices include but are not limited to a laptop computer, wireless email device, or other technology devices the District deems appropriate. If the District decides to provide an employee with a technology device(s), the District may pay any costs and/or expenses associated with owning, licensing, operating and maintaining the technology device(s). All technology devices referenced in this section, and provided to the employee, are the property of the District and the District will have the right to control the access to, and use of, technology devices through the District's personnel policies, risk management policies or any other relevant policy. Technology devices are provided to facilitate performance of the employee's employment obligations on behalf of the District. The employee may use a technology device for personal use within reasonable limits and in a manner consistent with the District's personnel policies, risk management policies and other relevant policies. Upon receipt of a District-provided technology device, the employee agrees that they will not use the technology device in any manner that is inconsistent with District policies.

CHAPTER XVI: DISCRIMINATION AND HARASSMENT

For the most up to date policies and procedures related to discrimination and harassment, please click on the links below:

Board Policy 3420	Equal Employment Opportunity
Board Policy 3430	Prohibition of Harassment
Administrative Procedure 3435	Discrimination and Harassment Complaints and Investigations

CHAPTER XVII: DISTRICT EMERGENCIES

A. It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control the business of the District to the full extent of the law, unless limited by the specific and express terms of this Handbook, and then only to the extent such specific and express terms are in conformance with the law.

B. In cases of emergency, however, the District may take reasonable action which might otherwise amend this Handbook for the duration of the emergency. Before taking such action, the District will make every reasonable effort to consult with the Meet and Confer Team concerning what appropriate action should be taken.

C. An emergency shall be defined as an unforeseen set of circumstances that would constitute imminent danger to personnel or property such as fire, flood, and other acts of God.

APPENDIX A – BOARD CONTRACT POSITIONS AND NON-CONTRACT POSITIONS

Board Contract Positions

Superintendent/President
Assistant Superintendent/Vice President – Administrative Services
Assistant Superintendent/Vice President – Human Resources
Assistant Superintendent/Vice President – Instruction
Assistant Superintendent/Vice President – Student Services

Educational Administrators

Executive Dean – Nevada County Campus
Executive Dean – Student Equity & Completion
Executive Dean – Workforce and Strategic Initiatives
Dean – Allied Health
Dean of Career, Continuing & Technical Education
Dean of Kinesiology / Athletic Director
Dean of Professional and Organizational Development & Distance Learning
Dean, Liberal Arts
Dean, Library, Learning Resources
Dean, Planning, Research & Resource Development
Dean, Sciences & Mathematics
Dean, Student Services
Dean, Tahoe Truckee Campus
Associate Dean, Business & Technology
Associate Dean, Continuing Education, Business & Technology Division
Associate Dean, Kinesiology / Assistant Athletic Director
Associate Dean, Liberal Arts
Associate Dean, Sciences & Mathematics
Associate Dean, Student Services
Program Director, Distance Learning
Program Director, Dual Enrollment
Program Director, Health Services
Program Director, Special Programs and Services

Classified Supervisors

Chief Technology Officer
Director of EEO Diversity Title IX
Director of Finance
Director of Fiscal Services
Director of General Services
Director of Human Resources
Director of Marketing & Community Relations
Director, Enrollment Services – Admissions & Records
Director, Enrollment Services – Financial Aid
Director, Facilities Development & Construction Management
Director, North Far North Regional Consortium
Director, Student Success
Deputy Director, Facilities Development & Construction Management
Deputy Director – Technology Infrastructure and Operations
Deputy Director – Applications and Development
Deputy Director – ITS Security and Cloud Architecture
Manager, Technical Support Services
Chief of Security
Deputy Title IX Coordinator – EEO & Employee Relations Investigator
Financial Aid Program Manager
Manager, Finance
Manager, Residence Life, Housing & Conduct
Outreach Manager
Plant Operations Supervisor II
Program Manager, Basic Needs and Support Services
Program Manager, Student Engagement
Program Manager – Director Natural History Museum
Program Manager – Osher Lifelong Learning Institute (OLLI)
Program Manager – Transition to Independent Living Program
Program Manager – Workforce Innovation
Purchasing Manager
Safety and Emergency Preparedness Coordinator
Career and Transfer Connections Manager
Manager, Workforce Development

Marketing Project Manager

Applications Product Manager

Community Safety Supervisor II

Plant Operations Supervisor

Supervisor, Housing Operations

Supervisor, Native American Student Support and Success Program

Supervisor, Resident LifeSupervisor, Student Services – NCC

Supervisor, Undocumented and International Support Services

Supervisor, Rising Scholars

Community Safety Supervisor I

Classified Confidential Positions

Executive Assistant to the President

Information Systems Specialist - Human Resources

Executive Assistant – Office of the Vice President

1 **APPENDIX B – SALARY SCHEDULES**

SIERRA COMMUNITY COLLEGE DISTRICT MANAGEMENT 2026/27 SALARY SCHEDULE

EDUCATIONAL ADMINISTRATOR	SALARY	Step E	Range	Days
Vice President-Administrative Services	$223,229.00	$271,336.00		260
Vice President-Human Resources	$223,229.00	$271,336.00		260
Vice President-Instruction	$223,229.00	$271,336.00		260
Vice President-Student Services	$223,229.00	$271,336.00		260
Executive Dean, Nevada County Campus	$182,668.20	$205,594.67		260
Executive Dean, Student Equity & Completion	$182,668.20	$205,594.67		260
Executive Dean, Workforce & Stratigic Initiatives	$182,668.20	$205,594.67		260
Dean-Allied Health	$170,554.27	$191,960.34		260
Dean of Career, Continuing & Technical Education	$170,554.27	$191,960.34		260
Dean of Kinesiology/Athletic Director	$170,554.27	$191,960.34		260
Dean of Professional and Organizational Development & Distance Learning	$170,554.27	$191,960.34		260
Dean, Liberal Arts	$170,554.27	$191,960.34		260
Dean, Library, Learning Resources	$170,554.27	$191,960.34		260
Dean, Planning, Research & Resource Development	$170,554.27	$191,960.34		260
Dean, Sciences & Mathematics	$170,554.27	$191,960.34		260
Dean, Student Services	$170,554.27	$191,960.34		260
Dean, Tahoe Truckee Campus	$170,554.27	$191,960.34		260
Associate Dean, Business & Technology	$159,183.90	$179,162.89		260
Associate Dean, Continuing Education, Business & Technology Division	$159,183.90	$179,162.89		260
Associate Dean, Kinesiology/Assistant Athletic Director	$159,183.90	$179,162.89		260
Associate Dean, Liberal Arts	$159,183.90	$179,162.89		260
Associate Dean, Sciences & Mathematics	$159,183.90	$179,162.89		260
Associate Dean, Student Services	$159,183.90	$179,162.89		260
Program Director, Distance Learning	$148,557.11	$167,202.33		260
Program Director, Dual Enrollment	$148,557.11	$167,202.33		260
Program Director, Health Services	$148,557.11	$167,202.33		260
Program Director, Special Programs and Services	$148,557.11	$167,202.33		260
CLASSIFIED SUPERVISORY	**Step A**	**Step E**	**Range**	**Days**
Chief Technology Officer	$169,759.52	$206,343.75	S26	260
Director of EEO Diversity Title IX	$153,976.89	$187,159.87	S24	260
Director of Finance	$153,976.89	$187,159.87	S24	260
Director of Fiscal Services	$153,976.89	$187,159.87	S24	260
Director of General Services	$153,976.89	$187,159.87	S24	260
Director of Human Resources	$153,976.89	$187,159.87	S24	260
Director of Marketing & Community Relations	$153,976.89	$187,159.87	S24	260
Director, Enrollment Services - Admissions & Records	$153,976.89	$187,159.87	S24	260
Director, Enrollment Services - Financial Aid	$153,976.89	$187,159.87	S24	260
Director, Facilities Development & Construction Management	$153,976.89	$187,159.87	S24	260
Director, North Far North Regional Consortium	$153,976.89	$187,159.87	S24	260
Director, Student Success	$153,976.89	$187,159.87	S24	260
Deputy Director, Facilities Development and Construction Management	$133,011.02	$161,675.73	S21	260
Deputy Director - Technology Infrastructure and Operations	$133,011.02	$161,675.73	S21	260
Deputy Director - Applications and Development	$133,011.02	$161,675.73	S21	260
Deputy Director - ITS Security and Cloud Architecture	$133,011.02	$161,675.73	S21	260
Manager, Technical Support Services	$120,644.92	$146,644.65	S19	260
Chief of Security	$114,899.92	$139,661.58	S18	260
Deputy Title IX Coordinator - EEO & Employee Relations Investigator	$114,899.92	$139,661.58	S18	260
Financial Aid Program Manager	$114,899.92	$139,661.58	S18	260
Manager, Finance	$114,899.92	$139,661.58	S18	260
Manager, Residence Life, Housing & Conduct	$114,899.92	$139,661.58	S18	260
Outreach Manager	$114,899.92	$139,661.58	S18	260

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SIERRA COMMUNITY COLLEGE DISTRICT MANAGEMENT 2026/27 SALARY SCHEDULE				
CLASSIFIED SUPERVISORY	**Step A**	**Step E**	**Range**	**Days**
Plant Operations Supervisor II	$114,899.92	$139,661.58	S18	260
Program Manager, Basic Needs and Support Services	$114,899.92	$139,661.58	S18	260
Program Manager, Student Engagement	$114,899.92	$139,661.58	S18	260
Program Manager - Director Natural History Museum	$114,899.92	$139,661.58	S18	260
Program Manager - Osher Lifelong Learning Institute (OLLI)	$114,899.92	$139,661.58	S18	260
Program Manager - Transition To Independent Living Program	$114,899.92	$139,661.58	S18	260
Program Manager - Workforce Innovation	$114,899.92	$139,661.58	S18	260
Purchasing Manager	$114,899.92	$139,661.58	S18	260
Safety and Emergency Preparedness Coordinator	$114,899.92	$139,661.58	S18	260
Career and Transfer Connections Manager	$109,428.50	$133,011.02	S17	260
Manager, Workforce Development	$109,428.50	$133,011.02	S17	260
Marketing Project Manager	$109,428.50	$133,011.02	S17	260
Applications Product Manager	$104,217.62	$126,677.17	S16	260
Community Safety Supervisor II	$99,254.87	$120,644.92	S15	260
Plant Operations Supervisor	$99,254.87	$120,644.92	S15	260
Supervisor, Housing Operations	$99,254.87	$120,644.92	S15	260
Supervisor, Native American Student Support and Success Program	$99,254.87	$120,644.92	S15	260
Supervisor, Residence Life	$99,254.87	$120,644.92	S15	260
Supervisor, Student Services - NCC	$99,254.87	$120,644.92	S15	260
Supervisor, Undocumented and International Support Services	$99,254.87	$120,644.92	S15	260
Supervisor, Rising Scholars	$94,528.45	$114,899.92	S14	260
Community Safety Supervisor I	$90,027.10	$109,428.50	S13	260
CLASSIFIED CONFIDENTIAL	**Step A**	**Step E**	**Range**	**DAYS**
Executive Assistant to the President	$93,810.13	$114,026.79	C18	260
Information Systems Specialist - Human Resources	$89,342.98	$108,596.95	C17	260
Executive Assistant - Office of the Vice President	$81,036.71	$98,500.63	C15	260

Note
COLA July 1, 2019 - 4.5% on schedule increase
COLA July 1, 2021 - 3% on schedule increase
COLA July 1, 2022 - 6% on schedule increase
COLA July 1, 2023 - 8% on schedule increase
COLA July 1, 2024 - 2.4% on schedule increase
COLA July 1, 2025 - 2.3% on schedule increase
July 1, 2026 - 5.31% on schedule increase (4.31% COLA and 1% budgeted reclassification dollars)

EDUCATIONAL ADMINISTRATOR SALARY SCHEDULE 2026-27 - Effective 7/1/26										
		Step 1		Step 2		Step 3		Step 4		Step 5
Executive Dean, Nevada County Campus		$182,668.20		$188,148.25		$193,792.70		$199,606.48		$205,594.67
Executive Dean, Student Equity & Completion		$182,668.20		$188,148.25		$193,792.70		$199,606.48		$205,594.67
Executive Dean, Workforce & Stratigic Initiatives		$182,668.20		$188,148.25		$193,792.70		$199,606.48		$205,594.67
Dean-Allied Health		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean of Career, Continuing & Technical Education		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean of Kinesiology/Athletic Director		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean of Professional and Organizational Development & Distance Learning		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean, Liberal Arts		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean, Library, Learning Resources		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean, Planning, Research & Resource Development		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean, Sciences & Mathematics		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean, Student Services		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Dean, Tahoe Truckee Campus		$170,554.27		$175,670.90		$180,941.03		$186,369.26		$191,960.34
Associate Dean, Business & Technology		$159,183.90		$163,959.42		$168,878.20		$173,944.55		$179,162.89
Associate Dean, Continuing Education, Business & Technology Division		$159,183.90		$163,959.42		$168,878.20		$173,944.55		$179,162.89
Associate Dean, Kinesiology/Assistant Athletic Director		$159,183.90		$163,959.42		$168,878.20		$173,944.55		$179,162.89
Associate Dean, Liberal Arts		$159,183.90		$163,959.42		$168,878.20		$173,944.55		$179,162.89
Associate Dean, Sciences & Mathematics		$159,183.90		$163,959.42		$168,878.20		$173,944.55		$179,162.89
Associate Dean, Student Services		$159,183.90		$163,959.42		$168,878.20		$173,944.55		$179,162.89
Program Director, Distance Learning		$148,557.11		$153,013.82		$157,604.23		$162,332.36		$167,202.33
Program Director, Dual Enrollment		$148,557.11		$153,013.82		$157,604.23		$162,332.36		$167,202.33
Program Director, Health Services		$148,557.11		$153,013.82		$157,604.23		$162,332.36		$167,202.33
Program Director, Special Programs and Services		$148,557.11		$153,013.82		$157,604.23		$162,332.36		$167,202.33

SUPERVISORY SALARY SCHEDULE 2026-27 - Effective 7/1/26										
Step		**A**		**B**		**C**		**D**		**E**
1		50,130.46		52,636.98		55,268.83		58,032.27		60,933.88
2		52,636.98		55,268.83		58,032.27		60,933.88		63,980.58
3		55,268.83		58,032.27		60,933.88		63,980.58		67,179.61
4		58,032.27		60,933.88		63,980.58		67,179.61		70,538.59
5		60,933.88		63,980.58		67,179.61		70,538.59		74,065.52
6		63,980.58		67,179.61		70,538.59		74,065.52		77,768.79
7		67,179.61		70,538.59		74,065.52		77,768.79		81,657.23
8		70,538.59		74,065.52		77,768.79		81,657.23		85,740.09
9		74,065.52		77,768.79		81,657.23		85,740.09		90,027.10
10		77,768.79		81,657.23		85,740.09		90,027.10		94,528.45
11		81,657.23		85,740.09		90,027.10		94,528.45		99,254.87
12		85,740.09		90,027.10		94,528.45		99,254.87		104,217.62
13		90,027.10		94,528.45		99,254.87		104,217.62		109,428.50
14		94,528.45		99,254.87		104,217.62		109,428.50		114,899.92
15		99,254.87		104,217.62		109,428.50		114,899.92		120,644.92
16		104,217.62		109,428.50		114,899.92		120,644.92		126,677.17
17		109,428.50		114,899.92		120,644.92		126,677.17		133,011.02
18		114,899.92		120,644.92		126,677.17		133,011.02		139,661.58
19		120,644.92		126,677.17		133,011.02		139,661.58		146,644.65
20		126,677.17		133,011.02		139,661.58		146,644.65		153,976.89
21		133,011.02		139,661.58		146,644.65		153,976.89		161,675.73
22		139,661.58		146,644.65		153,976.89		161,675.73		169,759.52
23		146,644.65		153,976.89		161,675.73		169,759.52		178,247.49
24		153,976.89		161,675.73		169,759.52		178,247.49		187,159.87
25		161,675.73		169,759.52		178,247.49		187,159.87		196,517.86
26		169,759.52		178,247.49		187,159.87		196,517.86		206,343.75
27		178,247.49		187,159.87		196,517.86		206,343.75		216,660.94
28		187,159.87		196,517.86		206,343.75		216,660.94		227,493.99
29		196,517.86		206,343.75		216,660.94		227,493.99		238,868.69
30		206,343.75		216,660.94		227,493.99		238,868.69		250,812.12

CONFIDENTIAL SALARY SCHEDULE 2026-27 - Effective 7/1/26									
Step	**A**		**B**		**C**		**D**		**E**
1	40,929.05		42,975.50		45,124.27		47,380.49		49,749.51
2	42,975.50		45,124.27		47,380.49		49,749.51		52,236.99
3	45,124.27		47,380.49		49,749.51		52,236.99		54,848.84
4	47,380.49		49,749.51		52,236.99		54,848.84		57,591.28
5	49,749.51		52,236.99		54,848.84		57,591.28		60,470.84
6	52,236.99		54,848.84		57,591.28		60,470.84		63,494.39
7	54,848.84		57,591.28		60,470.84		63,494.39		66,669.11
8	57,591.28		60,470.84		63,494.39		66,669.11		70,002.56
9	60,470.84		63,494.39		66,669.11		70,002.56		73,502.69
10	63,494.39		66,669.11		70,002.56		73,502.69		77,177.82
11	66,669.11		70,002.56		73,502.69		77,177.82		81,036.71
12	70,002.56		73,502.69		77,177.82		81,036.71		85,088.55
13	73,502.69		77,177.82		81,036.71		85,088.55		89,342.98
14	77,177.82		81,036.71		85,088.55		89,342.98		93,810.13
15	81,036.71		85,088.55		89,342.98		93,810.13		98,500.63
16	85,088.55		89,342.98		93,810.13		98,500.63		103,425.66
17	89,342.98		93,810.13		98,500.63		103,425.66		108,596.95
18	93,810.13		98,500.63		103,425.66		108,596.95		114,026.79
19	98,500.63		103,425.66		108,596.95		114,026.79		119,728.13
20	103,425.66		108,596.95		114,026.79		119,728.13		125,714.54
21	108,596.95		114,026.79		119,728.13		125,714.54		132,000.27
22	114,026.79		119,728.13		125,714.54		132,000.27		138,600.28
23	119,728.13		125,714.54		132,000.27		138,600.28		145,530.30
24	125,714.54		132,000.27		138,600.28		145,530.30		152,806.81
25	132,000.27		138,600.28		145,530.30		152,806.81		160,447.15
26	138,600.28		145,530.30		152,806.81		160,447.15		168,469.51
27	145,530.30		152,806.81		160,447.15		168,469.51		176,892.98
28	152,806.81		160,447.15		168,469.51		176,892.98		185,737.63
29	160,447.15		168,469.51		176,892.98		185,737.63		195,024.52
30	168,469.51		176,892.98		185,737.63		195,024.52		204,775.74

1 **APPENDIX C – MANAGEMENT TEAM PERFORMANCE/ASSESSMENT REPORT**

MANAGEMENT TEAM PERFORMANCE/ASSESSMENT REPORT

Management Evaluee:

Position:

Performance Period:

Core Tasks and Assessment Criteria:

Core Task #1

Assessment Criteria for Core Task #1

_____

Core Task #2

Assessment Criteria for Core Task #2

_____

Core Task #3

Assessment Criteria for Core Task #3

_____

Manager Self-Evaluation

2

1

Supervisor's Evaluation

Employee		
Printed Name	Signature	Date

Immediate Supervisor		
Printed Name	Signature	Date

Next Level Administrator		
Printed Name	Signature	Date

Human Resources		
Printed Name	Signature	Date

2

1 **APPENDIX D – SIERRA COLLEGE CLASSIFIED CONFIDENTIAL EMPLOYEE EVALUATION**

SIERRA COLLEGE CLASSIFIED EMPLOYEE EVALUATION

Name of Employee:

Position of Employee:

Date of Hire for Current Position:

Name of Immediate Manager/Supervisor:

EVALUATION OF REGULAR STAFF

Date of Evaluation:

Date of Last Evaluation:

Probationary Evaluation:

2 mo (date): 4 mo (date): 5 mo (date):

Individual Ratings - Whenever an item is rated 1 or 2 (Unsatisfactory or 6 or 7 (Outstanding), comments and/or examples are required.

EVALUATION REVIEW

The employee's signature signifies that the entire evaluation has been reviewed with the employee. The employee may not necessarily agree with the evaluation and may write his/her comments below or attach a separate page. The employee may request a copy of this form for the purpose of writing their comments. The employee must return the comments to their Supervisor within 10 working days of the evaluation date so that they can be attached to the original document.

OVERALL EVALUATION

0

- OUTSTANDING (54-63 points) ☐
- VERY SATISFACTORY (45-53 points) ☐
- SATISFACTORY (27-44 points) ☐
- IMPROVEMENT NEEDED (18-26 points) ☐
- UNSATISFACTORY (9-17 points) ☐

Comments:

Employee Signature: Date:

Immediate Supervisor Signature: Date:

Vice President - HR Signature: Date:

2

3

1

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Highly Accurate)	
	1	2	3	4	5	6	7
1. Accuracy **Does this employee perform work accurately and keep mistakes to a minimum?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory Production)			Exceeds Requirements (Outstanding Production)	
	1	2	3	4	5	6	7
2. Timeliness and Thoroughness of Work **Does this employee meet deadlines and schedules and complete all aspects of assignments?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required:

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Excellent Understanding of Duties)	
	1	2	3	4	5	6	7
3. Understanding of the Job **Does this employee demonstrate a mastery of skills to perform the duties and responsibilities of the position?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required:

2

3

1

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory Performance)			Exceeds Requirements (Excellent Performance)	
	1	2	3	4	5	6	7
4. Performance of Assigned Duties **Does this employee display willingness to carry-out assigned duties?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):

	Below Requirements (Seldom)		Meets Requirements (Some New Ideas)			Exceeds Requirements (Extremely Resourceful)	
	1	2	3	4	5	6	7
5. Creativity **Does this employee analyze the job at hand before proceeding and seek alternative ways of doing the job?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):

	Below Requirements (Unsatisfactory Communication)		Meets Requirements (Satisfactory Communication)			Exceeds Requirements (Outstanding Communication)	
	1	2	3	4	5	6	7
6. Communication **Evaluate the quality of communications between you and this employee?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):

2

3

1

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Outstanding)	
	1	2	3	4	5	6	7
7. Attendance **Does this employee have a good attendance record?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required:

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Outstanding in Dealing With Others)	
	1	2	3	4	5	6	7
8. Tact **Does this employee display tact and show consideration in dealing with others?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):

	Below Requirements (Unsatisfactory)		Meets Requirements (Satisfactory)			Exceeds Requirements (Works Well Under Pressure)	
	1	2	3	4	5	6	7
9. Self-Control **Does this employee respond well under pressure?**	○	○	○	○	○	○	○

Comments (Whenever an item is rated 1 or 2 (Unsatisfactory) or 6 or 7 (Outstanding), comments and/or examples are required):

2

3