

Proposed Addition to
Kern Community College District
Board Policy Manual
Section Ten – Confidential and Management Employees

Policy 10C6

Governance Process: **Share as Information Only**

Reason for Addition: **To Establish District Policy**

Subsequent sections will be renumbered.

10C **Confidential and Management Compensation** ~~(Revised February 3, 2005)~~

10C6 **Teaching Assignments for Confidential and Management Employees**

On occasion, Confidential and Management Employees may be invited or have a professionally expressed desire to provide faculty instruction. Adjunct assignments shall be granted to Confidential and Management Employees who demonstrate an organizational ability to add a teaching assignment to their full-time Confidential and Management Employees obligation.

The Office of Human Resources shall be responsible for monitoring the following working conditions for ~~Educational Administrators~~ Confidential and Management Employees who are provided Adjunct assignments:

- a. The Chief Executive Officer shall review all Confidential and Management Employees' teaching assignments in advance of the assignment commencing.

- b. All Confidential and Management Employees performing Adjunct instruction shall start their assignment no earlier than 6:00 p.m. Monday through Friday. Instruction provided on Saturdays or Sundays does not have restrictions unless there is a pre-scheduled event requiring the Confidential and Management Employees' attendance.
- c. No online instruction, office hours, and ancillary office duties shall be performed during the Confidential and Management Employees' regular work day.
- d. All Confidential and Management Employees who are compensated at a Dean salary grade level or above may teach in addition to their regular work assignment. This Adjunct assignment shall be without pay.
- e. All Confidential and Management Employees compensated below a Dean salary grade level may be eligible to provide Adjunct faculty instruction, with or without pay.

10C7 Outside Professional Activities

A Confidential and Management Employee's outside professional activities shall not occur during regular work hours and shall not interfere in any way with the performance of the Confidential and Management Employees duties. In no event will the District be responsible for any expenses attendant to the performance of such outside activities.

- 10C68** After five (5) years of service to the District, a confidential or management employee who submits to the Chancellor or College President a letter of resignation for purposes of retirement, at least six (6) months prior to the retirement date, shall be compensated \$2,000 (two thousand dollars) following Board of Trustees approval.

Reviewed and Recommended by
Chancellor's Cabinet
January 12, 2010