

KCCD Board Policy

6C **Confidential and Management Compensation** *(Revised December 7, 2006)*

6C1 The Board of Trustees approves the Confidential and Management Salary Grade Structure.

6C2 The salary grade and step placement of confidential and management employees shall be recommended by the Chancellor for approval by the Board of Trustees. See **Procedure 6C2** of this Manual for Salary Administration Procedures for Confidential/Management Employees.

6C3 The step increase increment date is July 1 each year for confidential and management employees. A new employee must be employed eighty (80) working days prior to July 1 in order to receive the step advancement.

6C4 Upon the recommendation of the Chancellor, the Board of Trustees may grant two-year (2-year) employment contracts to Associate Chancellors and College Presidents.

6C5 **Compensatory Time** *(Revised August 3, 2006)*

6C5A Management employees are exempt from overtime pay and compensatory time.

6C5B Confidential employees are non-exempt employees and are eligible for compensatory time at the rate of time and one-half (1½) of the regular rate and a maximum of forty (40) hours may be accumulated. Compensatory time is to be taken as soon as possible after earned and when convenient to both the employee and the District. *(Effective January 1, 2006)*

6C5B1 Payment for compensatory time in excess of forty (40) hours will be calculated based on the employee's regular hourly rate.

6C6 **Teaching Assignments for Management Employees** *(Approved November 6, 2011)*

Adjunct assignments may be occasionally granted to Management Employees who demonstrate an organizational ability to add a teaching assignment to their full-time Management Employee obligation without interference with their satisfactory performance of their assignment.

Assignments shall be made in a manner consistent with the scheduling practices of the department/division.

The Office of Human Resources shall be responsible for monitoring the following:

- a. The Chancellor or designee shall review all Management Employees' teaching assignments in advance of the assignment commencing.
- b. All 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 Management Employees' attendance.
- c. No online instruction, office hours, or ancillary office duties shall be performed during the Confidential and Management Employees' regular work day.
- d. All 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 Management Employees compensated below a Dean salary grade level may be eligible to provide Adjunct faculty instruction, with or without pay.

6C7

Outside Activities

(Approved November 6, 2011)

A Management Employee's outside activities shall not interfere in any way with the performance of the management employee's duties.

6C8 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.

6C9 After thirty (30) years of accrued/accumulated service to the District, confidential and management employees will receive compensation of two thousand, five hundred dollars (\$2,500).