



YUBA COMMUNITY COLLEGE DISTRICT MANAGEMENT HANDBOOK

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Section 1: Introduction to Yuba Community College District

1.1 Vision Statement

The District Vision Statement encompasses the core values of the Yuba Community College District, while the Colleges of the District have their separate and distinct mission statements. The Vision of the Yuba Community College District is as follows:

The Yuba Community College District prepares its students to meet the intellectual, occupational and technological challenges of a complex world.

The Yuba Community College District is a steward to its communities' educational and cultural well-being.

The Yuba Community College District values an education that encourages self-improvement and enables students to contribute to their families and the community.

The Yuba Community College District values intellectual and cultural diversity, open communication, collegiality, collaboration, mutual respect, personal integrity and responsible citizenship.

The Yuba Community College District values all collegiate disciplines in relation to life, recognizing the importance of thinking clearly, creatively, critically and objectively.

1.2 History of the District

Yuba College, located in Marysville in Yuba County, opened in 1927. Yuba College, a 160-acre campus located south of Marysville, opened with its first phase in 1962. Construction continued until 1966, by which time most components of today's campus had been completed. By 1975, Yuba Community College District (YCCD) service area had expanded to its present configuration that stretches across the central valley of California from the foothills of the Sierra Nevada to the Coastal Range. As one of the largest service areas in the California Community College System, YCCD's 4,192 square miles includes all or parts of eight counties in rural, north central California. The substantial distances between much of the District's population and the campus at Marysville made it necessary to supplement operations held at Yuba College by offering classes in local communities to serve the educational needs of this dispersed population. Outreach operations were established in Colusa in 1974 and in Woodland in 1976. At the same time, a similar outreach operation was being phased in at Clearlake. Today, Woodland Community College has obtained full accredited status and Clear Lake Campus is a state approved educational center of the District. Additionally, outreach operations are hosted on Beale Air Force Base and in Colusa.

1.3 Mission of the District

1.3.1 District Mission

To serve students' educational needs to the extent possible under the State's legal charge and available funding, providing the environment for students and faculty necessary for the pursuit, communication, and interpretation of knowledge, wisdom, and truth.

1. The primary mission of the Yuba Community College District is to provide rigorous, high quality curricula in:
 - a. Lower division arts and sciences
 - b. Vocational and Occupational fields
 - c. Business-focused training for economic development
2. An essential and important function of the District is to provide:
 - a. Remedial/Basic Skills instruction
 - b. English as a second language instruction
 - c. Postsecondary Student Support Services
 - d. Non-Credit Adult Instruction
3. An authorized function is to provide:
 - a. Community Education courses and programs
 - b. Institutional Research

1.3.2 College Mission

As fully accredited colleges, Yuba College and Woodland Community College each have their own mission statement.

1.4 Code of Ethics

This Code of Ethics establishes standards of professional conduct for employees of the District to include managers, faculty, staff and other individuals employed by the District and volunteers and representatives acting as agents of the District. No person shall represent themselves as speaking on behalf of the District without authority.

Our values are based on those inherent in the Yuba Community College District vision statement. The managers, faculty, staff and other representatives of the District believe in the values of academic freedom; respect for our students and colleagues; excellence in teaching and learning; scholarship and service; intellectual and personal honesty, respect for our institution, and high standards of integrity as role models for our students and community. In order to maintain these values, employees of the District will:

1. Respect principles of shared decision-making and accept mutual responsibility for the governance of the District.
2. Maintain the highest standards of honesty in professional matters.
3. Respect, support and defend the institutional values of the District.
4. Seek and share knowledge in our discipline.
5. Develop and improve our professional competency and conduct our work with integrity.
6. Treat colleagues and students fairly, with respect, civility and decency, without exploitation and without discrimination.

7. Allocate resources fairly and equitably, consistent with institutional goals and objectives.
8. Maintain confidentiality, objectivity, fairness and impartiality in all evaluative activities including students and colleagues.
9. Avoid conflicts of interest and conflicts of commitment.
10. Exercise good stewardship and responsibility of the District's resources and property.
11. Comply with District policies and state and federal laws and regulations related to our duties and responsibilities.

1.5 Board Policies and Administrative Procedures

Board policies and administrative procedures are the governing documents for operation of the District. Each manager is responsible for knowing, understanding, enforcing and abiding by Board Policies and Administrative Procedures. <http://www.yccd.edu/about.html>

1.6 Governance and Administrative Organization of the District

The organization of the District is determined and authorized by the Board of Trustees of the District and is subject to change by Board determination.

Section 2: Employment Policies

2.1 Equal Employment Opportunity

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

2.2 Commitment to Diversity

The Yuba Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

2.3 Disability Accommodation

YCCD provides reasonable accommodation to otherwise qualified employees who are disabled and need assistance to perform the essential functions of their positions. The employee is responsible for requesting accommodation and for providing medical documentation to assist in understanding the nature of the employee's functional limitations. This documentation may be

subject to confirmation by a District appointed healthcare provider. For more information, contact the District's Director of Human Resources.

2.4 Harassment Policy

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as Board policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of Board policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

2.5 Drug-Free Workplace Policy

The District shall be free from all illicit drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

2.6 District Smoking Policy

The Board of Trustees in keeping with the general tenets of the California Indoor Clean Air Act of 1976, declares that tobacco smoke is a hazard to the health of the general public. As such the Board therefore establishes that smoking, and other uses of tobacco, are prohibited within Yuba College buildings, including restroom areas, dining areas, classrooms, laboratories, library, gymnasium, open air sports facilities, offices, and the Yuba College Theater, along with any other interior building areas, including quads. Smoking, and other uses of tobacco, is also prohibited in an outdoor area within 20 feet of a main exit, entrance, or operable window of said areas.

Smoking is not permitted within buildings or on the campus at Woodland Community College. Smoking is permitted on the other campuses in outside, open areas, and designated areas on each campus and site. Smokers are strongly encouraged to deposit cigarettes, ashes, and matches in receptacles to maintain refuse-free campuses.

All employees and students are expected to observe and enforce this policy with vigor.

The Board authorizes individual campuses, following Decision-making guidelines, may adopt administrative procedures that are more restrictive than this District-wide policy.

2.7 Use of District Equipment

Each member of the District staff shall be responsible for equipment under his or her control.

Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization as defined in Board Policy or Administrative Procedure.

2.8 District Assets and Property

District assets and property, including equipment, supplies, and facilities, are to be used in a reasonable and prudent manner for conducting District business. Excessive, unnecessary or unauthorized use of District equipment, supplies or facilities is not permitted.

Use of District equipment and supplies for personal reasons should be avoided. Instances of personal use of District equipment should be rare, and employees are responsible for reimbursing the District for the costs of using District equipment or supplies in those cases.

Misuse or damage of District property because of recklessness or gross or negligent indifference on the part of the employee may subject the employee to personal liability for damage, loss or injuries to the person or property of third parties. It may also result in disciplinary action up to and including discharge.

2.9 Conflict of Interest/Commitment

It is the general practice of the Yuba Community College Board of Trustees that no employee, officer, or Board member of the District shall engage in any activity for personal gain or financial enrichment which shall involve the use of District assets or would detract from the individual's normal duties.

2.10 Firearms/Weapons Policy

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

2.11 Workplace Violence Policy

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

2.12 Political Activities

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

2.13 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act, the federal law popularly known as FERPA, is intended to ensure a student's right to inspect and review his/her educational records and to protect the student's right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent. Disclosure of student information to any unauthorized person could subject an employee to criminal and civil penalties imposed by the FERPA law. YCCD's education records policy is intended to comply with the requirements of the Family Education Rights and Privacy Act (FERPA).

All school officials are expected to manage student records in their custody in accordance with FERPA regulations.

Section 3: Hiring Practices

3.1 Job Posting

It is District practice to hire personnel through a process that reflects openness and integrity. Generally, openings for administrative positions will be publicized on campus by posting and circulation of a position announcement.

3.2 Date of Hire

An employee's initial hire date in a permanent status is to be used in establishing length of service and benefit eligibility for the District.

3.3 Employment Contracts (Agreements)

Academic managers are issued employment agreements. Such contracts/agreements generally will be issued annually on a fiscal year basis. The term of employment agreements may be for periods of time beyond one year by authorization of the Board of Trustees, consistent with the Education Code.

Classified managers are employed in accordance with E.C. Section 88000, et. seq. Conditions of employment are consistent with the Education Code and benefits generally parallel programs of similar categories for certificated managers.

3.4 Retreat Rights

Educational Supervisors: In accordance with E.C. Sections 87355, 87454, 87458, and 87459, an educational supervisor employed on or before June 30, 1990 retains status as a tenured faculty member.

Tenured academic employees assigned to an educational supervisor position retain the status as a tenured academic employee.

If employed as an educational supervisor prior to July 1, 1990, and not a tenured academic employee, the employee may be granted status as an academic employee if the educational supervisor position is terminated and following conditions are met:

1. The employee has served two or more years as an academic employee, educational supervisor, or a combination of the two in the District.
2. The termination of the administrative assignment is for other than dismissal for cause.
3. The Board of Trustees determines that the individual meets the minimum qualifications or equivalency as outlined in District policy.
4. The Board of Trustees provides written notification to the administrator of the decision on or before March 15.

If the educational supervisor is employed on or after July 1, 1991, and is not a tenured academic employee, the employee has the right to become a first year probationary academic employee if the following conditions are met:

1. The employee has served for two or more years as an academic employee, educational supervisor, or a combination of two in District.
2. The termination of the administrative assignment is for other than dismissal for cause.
3. The Board of Trustees determines that the individual meets the minimum qualifications or equivalency as outlined in District policy.
4. The Board of Trustees considers Academic Senate's determination of qualifications in deciding whether to employ the educational supervisor as an academic employee.
5. The Board of Trustees provides written notification to the administrator of the decision on or before March 15.

Classified Managers - In accordance with E.C. Section 88127, are provided with the same rights and privileges as classified employees represented by Union insofar as seniority and bumping rights are concerned.

3.5 Breaks in Service

Board authorized leave(s) will not be considered a break in service. All other forms of leave, including resignation and or retirement, will be considered a break in service.

Section 4: Terms and Conditions of Employment

4.1 Definition

District management employees are responsible for having authority in the interest of the District to hire, transfer, suspend, lay off, recall, promote, discharge, assign or discipline employees of the District. District Managers have the responsibility to assign work, direct and evaluate employees, address grievances or effectively recommend the action to be taken when a grievance is filed.

Management employees are those individuals collectively responsible for promoting educational leadership, formulating and recommending District policies and procedures, administering District programs, and supervising District employees. Management employees include those Confidential, Educational Administrators, Classified Supervisors and Managers as defined in Board Policy and authorized annually by the Board of Trustees.

4.2 Management Obligations

In furtherance of management duties, managers are responsible for the overall leadership of the District. They are obligated to certain responsibilities such as attending required management meetings, maintaining sound fiscal management of their respective departments and the District; following fair and legal hiring practices; abiding by all agreements entered into by the District, such as collective bargaining agreements; and adhering to other sound management practices.

Duties and responsibilities of management employees are outlined in this document, Board Policies and Administrative Procedures, the organizational chart and individual job descriptions. Changes to any and all such documents are subject to review as appropriate or required by Board Policy.

4.3 Pre-Employment Requirements

4.3.1 Fingerprint Clearance

The District, prior to employment, shall require each person to be employed, or employed in, a position to complete fingerprint clearance through the Department of Justice. It is required that all management employees submit for fingerprint clearance as a condition of employment. Failure to meet this condition will result in release from employment with the District.

4.3.2 Tuberculosis Testing

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter, to determine if they are free from tuberculosis.

4.4 Work Year/Work Week

The work year begins July 1 and ends June 30. The exact number of worked days in the work year is determined by the District calendar as adopted by Board of Trustees.

The normal workweek is generally Monday through Friday and is forty hours, but may vary according to demands of the position. Individual daily and weekly work schedules may also vary according to the demands of the position and will reflect concern for the diligent performance of the job.

The workday at YCCD begins at 8:00 a.m. and ends at 5:00 p.m. Generally, administrators are expected to work these hours.

4.4.1 Exempt Status

All employees are classified in one of two pay categories: exempt or non-exempt. The Human Resources Office is responsible for applying the definitions and criteria of the Federal Fair Labor Standards Act in determining exempt or non-exempt status.

The terms "exempt" and "non-exempt" are classifications derived from the duties performed by an employee, not from the title assigned to a position.

- Nonexempt Employees--those covered by the provisions in the Act for minimum wage and entitled to overtime pay for hours worked beyond 40 hours in the workweek. Non-exempt employees are paid weekly for hours worked.
- Exempt Employees--those who are legally exempt from the overtime provisions of the Act. Exempt employees are paid monthly. Exempt employees are paid on a salary basis and salary cannot be reduced because of variations in the quality or quantity of work.

All management positions authorized by the Board of Trustees are exempt employees.

4.5 Additional Duties/Outside Activities

It is anticipated that all full-time positions will have sufficient responsibilities to demand the full energy and attention of the employee. It is expected that management employees ensure that their primary position is handled effectively before secondary assignments are undertaken.

Extra Duty Assignments

1. The District reserves right to contract with District management employees for extra pay assignments, solely at option of District.
2. All extra assignments within the District (including academic assignments) must have prior approval by the manager's respective President or Vice Chancellor.
3. When considered to be in the best interests of the District, the Chancellor may recommend to the Board of Trustees a special appointment to staff supervisory positions, which do not fall within standard position descriptions. Salary associated with such position shall be consistent with existing positions of comparable responsibility, as determined by the Director of Human Resources Development and Personnel Services. The employee may be directed by the Chancellor to assume duties and responsibilities of a different supervisory classification on a temporary basis.

4.6 Performance Planning and Evaluation

The District's process for the Performance Planning and Evaluation for Managers is based on written job descriptions and statements of objectives for each manager (Exhibit 1). The evaluations are generally conducted annually by the employee's immediate supervisor and may include feedback from other members of the campus community. Evaluations may be conducted more or less frequently, dependent upon performance. The completed evaluation form is to be shared and discussed thoroughly with the management employee and then becomes part of the employee's personnel file. The primary purpose of the evaluation process is to develop management employees and to assist them in carrying out job responsibilities. The process also may be used as the basis for personnel actions.

4.7 Personnel Files

The Human Resources Office maintains files that contain a copy of employment documents as well as paperwork relating to employee benefits. It is the employee's responsibility to advise the Human Resource Office on changes in name, address, telephone number, marital status, dependents, beneficiaries of insurance benefits, persons to notify in case of emergency, etc.

All information in personnel files is confidential and used only for employment-related purposes. The District maintains employee records in accordance with applicable state and federal requirements. Employees may review their personnel file (during business hours) by notifying the Human Resource Office.

With regard to information in personnel files, the Human Resource Office intends to respect the privacy of all employees. Requests for personal and payroll information are considered confidential and proprietary and handled appropriately. Generally, without specific written authorization and release from an employee, only his/her job title, verification of employment dates and job duties will be released outside the District.

4.8 Nepotism

The District does not prohibit the employment of relatives or domestic partners, as defined by Family Code Section 297 et seq., in the same department or division, with the exception that they shall not be assigned to a regular position within the department or division if the immediate family member is in a position to recommend or influence personnel decisions.

1. Immediate family means spouse, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home. The District retains the right to identify further relationships as being governed by this policy.
2. Personnel decisions include appointment, retention, evaluation, tenure, assignment of work, promotion, demotion, or salary determination of the relative or domestic partner as defined by Family Code Section 297 et seq.
3. The District will make reasonable efforts to assign job duties to minimize the potential for causing an adverse impact with regard to employee supervision, safety, security or morale, or for creating other potential conflicts of interest.

Notwithstanding the aforementioned, the District retains the right where such placement has the potential for causing an adverse impact to refuse to place spouses in the same department or division. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact.

4.9 Workplace Safety and Security

4.9.1 Keys

All keys issued to employees must be returned to the Physical Plant office on or before the employee's last day of work. Keys are District property and must be returned upon termination. Keys issued to an employee are not to be loaned to other employees or non-employees. If another employee needs access to a building for which he/she does not have a key, Campus Security should be contacted.

Loss or theft of District keys must be reported immediately to the Campus Police office. Depending on the circumstances, employees may be charged for the replacement of a key.

4.9.2 Emergency Notification

Management employees shall keep a current emergency notification card on file with the Human Resources Office. The appropriate form will be provided by Human Resources.

4.9.3 Workplace Injury or Accident

Management employees shall be concerned for the safety of all District employees. As such, management employees shall report all employee workplace injuries and accidents, including injuries and accidents to themselves. Management employees shall complete the appropriate District provided form for workplace injuries and accidents.

4.9.4 Change of Address

Management employees shall keep on file with the Human Resources Office their actual/ mailing address. Upon change of address, the management employee shall notify the Human Resources Office.

4.10 Appropriate Appearance/Attire

The District's commitment to excellence and to maintaining a high profile in the community require standards of personal appearance from staff that are consistent with departmental needs and with the expectations of those whom the department serves. Some areas of the District in which staff members have limited contact with persons outside the department may be flexible in terms of dress standards. Departments may set reasonable standards that reflect departmental needs, including the wearing of standardized uniforms provided by the District at no expense to the staff member.

In addition to appropriate attire, good personal hygiene is expected of all employees. If a supervisor believes an employee is not dressing appropriately and/or practicing good personal hygiene, his or her decision regarding either of these issues will prevail, and the employee is expected to cooperate in making the necessary changes to meet expectations.

Occasionally, the situation arises in which an employee has an allergic reaction to the fragrance another employee is wearing. In these instances, it is expected that the employee wearing the fragrance will discontinue doing so in the interest of other co-worker's comfort and health.

Section 5: Compensation

5.1 Salary Schedule and Management Positions

Management employees are paid according to the salary schedule as adopted annually by the Board of Trustees. They shall perform duties specified in their respective job descriptions. Management employees may be required to do other duties as assigned that are related to their primary assignment.

5.1.1 Stipends, Steps/Longevity, Degree Stipends

Steps

Step increments are awarded each July 1 for permanent management employees who have been in paid status for more than six months in the preceding fiscal year (hired prior to January 1).

Longevity

Longevity is provided to management employees after 3 years of being placed at step 9. In no case will longevity be awarded until 3 years of service at step 9 has been achieved.

Additional Degree Stipend

Management employees who earn or possess a degree from an accredited educational institution that is above the degree required for their particular position receive an annual stipend as documented on the salary schedule approved annually by the Board of Trustees.

Doctoral Degree Stipend

Management employees who have earned a doctoral degree from an educational institution, which has been accredited by an agency approved by the U. S. Department of Education, receive an annual stipend as documented on the salary schedule approved annually by the Board of Trustees.

5.1.2 Salary Schedule Placement

Initial Salary Schedule Placement

Initial placement on management salary schedule for staff new to District is the range authorized by the Board of Trustees for the position. Generally, the step placement will be at step 1 of the appropriate range. Credit may be given for previous managerial experience at discretion of Human Resources Director. In no case may a new management employee of the District be placed higher than step 5 in the respective range of the position, without approval of the Chancellor.

5.2 Pay Period

Salary Payments

Salary is paid monthly in 12 equal payments on the last business day of each month.

5.3 Payroll Deductions

Every payday an employee receives a statement of earnings. This statement provides current and year-to-date earnings and withholdings.

Compulsory deductions are those withholdings that YCCD is required by law to make from an employee's earnings. Compulsory deductions include Social Security and Medicare, Federal Income Tax, and State Income Tax.

Voluntary deductions are those deductions YCCD is authorized by the employee to make from his or her pay. Requests for voluntary deduction requests must be made in writing.

In January of each year, all employees will receive a Wage and Tax Statement, Form W-2.

5.4 Assignment of Wages and Wage Garnishments

State and federal authorities may cause a legal summons to be served at an employee's work location to garnish the employee's salary to satisfy payment of taxes, delinquencies from creditors, or child support enforcement. The District shall make the appropriate deductions and arrange for payment to the garnishing agency until the garnishment is satisfied.

Section 6: Employee Benefits

6.1 Health and Welfare Benefits

The District has established a variety of employee benefit plans. The following is a brief summary of those plans. Complete descriptions of the programs are contained in the Tri-County Schools Insurance Group (TCSIG) plan documents and summary plan description booklets, copies of which are maintained by the Human Resource Office or on the Human Resources website <http://www.yccd.edu/hr/benefits.html>. In the event of any contradiction between the information appearing in this handbook or on the website and the information that appears in the TCSIG plan documents, the TCSIG plan documents shall govern in all cases.

The District reserves the right to amend or terminate any of these programs or to require or to increase employee premium contributions toward any benefits at its discretion and for whatever reasons it considers appropriate.

In most instances, benefits will cease upon termination of employment for any reason, except where mandated by state and federal laws. Any benefits described in this handbook apply only so long as the handbook is current. They do not provide vested rights.

6.1.1 Benefit Eligibility

Each management position will be enrolled in health, dental, vision, and life insurance. The various base and optional health plans referenced are offered by the Tri-County Schools Insurance Group, hereinafter referred to as TCSIG. Should the vendor change or should any TCSIG plan(s) terminate, the District will implement other similar coverage. Health and Welfare benefits coverage is limited by plan conditions, time requirements, open enrollment periods, and other restrictions identified by TCSIG or the vendor utilized by the District.

Employees who are employed a minimum of .60 FTE (1,248 hours per year) on a continuing basis are eligible to receive full benefits, including medical, dental, vision, retirement, disability, life insurance, vacation and sick leave.

Individuals hired on a temporary basis or as independent contractors are not eligible for employee benefits.

6.1.2 Medical

For management employees hired before July 1, 2002, the District will provide paid premiums/contributions to the TCSIG Premier Plus plan. The management employee will have the option to purchase other available plans at a cost equal to the premium difference, if any, between the base Premier Plus plan and the plan selected.

For management employees hired on or after July 1, 2002, the District will provide paid premiums/contributions to the TCSIG Premier plan. The management employee will have the option to purchase other available plans at a cost equal to the premium difference, if any, between the base Premier plan and the plan selected.

The District also provides a Flexible Benefits Option for all management employees. This option will allow management employees to select from all of the available TCSIG plans, including all “High Deductible” plans that qualify for Health Savings Accounts.

The District will provide each management employee a return of 75% of the savings from the difference in premiums if the management employee voluntarily opts into a lower plan than what he/she otherwise qualifies for. The premium savings will only be provided to the management employee via a District sponsored 403 (b) plan or qualified Health Savings Account. The options include voluntarily opting from one of the TCSIG regular plans identified as Premier Plus, Premier, Standard, and Basic to a lower regular plan OR voluntarily opting from one of the regular plans to a High Deductible Plan eligible for a Health Savings Account.

In the event that a management employee opts from the regular plan for which they qualify for, into a lower regular PPO plan, the management employee will receive 75% of the savings from the premium placed into a District sponsored 403 (b) plan.

In the event that a management employee opts from the regular plan for which they qualify into a High Deductible Plan, the management employee will receive 75% of the savings from the premium placed into a District sponsored Health Savings Account up to the maximum allowable contribution. Any remaining premium savings will then be placed into a District sponsored 403 (b) plan. The District will utilize the Health Savings Account vendor provided through TCSIG, and management employees must meet all legal mandates for participation in a Health Savings Account.

All management employees with a spouse who is a current permanent employee covered under the District’s benefits plans with TCSIG shall be placed in TCSIG Standard Plan for the duration of the period that they are “dual-covered.” Should a management employee have a change in circumstances such that he/she is no longer dual-covered under TCSIG plans, the management employee will be allowed to return to the plan that he/she otherwise qualifies for under the terms of this agreement. Management employees shall return to the plan that they qualify for by documenting a qualifying event and by submitting a letter of support from the District to the vendor documenting the qualifying event. Dual covered management employees described in this paragraph will not receive any portion of their premium savings to be utilized in the District-provided 403(b) or Health Savings Account.

Should a married management employee die prior to retirement, the surviving spouse may continue the benefit programs at the expense of the spouse.

6.1.3 Dental

The District provides all management employees and their eligible dependents with fully paid premiums for a dental plan.

6.1.4 Vision Benefits

The District provides all management employees and their eligible dependents with fully paid premiums for a vision plan.

6.1.5 Group Life Insurance

The District will provide life insurance consistent with the life insurance programs in place for the District.

6.2 Supplemental Health and Welfare Benefits

6.2.1 Employee Assistance Program

The District offers the services of an Employee Assistance Program (EAP) to all (*permanent*) benefit eligible employees and their dependents

An Employee Assistance Program provides free professional counseling services for employees and their family members when problems or stressful situations interfere with day-to-day activities and in preventing personal or work-related problems.

6.2.2 Flexible Spending Account

As part of its benefit package, The District offers an Internal Revenue Code (IRC) Section 125 Flexible Spending Account. Section 125 allows employees to pay for certain health related and/or dependent care expenses with pre-tax dollars. These expenses include health, dental and vision premiums, non-reimbursed medical costs and child care expenses.

6.3 Retirement Health and Welfare Benefits

Retirement benefits and Health and Welfare Benefits are provided by the District for all management employees. Over the course of time, and with Board authorization, these benefits have been subject to change. Vested or guaranteed benefits will remain in place for management employees with such vested or promised benefits earned prior to January 1, 2009. Vesting for post employment retirement benefits is determined by initial hire date (See 3.2). Nothing in this document shall supersede guaranteed benefits vested prior to adoption of this document. A summary of the criteria for vested benefits for various management employees is included in this document (Exhibit 3).

All management employees hired after June 30, 2002, including Confidential, Educational Administrators, and Classified Supervisors and Managers, receive no post employment health benefits paid by District. Employee may purchase benefits through District at own expense.

The following criteria will apply to all management employees regardless of hire date:

For purposes of eligibility for post-retirement medical benefits, a management employee who was formerly a permanent employee within the District in another employee group, the initial hire date with the District will be used.

Management employees eligible for retirement benefits must participate in Medicare Part A and B upon reaching the qualified age.

Management employees that qualify for post-retirement medical benefits may participate in the dental and vision programs as well, at their own expense.

In the event a management employee eligible for retirement benefits should die, the surviving spouse may continue the insurance program at the expense of the spouse.

Post-employment health and welfare benefits are limited by plan conditions, time requirements, open enrollment periods, and other restrictions identified by the TCSIG or the vendor utilized by the District.

Upon retirement, management employees are not eligible to participate in District provided life insurance programs.

Post-Retirement Employment

Subject to District policy and at the discretion and authorization of the Board of Trustees, eligible retirees may be considered for post-retirement employment opportunities. Such post-retirement employment opportunity will be consistent with retiree's abilities, skills, and recent experience and with the needs of the District and subject to maximum supplemental earnings laws and regulations of Social Security, PERS, or STRS.

Section 7: Vacation, Holidays, Sick Leave and Leaves of Absence

Management employees of the Yuba Community College District are provided a generous leave package that includes the following: Vacation, Holiday, Sick Leave and Leaves of Absence. All leaves provided are consistent with those leaves identified and prescribed by Education Code and Board Policy/Administrative Procedure.

Vacation leave for management employees shall not accumulate beyond two years of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

The Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Upon using authorized leave, it is the responsibility of the management employee to document all leaves on the District Absence Report Form <http://www.yccd.edu/hr/viewform.php?id=19>.

7.1 Vacation

1. Full-time employees are entitled to 22 days of annual vacation.
2. Vacation entitlement is established per District policy.
3. Vacation entitlement is established on the first of month, if employed between 1st and 15th day, or the 1st of the following month if employed on or after 16th day. In order to count the last month of service for vacation allowance, the employee must have worked beyond the 15th day of month.

7.1.1 Accrual

An employee may not accumulate more than 2 years vacation. If in jeopardy of exceeding the maximum accrual at fiscal year end, the District will, after consultation with the employee, schedule vacation at time mutually agreeable to both parties. Management employees are responsible for use of their vacation time. Failure of a management employee to use vacation as authorized by the Board of Trustees will result in the loss of leave accumulation above the maximum of two years accumulation (44 days).

7.2 Holidays

Members of the unit shall be entitled to the following holidays with pay:

Martin Luther King Jr. Day
Lincoln's Birthday Observance
Washington's Birthday Observance
Caesar Chavez Day Observance—2010
Spring Thursday
Spring Friday
Memorial Day
Independence Day
Labor Day
Veterans Day Observance
Day Prior to Thanksgiving
Thanksgiving Day
Day Following Thanksgiving
Winter Closure

7.2.1 Winter Closure

The last seven (7) working days prior to January 2, except when January 1 falls on a Sunday, then the seven (7) working days shall include January 2.

7.3 Management Leave

All District management employees are granted eight (8) additional management leave days per year. These management leave days are available as follows:

1. Three (3) Administrative Days
2. Three (3) Non-Duty Days
3. Two (2) Floating Holidays

These days must be utilized in the academic year they are provided, and shall not accrue from year to year. In the event the District management employee does not utilize these additional management days, the result will be the loss of these days.

7.4 Sick Leave

1. Sick leaves for only illness or injury are granted for a maximum of 12 days annually as of first day of employment at the rate of 1 day per month of service computed on contractual basis. Should employment be less than 12 months, sick leave is prorated at the rate of 1 day per month of term of service.
2. Earned sick leave not used may be accumulated indefinitely from 1 year to next and may be used as required during such subsequent continuous years of service.
3. Credit for sick leave need not be accrued prior to taking; leave may be taken any time during fiscal year, not to exceed balance of sick leave entitlement through June 30 of that fiscal year.
4. Any employee on paid status while on sick leave, sabbatical, or other paid leave continues to earn all employee leave benefits to which entitled. An employee on other leaves of absence without pay retains all accumulated sick leave benefits but does not accrue any additional sick leave benefits during such periods of absence.
5. A new employee must start work on or before 15th for that month to be counted in computing sick leave. To count last month of service for sick leave, the employee must have worked beyond the 15th day.
6. For confidential employees, no overtime worked applies towards earning or accruing sick leave. Pay for any day of paid sick leave is, the same as pay which would have been received had employee served during the day of illness.
7. When absent from work because of illness or accident for period of 5 school months or less, whether or not absence arises out of or in the course of employment, the amount deducted from salary due from any month in which absence occurs shall not exceed the sum which is actually paid a temporary employee employed to fill the member's position during absence or, if no temporary employee is employed, the amount which would have been paid to the temporary employee had one been employed.
8. Sick leave credit received by transfer from a previous school district of the new employee is accepted pursuant to provisions and limitations provided in Ed Code.
9. All sick leave rights or accumulations are canceled when the member severs all official connection with the District as an employee, except that accumulated sick leave may be transferred to a subsequent employing district upon request pursuant to provisions and limitations of Education Code.

At the beginning of each fiscal year, the employee is credited with 100 working days of sick leave, compensated at not less than 50% of the employee's regular salary. Such paid leave becomes available only after the employee has exhausted all entitlement to sick leave. This leave does not accumulate from year to year. The 100 days commences with the 11th day of illness for management and supervisory employees; on the 1st day of illness for classified/confidential employees. Additional sick leave only can be used for extended illnesses or injuries. In any event, the absence for illness or injury must be verified by a physician.

Personal Necessity Leave

An employee may use, at his/her election, not more than 6 days of accumulated sick leave credit in the school year for any of the following:

1. Death or serious illness of member of employee's immediate family when additional leave is required beyond that provided by Bereavement Leave.
2. Accident involving his/her person or property, or person or property of member of immediate family.
3. Appearance in court as litigant, or as witness under an official court order.
4. Other purposes as approved in advance by immediate supervisor and Personnel Officer which are of great personal importance and cannot be accomplished except during regular working hours.
5. Immediate family as defined under Bereavement Leave.
6. Upon return to duty, he/she verifies, by filing Report of Absence with immediate supervisor, that he/she has taken leave for one of reasons listed.

7.4.1 Industrial

District management employees are eligible for an industrial leave of absence in accordance with E.C. Section 87787 (educational admin) and 88192 (classified/confidential).

7.5 Leaves of Absence

This policy describes the types of leave the District provides for employees at its discretion and in accordance with applicable state and federal law. When an employee qualifies for more than one form of leave at a time, the leave periods will run concurrently.

7.5.1 Bereavement Leave

Granted, without loss of salary or other benefits, leave of absence not to exceed three (3) working days, five (5) working days if out-of-state, or more than 200 miles travel required, per occurrence, because of death of any member of immediate family.

Immediate family means mother, father, stepmother, stepfather, grandmother, grandfather, or grandchild of employee or employee's spouse, and spouse, son, stepson, son-in-law, daughter, stepdaughter, daughter-in-law, brother, sister, or any immediate relative living in immediate household of employee.

7.5.2 Military Leave

Military Leave is granted in accordance with provisions of Education Code and military and veterans code upon submission of official orders.

7.5.3 Family Leave

District agrees to comply with all provisions of Family Medical Leave Act; to run concurrently with other leaves.

7.5.4 Jury Duty/Court Appearance Leave

The employee will be granted a leave of absence to appear as witness in court (other than as litigant), to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through connivance or misconduct of the employee.

The employee must reimburse the District any monies earned as a juror or witness, except mileage, made by the employee or salary for the day will be forfeited by the employee.

The District may require verification of jury duty time prior to, or subsequent to, providing jury duty compensation.

7.5.5 Administrative Leave

Administrative leave may be granted as follows:

1. A leave of absence without pay by the Board of Trustees may be approved upon recommendation of the Chancellor for a period not to exceed 1 year.
2. If the leave exceeds two months, it must be approved by the Board of Trustees also.
3. A member on unpaid leave of absence for 51% or more of required days of attendance are ineligible for step advancement on the salary schedule. If a Leave of Absence extends across two fiscal years and includes more than 50% of required work days in any year, a step increase may be earned in only one year.
4. Advance payment by the employee for insurance benefits may be arranged with the Human Resources Office to cover employee while on unpaid leave.
5. Should the employee desire an extension of a leave of absence, he/she should so request in writing, directed to the Human Resources Office, stating the reason for such extension and the desired ending date of the leave. Such request should be made two months prior to the end of the approved leave and must be approved by the Board of Trustees.

Section 8: Disciplinary Procedures

8.1 Guidelines for Appropriate Conduct

Employees are expected to follow acceptable business principles in matters of personal and business conduct, to accept responsibility for the appropriateness of their own conduct and to exhibit a high degree of personal and professional integrity at all times. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behavior such as theft, fighting, falsification of records, breach of confidential information, bribery and threats of violence is clearly unacceptable at any time in any workplace. Other conduct such as failure to cooperate with other employees, harassing or intimidating others and rudeness to co-workers, students, or visitors, while often more subtle, is equally unacceptable.

The District expects all employees to observe the highest standards of professionalism at all times, to comply with all laws applicable to the District business wherever conducted and to treat others (co-workers, students, vendors, and visitors) with dignity and respect. Unsatisfactory performance, poor work habits, poor attitude, unacceptable conduct and demeanor; violation of

District policies, procedures or guidelines or practices; or any other behavior or conduct deemed inappropriate by the District may lead to disciplinary action up to and including termination.

8.2 Discipline

It is the policy of the District that any employee who violates the District's policies, guidelines, rules and/or standards of conduct may be subject to disciplinary action up to and including termination.

It is not always necessary that the disciplinary action process begin with verbal counseling or include every step. Some acts, particularly those that are intentional or serious, warrant more severe immediate action. Consideration will be given to the seriousness of the offense, the intent and the attitude of the individual, and the environment in which the offense took place to decide what disciplinary action to take. The District expressly reserves the right to determine the severity of the problem and the preferred method of proceeding in each individual case.

In all cases of discipline, the District will follow applicable Board Policies and Procedures.

Section 9: Conflict Resolution

9.1 Conflict Resolution

Each member of management is encouraged to establish an open, professional and supportive relationship with all other members of management. If differences arise, the managers concerned should meet in an attempt to resolve the conflict. If the conflict is not resolved, the managers involved should seek the assistance of their immediate supervisor. The immediate supervisor shall resolve the dispute appropriately. In the case that the conflict arises with the immediate supervisor, the next level manager should be notified.

9.2 Cooperation with District Investigations

Failure or refusal to cooperate with or interference with a District investigation, including retaliation or reprisals against participants in an investigation, may be grounds for disciplinary action up to and including termination.

Section 10: Resignation/Termination of Employment

10.1 Voluntary Resignation

Management employees are expected to honor the terms of the employment agreement on which they were hired and work the entire period of the employment agreement. The agreement may be terminated by the employee prior to its expiration, however, with the consent of the District. Such consent will not be unreasonably withheld. In all cases, it is expected that the employee will give at least two weeks written notice to the District and shall be given not later than the close of the academic/fiscal year during which the resignation is received.

In addition to providing the District with sufficient notice of resignation, employees are expected to fulfill all other obligations, such as the return of keys and the payment of outstanding bills, prior to the completion of their duties. The employee's final paycheck, including earned vacation, will normally be available on the last workday.

Employees who plan to retire are encouraged to provide the District with a minimum of three months' notice, preferably six months notice. This allows ample time for the processing of appropriate forms of any retirement benefits to which an employee may be entitled.

Employees who are resigning will be compensated for unused accumulated vacation leave at the time of termination. An employee's date of termination is the last day worked. Pay for accumulated unused vacation leave does not extend the employee's length of service with the District.

10.1.1 Exit Interview

Whenever a management employee gives notice of resignation, the Human Resources Office will contact the management employee to schedule an exit interview. During this meeting, the employee has an opportunity to share any comments regarding his or her job, the department, College, or Yuba Community College District. The employee is provided with information regarding the retirement plan and continuation of other employee benefits. District-sponsored benefits generally end on the last day of the month in which the employee terminates.

10.1.2 Termination/Resignation Responsibilities

All employees are expected to return all District property upon termination, including items such as keys, identification cards, calling cards and credit cards.

10.1.3 Benefits at Termination

In most instances, benefits will cease upon termination of employment for any reason, except where mandated by state and federal laws. Any benefits described in this handbook apply only so long as the handbook is current. They do not provide vested rights.

10.2 Involuntary Termination

Management employees serve at the will and discretion of the Board of Trustees. The Board of Trustees may take action to terminate the employment agreement prior to the expiration of its term for specified reasons. The District shall follow all applicable state and federal laws when terminating the employment agreement of a management employee. Additionally, the District will give the management employee such notice by December 15 of the year that the contract is to be terminated.

The employment agreement may, at any time, be terminated by the District prior to the expiration of its term for cause. For example, termination for cause may be for the following reasons: gross neglect of duties, incompetence, physical or mental incapacity to perform duties, acts involving moral turpitude, conviction of felonies, dishonesty, or the willful failure to obey

the supervisor's directions. The District may terminate an agreement for these reasons notwithstanding the notice dates indicated above.

10.3 Employment References Policy

All requests for employment and salary verification and for job references should be referred to the Human Resources Office.

Requests for personal and payroll information are considered confidential and proprietary. Generally, without specific written authorization and release from an employee, only his/her job title, verification of employment dates and job duties will be released outside the District.



Exhibit 1 - Performance Planning and Evaluation for Managers

YUBA COMMUNITY COLLEGE DISTRICT PERFORMANCE PLANNING AND EVALUATION FOR MANAGERS

Manager's Name: _____

Department: _____

Evaluation Period: _____ Colleague ID Number: _____

A. POSITION RESPONSIBILITIES. The level of performance in completing the duties and responsibilities required in the employee's "position description" and/or as set forth with employee as specific performance objectives.

Key priorities/initiative:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

B. CONTRIBUTIONS TO ACHIEVING THE DISTRICT AND COLLEGE'S STRATEGIC PLAN. An effective manager successfully completes or advances the strategies and activities of the strategic plan for which the employee is responsible to further the advancement of the District and College's strategic plan.

List Goal, Measure, Activities:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

C. LEADERSHIP, MANAGEMENT, AND OPERATIONS. Examples of attributes of a successful manager *may* include, but not be limited to, such factors as: (1) Taking institutional view of issues; (2) Building consensus to achieve solutions; (3) Effectively recruiting, hiring, training/developing, leading departmental staff; (4) Managing departmental budgets and resources efficiently and effectively; (5) Following through on activities, assignments, and reports to assure timely completion.

List key attributes to this position:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

D. ADDITIONAL PERFORMANCE MEASURES. Additional performance attributes may differentiate the employee from others. You may include, but not be limited to such things as (1) Consistently provides accurate information upon initial request; (2) Identifies cost saving ideas, process efficiencies and/or revenue growth programs; (3) Receives un-solicited acknowledgement from others of exceptional performance; (4) Communicates professionally and effectively to institutional stakeholders, (5) Demonstrates tact and diplomacy; (6) Other

List key difference makers in this position:

- 1.
- 2.
- 3.
- 4.
- 5.

Comments:

RECOMMENDATION: (Check One)

1. Do Not Recommend Rehire (Requires President/Vice Chancellor Review)
2. Remediation Plan (Requires President/Vice Chancellor Review)
3. Recommend Rehire

REASON(S) FOR RECOMMENDATION TO NOT REHIRE AND/OR SPECIFIC RECOMMENDATION(S) FOR REMEDIATION PLAN: (If #1 or #2 is checked in the above area, Supervisor completing the evaluation must identify and document areas for improvement.)

SIGNATURES

By signature below, I acknowledge receipt of this performance evaluation and have discussed its contents with my supervisor. I also acknowledge my right to respond to this evaluation within ten (10) calendar days.

Manager's Signature Date

Supervisor's Signature Date

Reviewer's Signature Date

Reviewer should have opportunity to review evaluator's comments prior to the evaluation document being presented and discussed with manager.

This evaluation document shall be placed in your personnel file ten (10) calendar days from the date you receive the evaluation. Pursuant to Education Code section 87031, you have the right to comment in writing upon this evaluation, and you may have your written comments attached to this evaluation in your personnel file.

Exhibit 2 – YCCD Board of Trustees Strategic Directions for 2007-2011

YUBA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES STRATEGIC DIRECTIONS FOR 2007 – 2011

1. **Student Retention and Success, Student Learning Outcomes and Institutional Accountability**
 - 1.1 Ensure student retention and success
 - 1.2 Develop Student Learning Outcomes
 - 1.3 Refine student success metrics for continuous improvement and to support accountability

2. **The Basic Skills Initiative**
 - 2.1 Embrace the statewide basic skills initiative
 - 2.2 Integrate and implement strategies across Yuba Community College District programs and services

3. **Transformative Change and Innovation**
 - 3.1 Design and implement initiatives to make measurable improvements in student success and organizational effectiveness
 - 3.2 Initiate and encourage participation in innovation
 - 3.3 Create an inclusive environment that values diversity
 - 3.4 Infuse innovation into facilities modernization (Measure J)

4. **Resource Development and Alignment**
 - 4.1 Align budget with District priorities
 - 4.2 Seek alternative resources
 - 4.3 Strengthen the Foundation's role in resource development

5. **Student Access and Response to Changing Needs**
 - 5.1 Identify and anticipate changing demographics
 - 5.2 Enhance student access
 - 5.3 Design programs and services to support new and diverse populations

6. **Community Engagement and Institutional Heritage**
 - 6.1 Enhance each college's position and image in the community
 - 6.2 Preserve and build on our legacy and heritage

7. **Woodland Accreditation**
 - 7.1 Successfully complete the Accreditation process for Woodland Community College

Board Adopted 9/12/07

Exhibit 3 – Benefit Schedule

Management Active Health Benefits

⁶ Hire Date Plan → Hire Date ↓	Plan V Plan III – 9/1/02 Premier Plus – 7/1/04	Plan V Plan IV – 9/1/02 Premier Plus – 7/1/04	Plan III Premier – 7/1/04	Plan V Plan III – 9/1/02 Premier Plus – 7/1/04 Standard – 7/1/06
Prior to 6/30/02	X			
Prior to 6/30/02 Transfer within YCCD		X		
7/1/02 to Current			X	
Prior to 6/30/02 Dual Covered with TCSIG				X

Management Retirement Health Benefits

Hire Date	Confidential	Classified Supervisors	Educational Supervisors	Non-Represented
Pre 4-1-86			10 Yrs/Age 55 100%-Hire Date Plan or agreement ²	
4-1-86 to 6-30-02			10 Yrs/Age 55 1/3-Hire Date Plan ²	
Pre 1-1-91	10 Yrs/Age 55 100%-Hire Date Plan ⁴	10 Yrs/Age 55 100%-Hire Date Plan ³		
1-1-91 to 6-30-02	10 Yrs/Age 60 1/3-Hire Date Plan ⁴	10 Yrs/Age 60 1/3-Hire Date Plan ³		Hire Date Plan or agreement ¹
7-1-02 to Present	No Post Employment Health Benefits ⁵	→	→	→

¹ 1994 Handbook

3.10.4 States that such employees, upon retirement "...may participate at District expense in the following Health and Welfare plans for both members as mutually agreed upon..." This section lists the health plans provided and contains the additional phrase "or other such group health, dental, vision and life insurance programs as may be mutually agreed upon."

² 1996 Educational Supervisors Handbook

8.3.1 For pre 4-1-86 hires, the employees are entitled to the designated health plan "or other such group health, dental, vision and life insurance programs as may be mutually agreed upon." Educational Supervisors hired after 4-1-86 that have completed 10 years continuous service and attained age 55 are entitled to 1/3 of their health premium.

³ 1991 Classified Supervisors Policies and Procedures Handbook

Article XXIV indicates that employees hired before 1-1-91 that have completed 10 years continuous service and attained age 55 are entitled to 100% of District-paid benefits. Classified Supervisors hired after 12-31-90 that have completed 10 years continuous service and attained age 60 are entitled to 1/3 of their health premium.

⁴ 1993 Confidential Policies and Procedures Handbook

Article D2a indicates that employees hired prior 1-1-91 that have completed 10 years continuous service and attained age 55 are entitled to 100% of District-paid benefits. Article D2b that employees hired after 12-31-90 that have completed 10 years continuous service and attained age 60 are entitled to 1/3 of their health premium.

⁵ YCCD Board of Trustees Adopted 8-21-02; Effective 7-01-02

⁶ Hire date- See 3.2 of Management Handbook (September 29, 2008)