

**HARTNELL COMMUNITY COLLEGE DISTRICT
MANAGEMENT EMPLOYEE WORKING CONDITIONS
effective 7/1/07
*health and welfare benefits updated 1/1/13**

1. Managers in positions other than those which are categorically, grant or privately funded will receive one-year contracts each year for the first three years and three-year contracts thereafter.
2. A manager's work-week consists of Monday through Friday, exclusive of paid holidays. Required weekend or Holiday work, directed in writing by the District, may be credited as a leave day to be used in the same fiscal year as earned.

3. Leaves:

Management employees shall be credited with 26 days of vacation (prorated for less than a full year of service) at the beginning of each contract year. On October 1 of each year, any vacation days accrued in excess of 26 days will be forfeited.

On July 1, 2007, a manager's 2006/07 'non-work days' earned but not taken during 2006/07 shall be converted into vacation days.

Management employees shall receive paid holidays in accordance with the District Holiday schedule afforded other employee groups.

Management employees shall accrue one day of sick leave per month worked.

Management employees are entitled to any leaves outlined in the education code, and the conditions therein, that apply to both the classified staff and to the academic employees, including but not limited to: judicial leave, personal necessity, bereavement leave, industrial accident/illness leave, and medical/family care leave.

The Superintendent/President is authorized to grant not more than ten (10) days of administrative leave annually in addition to any other leave upon request of a management employee.

After three (3) years (and every 3 years thereafter) of employment in an administrative position, management employees are eligible for administrative leave. This leave is for professional development and may be granted for two (2) months at full pay or one semester at three-fourths base pay. All requests for this leave must be submitted to the president through the appropriate supervisor prior to submission to the Governing Board.

4. Health and Welfare:

Management employees will receive health and welfare benefits as follows: medical, vision care, dental for employee and dependents, and life insurance for employee, accidental death for employee while on district business, and long term disability as

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provided other employees of the District, effective the first day of the month following employment. The District shall pay for these benefits up to the maximum cap provided to all other employee groups.

Upon the death of the management employee, dependent medical coverage paid for by the District up to the cap, established at the time of the manager's retirement, shall continue for 90 days.

***The following provision was nullified by law on January 1, 2013. See new provision described in February 26, 2018 letter, below.**

The management employee who is eligible for retirement through PERS or STRS, whichever is appropriate, shall be granted ten (10) years of district paid medical, vision, and dental coverage equal to the current district "cap" in place for the retiree and dependents. To be eligible, the management employee must have served in the management category of employment for a minimum of 5 years. Benefit ends on the management employee's 65th birthday.

5. Salary Placement

The Superintendent may recommend placement on the management salary schedule for new employees based upon years of experience and training, as may be in the District's best interest.

Future placement on the salary schedule shall be dependent upon satisfactory work performance as determined by the Superintendent/President and the Governing Board.

The anniversary date for a salary step increase will be on the date of hire or reclassification date. All increases will be processed as of the first of the month of the anniversary/reclass date, whichever is most recent.

Management employees who have earned a doctoral degree shall receive an annual stipend of \$1500 in addition to their annual salary.

