

**District Participatory Governance Council**  
**Meeting Agenda**  
**February 4, 2019 | 2:15 p.m.**  
**District Office – Board Room**

- 1. Call to Order/Establish Quorum**
- 2. Statements from the Public on Non-Agenda Items**
- 3. Action Items**
  - A. Approval of Minutes from December 3, 2018 Meeting
  - B. Board Policies for Final Review
    1. 4.00 – Applicability of Chapter IV Policies (*Attachment #01*) *No Revisions Recommended*
    2. 4.15 – Employee Requirements (*Attachment #02*) *Minor Revisions Recommended*
    3. 4.20 – Supervision of Classified Employees (*Attachment #03*) *No Revisions Recommended*
    4. 4.22 – Classified Staff Development Program (*Attachment #04*) *No Revisions Recommended*
    5. 4.25 – Employees Not Members of the Classified Service (*Attachment #05*) *No Revisions Recommended*
    6. 4.30 – Pay Period for Classified Employees (*Attachment #06*) *No Revisions Recommended*
    7. 5.00 – Applicability of Chapter V Policies (*Attachment #07*) *No Revisions Recommended*
    8. 5.01 – Definition of Non-Represented Employees (*Attachment #08*) *No Revisions Recommended*
    9. 5.02 – Non-Represented Employees: Work Year and Workday (*Attachment #09*) *No Revisions Recommended*
    10. 5.04 – Non-Represented Employees: Staff Development Programs (*Attachment #10*) *No Revisions Recommended*
    11. 5.06 – Non-Represented Employees: Conflict Resolution (*Attachment #11*) *No Revisions Recommended*
    12. 5.07 – Non-Represented Employees: Health Benefits and Leaves of Absence (*Attachment #12*) *No Revisions Recommended*

**4. Information Items**

A. Board Policies for First Review

1. 5.10 – Managers: Employment and Reassignment (*Attachment #13*) *No Revisions Recommended*
2. 5.12 – Managers: Responsibilities (*Attachment #14*) *Minor Revisions Recommended*
3. 5.14 – Managers: Compensation and Benefits (*Attachment #15*) *No Revisions Recommended*
4. 5.15 – Non-Represented Employees: Employment Requirements (*Attachment #16*) *Minor Revisions Recommended*
5. 5.16 – Managers: Evaluation (*Attachment #17*) *No Revisions Recommended*
6. 5.20 – Academic Supervisors: Employment and Reassignment (*Attachment #18*) *Minor Revisions Recommended*
7. 5.24 – Academic Supervisors: Compensation and Benefits (*Attachment #19*) *No Revisions Recommended*
8. 5.26 – Academic Supervisors: Evaluation (*Attachment #20*) *No Revisions Recommended*
9. 5.50 – Classified Professional/Supervisory Employees: Employment and Transfer (*Attachment #21*) *No Revisions Recommended*
10. 5.54 – Classified Exempt and Non-Exempt Professionals and Supervisors: Compensation and Benefits (*Attachment #22*) *No Revisions Recommended*
11. 5.56 – Classified Professional/Supervisory Employees: Evaluation (*Attachment #23*) *No Revisions Recommended*
12. 5.60 – Classified Professional/Supervisory Employees: Employment and Transfer (*Attachment #24*) *No Revisions Recommended*
13. 5.64 – Confidential Employees: Compensation and Benefits (*Attachment #25*) *No Revisions Recommended*
14. 5.66 – Confidential Employees: Evaluation (*Attachment #26*) *Minor Revisions Recommended*

**5. Closing Remarks/Agenda Building**

**6. Adjournment**

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.00 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.00 Applicability of Chapter IV Policies

**Revision Date:** 11/10

---

The policies in this Chapter are applicable to all classified employees except when noted in the policy. In addition, classified staff who are members of the collective bargaining unit represented by the California School Employees Association (CSEA), Chapter 33 are covered by the provisions of the current CSEA contract. Classified staff who are members of the collective bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829 are covered by the provisions of the current AFSCME contract.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.15 (BP 7330)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.15 Employment Requirements  
**Revision Date:** 11/10; 02/19  
**Policy References:** Education Code Sections 87408.6, 88021

---

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted at a location designated by the ~~County Office of Education District~~ within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the Federal, State, or any other regulatory agency.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.20**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.20 Supervision of Classified Employees

**Revision Date:** 11/10

- 
1. The general administrative coordination of the Classified Service at the District Office and the general Districtwide administrative coordination of the Classified Service is the responsibility of the Vice Chancellor-Human Resources and Employee Relations.
  2. The general administrative coordination of the Classified Service at each College is the responsibility of the College Presidents.
  3. The Office of Human Resources is responsible for maintaining generic job descriptions for all classifications in the Classified Service.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.22**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.22 Classified Staff Development Program  
**Revision Date:** 11/10  
**Policy Reference:** Accreditation Standard III.A.5

- 
1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide the classified staff with a staff development program which will encourage professional growth that maintains and extends the high performance standards of all employees.
  2. A copy of the Classified Staff Development Program Plan will be maintained by the District Office of Human Resources.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.25 (BP 7130)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.25 Employees Not Members of the Classified Service

**Revision Date:** 11/10

---

1. The Board shall establish salary schedules and procedures for employment of student assistants, classified substitutes, short-term, non-continuing and other temporary employees of the District. Pursuant to Education Code regulations, temporary employees in these categories are non-represented, at-will employees, and are not a part of the classified service.
2. Approval of the appropriate District and/or College administrator is required prior to employment of temporary personnel. Board approval of all short term, non-continuing assignments and assignment extensions are required prior to the employment of any temporary personnel to perform those services. Employment policies governing temporary employees shall reflect equal opportunity law and provisions of the California Education Code and District policy.
3. Employees in these categories must complete and file the following:
  - a. Proof of identity and authorization for employment in the United States, pursuant to the Immigration Reform Control Act)
  - b. Social Security card (original card is required for duplication by authorized District personnel)
  - c. Loyalty Oath
  - d. Required District payroll forms:
    - 1) W-4 (income tax withholding)
    - 2) Temporary Classified Employment Authorization Form (classified short-term and substitutes only)
    - 3) New Hire Information form
    - 4) Timesheet for payment of hours worked, using the assigned salary rate, pursuant to established District payroll timelines.
  - e. Child/Dependent Adult Abuse Reporting form
  - f. Proof of freedom from tuberculosis (required for student assistants/short-term and substitutes who are employed in District child care and health services)
  - g. Confidentiality Contract and Verification of College-Only Employment (student assistants only)
  - h. Emergency Contact Information form
4. The District may also employ classified retirees as temporary, at-will employees, pursuant to established procedures for determining work assignments, appropriate pay rates and time limitations in conjunction with retirement system regulations.
5. The appropriate administrator will be accountable for determining and monitoring the employment limitations, specific type of work assigned, length of the temporary service, pay rates, quality of employee performance and retention of temporary employees, pursuant to Education Code, regulatory, and District policies and procedures.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.30**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.30 Pay Period for Classified Employees

**Revision Date:** 11/10

- 
1. For regularly employed classified employees, a pay period is the calendar month, with warrants issued on the last working day of the month.
  2. The pay period for employees on an hourly pay scale, and the overtime pay period, ends on a scheduled day each calendar month as established by the District Payroll Office with warrants issued and payable on the fifteenth day of the month.



**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.00**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.00 Applicability of Chapter V Policies

**Revision Date:** 11/10

---

The policies in this Chapter are applicable to employees who are not represented by an exclusive representative organization under the Educational Employment Relations Act. These employees are included in one of four groups, all of which are defined in Section 5.01.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.01 (BP 7240, 7250, and 7260)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.01 Definition of Non-Represented Employees  
**Revision Date:** 11/10  
**Policy References:** Government Code Sections 3540.1(c), 3540.1(g), 3540.1(m); Education Code Section 72411

---

1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of Human Resources shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may be either an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors and classified exempt supervisors are District employees who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic and Classified Exempt Supervisory Salary Schedule. The academic and classified exempt supervisory positions are listed in the Office of Human Resources.
4. Non-exempt classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining agents.
5. Confidential employees are District employees who are designated by the Board of Trustees as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.02**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.02 Non-Represented Employees: Work Year and Workday  
**Revision Date:** 2/11

---

1. The work year for management and academic supervisory employees shall be the total number of calendar days in the year from July 1 through the following June 30, less 27 days of vacation and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
2. The normal workday for managers and academic supervisory employees shall consist of seven and one-half hours. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and the Education Code. The duties, flexibility of hours, salary, benefit structure and authority of these positions are of such a nature that they are set apart from the positions which are subject to the overtime provisions of State and Federal law.
3. The work year for classified professional/supervisory employees and confidential employees shall normally be the total number of calendar days in the year from July 1 through the following June 30, less vacation as specified in sections 5.54 and 5.64 of this Chapter, and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
4. The workday for classified professional /supervisory employees and confidential employees shall normally consist of seven-and-one-half hours.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.04**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.04 Non-Represented Employees: Staff Development Programs  
**Revision Date:** 11/10  
**Policy Reference:** Accreditation Standard III.A.5

---

1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide non-represented employees with staff development opportunities to encourage professional growth that maintains and extends the high performance standards of all employees.
2. Managers and academic supervisors are eligible to participate in the Management Development Program established by the Board of Trustees. A copy of the Management Development Program Plan shall be maintained by the Office of Human Resources.
3. Members of the classified professional/supervisory and confidential groups are eligible to participate in the Classified Staff Development Program established by the Board of Trustees. A copy of the Classified Staff Development Program Plan shall be maintained by the Office of Human Resources.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.06**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.06 Non-Represented Employees: Conflict Resolution

**Revision Date:** 2/11

---

1. A complaint by a non-represented employee that s/he has been adversely affected by a misinterpretation, violation or misapplication of policies of the Board of Trustees or administrative procedures shall be addressed in a manner to obtain a solution at the lowest possible management level.
2. Any complaint first should be discussed informally with the employee's immediate supervisor in an effort to resolve the problem. If the problem is unresolved, the complainant may request a review by the College President or, in the case of a District Office employee, by the Executive Vice Chancellor. If the immediate supervisor is the College President or the Chancellor, the Chancellor may designate another administrator to hear the conflict at this stage.
3. If the problem is still unresolved, a non-represented employee may then request a formal administrative review of the complaint by the Chancellor by filing a written request. The request should include both a description of the specific grounds for the complaint and specific actions requested which will remedy the complaint. The decision of the Chancellor shall be final.
4. The District shall not take reprisal affecting the employment status of any non-represented employee because of the employee's participation in the conflict resolution process.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.07 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.07 Non-Represented Employees: Health Benefits and Leaves of Absence  
**Revision Date:** 3/11  
**Policy References:** Education Code Sections 7000 et seq., 87035, 87036, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 88193, 88207, 88210; Government Code Section 12945

---

1. All non-represented employees who are permanent regular full-time or regular part-time employees and who are employed at least 18.75 hours per week are eligible for health and welfare benefits.
2. The District will provide each eligible employee and eligible dependents with benefits described below:
  - a. Medical insurance: The District will provide each eligible employee and eligible dependents with one of the PERS Medical plans that are available for the employee's selection. The Plans are fully described in the Employee Benefits Brochure available on the District website downloads.
  - b. Dental insurance: The District will provide each eligible employee and eligible dependents with dental benefits provided through Delta Dental Insurance. The available plans are described in the Employee Benefits Brochure described in paragraph 2.
  - c. Life Insurance: The District will provide each eligible employee with a term life insurance policy as described in the Employee Benefits Brochure.
  - d. Disability Insurance: The District will provide each eligible employee with disability insurance to cover disability after an employee's sick leave is exhausted as described in the Employee Benefits Brochure.
  - e. Vision Insurance: The District will provide each eligible employee and eligible dependents with vision benefits through the Vision Service Plan (VSP) as described in the Employee Benefits Brochure.
3. The cost for providing the medical benefits shall be shared by the District and the employee, based upon the monthly medical cap that has been established and subject to the meet and confer process. The costs for benefits listed in paragraphs 2(b) through 2(e) above shall be borne by the District.
4. The District shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include but are not limited to:
  - a. Illness leave for all classes of permanent employees;
  - b. Vacation leave;
  - c. Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated;

- d. Leave of absence to serve as an elected member of the legislature;
  - e. Use of illness leave for personal necessity;
  - f. Work-related illness/injury leave;
  - g. Jury service or appearance as a witness in court;
  - h. Military service;
  - i. Family and medical leave.
5. Vacation leave for non-represented employees shall not accumulate beyond two times the annual accrual. Employees shall be permitted to take vacation leave in a timely manner to avoid accumulation of excessive vacation.
6. In addition to the above-described leaves of absence, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.10**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.10 Managers: Employment and Reassignment  
**Revision Date:** 12/10  
**Policy References:** Education Code Sections 72411, 87457-87460

---

1. It is the intent of the Board of Trustees to secure highly qualified persons for each management position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor, management positions shall be established by the Board of Trustees.
2. Appointments to management positions are made by the Board of Trustees based upon the recommendation of the Chancellor. The President of a College will make recommendations to the Chancellor for all College management appointments.
3. The selection process to be followed in hiring managers is specified in the Classified and Management Selection Procedures adopted by the Board of Trustees and maintained by the Office of Human Resources.
4. Educational managers must meet the minimum qualifications as required by law and any other local qualifications adopted by the Board of Trustees.
5. As provided by law, the Board may designate certain management positions to be part of the Classified Service.
6. Educational managers may be employed by a contract which may be extended upon the recommendation of the Chancellor. Those who are not employed by written contract shall be continued from year to year, unless appropriate notice is given in the manner prescribed by law.
7. District-tenured faculty members who are appointed to management positions will retain tenure as faculty members. All managers holding tenure in the District will continue to do so.
8. Individuals who do not hold tenure within the District and who are appointed to an educational manager's position shall be subject to tenure and reassignment provisions of the Education Code.
9. Managers may be reassigned from one District unit to another or from management status to faculty status should the needs of the District and students be best served by such a reassignment. Reassignment may be initiated by the Chancellor-Superintendent or requested by the affected manager. All reassignments will be made in accordance with the requirements of the Education Code and any other policies adopted by the Board of Trustees.



**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.12**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.12 Managers: Responsibilities

**Revision Date:** 11/10; XX/19

---

1. Management employees are responsible for providing effective leadership and support in the planning, implementation and evaluation of District objectives. In performing the duties outlined in their job description, managers participate in policy development and implement ~~the Rules and Regulations~~ policies -of the Board of Trustees and the administrative procedures approved by the Chancellor.
2. Management employees are expected to uphold the highest standards of integrity, to know and uphold the laws which apply to their area of responsibility, to work collegially with other staff members and to respect individual differences, individual rights and human dignity.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.14 (BP 7130 and 7385)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.14 Managers: Compensation and Benefits  
**Revision Date:** 6/11  
**Policy References:** Education Code Sections 70902(b)(4), 87801 and 88160; Government Code Section 53200

---

1. Salary compensation for managers, as defined in Policy 5.01, will be determined by the Board of Trustees and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to management employees, the following sections of Chapters III (Faculty) and IV (Classified Employees) shall apply to managers:
  - a. 3.15 Employment Requirements
  - b. 3.35 Payroll Deductions
  - c. 3.50 Suspension and Dismissal
  - d. 4.05 The Classified Service
  - e. 4.15 Employment Requirements
  - f. 4.30 Pay Period
  - g. 4.35 Payroll Deductions
  - h. 4.40 Continuation of Employment
  - i. 4.45 Dismissals and Disciplinary Action
3. Any modification of pay or benefits for managers will be recommended to the Board of Trustees by the Chancellor.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.15 (BP 7330)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.15 Non-Represented Employees: Employment Requirements  
**Revision Date:** 12/10; XX/19  
**Policy Reference:** Education Code Sections 87408.6

---

Prior to starting work and as a condition of employment, all employees who are not represented by an exclusive representative must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted at a location designated by the District by the County Office of Education within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing academic supervisors and managers shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the ~~Federal, State~~ federal or state governments, or any other regulatory agency.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.16**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.16 Managers: Evaluation  
**Revision Date:** 10/11  
**Policy Reference:** Accreditation Standard III.A.1.b

---

1. The purposes of management evaluations are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All employees in management positions shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the office of Human Resources.
5. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. A manager has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of managers are based upon needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.20**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.20 Academic Supervisors: Employment and Reassignment

**Revision Date:** 12/10; XX/19

---

1. It is the intent of the Board of Trustees to identify the most qualified person for each academic supervisory position to guarantee efficient and effective operation of designated programs within the District. Based on the recommendations of the Chancellor, academic supervisory positions shall be determined by the Board of Trustees.
2. Appointments to academic supervisory positions are made by the Board of Trustees based upon the recommendation of the Chancellor. In the case of College appointments, the President of the College will make recommendations to the Chancellor.
3. District-tenured faculty members who are appointed to an academic supervisory position will retain tenure as a faculty member. Reassignment to return to faculty status may be made upon the recommendation of the Chancellor and approval by the Board of Trustees or upon request of the employee.
4. Individuals who do not hold tenure in the District and who are appointed to academic supervisory positions shall be subject to tenure and reassignment provisions in the Education Code.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.24**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.24 Academic Supervisors: Compensation and Benefits  
**Revision Date:** 6/11  
**Policy References:** Education Code Sections 70902(b)(4) and 88160; Government Code Section 53200

---

1. Salary compensation for academic supervisors, as defined in Policy 5.01, will be determined by the Board of Trustees and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to academic supervisory employees, the following sections of Chapters III (Faculty) and IV (Classified Employees) shall apply to academic supervisors:
  - a. 3.15 Employment Requirements
  - b. 3.35 Payroll Deductions
  - c. 3.50 Suspension and Dismissal
  - d. 4.30 Pay Period
3. Any modification of benefits for academic supervisors will be recommended to the Board of Trustees by the Chancellor.
4. Procedures regarding salary placement, movement on the salary schedule, vacation accrual and extra pay for academic supervisors are maintained by the Office of Human Resources.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.26**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.26 Academic Supervisors: Evaluation  
**Revision Date:** 12/11  
**Policy Reference:** Accreditation Standard III.A.1.b

---

1. The purposes of academic supervisor evaluations are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.50**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.50 Classified Professional/Supervisory Employees: Employment and Transfer  
**Revision Date:** 11/10  
**Policy References:** Government Code Section 3540.1; Education Code Section 72411

---

1. It is the intent of the Board of Trustees to identify the best qualified person for each classified professional/supervisory position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor, classified professional/supervisory positions shall be determined by the Board of Trustees.
2. Appointments to classified professional/ supervisory positions are made by the Board of Trustees based upon the recommendation of the Chancellor. The President of a College will make recommendations to the Chancellor for all College classified professional/supervisory appointments.
3. The selection process to be followed in hiring classified professional/supervisory employees is specified in the Classified and Management Selection Procedures adopted by the Board of Trustees and maintained by the Office of Human Resources.
4. Classified professional/supervisory employees may be transferred from one District unit to another should the needs of the District be best served by such action. Transfer may be initiated by the Chancellor or requested by the employee. All transfers will be made in accordance with District policies.



**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.54**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.54 Classified Exempt and Non-Exempt Professionals and Supervisors:  
Compensation and Benefits  
**Revision Date:** 12/11  
**Policy References:** Education Code Sections 70902(b)(4) and 88160; Government Code Section 53200

---

1. Salary compensation for members of the classified exempt and non-exempt professional/supervisory group will be determined by the Board of Trustees and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to employees in the classified professional/supervisory group, all policies contained in Chapter IV apply to members of the classified professional/supervisory group.

The following portions of the agreement between the District and the California School Employees Association (CSEA), Chapter 33 will also apply to classified professional and supervisory group members:

- a. Retirement
  - b. Vacation: Classified professional/supervisory employees will receive two (2) additional days of vacation beyond the numbers listed in Appendix B of the CSEA contract.
3. Any modification of pay or benefits for classified professional/supervisory employees will be determined through a meet and confer with representatives of the classified exempt or non-exempt professional/supervisory group and the Vice Chancellor-Human Resources. The results shall be presented to the Chancellor and recommended by the Chancellor to the Board of Trustees.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.56**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.56 Classified Professional/Supervisory Employees: Evaluation  
**Revision Date:** 6/11  
**Policy Reference:** Accreditation Standard III.A.1.b

---

1. Classified professional/supervisory group members are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in the District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of classified professional/supervisory employees shall be maintained by the Office of Human Resources.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.60**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.60 Confidential Employees: Employment and Transfer  
**Revision Date:** 11/10  
**Policy Reference:** Government Code Section 3540.1

---

1. It is the intent of the Board of Trustees to identify the best qualified person for each confidential position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor, confidential positions shall be determined by the Board of Trustees.
2. Appointments to confidential positions are made by the Board of Trustees based upon the recommendation of the Chancellor. The President of a College will make recommendations to the Chancellor for any College confidential appointments.
3. The selection process to be followed in hiring confidential employees is specified in the Classified and Management Selection Procedures adopted by the Board of Trustees and maintained by the Office of Human Resources.
4. Confidential employees may be transferred from one District unit to another should the needs of the District be best served by such action. Transfer may be initiated by the Chancellor or requested by the employee. All transfers will be made in accordance with District policies.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.64**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.64 Confidential Employees: Compensation and Benefits  
**Revision Date:** 10/11  
**Policy References:** Education Code Sections 70902(b)(4) and 88160; Government Code Sections 3540.1(c) and 53200

---

1. Salary compensation for confidential employees, as defined in Government Code Section 3540.1(c), will be determined by the Board of Trustees and reviewed annually. Because confidential employees are not entitled to representation by collective bargaining agents under the law and because of the nature of confidential work, the District maintain a two (2) percent differential between confidential salaries and the salaries of similar positions in the collective bargaining unit.
2. To the extent that they are not superseded by specific regulations applying to confidential employees, all policies contained in Chapter IV apply to confidential employees who are members of the Classified Service.
3. The following portions of the agreement between the District and the California School Employees Association (CSEA), Chapter 33 will also apply to confidential employees:
  - a. Retirement
  - b. Vacations. Confidential employees will receive two (2) additional days of vacation beyond the numbers listed in Appendix B of the CSEA contract
4. After meeting and conferring with representatives of management, changes in pay or benefits for confidential employees will be recommended to the Board of Trustees by the Chancellor.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.66**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.66 Confidential Employees: Evaluation

**Revision Date:** 6/11; 02/19

**Policy Reference:** Accreditation Standard III.A.1.b

- 
1. Confidential employees are evaluated using the same method and forms ~~as that~~ are used for classified employees represented by collective bargaining ~~agents~~ in this District. Appropriate adjustments to the classified evaluation process may be made.
  2. Procedures for the evaluation of confidential employees shall be maintained by the Office of Human Resources.