AP 7130  COMPENSATION

References:
- Education Code, Sections 87801 and 88160;
- Government Code, Section 53200
- U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

Contract Management Employees
The Board of Trustees will establish and maintain a contract with the President/Superintendent which sets forth the provisions of salary, compensation, and health and welfare benefits.

The Board of Trustees will establish and maintain a Contract Management Salary Schedule. Contract Management Employees, excluding the President/Superintendent, will receive compensation based upon the Contract Management Employee Salary Schedule. The Board of Trustees will also establish and maintain contracts with Contract Management Employees which include salary provisions and health and welfare benefits.

Management Team Employees
The Board of Trustees will establish and maintain a Management Team Salary Schedule. The Human Resources Office will maintain salary schedules, salary schedule provisions, and health and welfare benefits at the direction of the Board of Trustees.

Faculty Employees
Faculty salary schedules, salary schedule provisions, and health and welfare benefits will be established and maintained in the collective bargaining agreement.

All faculty employees will be paid and receive benefits in accordance with the terms and conditions of the negotiated agreement.

Classified Employees
Classified salary schedules, salary schedule provisions, and health and welfare benefits will be established and maintained in the collective bargaining agreement.

All classified employees will be paid and receive benefits in accordance with the terms and conditions of the negotiated agreement.
General Employee Provisions

Salary Warrant Errors
Whenever it is determined that a District error has been made in the calculation or reporting in any employee’s payroll or in the payment of any employee’s salary, the District shall provide the employee with a statement of the correction and a supplement payment normally within five (5) working days of such determination. The employee shall provide written notification to the Payroll Department of any alleged errors. A salary warrant error resulting in an overpayment for an employee shall be corrected and subsequent salary warrant(s) reduced accordingly after the District provides written notification to said employee.

Lost Salary Warrants
If an employee: a) loses a salary warrant after receipt, b) fails to receive a salary warrant within ten (10) workdays of the date of mailing, or c) fails to cash a salary warrant within six (6) months of the issuance date, said employee shall immediately notify the Payroll Department and as soon as administratively practicable a new salary warrant shall be issued. The District shall charge said employee for the actual and necessary expense of reissuing a warrant in cases of the loss of a salary warrant or failure to cash a salary warrant within the time period specified above.

Quarantine
All employees may receive salary in full when quarantined by city or county health officials because of another’s illness.

Prohibition on Incentive Compensation
The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

Contract management employees who are only involved in the development of policy and do not engage in individual student contact or the other activities covered by the prohibition of incentive compensation will not generally be subject to the ban.

The management team and employees who are only involved in the development of policy and do not engage in individual student contact or the other activities covered by the prohibition of incentive compensation will not generally be subject to the ban.

The President/Superintendent or designee shall identify any covered employees of the District and determine whether the District’s compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the President/Superintendent or designee shall identify any covered service providers, evaluate whether the contract pricing
structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008
Date Revised: October 10, 2011
(Replaces former Cerritos CCD Policies 7006, 7007, 7206, 7304, 7305, 7307, 7308, 7309, 7310, and 7321)