MANAGEMENT EMPLOYEES

7101  EMPLOYMENT OF EDUCATIONAL ADMINISTRATORS

7101.5 The administration, acting as agents of the Board of Trustees, shall develop and adhere to minimum qualifications and local standards in the hiring process for educational administrator positions. (Education Code Section 87356; Title 5 Code Section 53420)

a. Each individual employed must possess qualifications that are at least equivalent to the State's Minimum Qualifications for hire as specified in regulations adopted by the Board of Governors.

b. Local standards may be created for each position which may exceed, but not be less than, those specified by the State's Minimum Qualifications criteria.

7101.6 Selection committees for educational administrator positions shall be formed in accordance with the established Management Selection Procedure. (Discretionary Education Code Section 70902)

7101.7 The Board of Trustees authorizes the President/Superintendent to establish and implement the procedures necessary to carry out these policies. Such procedures shall be developed through shared governance and distributed to specify the guidelines and procedures to be followed. (Discretionary Education Code Section 70902[4])

7102  EMPLOYMENT OF CLASSIFIED MANAGERS

7102.1 The President/Superintendent shall establish and implement procedures for the recruitment, selection, and employment of classified management employees in accordance with the District's Affirmative Action/Staff Diversity Policy. Such procedures shall be developed through shared governance and distributed to specify the guidelines and procedures to be followed. (Required Education Code Sections 87100, 88003 and 70902 [14] [c-d])

7102.2 Selection committees for classified management positions shall be formed in accordance with the established Management Selection Procedure. (Required Education Code Sections 70902[4] and 88003)
**7104  APPOINTMENTS**

7104.1 The appointments of the President/Superintendent, Vice President Academic Affairs, Vice President of Business Services, Vice President of Student Services, and any other contract positions as established by the Board of Trustees are established by contracts and continued by the action of the Board of Trustees. (Required Education Code Section 72411[a])

7104.2 All other management positions are offered and held on recommendation of the President/Superintendent with the approval of the Board of Trustees. (Discretionary Education Code Section 70902)

7104.3 Appointments to educational administrator positions, other than those controlled by management contract as specified in Board Policy, shall be continued from year to year unless appropriate notice is given in the manner prescribed by law. (Required Education Code Section 72411[a])

7104.4 Educational administrator employees are subject to and governed by sections of the Education Code dealing with academic employees and appropriate sections of Cerritos Community College District policies. (Required Education Code Section 87001 and 87356)

7104.5 Educational administrator employees do not acquire and cannot obtain tenured status as management employees, but are eligible for and may hold status in other capacities in the Cerritos Community College District in accordance with the provisions of Education Code Section 87458. (Required Education Code Section 87458)

**7105  ADMINISTRATIVE REASSIGNMENT**

7105.1 The Board of Trustees of Cerritos College, in conformance with Education Code Section 87458, provides the right of reassignment to faculty duties and responsibilities to eligible nonclassified educational administrators when specific conditions are satisfied. (Required Education Code Section 87458)

7105.2 The Board of Trustees authorizes the administration and the Faculty Senate to jointly establish and implement the procedures necessary to carry out this policy. (Discretionary Education Code Section 70902; Title 5 Code Sections 53200-53203)
7107  **RIGHTS, TERMS AND CONDITIONS OF EMPLOYMENT**

7107.1 The President/Superintendent shall provide, subject to approval of the Board of Trustees, regulations regarding management employees’ rights, terms and conditions of employment. (Discretionary Education Code Sections 70902 and 88009)

7107.2 Management employees' concerns on matters related to wages, hours of employment and other terms and conditions of employment shall be communicated to the Board of Trustees by the President/Superintendent or his/her designee. (Discretionary Education Code Section 70902)

7110  **LEAVES**

7110.1 Sick leave and other leave benefits for educational administrator employees shall be granted in accordance with the leave policies for academic employees, except as indicated otherwise in such policies. (Education Code Sections 87001, 87002, 87764 and 87765)

7110.2 Sick leave and other leave benefits for classified management employees shall be granted in accordance with the leave policies for classified employees, except as indicated otherwise in such policies. (Required Education Code Sections 87765, and 87001)

7111  **EXTENDED SICK LEAVE BENEFITS**
(Discretionary Education Code Sections 87786 and 88196)

Management employees are eligible for extended sick leave benefits in the amount of 50% of their regular compensation for a maximum of 100 work days. The 100 work days of 50% pay shall be available to employees after the exhaustion of all other paid sick leave, vacation, or holidays. Only a single 100 work day period shall be allowed for any single and continuous absence for an illness or injury including one that extends into the next school year.

7112  **VACATION**
Board Approved 07/09/03

7112.1 Management employees on a 12 month assignment shall earn 14.664 hours of vacation leave per calendar month's service to a maximum of 176 hours of earned vacation leave per fiscal year without loss of pay, exclusive of the approved holidays as set by the Board of Trustees. Earned vacation leave shall
not accumulate beyond twice the annual vacation leave earned by an employee as of June 30, of each fiscal year. Employees must request in advance to take vacation leave that is anticipated to accumulate beyond the allowed maximum.

Such request must be made through the immediate manager to the appropriate Vice President or President/Superintendent. If the request is not approved because of District needs, the employee will be paid for the excess earned vacation leave. (Discretionary Education Code Sections 70902 and 88197)

7112.2 Excluding established exceptions employees will be limited to how much vacation they can accrue on July 1, if their vacation balance on the previous June 30th exceeds the maximum accrual allowed by policy.

7112.3 Management employees who have had a change in assignment resulting in an assignment which does not earn vacation leave, or leave the employment of the District shall be paid for any unused earned vacation leave at the time of separation from employment qualifying for earned vacation. Such payment will be made at the employee's regular rate of pay at the time of separation from such employment. (Discretionary Education Code Sections 70902 and 88197[d])

7112.4 **VACATION BUY BACK**
Management employees will be allowed to sell back to the District up to a maximum of 80 hours of vacation time per fiscal year (July 1 – June 30). The request to sell vacation time back to the District must be approved by the employee's manager, and final approval by the appropriate Vice President or President/Superintendent.

7113 **BONUS VACATION**
(Discretionary Education Code Section 70902)
Management employees will be eligible for bonus vacation hours based upon unused earned sick leave in accordance with the provisions of the approved salary schedule.

7114 **EVALUATION**
(Discretionary Education Code Sections 70902 and 87663)
(Approved by Board of Trustees November 19, 1997)
The performance of all educational administrators and classified managers will be evaluated at least once a year. However, in the first year of employment, all
educational administrators and classified managers will be evaluated at the conclusion of six months and one year of employment.

The educational administrator’s or classified manager’s immediate supervisor shall evaluate the educational administrator or classified manager using the Cerritos College Management Performance Evaluation Procedures. These procedures shall be developed and maintained through a shared governance committee expressly designated for Management Performance Evaluation.

At the beginning of each evaluation period, goals and performance measures will be developed which will identify individual and institutional expectations and will provide the basis of individual assessment. A copy of the performance assessment shall be placed in the educational administrator’s or classified manager’s personnel file upon completion.

Management performance assessment shall be monitored and maintained by the Human Resources Office. Not later than February 15 of each year, the President/Superintendent shall provide copies of all of the confidential management performance assessments to the Board of Trustees for review in closed session.