1. Salary amounts on the schedule are monthly rates for a full-time assignment.

2. All managers will originally be placed on salary schedule according to position by the President-Superintendent. Effective July 1, 1981, advancement from one column to the next column on the salary schedule shall be dependent upon the recommendations of the manager’s immediate supervisor and subject to approval by the President-Superintendent. Advancements that are approved shall be made effective July 1 of each subsequent school year.

3. All management employees shall be exempt from overtime compensation provisions for the performance of management and other related duties as assigned.

4. Overload faculty assignments for management employees must be approved by the President-Superintendent, and/or appropriate Vice President. Such assignments shall only be allowed during the regular academic year (Fall or Spring semesters), and shall not exceed six units per semester.

5. Leaves of absence from duty (i.e. sick leave, personal necessity, vacation, etc.) shall be granted in accordance with approved Board policies.

6. Management employees will be eligible for bonus vacation hours based on the accumulated sick leave hours, as follows:

<table>
<thead>
<tr>
<th>Accumulated Sick Leave Hours</th>
<th>Bonus Vacation Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>192-383</td>
<td>8</td>
</tr>
<tr>
<td>384-575</td>
<td>16</td>
</tr>
<tr>
<td>576-767</td>
<td>24</td>
</tr>
<tr>
<td>768-959</td>
<td>32</td>
</tr>
<tr>
<td>960+</td>
<td>40</td>
</tr>
</tbody>
</table>

Employee shall be credited for bonus vacation hours each year as of July 1, based on accumulated sick leave as of the previous June 30. Such bonus credit shall not be prorated in fractions of hours.
7. **INCENTIVE COLUMN** - Management employees may qualify for advancement to the Incentive Increment (Column F) on the salary schedule in accordance with the following requirements:

   a) Employee must have rendered service in a management position for a minimum of four full years on Column E of the salary schedule.

   b) Employee may apply for advancement to the Incentive Increment (Column F) by submitting a proposed program or project related to his/her assignment that upon completion would benefit the college.

   c) Employee must submit the application a minimum of one year prior to the date he/she is eligible for advancement to the Incentive Increment Column based on the service requirement indicated above. The program or project the employee proposes to complete must be approved in advance by the President-Superintendent.

   d) Upon satisfactory completion of the approved program or project, as determined by the President-Superintendent, the employee shall qualify for advancement to the Incentive Increment (Column F) on the salary schedule in accordance with the provisions specified in Item #2 above.

8. **LONGEVITY INCREMENT** - Management employees reaching Column E of the Management Employees Salary Schedule may be granted review for a salary increment as follows:

   a) The appropriate Vice President and President/Superintendent must approve the review for the longevity increment.

   b) **First Longevity Increment**: The amount of the increment will be 5% added to a manager's current salary and may be granted on July 1 of the appropriate fiscal year. The increment will be granted to those managers who have rendered at least five (5) full-time years of service at Column E, or a combination of Columns E and F, as of June 30 of any fiscal year. Managers who have served five (5) or more years at Column E or above as of June 30, 2000 will be eligible for this increment effective beginning July 1, 2000. There will be no retroactive salary increments granted.

   c) **Second Longevity Increment**: The amount of the increment will be an additional 5% added to a manager's current salary and may be granted on July 1 of the appropriate fiscal year. The increment will be granted to those managers who have rendered at least ten (10) full-time years of service at Column E, or a combination of Columns E and F, as of June 30 of any fiscal year. Managers who have served ten (10) or more years at Column E or above as of June 30, 2002 will be eligible for this increment effective beginning July 1, 2002. There will be no retroactive salary increments granted.

   d) A manager must serve a minimum of six (6) months of a fiscal year at Column E or above of the salary schedule for the year to be considered toward an increment.
e) The President/Superintendent will administer the implementation of the longevity increments. The President/Superintendent will make appropriate adjustments to salary in the implementation of this proposal.

(This policy was approved by the Board of Trustees on April 17, 2000, at an adjourned session of the April 5, 2000 Board Meeting to establish the First Longevity Increment, with an implementation date of July 1, 2000. Policy was further revised by the Board of Trustees at the February 6, 2002 Board Meeting to establish the Second Longevity Increment with an implementation date of July 1, 2002.)