In order to be employed as a student worker (as opposed to a temporary classified employee), a student must be enrolled at least half-time and actively attending classes during the fall or spring semesters or the summer session. In order to work between semesters, the student must have been attending classes during the previous semester or summer session and/or be enrolled for the upcoming semester (this will be verified).

During periods of enrollment, student workers may not work in excess of 19.5 hours per week in any combination of positions. However, during a student’s period of non-enrollment, he/she may be permitted to work up to 40 hours per week.

In order for student workers to be paid, they must complete hire forms in the Career Center before beginning their assignment. If the student is paid by the District and not through the Financial Aid Office, the department supervisor must forward a completed personnel requisition to the Human Resources Office before the student begins his or her assignment.

Also, student workers cannot work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student workers are also entitled to one ten-minute break after four hours of work up to a maximum of two breaks in an eight-hour period.

Student workers must turn in signed time cards to the Payroll Office by the fifth of the month for payment on the last working day of the month. Student pay checks are mailed to home addresses.

Depending on the funding source (i.e. federal work study, TANF, VA), regulations may vary for work-study students. Please contact the appropriate program staff for current details.
A. **Definition of Terms**

**Division:** One of four administrative sectors of the District headed by a cabinet-level administrator.

**Branch:** An administrative subset of a division headed by a dean or director.

**Department:** An administrative subset of a branch headed by a chair (academic departments), coordinator (DSP&S, EOPS, tutoring, off-site, and testing), supervisor (custodial, grounds, maintenance, facilities SEC, security, media services), officer (financial aid, public information), director (budget, accounting, risk management, human resources, community services), college nurse and registrar.

**Section:** An administrative subset of a department and headed by a supervisor (Student Services, San Elijo).

**Employing Unit:** The division, branch, department, or section to which the position is directly assigned.

**Job Announcement:** Announcement that a specific position is to be filled. It includes the salary of the position, benefits eligibility, and similar details that are determined by policy. It also includes the deadline for applying and any other details relevant to the screening for this particular position. The final form is prepared and released only by the Human Resources office because it must conform to laws, policies, and rules that apply to all positions. However, the head of the employing unit may attach a revised announcement to the personnel requisition showing any requested changes. If there are changes that affect range placement, benefits eligibility, or other terms of employment, the Human Resources will follow administrative procedures.

**Class Specification:** A written specification for any number of positions sufficiently similar in duties, responsibilities and qualifications. It describes the responsibilities and typical duties, the skills and education required, and organizational structure (supervisor and supervisees). It does not include salary ranges, benefits eligibility, and similar considerations that the Board approves for individual positions.
Employee Assignment or Position: The FTE sum of the job slots held by an employee. Its only significance is in determining benefits eligibility.

Position or Job Slot: This is a legal and budgeting control number assigned when the position is approved by the Board of Trustees. The position or slot specifies the percentage of a full-time position for a specific class specification approved by the Board (example: 10 hours per week for a custodian = 25 percent FTE; 15 hours for gardener = 37.5 percent FTE. The position number is used for tracking the funding of a position. A position may be funded by more than one source. If a funding source is reduced, the Board must approve a change, which may be assumption of the percentage of full-time by another funding source or the reduction of the full-time equivalency of the slot.

b. Existing Position (Vacancy)

The head of the department confers with the affected section, if any, and in turn confers with the head of the branch to consider the continuing need for the position or its revision. The head of the branch recommends to the division head (a) whether the position should continue and (b) if so, in what form. If the division head concurs that the position is to be filled, s/he brings the request to fill the position to the Planning and Budgeting Committee. With its concurrence, the remainder of this procedure is to be followed. If the division head does not concur, the division head communicates the decision to the head of the branch and this procedure is terminated.

If the position is to be filled, the head of the branch and head of the department meet to revise the job announcement and prepare the personnel requisition. Among the factors to be discussed will be: daily hours, days per week, number of work months per year, shift (straight, split, etc.), whether temporary or benefits eligible, and other items as needed.

The existing job announcement clearly indicating any proposed revisions is attached to the personnel requisition and sent to the vice president, who either disapproves the requisition and returns it to its originator or approves it and sends both the requisition and job announcement to Human Resources.

Human Resources reviews the job announcement for changes that might require reclassification. If there have been changes, Human Resources follows the procedures outlined below. If there have been no changes, Human Resources prepares and distributes the job announcement.

c. New or Changed Position

The branch head, department head or division head proposes a new or changed position, originates or revises the job announcement, prepares the personnel requisition, and if necessary, prepares a written justification for added funding.

The division head approves the personnel requisition and forwards it to Human Resources with any job announcement revisions or budget justifications.

Human Resources reviews any job announcement revisions and sends these to the Classification Review Committee, which proceeds with a classification review if necessary. If no review is needed, but if the position has increased in FTE or is a new position, Human Resources forwards the personnel requisition and justification to Fiscal Services for action by the Planning and Budget Committee. If the position is new or has been reclassified to a higher rate, Human Resources confers with the originating division head and then forwards the personnel requisition to Fiscal Services for Planning and Budget Committee action.
If the Planning and Budget Committee does not approve the personnel requisition, Fiscal Services returns the personnel requisition to the originator. If the requisition is approved, Fiscal Services confirms the account number, position control number, and position cost and returns the requisition to Human Resources.

d. Job Announcement, Testing and Human Resources Screening

If an eligibility list is to be used for filling the position, the list must be reviewed by the equal employment officer to insure that all candidate groups are adequately represented.

If an eligibility list does not exist, the following steps are to be taken:

- Human Resources annually or as requested sends mailings to various colleges, organizations and individuals to insure that job announcements are sent to a wide range of individuals. Anyone may send names of individuals, groups, etc. to Human Resources for inclusion in mailing of job announcements.

- Human Resources distributes job announcements.

- Human Resources tests applicants (when appropriate).

- Human Resources reviews test results and applications of those who have met minimum qualifications and notifies appropriate departments.

e. Application Screening by Interview Committee

All applications screened by the Human Resources office for minimum qualifications are made available to the interview committee in the Human Resources office. The branch head has the option of reviewing the applications not selected by Human Resources to satisfy himself/herself that no qualified applicants have been excluded.

The division head may request the opportunity to review and comment on the applications of all candidates selected by the department interview committee for interview. This step must not unreasonably delay the interviews.

The goal is to have no fewer than six candidates selected for interview. When fewer than six have been selected, the branch head or equal employment officer will decide if the recruitment is to be extended.

f. Committee Composition

The following individuals are standing members of the interview committee: the head of the employing unit; the administrative head one level above the employing unit (If this is a division head, he/she may elect not to participate and instead may interview applicants recommended by the committee); the SEC or CLC Dean or designee when the hire is for their location. A committee chair is appointed by the division head after conferring with the branch and department heads of the employing unit, if any. The chair may be selected from among the standing members or may be an additional member appointed by the division head.

The division head or his/her designee may include at least one additional staff person but no more than three additional persons. These members may be from outside the division or the College. The following are considerations in choosing committee members: one member of the committee must be designated and trained as the equal employment representative; if position is
at SEC or CLC, special effort should be made to assure the committee is balanced with staff from
the particular site; and committee composition should be such that no one individual or groups
of individuals has undue influence.

g. Number of Candidates Sent to Division Head for Interview

If the division head decides not to serve on the initial interview committee, the committee chair
will consult the division head with regard to the number of candidates to be sent. No fewer than
two candidates nor more than four should be forwarded. The candidates are to be forwarded
unranked. The fact that a candidate is forwarded indicates that the committee is willing to accept
that person as a permanent employee.

h. Hiring Process Timeline and Summary

The Human Resources office and head of the employing division assures that the following
events occur as promptly as possible with reasonable accommodation to the needs of applicants
and selection committee members:

• Human Resources sets the closing date with the recommendation of the division head.

• The division head and Human Resources office determine the timeline. Within two
  working days following testing, Human Resources provides the interview committee
  with applicant test results, if any.

• The interview committee screens applicants using standard criteria and meets as a group
to determine those to be considered for interview. Human Resources will notify the
appropriate division head of their availability if the division head has requested to see
them.

• If the division head requests to review the applications of those selected for interview(s),
  he/she should review them in Human Resources promptly, preferably within two
  working days.

• Human Resources will initiate the scheduling of the interview committee and the
  applicants to be interviewed within three working days of the division head’s review.

• The department interview committee informs the division head of impending need for
division head personnel interview.

• The division head or designee conducts interviews as soon as possible and references are
  checked on the selected candidate. While the actual interviews will be determined by the
  applicants’ availability, the process of scheduling should be initiated within two working
days.

• After consulting with the director and/or the head of the hiring unit, the division head
  informs the employing unit and Human Resources of the final decision. Human
  Resources makes the offer to the successful candidate.

• Human Resources notifies all other candidates that the selection has been completed.

• When current employees of the College are candidates for positions and are not selected
  for interview, second interview, or for the position, the chair of the screening committee
or the Human Resources Director shall provide such employees personal notification of this fact in a timely manner.

i. Miscellaneous

Any manager, director, supervisor, or division head may designate a replacement to participate in any stage of the hiring process.
CHAPTER: Personnel – Classified

Administrative Transfer

If requested by the employee, the Superintendent/President shall inform the employee of the reason or reasons for the administrative transfer. The employee may request the reasons in writing and if so requested, the memo shall be made a part of the employee's personnel file.

CHAPTER: Personnel – Classified

Lateral Transfer

A lateral transfer may occur when a vacancy occurs within a multi-position classification which is supervised by the same supervisor(s). Such a transfer is considered a change in work assignment and is at the discretion of the supervisor.
CHAPTER: Personnel – Classified

Position Exchange

Possible ways for a position exchange within the District to occur are:

- Two employees request in writing to exchange positions, and each has the written consent of all levels of supervisors involved.
- The District assigns an employee to a position for economic or operational purposes which meet the needs of the District.
- An employee requests in writing to be assigned to a position which is held by an employee who is on an approved leave of absence. In this instance, the employee need not be in the same series or at the same salary range.

The District may require an employee to pass a job-related test when, due to the nature of the position’s classification, certain minimum qualifications are required.

Effective Date: 1/21/92

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MiraCosta Community College District
CHAPTER: Personnel – Classified

Work Year

Classified employees will be authorized a specified number of days for their yearly assignment. This total will change from year to year based on calendar and departmental needs. The total number of days possible are the total number of days that the District is open for business.

All employees will be notified prior to July 1 of the total assignment for the year. The number of days of an employee's assignment, if less than the possible total, will be requested by the area administrator and approved through the regular annual budget process. Those days on which the employee will not be on duty will be designated by the supervisor.

For any month in which an employee is not on duty for all possible working days, vacation time or leave without pay will be charged for all non-duty days. The monthly payroll warrant will reflect time without pay (it may be necessary to calculate this in a subsequent month dependent upon the reporting date and payroll cut-off dates.)

For any month in which an employee is off-duty for more than fifty percent (50%) of his/her assignment without pay, vacation and sick leave accruals will be pro-rated.

Employees whose assignments coincide with the instructional calendar and who give service during summer intersession as an extra assignment will receive salary payments for summer school service on the hourly payroll.

Employees whose vacation overlaps the summer intersession may not be paid on the regular payroll for the vacation and on the hourly payroll for a summer assignment if the summer assignment is for the same hours worked during the regular assignment.
CHAPTER: Personnel — Classified

Temporary Assignment/Change of Assignment

Temporary assignments and/or change of assignments resulting from strategic planning activities such as innovations, new initiatives or enhancements shall be for one year (195 days) and may be renewed for one additional year for a maximum of two years. Existing regular classified employees and external applicants must compete for these assignments through a recruitment process. Current employees must notify their supervisor that they are applying for another assignment.

Regular classified employees selected for the temporary change of assignment shall be paid monthly from the appropriate salary schedule and continue to receive sick leave and/or vacation, if applicable, for the duration of the assignment. Regular classified employees shall be placed on the schedule at their current step at the appropriate range for a classified assignment or in accordance with their education and experience for an academic assignment.

The successful employee shall be on an unpaid leave of absence from his/her regular position for the duration of the assignment. At the conclusion of the assignment, the employee shall have retreat rights to his/her regular position with existing seniority restored. If the assignment becomes permanent, and the employee wishes to continue in the position, he/she will have to compete for it in an open recruitment process, and if successful, resign from his/her previously held position. His/her seniority in the classified service will transfer over and continue if he/she is placed in a classified position. Seniority as a faculty member will start at the beginning of the assignment if he/she is placed in an academic position. His/her seniority with the District will be unaffected.

External candidates selected for temporary classified assignments of 196 or more days shall be paid monthly from the appropriate classified salary schedule. Placement on the schedule shall be at the range designated for the assignment at Step A (classified administrators may be placed at a higher step, depending on level of experience). Temporary assignments for 195 days or less per year shall be paid hourly and placed at Step A, and will not receive vacation or sick accruals or holiday pay. External candidates hired for more than 195 days will receive holiday pay, sick and vacation accruals for service in the temporary strategic planning assignment. If the assignment becomes permanent, and the temporary worker wishes to continue in the position, he/she may do so provided his/her performance evaluations have been satisfactory.
A. Preamble

It is the responsibility of the Classification Review Committee (CRC) to make recommendations on classifications of new positions, job title modifications, temporary reclassifications, and reclassification of existing positions. Classification reviews are personnel issues and as such should be limited in accessibility. CRC will review a classification when an employee and/or his or her supervisor(s) believe aspects of a position have changed significantly from the current job description.

The CRC members evaluate Classified Employee job descriptions by applying factors and points based upon the Job Evaluation Point Plan.

The Classification Review Committee (CRC) is a subcommittee of the Classified Senate Council and is comprised of six elected, non-management classified employees with staggered 2-year terms, with exception of the prior year's chairperson, who shall continue on for a third year. All committee members are voting members. All committee members must attend a mandatory orientation and training session with our current consultant in order to serve on the committee.

Upon completion of point assignments, the CRC Chair will forward and present the committee’s recommendation to the following members of the President’s Cabinet for consideration and approval:

1. Vice President of Business and Administrative Services
2. Vice President of Instructional Services
3. Vice President of Student Services
4. President, Classified Senate
5. President, Academic Senate
6. Director, Human Resources

All of the CRC committee's decisions are recommendations; as are the recommendations by the members of the President’s Cabinet reviewing the recommendations; the Superintendent/President or his/her designate makes the final recommendation to the Board of Trustees.
The importance of keeping employee job descriptions accurate and up-to-date cannot be overemphasized. It is the responsibility of supervisors and employees to insure that job descriptions are kept current. The staff in Human Resources will make changes to official job descriptions, as agreed, and will forward final copies to employee, supervisor(s) and the CRC.

Employees serving on the CRC may not evaluate their own positions for reclassification.

b. Procedure for Classification of a New Position

The originating supervisor(s) shall submit a proposed job description to the Director of Human Resources, who will work with the department to prepare a finalized job description, and provide a new position classification review packet. The appropriate division head shall submit the new position request, justification, and new job description to PBC for approval. After PBC approval, the Director of Human Resources shall forward the original and five (5) copies of the new job description to the chair of the Classification Review Committee (CRC).

CRC will convene, review, and assign points based upon the following factors:

1. Factor 1: Education and Skill
2. Factor 2: Experience
3. Factor 3: Decision Making
4. Factor 4: Supervision Received
5. Factor 5A: Lead and Supervisory Responsibility
6. Factor 5B: Supervisory Authority
7. Factor 6A: Contacts — Purpose
8. Factor 6B: Contacts – Frequency
9. Factor 7: Physical Effort
10. Factor 8: Visual Effort and
11. Factor 9: Working Conditions

The finalized job description shall be used as the basis for classification. The committee members may consult with the employee, supervisor(s), Director of Human Resources, and/or the consultant for input or clarification.

Upon completion of point assignments, the CRC Chair will forward and present the committee’s recommendation to the Superintendent/President who will forward the recommendation to the members of the President’s Cabinet listed above for consideration and approval.

After President’s Cabinet approves a CRC recommendation, the Director of Human Resources, will prepare the agenda item and submit it, along with pertinent position information, to the Board for action at its next meeting. Individuals affected by a change will be notified by CRC prior to Board action.

Once an incumbent has been in the position for the one-year probationary period, s/he and the supervisor(s) may appeal (within the 6-month period following the one-year probationary
C. Reclassification of Existing Positions

Reclassification of an existing employee’s position is appropriate only when a substantial change in duties or responsibilities has occurred. Typically a reclassification is warranted when there has been:

1. A substantial change in the incumbent’s decision-making that affects the level of involvement and organizational success.
2. The degree of autonomy in carrying out responsibilities.
3. A substantial change in the employee duties as assigned. Increased volume at the same level of responsibility is not cause for a reclassification.

Employees should keep in mind that in a multi-class position, some tasks may differ from employee to employee and still remain valid for the general position. During a departmental or divisional reorganization, such as may occur when a position has been vacated, other factors may change to such an extent that a reclassification is warranted.

The Existing Position Classification Review packet, available in the Human Resources office, should be used to substantiate the suggested changes. Employees who have more than one supervisor must receive approval from each supervisor. Employees must also forward a copy of the request to the division Vice President(s) for approval and monitoring of the process for adherence to the established timelines. A supervisor has ten (10) working days from the date on the request form to approve or disapprove the request. If circumstances require additional time, the supervisor may request a maximum of an additional five (5) working days to review the request. The date on the bottom of the request form must be the date that the employee submits the request to his/her supervisor. A supervisor who does not respond to the employee within this time frame will have forfeited his/her right to review the request. The employee shall then submit the request to the appropriate dean(s) or department head(s) for review. The dean or department head will have ten (10) working days from the date the request is received to respond to the employee. If circumstances require additional time, the department head may request a maximum of an additional five (5) working days to review the request. If the dean or department head does not respond within this time period, his/her right to review the request will be forfeited. The employee must then submit the requests to the division Vice President(s), who shall make the approval or disapproval within ten (10) working days of receipt of the request. If approved, the Division Vice President(s) will be an advocate for the recommendation when presented to the members of the President’s Cabinet by the CRC Chairperson. In all cases, employees should date the request and give it to the supervisor (or dean/department head or vice president) on a day that he/she is scheduled to be in the office (e.g., not during a scheduled vacation period, sick day, or other off campus day.)

When a request for reclassification is denied, the supervisor(s) must indicate why the request is being disapproved on the request form. When a request has been denied the employee has ten (10) working days to notify the Director of Human Resources and the Classified Senate President that he/she wishes to have the decision reviewed. The request for review should be submitted in writing along with a copy of the initial request form.
The Classified Senate President will maintain a list of former members of the Classification Review Committee who are willing to serve in the review process. When a request for a review is received by the Classified Senate President, he/she will select a representative from this pool. The former CRC member and the Director of Human Resources will meet with both the employee and the supervisor(s). Based upon the information presented, they are to determine whether a substantial change in the duties and responsibilities of the employee has occurred. The employee and the supervisor(s) shall be advised of their decision, in writing, within fifteen (15) working days from the date that the appeal is received by Human Resources and the Classified Senate President. If the decision is that changes have occurred to a significant degree, the request for reclassification shall be forwarded to the next approval level according to District procedure (see section A) . If the committee upholds the supervisor's denial, the employee has no further right to appeal. An employee may utilize the District's grievance procedure if he/she feels due process has not been received.

If approved, the division Vice President(s) shall return the signed documents to the employee, who shall forward them to the Director of Human Resources.

The Director of Human Resources shall format the modified job description in consultation with the employee and the supervisor(s) and then forward the original and five (5) copies to CRC for appropriate action as specified by the Flow Diagram Procedures for Reclassifying Existing Positions, available in the Human Resources Office. CRC may wish to contact either the employee, supervisor(s), dean, or department head, and/or consultant for additional clarification.

D. Job Title Modification

Modification of a job title is warranted when:

1. The job title more accurately reflects the needs of the department/division.
2. Authorization from supervision to warrant the change.

Employees who have more than one supervisor must receive approval from each supervisor. Upon the supervisor(s) review and approval, copies of other Job Description(s) within the department/division that are affected by this Job Title modification (if applicable) are to be attached, complete with said updates. The entire packet is forwarded to the Division Vice President(s) for review and approval. If the request is declined, the packet is returned to the employee.

Upon Division Head approval, the packet is forwarded to the CRC Chair. CRC will review and determine the appropriateness of the proposed Job Title modification. The CRC Chair will forward the committee's recommendation to the President's Cabinet and employee. If/when approved by the President's Cabinet, the packet is forwarded to Human Resources for processing and preparation for the next applicable Board Meeting.

The employee and CRC (and all other employees directly affected by the Job Title modification) will expect to receive from Human Resources the updated Job Description(s) reflecting this Job Title update.
E. Job Descriptions Affected by Reorganization

If during reorganization an employee's duties and responsibilities change substantially, the employee and his/her supervisor(s) will work together, with Human Resources, to update his/her job description to accurately reflect the new/modified duties and responsibilities.

On the first day in which the employee undertakes the additional duties and responsibilities, she or he will receive written lists from his/her supervisor stating the job's essential functions to be performed and expectations.

Thirty (30) working days from the first day, in which the employee begins performing the new tasks, the job description must be updated, completed, and submitted to Human Resources for review and submission to CRC.

CRC will evaluate the updated job description, assisted by the job point plan system to assign the appropriate points and salary range. If an increase in range is warranted, the salary increase will be made retroactive to the first day the employee began performing the new duties.

Six (6) months after the employee has been performing the duties of the new job description, the supervisor(s) will initiate an employee evaluation, basing all outcomes on the employee’s performance of the revised duties and responsibilities.

After the employee has performed the duties of the modified position for one year, he/she has the opportunity to submit for re-evaluation of the reclassification.

F. Positions Affected by Temporary Reclassification

When an employee is assigned, on a nonpermanent basis, duties of a higher responsibility or classification, which are not reflected in their current job description, s/he may request a responsibility stipend. A temporary stipend will be applied when the changes in duties affects at least twenty-five percent of his/her work cycle. The additional/new duties will be performed for a period of time that exceed five working days but not longer than one year. If the temporary duties will exceeds one year, the revised job description will be forwarded to CRC for permanent reclassification. If not, the additional duties should be unassigned, the employee returned to his/her original job description, and the stipend be discontinued.

When a stipend is warranted, the employee completes the "Request for Temporary Responsibility Stipend" form within one week of commencement of the newly assigned duties (per District Policies and Procedures VI.C-02). The completed form (with signatures) and a copy of the modified Job Description is forwarded to Human Resources for review by the Director of Risk/Benefits and the Director of Human Resources. In the event the supervisor(s) does not agree that substantive changes have occurred, the employee has the option of utilizing the District’s grievance procedure. All final documents will be forwarded to CRC.

If the work assignment is one month or less, the Director of Human Resources will apply a five percent stipend of the employee’s current base salary for the specified period s/he is performing the additional/new duties.
If the duration of the temporary assignment will exceed one (1) month, the form will be forwarded to CRC. CRC will review the changes to the job description and assign points, which will determine a temporary salary range for the position. The committee may consult with the employee and/or supervisor(s) for additional clarification.

CRC will forward their recommendations to the employee and to the President’s Cabinet for final approval and then to the Board for action at its next meeting. If the employee chooses to appeal CRC’s decision s/he may do so by utilizing the CRC appeals process.

Upon final Board approval, Human Resources will activate the salary adjustment, retroactive to the first day of the employee’s new assignment. To be eligible for retroactive compensation, the Temporary Reclassification Form must be requested (from Human Resources) within one week of commencement of the newly assigned duties.
CHAPTER: Personnel – Classified

Appeals Procedure

An employee following reclassification procedures (as specified in Administrative Procedure VI.C 02.d.) may submit an appeal to CRC within ten (10) working days of receiving his/her classification notification. The employee must immediately contact the Human Resources Department for the appeals packet.

A new incumbent to an existing position or an employee in a new position may submit an appeal to CRC after having been in the position for the one-year probationary period. This appeal must be made within six months of the ending of the probationary period.

During review of the appeal, the employee has the option to speak with the CRC to further clarify the appeal.

When the committee agrees with an appeal, CRC will notify the employee of the appropriate range before submitting the points and range to Cabinet, and if appropriate, to the Board for action at its next meeting.

If Cabinet does not agree with CRC’s appeal recommendation, the committee will meet in consultation with the Consultant who will make the final recommendation to the Superintendent/President. Either members of the committee or Cabinet may request the services of an outside consultant to assist with the review. Once a decision has been reached on an appeal, the decision and explanation of the decision will be returned to the employee in a sealed envelope by a committee member on the form entitled Results of Request for Appeal. A copy of the decision will not be sent to the supervisor; however, the employee is asked to ensure that his/her supervisor is notified.

Once an appeal decision has been made by the Superintendent/President, the employee will have concluded the appeal process.
The following procedural steps are to be taken annually to construct the classified salary schedule:

a. In May of each fiscal year, the percentage of ongoing secured property tax revenues will be determined. The basis for the county tax apportionments to be used in the calculation below will be Tax Type 01: Current Secured as reported on the San Diego County Office of Education County Tax Apportionment Report (FIS/TAX/APPORTION). The percentage increase will be calculated in the following manner:

\[
\frac{\text{[(Sum of county tax apportionments #1-10 and #13 of the current fiscal year) + (Sum of apportionments #11-12 of the previous fiscal year)]}}{\text{[(Sum of county tax apportionments #1-10 and #13 of the current fiscal year) + (Sum of apportionments #1-10 of two fiscal years ago)]}} - 1.
\]

The percentage increase is calculated to the nearest hundredth percent.

In calculating percentage increases in succeeding years, the numerator of last year's calculation is used as the denominator of the current year's calculation.

Example: In May of 2001, the percentage of property tax revenue increase would be determined by the sum of county tax apportionments #1-10 and #13 received in fiscal year 2001 and apportionments #11-12 of fiscal year 2000, compared to the sum of apportionments #1-10 and #13 of fiscal year 2000 and #11-12 of fiscal year 1999.

b. If the percentage change determined in any given year is less than zero (a net decrease), the comparison tax base for calculating all future year increases will be net of the amount below zero.

c. Property tax revenue is defined as Tax Type 01: Current Secured as reported on the San Diego County Office of Education County Tax Apportionment Report (FIS/TAX/APPORTION).

d. The property tax revenue increase is multiplied by the corresponding modifier which results in the percentage increase to be applied to each cell on the salary schedule.

e. Whenever full time faculty salaries exceed salaries at the next highest paid California community college district(s) (as measured by averaging the two benchmarks in the MCC annual faculty survey), the salary increases for the following year shall be equal to the increase in the most recent June to June Urban Wage Earners and Clerical Workers consumer price index (CPI) for San Diego County.
f. Five, ten, fifteen, and twenty-year 20-year longevity increments shall be five percent (5%) each.

g. A copy of the proposed salary schedule will be forwarded to the Classified Senate Council president for review prior to Board approval.

h. This procedure will be reviewed at least once every three years and no later than Spring 2010.
CHAPTER: Personnel – Classified

Compensation for Substitutes

Substitute time cards showing the date and time worked, which employee the substitute was replacing, and approval of the supervisor must be filed with the Human Resources office in order to receive payment for substitute service.
Because regular classified employees are paid on the last working day of the month, for that month, their time earned is anticipated. The work assignment form, completed by employees in April of each year and whenever a change occurs, is the method used for anticipation. This form also includes hours and days worked, which provides payroll with information on shift differentials and other matters.

All classified employees must notify their supervisor, at the earliest possible time, of intended absence from duty. Absences may be reported by calling the supervisor before regular reporting time. Voice mail may be used for reporting absences.

When an absence is necessary for reasons other than personal illness, arrangements should be made in advance with the immediate supervisor. Absences for personal reasons other than those provided for elsewhere in these policies shall be without pay. However, upon request of the employee prior to absence, such absence may be counted as vacation leave.

All absences must be reported on the monthly work/absence report. Overtime exempt employees who do not complete work/absence reports must, upon return to work, complete a Report of Absence, Form B-100, for each absence.

Employees who work authorized overtime, to be compensated by pay, must attach a completed classified hourly timecard and the authorization form to their monthly work/absence report. Payment for overtime will be made the following month. "Extra-time" worked should be reported in the same way.

All temporary workers must fill out a monthly time report, reporting all hours worked, the assignment, and the work location. Both the temporary worker and his/her supervisor must sign the form. It must be turned in to Payroll by the fifth of the following month for payment at the end of that month.

A. Distribution of Payroll Warrants

Payroll warrants, prepared by computer in the County Superintendent of Schools' Office, are generally available for distribution to the districts on the last working day of the month. Payroll warrants are mailed to the home address of all faculty staff and students.

B. Voluntary Deductions

If desired, employees may authorize voluntary payroll deductions for banks and credit union deposits/payments, organization membership dues, savings bonds, insurance premiums, TSAs, etc. Employees also may have their check deposited directly into banks or credit unions.

Effective Date: 1/21/92
Adoption History: Revised 4/4/00, 4/15/03, 6/10/05, 1/8/08

MiraCosta Community College District
A reclassification generally results due to a gradual change in an employee’s duties. In this case the pay increase is effective on the first of the month following board approval of the change.

There may be occasions, such as reorganization within a department, that an employee’s duties change at a specific point in time, resulting in the employee working out of class. In this case the employee is to be paid from the first day of assignment of tasks. If circumstances are such that it is not clear whether the employee’s duties will be a permanent change, the policy for temporary reclassification (VI.C-02.e) should be followed.
CHAPTER: Personnel – Classified

Classified Administrators Salary Schedule

Annual Classified Administrators Salary Schedule - Method of Implementing Policy

The following procedural steps are to be taken annually to construct the classified administrators salary schedule:

a. In May of each fiscal year, the percentage of ongoing secured property tax revenues will be determined. The basis for the county tax apportionments to be used in the calculation below will be Tax Type 01: Current Secured as reported on the San Diego County Office of Education County Tax Apportionment Report (FIS/TAX/APPORTION). The percentage increase will be calculated in the following manner:

\[
\frac{\text{Sum of county tax apportionments #1-10 and #13 of the current fiscal year} + \text{Sum of apportionments #11-12 of the previous fiscal year}}{\text{Sum of county tax apportionments #1-10 and #13 of the previous fiscal year} + \text{Sum of apportionments #11-12 of two fiscal years ago}} - 1.
\]

The percentage increase is calculated to the nearest hundredth percent.

In calculating percentage increases in succeeding years, the numerator of last year’s calculation is used as the denominator of the current year’s calculation.

Example: In May of 2001, the percentage of property tax revenue increase would be determined by the sum of county tax apportionments #1-10 and #13 received in fiscal year 2001 and apportionments #11-12 of fiscal year 2000, compared to the sum of apportionments #1-10 and #13 of fiscal year 2000 and #11-12 of fiscal year 1999.

b. If the percentage change determined in any given year is less than zero (a net decrease), the comparison tax base for calculating all future year increases will be net of the amount below zero.

c. Property tax revenue is defined as Tax Type 01: Current Secured as reported on the San Diego County Office of Education County Tax Apportionment Report (FIS/TAX/APPORTION).

d. The property tax revenue increase is multiplied by the corresponding modifier which results in the percentage increase to be applied to each cell on the salary schedule.

Effective Date: 2/20/01
Adoption History: Revised 6/15/04, 7/1/07
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e. Whenever full time faculty salaries exceed salaries at the next highest paid California community college district(s) (as measured by averaging the two bench marks in the MCC annual faculty survey), the salary increases for the following year shall be equal to the increase in the most recent June to June Urban Wage Earners and Clerical Workers consumer price index (CPI) for San Diego County.

f. Five, ten, fifteen, and twenty 20-year longevity increments shall be five percent 5% each.

g. A copy of the proposed salary schedule will be forwarded to the Classified Administrators salary committee for review prior to Board approval.

h. This procedure will be reviewed at least once every three years and no later than Spring 2010.
The District is required, under the California Workers’ Compensation Law, to provide employees with coverage that guarantees prompt benefits when an employee is injured on-the-job or incurs a job-related illness. Benefits are in the form of medical care, temporary disability benefits and may include permanent disability awards.

Upon reporting an injury, benefits are automatic and are applied according to State Law. Employees must report injuries promptly to their supervisor.

The following procedures should be followed whenever an employee, as required, reports any job-related injury to their supervisor.

1. All injuries must be reported to the employee’s supervisor as soon as possible.
2. All injuries sustained by employees while on duty shall be reported at the earliest practical moment to the Human Resources Office regardless of the nature of the injury.
3. Employees must be given Employee Claim Form (DWC-Form 1) within one working day upon knowledge of a Workers’ Compensation injury or illness.
4. A Supervisor’s Report of Accident Form #231 must be completed for each reported injury, regardless of severity.
5. All sections of the report must be completed BY THE SUPERVISOR.
6. Send all forms to Human Resources MS #14.
CHAPTER: Personnel – Classified

Catastrophic Leave Program

Employees wishing to receive donated leave credits must meet all of the requirements outlined in Policy section VI.E-11.

Once the employee, or representative of the employee, believes he or she has met the requirements, he or she must submit a completed "Request for Donated Leave” to the Director of Human Resources, with verification from the attending physician attached.

If the employee has suffered a catastrophic illness or injury, resulting in the employee's inability to represent him or herself, a representative of the employee may complete the paperwork, as long as the representative presents a signed medical power of attorney.

The Director of Human Resources will submit the request to the Superintendent/President for Board action at its next meeting.

If the Board approves the donation of leave credits, the Director of Human Resources will announce a call for donations.

Employees who wish to donate eligible leave credits must submit a completed "Intent to Donate Leave Credits" to the Director of Human Resources.

Using the completed "Intent to Donate Leave Credits" forms as a basis, Payroll will transfer leave credits, beginning by using the minimum hours donated from each person to meet the anticipated need in an equitable manner.

Once leave has been donated officially, as indicated on the "Intent to Donate Leave Credits", the form will be returned to the donating employee. Such donated leave is irrevocable.

Effective Date: 3/8/95

MiraCosta Community College District
CHAPTER: Personnel – Classified

Attendance at Conferences, Seminars and Workshops

Requests for attendance at conferences, seminars and workshops shall be presented by employees to their immediate supervisors. The requests shall be approved by the supervisor and forwarded to the appropriate vice president.

All requests shall be submitted in sufficient time to secure approval prior to attendance at said conference, seminar, workshop, meeting or visitation. The Superintendent/President shall approve all requests.

The Classified Staff Development committee may fund staff development activities for classified staff members when the activity is not directly related to the department’s function.
CHAPTER: Personnel – Classified

Membership in Professional Organizations

The Fiscal Services Department will provide a form for employees to request approval of reimbursement for fifty percent (50%) of the cost of professional organization dues, with such reimbursement not to exceed $100 per year per employee. The form shall include space for specifying how the membership benefits the employee’s service to the District.

Employees requesting reimbursement will submit the form to the appropriate vice president for approval, together with receipt(s) or other documentation that dues have been paid. Dues paid via payroll deduction will be deemed to have been paid at the conclusion of the deduction period.
CHAPTER: Personnel – Classified

Career Incentive

a. Program Overview

The Career Incentive program is an award program through which classified employees can be compensated for voluntarily enhancing their value to the District.

Under the Career Incentive program, effective July 1, 2004, full-time permanent classified employees were granted a monthly salary increase of $100 upon verification of satisfactory completion of nine (9) units of approved course work/activities within each five-year period. Employees who work less than full-time receive a proportional increase based on the ratio of their employment to 40 hours. (For example: If an employee works 20 hours per week, they receive an increase of $50 per month (50 percent of $100.) *This increase is an addition to the base salary; it does not change the original base salary. This is part of the annual earnings when referring to benefit-eligible salary.

Each employee is limited to three (3) career incentive award increases, regardless of when he/she began participation in the program. Only one program may be completed within each five-year period.

b. Eligibility

All permanent classified employees (employees who have passed the District’s probation period and attained permanent employment status with the District) shall be eligible to participate in the program. Permanency must be attained before the first day of semester/term of the beginning of the Career Incentive program. Classified managers (see Board of Trustees Policy VI.D) and hourly/temporary classified employees are not eligible for participation in the Career Incentive program.

c. Eligible Courses

Courses suitable for the Career Incentive program must be related to the employee’s current position or appropriate for the employee’s declared career goal as defined below. Intended course work must be approved as meeting one of these two categories at the time of application. A Career Incentive program may include both types of courses:

Job-related Courses are those undertaken to acquire new or more advanced skills or knowledge beyond the skills or knowledge reasonably expected for entrance into the employee’s current position and which shall be clearly useful in the current position.

Effective Date: 1/21/92
Adoption History: Revised 2/16/94, 4/15/03, 2/17/04, 6/15/04, 2/8/05, 6/10/05, 11/7/06

MiraCosta Community College District
Career Development Courses are those courses undertaken to meet education requirements for another position existing or planned within the District and which the employee can realistically expect to achieve.

Examples of eligible courses include, but are not limited to: Community Services classes, college courses (credit/noncredit college courses, late-start classes, online classes, and/or open-entry/open-exit courses). Course work required for, or needed as preparation for, the specific major and/or general education is to be completed prior to Career Incentive credit being granted for electives.

In recognition of the District’s commitment to wellness, physical activity classes will be allowed at the rate of one physical activity course per Career Incentive program (i.e., Dance, Physical Education.) Similarly, due to the District’ commitment to maintaining currency with technology, course repeats of CIS classes (as allowed per the college catalog) may not occur within the same Career Incentive Program.

Career Incentive credit will be granted for workshops and seminars at a rate of \( \frac{1}{4} \)-unit per four (4) hours, \( \frac{1}{3} \)-unit per six (6) hours, and \( \frac{1}{2} \)-unit per full eight (8) hours of workshop attendance, with a maximum of four (4) units for each Career Incentive program. Satisfactory completion shall mean completion of courses with a grade of C, CR, or better.

d. Ineligible Courses

Training in operating systems and software applications that are part of the minimum qualifications for an employee’s current position is not eligible for Career Incentive programs. This would include upgrades such as from Windows 98 to Windows XP. Please see information regarding Administrative Procedure IV.C-04 for the Enrollment – Fee Reimbursement program.

Conferences, workshops, seminars, and other types of in-service training (such as PeopleSoft) for which the employee is paid or which is provided for by the District on- or off-campus and work experience education are not eligible for the Career Incentive program.

e. Application Process

Employees who wish to participate in the Career Incentive program must complete and submit an application form, with their supervisor’s signature, to Human Resources before a course begins and according to the timeline below:

The **1st of July** for fall semester course work/activities occurring August 1 – December 31

The **1st of December** for spring semester course work/activities occurring January 1 – May 31

The **1st of May** for summer semester course work/activities occurring June 1 – July 31

To apply for workshop/seminar or conference credit, the completed application must be submitted to the committee with a brochure or flyer from the workshop/seminar. Applications must be submitted for approval three (3) weeks prior to the date it begins. Exceptions are subject to the discretion of the committee on a case by case basis.
All applications shall include the school(s), course numbers, titles, and number of units of the courses to be taken, as well as a brief written justification of why each course is job-related or career development, and how the completed course work will benefit the District. With every application, participants must also submit official transcripts of all course work taken previously to avoid any duplication.

(*Additionally, if the course(s) is/are career development, an Educational Plan of required course work developed in consultation with a college counselor must be submitted with the application.) This plan shall explain how the employee intends to achieve the stated career goal/position’s objective. The employee may be required by the committee to submit further verification of the appropriateness of planned course work.

f. Program Guidelines

Nine (9) semester units or 14 quarter units of college course work, or 30 units of high school course work must be completed within a five-year period. Once a five-year program has begun, the program’s five-year timeframe continues whether or not the approved course(s) taken are completed or dropped by the participant. Any changes to an existing approved program (e.g., adding or dropping courses, changing goals) must be resubmitted to the Career Incentive committee for approval. If the program is completed early within the five-year period, the participant must notify Director, Human Resources so that the Career Incentive compensation can commence.

The five-year period shall begin on the date specified by the employee in the application. No courses will be approved retroactively except for workshops/seminars announced by the seminar’s institution/company after the application deadline.

Participation in the Career Incentive program must be on the employee’s own time and at his/her own expense. No salary credit will be given for course work taken on District paid time or at the direction of the District.

An employee desiring to enroll in classes/workshops/seminars during working hours must follow these procedures:

1. Discuss with supervisor the course(s) desired and arrange for absence from duty for the time required to attended class(es);
2. Make arrangements to have the duty station covered during the period of absence if necessary, and have arrangements approved by the supervisor;
3. Arrange to make up time lost within the same work week;
4. Direct a memorandum to Human Resources setting forth the approved changes in the work schedule and the beginning and ending dates thereof. The supervisor’s approval shall accompany the employee’s memorandum; both shall be placed in the employee’s personnel file.
If an employee changes positions at MiraCosta, the employee will not need to wait for completion of the new position’s one-year probation in order to participate within the Career Incentive program. Career Incentive compensation shall remain a permanent part of any non-management employee’s salary regardless of a change in classification resulting from change in position, Y-rating, voluntary demotion, transfer, or classification review.

Career Incentive compensation will discontinue for employees promoted to management positions, as well as their eligibility to participate in new Career Incentive programs.

g. Program Completion

Upon completion of the Career Incentive program, the employee shall immediately give written notification to the Director, Human Resources and submit an official transcript verifying satisfactory completion of each course taken as part of the Career Incentive program as soon as it is available. After the workshop/seminar is completed, evidence of attendance (i.e., receipt for registration, etc.) must be submitted within sixty (60) days.

The participating employee shall receive an increase of $100 per month. The increase shall become effective the first pay period following the end of the five-year period or, if the employee completes the program in less than five years, the increase will become effective on the January 1, June 1, or August 1, following completion. This increase is an addition to the base salary; it does not change the original base salary. This is part of the annual earnings when referring to benefit-eligible salary. Employees who work less than full-time will receive a proportional increase based on the ratio of their employment to 40 hours.

Employees who began an approved nine-unit Career Incentive program prior to July 1, 1987, received a salary increase equal to five (5) percent of their monthly salary at the time they completed the nine-units of approved course work. Future compensation associated with this Career Incentive program will remain at the initial dollar amount unless the employee’s working hours change. In this event, the dollar amount will be proportionately decreased or increased. (See example in the above paragraph.)

Employees who have completed approved nine-unit Career Incentive programs prior to June 30, 1987, will continue to be paid the dollar amount of the career incentive salary increase(s) applicable to their FY88 salary, or $100, whichever is greater.

Effective July 1, 2004, the amount of the stipend was increased from $75 to $100 per month. All other provisions shall remain unchanged unless indicated above.
Every permanent employee will be assessed annually in their first three years, and once every two years thereafter, as long as performance remains satisfactory. Assessments are due on the anniversary of their hire date, or date in a new position. Forms will be available from Human Resources and on the website. The form will include a place for the employee, supervisor, and Vice President to sign off. Supervisors and employees should discuss two types of training: a) training required by a supervisor as being necessary to the employee's position. This training may be district funded and be scheduled during an employee’s working hours when possible. If training is not available during working hours, compensatory time off shall be granted. Examples in this category are PeopleSoft, specific software, and Customer Service training. b) Personal training that meets an employee’s interests and may be beneficial to the district, but that is not mandatory for one’s current position. This training may be district funded.

Training which meets Career Incentive guidelines may be used by eligible employees for their Career Incentive program. Any classes taken for Career Incentive must be done on the employee's own time and at their expense.

If the assessment indicates performance as “does not meet expectations”, the assessment must be forwarded to the Director of Human Resources prior to it being discussed with the employee. The supervisor and the Director of HR will draft a written performance improvement plan. The supervisor and the employee will then discuss the improvement plan and must agree on the goals or programs to be undertaken for the next assessment period. These must be job related and written in specific terms. Step increases for employees on Steps 1-4 of the salary schedule may be delayed if performance does not meet district standards (see Policy VI.C-5c).
Whenever possible, the Superintendent/President will inform the President of the Classified Senate regarding pending disciplinary actions involving classified employees before such actions are proposed for governing board action.
CHAPTER: Personnel – Classified

Staff Reductions

The Human Resources office shall maintain a procedure to update the classified seniority lists as needed, based on length of service of individual employees.

For service commencing or continuing after July 1, 1971, "length of service" will be determined by the employee's start date in a regular position. Service in temporary positions shall not count toward "length of service."
CHAPTER: Personnel – Classified

Gold Circle Club Memberships

The names of those retirees who meet the qualifications shall be forwarded to the Governing Board for approval of Gold Circle membership.

Retirees approved for Gold Circle membership shall be recognized by the Superintendent-President and/or the President of the Governing Board and the President of the Classified Senate at an appropriate college event.
CHAPTER: Personnel – Classified

Outstanding Employee Award

One classified employee will be selected to receive the Outstanding Employee Award each semester. Each honoree will be appropriately recognized at a college-wide function. The following selection procedures will be used to identify the recipient of each semester’s award:

- Employees may be nominated for Outstanding Employee recognition by themselves, by colleagues or by supervisors.

- The nominations shall be made on an official district nomination form available from division and departmental secretaries and forwarded to the Classified Senate President. Candidates must receive at least two nominations to be eligible for consideration.

- The selection committee shall consist of the MiraCosta College President, the Classified Senate President, and one member at large, and one classified employee who is a previous recipient of the Outstanding Employee Award. The Classified Senate President will notify the College President of the employee selected prior to the announcement at an appropriate college event. The committee shall review the nomination forms and select an Outstanding Employee each semester based on the selection criteria. Awards will be announced at the end of the fall and spring semesters at an appropriate college event.

The following selection criteria will be used to identify the recipient of each semester’s award:

- Quality of Work — Assignments completed in a timely manner; finished products show a high degree of professionalism; work shows quality and a commitment to excellence.

- Extra Effort — Participation in activities outside of the job description; flexible and accepting of change.

- Positive Attitude — Works with enthusiasm; willing to accept and give constructive criticism; attitude and appearance reflect positively on the institution.

- Cooperation with Others — Works well with other employees; has outstanding working relationships with students, faculty, staff and friends of the College.

- Professional Growth — Shows a commitment to professional growth and development by attending conferences, participating in workshops, and/or enrolling in job-related courses.

- Outstanding Ideas — Contributes to and enhances the College’s programs and services with innovative and outstanding ideas.