

MIRACOSTA COMMUNITY COLLEGE DISTRICT CLASSIFIED ADMINISTRATORS HANDBOOK

TABLE OF CONTENTS

	<u>PAGE</u>
CHAPTER 1	CLASSIFIED ADMINISTRATORS STATUS 1
CHAPTER 2	HIRING, CLASSIFICATION, TERM AND REASSIGNMENT 2
CHAPTER 3	HOURS OF WORK..... 5
CHAPTER 4	COMPENSATION..... 6
CHAPTER 5	BENEFITS..... 8
CHAPTER 6	EVALUATION 9
CHAPTER 7	DISCIPLINE AND DUE PROCESS..... 10
CHAPTER 8	PROFESSIONAL GROWTH/EDUCATION INCENTIVE 11
CHAPTER 9	LEAVES 12
CHAPTER 10	INDUSTRIAL ACCIDENT AND ILLNESS LEAVE 19
CHAPTER 11	VACATION..... 20
CHAPTER 12	HOLIDAYS 22
CHAPTER 13	HEALTH AND WELFARE BENEFITS UPON RETIREMENT ... 23
CHAPTER 14	GRIEVANCE PROCEDURES 24
CHAPTER 15	CONFLICT OF INTEREST 26
CHAPTER 16	SECONDARY EMPLOYMENT 27
CHAPTER 17	CLASSIFIED ADMINISTRATORS TEACHING/COUNSELING 28
APPENDIX A	SALARY SCHEDULEA
APPENDIX B	CLASSIFIED ADMINISTRATOR ASSESSMENT FORMS.....B

CHAPTER 1 - CLASSIFIED ADMINISTRATORS STATUS

Purpose and Status of Manual

This manual sets forth the philosophy, purpose, policies and procedures for classified administrators, as designated by the MiraCosta Community College District Board of Trustees. It is designed to provide information to classified administrators regarding hours of work, wages and benefits, vacation, leaves, and other working conditions. It is a guide to provide basic information on policy and procedure, and is to be read in conjunction with Board policy, administrative procedures, and local, state, and federal law. If there is a conflict between the information provided herein, local, state or federal law, the individual contracts, Board policy and/or administrative procedures shall prevail.

Classified Administrators

All employees designated as classified administrators by the MiraCosta Community College District Board of Trustees (per BP 7260) shall be covered by the provisions of this manual and other policies of the Board of Trustees.

All classified administrators shall be members of the MiraCosta Community College District Classified Administrators Association (MCCCDCAA) for the purpose of meeting and conferring with district representatives, (hereafter referred to as “the Association”).