

Board of Trustees Agenda Item

Board Meeting Date: December 5, 2011

Title of Item: Approve Changes to the Administrators Handbook

Background and Analysis:

The Board is requested to approve the changes and updates made to the *Administrators Handbook*.

See the attached list of changes.

An electronic version of the revised Administrative Handbook is available by request at the District Office of Human Resource Services.

Recommendation:

Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity recommends approval

Submitted by:	Dorene Novotny, Vice Chancellor of Human Resources & Equal Opportunity x6211
Additional contact names:	Suzanne Pfeiffer, Director of Human Resources, x 6109
Is backup provided?	Yes

AMA Handbook Summary of Changes

Chapter I – Definitions

- Updated and added definitions

Chapter III – Assignment and Reassignment

- Section on employment Contracts moved to new Chapter (IV)
- Clarified process for changes in assignment

Chapter IV – Contracts, Work Year and Work Week

- New chapter taken from language on contracts from Chapter III and language from Work Year and Work Week from Chapter VII (now Chapter VIII)

Chapter V – Termination, Layoff and Reassignment

- Section C- Clarifies timeline for appeal of the Hearing Officer decision to the Board
- Section D- Added language to comply with Ed Code and Faculty Agreement for seniority, bumping rights, and vacancies as well as language on administrator qualification for positions

Chapter VII – Personnel Files

- Section F. Added language that upholds denial absent a written response from president or chancellor

Chapter VIII – Salary Administration

- Section B-Clarifies procedure for salary administration for reclassifications and demotions
- Removes Work Year (placed in Chapter IV)
- Section E- Clarifies procedure for the timeline for submitting doctoral stipends

Chapter IX – Leaves and Holidays

- Section A- Prorates personal necessity leave if administrator is hired mid-year
- Section C- Prorates sick leave if administrator is hired mid year
- Clarifies use of sick leave for personal necessity involving death or illness of family members and other allowed purposes.
- Section J- Adds section on pregnancy leave per Ed Code
- Removes Administrative Professional Development Leave (relocated to Chapter X)
- Inserts Holiday pay from Appendix F

Chapter X – Administrative Professional Development Leave

- New Chapter created for Administrative Leave (Formally Chapter VII)

Chapter XI – Benefits

- Aligns language to current medical plan provisions

Chapter XII – Administrative Achievement Awards

- Section D-Clarifies process for approval or ratification of awards
- Sections F-J Added from Appendix B

AMA Handbook Summary of Changes

Chapter XVI – Emeritus Program (previously the “Retirement Incentive Program”)

- Title change to ‘Emeritus’ (consistent with Faculty Agreement)
- Section B- Adds updated language on STRS limitations on re-employment for six months or age 60

Chapter XVII – Early Notice Incentive

- Added language as to the responsibility of the administrator to submit notice
- Clarifies process for requested changes and financial impacts of such changes

Chapter XVIII – Benefits for Retired Administrators

- Section A- Added language that a retiree must be receiving a service retirement allowance to be eligible for retiree benefits
- Section A and C- Added language that leaves of absences do not count towards service requirements

Chapter XIX – Grievance Process

- Section B-Added language on grievance process to include identification of the policy, rule or regulation that is alleged to be violated
- Section B- Added language for a 10 business day response time for recipient

Chapter XX – Termination and Disciplinary Action Regarding Program Administrator

- Title change to clarify that the chapter is regarding Program Administrators
- Section A- Takes out information regarding Educational administrators
- Section C- Clarifies process for hearing

Chapter XXI – Termination and Disciplinary Action Regarding Educational Administrator

- Clarifies that the chapter is regarding Educational Administrators
- Section D - Clarifies process for hearing

All appendices in the back of the handbook were deleted. Although still relevant, all references to appendices in the handbook have been replaced with a link for online access.