

INDEX

A

- Absence Report
 - exempt status 7.1.1
 - non-exempt status 7.2.1
- Academic managers/supervisors
 - additional responsibilities in higher class 4.5.1
 - annual evaluations 6.4.2
 - certification of service 6.6.4
 - dismissal of 14.1.1
 - employment as hourly classified employee 4.9.3.3
 - evaluation, frequency 6.3.2
 - faculty service area (FSA) 4.8.3.5
 - membership in STRS 9.1
 - notices, March 15 4.4.1.3
 - probationary status 4.4.1.3
 - reassignment to faculty position 4.4.1
 - reclassification 4.3
 - reduction-in-force 4.7.1
 - reemployment restrictions 4.9.3.3
 - rehired in higher classification 4.9.3.2
 - rehired in previous classification 4.9.3.1
 - retreat rights committee 4.8.3.3
 - retreat rights to a classified position 4.8.4
 - retreat rights to a faculty position 4.8.3
 - STRS income limit 4.9.3
 - y-rating 4.4.1.2
- Accident, industrial and illness leave 12.7
- Activities, staff development 4.2.3.2
- Additional illness leave 12.1
- Adoption leave 12.2
- Advanced step placement, new employee 3.3.1
- Advanced step placement, promotion 4.1.1
- Advancement, growth opportunities 4.2
- Advertisement, job vacancy 3.1.4
- Air travel insurance 8.13
- Alternative workweek 7.5
- Annual review process for classification 4.3.1.2
- Appeal process, out-of-class pay 4.5.1.2.1

B

- Benefits
 - cash election in-lieu-of, active 8.5
 - cash election in-lieu-of, retiree 8.5.3
 - continuation upon retirement 8.8
 - cost containment measures 8.8.4
 - death, of retiree or active employee 8.11.1
 - dental insurance 8.1.2
 - domestic partner 8.6
 - double coverage 8.3
 - during leave of absence without pay 8.2.2.3
 - eligibility 8.2
 - employee assistance plan 8.1.4
 - employees working less than full-time 8.2.2
 - flexible spending program 8.14
 - health insurance 8.1.1
 - legally required 9.0
 - life insurance 8.1.6
 - loss of coverage 8.5.1
 - open enrollment 8.4
 - retiree, district contribution 8.8.2
 - section 125 plan 8.5.2
 - vision insurance 8.1.3
- Bereavement leave 12.3

C

- CalPERS 457 program 3.2.6.2
- Catastrophic leave 12.4
- Certification of service, academic employee 6.6.4
- Chancellor's cabinet evaluations 6.9
- Change in status 4.0
- Classification procedures 4.3.1
- Classified managers, supervisors
 - evaluation, frequency 6.3.1
 - interim requests for classification studies 4.3.1.3
 - probation for promotion into equal/higher class 4.1.3
 - reduction in force or layoff 4.7.2
 - rehired in higher classification 4.9.2.4
 - rehired in previously held classification 4.9.2.3
 - resignation or retirement 4.9.1
 - retreat rights to a bargaining unit position 4.8.1
 - retreat rights to a management, supervisory or confidential position 4.8.2
 - temporary reassignment to a higher class 4.5.1
 - voluntary demotion 4.6
 - y-rating 4.3.1.4
- Classified teaching 16.0
- Committee, manager/supervisor retreat rights 4.8.3.3
- Compensation, retreat to faculty 4.8.3.9
- Complaints by management, supervisory, confidential employees 15.0
- Confidential employees 1.0
 - annual position review process 4.3.1.2
 - assignments, out-of- classification 3.1.4.1
 - classification studies 4.3.1.1
 - evaluation 6.10
 - exclusion of representation by an employee organization 1.1.2
 - interim requests for classification studies 4.3.1.3
 - internal job vacancy notices 3.1.4.1
 - probation for promotions 4.1.3
 - retreat to academic manager/supervisory position 4.8.5
 - staff development program 4.2.3
 - teaching 16.0
 - temporary reassignment to higher class 4.5.1
 - vacation entitlement 11.1.2
- Continuation of benefits at retiree's expense 8.10
- Conversion of leave days to alternative workweek 7.5.3
- Credit for experience, former employee 4.9.2.5
- Credit for full-time comparable experience, new employee 3.3.1
- Credit for previous experience, promotion 4.1.1

D

- Damage to personal effects 13.5
- Demand for preliminary hearing 14.3.1
- Dental insurance 8.1.2
- Dental insurance coverage for surviving spouse and dependents 8.11.2
- Dependents coverage, domestic partner 8.6.8.1
- Derogatory materials, personnel file 5.2
- Disability retirement 8.9
- Disciplinary action or dismissal
 - academic managers/supervisors 14.1.1
 - classified managers, supervisors, confidential employees 14.1.2
 - evidentiary hearing 14.4
 - notice 14.2

Management, Supervisory, and Confidential Employees Personnel Manual Index

-2-

preliminary hearing 14.3
temporary removal 14.5
Discrimination and harassment 2.2
District contribution for retiree health/dental insurance 8.8.2
District management council 1.3
Domestic partner benefits 8.6
Drug-free workplace 13.4

E

Educational degree stipend 3.3.3
Eligibility, holiday 10.3
Employee
 assistance plan 8.1.4
 disciplinary action resulting in demotion 14.7
 employed less than 12 months, salary 3.2.4
 employment, post-retirement 4.9.2
 employment, salary, and salary placement guidelines 3.0
 fingerprints 3.1.3
 management, supervisory and confidential 1.1
 physical examination 3.1.1
 tuberculin test 3.1.2
Equal Employment Opportunity 2.1
Evaluation
 chancellor's cabinet 6.9
 confidentials 6.10
 frequency of 6.3
 managers/supervisors 6.1
 special 6.7
 timeline and activities 6.6.1
Evidentiary hearing 14.4
Extra duty status for additional assignments 4.5.1

F

Faculty involvement in the evaluation of academic
 managers/supervisors 6.4.2.2
Faculty service area (FSA) 4.8.3.5
Family and medical leave act 12.6.2
File, personnel 5.1
Flex classifications, supervisory 4.2.2

G

Growth opportunities, advancement 4.2
Guidelines, employment, salary and salary placement 3.0
Guidelines for salary placement, new employee 3.3.1

H

Health and safety 13.0
Health insurance 8.1.1
Health insurance coverage for surviving spouse and
 dependents 8.11.1
Holidays 10.0

I

Increments, step 3.3.2
Individual classification review 4.3.1.3
Individual tax-sheltered annuity program 403(b) 3.2.6.1
Industrial accident and illness leave 12.7.1
Initial probationary period 3.1.5
Insufficient payment 3.2.7.1
Insurance benefits 8.0
Insurance coverage, domestic partner 8.6
Internal job vacancy notices for confidential
 employees 3.1.4.1
Interview, lateral transfer/promotion 4.2.1
Investigation of unlawful discrimination and harassment 2.2.1

J

Job vacancy advertisements 3.1.4
Jury duty 12.8

K

L

Lateral transfer 4.2.1
Layoff, academic manager/supervisor 4.7.1
Layoff, classified manager/supervisor/confidential 4.7.2
Leaves
 additional illness without pay 12.1
 adoption 12.2
 bereavement 12.3
 catastrophic 12.4
 conference and educational meeting 12.5
 extended personal necessity 12.3.1
 family 12.6
 jury duty 12.8
 maternity 12.9
 military 12.10
 paternity 12.11
 personal necessity 12.12
 quarantine 12.13
 religious observance 12.14
 sabbatical 12.16
 sick leave 12.17
 without pay 12.15
 witness 12.8
Legally required benefits 9.0
Life insurance 8.1.6
Longevity pay 3.3.4
Loyalty oath 3.1.3

M

Management
 annual position review process 4.3.1.2
 classification study 4.3.1.1
 employees 1.0
 evaluation process 6.2.1
 interim request for classification studies 4.3.1.3

sabbatical leave 12.16
teaching 16.2
temporary reassignment to higher class 4.5.1
vacation entitlement 11.1.1
March 15 notices, academic employees 4.4.1.3
Maternity leave 12.9
Medicare insurance 9.6
Military leave 12.10

N

New employee
health history and physicals 3.1.1
initial probationary period 3.1.5
I-9 form 3.1.3
salary placement guidelines 3.3.1
tuberculin test 3.1.2
Night work 7.4
Non-exempt employee teaching 16.3

O

Overpayment 3.2.7.2
Overtime, non-exempt employees 7.2.2

P

Participation in the evaluation process 6.4
Paternity leave 12.11
Pay days 3.2.2
Pay, longevity 3.3.4
Payroll deductions, voluntary 3.2.5
Payroll errors 3.2.7
Permanent status, academic managers/supervisors 4.4.1
Personal necessity leave 12.12
Personnel file 5.1
Physical examination of new employees 3.1.1
Post-retirement employment 4.9.2
Preliminary hearing, demand for 14.3.1
Probation
academic managers/supervisors 4.4.1.3
due to position reclassification 4.3.1.5
for classified managers/supervisors/confidentials promoting
to equal/higher class 4.1.3
for promotions into classified management/supervisory
positions 4.1.2
promotion, reorganization 4.3.1.5.1
supervisory flex classification 4.2.2.1
voluntary demotion 4.6.1
Probationary period ended 4.6.1.2
Probationary period initial 3.1.5
Program, staff development, confidential 4.2.3
Promotion 4.2.1
Promotion step placement 4.1
Public employees' retirement system 9.2

Q

Quarantine leave 12.13

R

Rate of Pay 3.2.1
Reassignment, academic managers/supervisors 4.4.1
Reclassification, employee initiated 4.3.1.3
Reclassification, management initiated 4.3.1.2
Reclassification, retreat rights 4.8.2.2
Reclassification, managers, supervisors and confidential
employees 4.3
Recruitment and selection 3.1.4
Reduction in force 4.7
Reemployment restrictions 4.9.3.3
Religious observance leave 12.14
Reorganization, promotion 4.3.1.5.1
Reorganization, retreat rights 4.8.2.1
Resignation/Retirement 4.9.1
Responsibility
confidential employees 1.2.2
for the evaluation of classified and academic managers
supervisors 6.5
management/supervisory employees 1.2.1
Retirement, disability 8.9
Retirement eligibility for district paid premium 8.8.1
Retreat rights
appeal process 4.8.3.7
committee 4.8.3.3
retraining 4.8.3.8
to a bargaining unit position 4.8.1
to a faculty position 4.8.3.1
to former classification, 4.1.3.1
to lower classes 4.7.2
Retroactive pay 3.2.3
Rights to representation, hearing 14.4.2.4

S

Sabbatical leave
agreement 12.16.7
eligibility 12.16.2
procedure 12.16.4
Safety and health 13.0
Safety PERS benefit 9.2.1
Salary continuance 8.1.5
Salary insufficient payment 3.2.7.1
Salary overpayment 3.2.7.2
Salary placement guidelines 3.3
Salary schedules, rate of pay 3.2.1
Screening interview, advancement 4.2.1
Seniority, due to layoff 4.7.2.1
Sick leave 12.17
Skelly hearing 14.3.2
Social security system 9.3
Special evaluations, managers/supervisors 6.7
Staff development program, confidential 4.2.3
State teachers' retirement system 9.1
Step increments 3.3.2
Step placement, promotion 4.1
Stipend, educational degree 3.3.3
Summer work schedule 7.3
Supervisors, non-exempt teaching 16.3
Supervisory
annual position review process 4.3.1.2

classification study 4.3.1.1
interim requests for classification studies 4.3.1.3
employees 1.0
evaluation process 6.2.1
flex classifications 4.2.2
probation periods flex classifications 4.2.2.1
sabbatical leave 12.16
teaching, exempt employee 16.2
teaching, non-exempt employee 16.3
temporary reassignment to higher class 4.5.1
vacation entitlement 11.1.1
Surviving spouse/dependents benefits 8.11

T

Tax sheltered annuity programs 3.2.6
Teaching by managers and exempt supervisors 16.2
Teaching by non-exempt supervisors and confidential employees 16.3
Temporary reassignment to higher class 4.5
Terminated probationary employee rights 14.1.2.2
Transfer, lateral 4.2.1
Tuberculin test 3.1.2

U

Unemployment insurance 9.4

V

Vacation entitlement, confidential employees 11.1.2
Vacation entitlement, managers/supervisors 11.1.1
Vision insurance 8.1.3
Voluntary demotion 4.6.1
Voluntary payroll deductions 3.2.5

W

Workers' compensation insurance 9.5
Workweek and absence reports 7.0

X

Y

Y-rating
academic management/supervisory employees 4.4.1.2
management, supervisory, confidential employees 4.3.1.4

Z