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GROSSMONT-CUYAMACA

COMMUNITY COLLEGE DISTRICT

**Auxiliary Organization**

*A 501(c)(3) Charitable Organization Support of Academic Excellence  
8800 Grossmont College Drive, El Cajon, CA 92020  
619-644-7745*

# ***Management Employee Handbook***

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**Grossmont-Cuyamaca Community College District  
Auxiliary Organization**

**Management Employee Handbook**

**Table of Contents**

	<u>Page</u>
Table of Contents.....	i
Chapter I Employee Status.....	1
Chapter II Hiring.....	2
Chapter III Hiring of Management Personnel .....	3
Chapter IV Hours of Work .....	4
Chapter V Compensation .....	5
Chapter VI Benefits .....	6
Chapter VII Employee Evaluation .....	7
Chapter VIII Staff Development/Professional Growth.....	8
Chapter IX Sick Leave and Personal Necessity Leave.....	9
Chapter X Long-Term Leaves of Absence.....	11
Chapter XI Short-Term Leaves of Absence .....	13
Chapter XII Industrial Accident and Illness Leave.....	15
Chapter XIII Family Care Leave .....	16
Chapter XIV Vacation .....	17
Chapter XV Holidays/Professional Development Day.....	20
Chapter XVI Management Employees' Expenses .....	21
Chapter XVII Complaint and Problem Resolution Procedures.....	22
Chapter XVIII Personnel Records .....	24
Chapter XIX Conflict of Interest .....	25
Chapter XX Secondary Employment.....	26
Chapter XXI Sexual Harassment .....	27
Chapter XXII Alcohol and Drugs .....	28
Chapter XXIII Emergencies and Natural Disasters .....	29
Acknowledgement of Receipt of Management Employee Handbook ..	30
Appendix A Salary Schedule.....	A-1
Appendix B Employment Categories of the Grossmont-Cuyamaca Community College District Organization .....	B-1

## Chapter I

# **Employee Status**

### **Management Employees**

All employees designated as "Management Employees" by the Board of Directors shall be covered by the provisions of this Handbook and other policies of the Board of Directors.

## **Chapter II**

### **Hiring**

The Director, or his/her designee, shall be responsible for the recruitment, selection, and appointment of candidates for vacant management positions covered by this Handbook, subject to ratification by the Board of Directors.

Consistent with the principles of equal employment opportunity, the Auxiliary shall seek quality leadership, provide career opportunities for its current managers, and continue to recruit from the best available resources.

## Chapter III

### **Hiring of Management Personnel**

The Director of the Auxiliary is authorized to post job opening notices and recruit eligible candidates for Auxiliary management positions. The interview and selection process will normally include candidate interviews with a search committee. The Director shall make the final selection of the employee to be hired, subject to ratification by the Board of Directors.

## Chapter IV

### **Hours of Work**

The workday is typically eight (8) hours within a twenty-four (24) hour period, and the workweek is typically forty (40) hours of work during any five (5) consecutive days.

Alternate and flexible work schedules can be proposed by an employee, and must be approved by the Director.

## Chapter V

# Compensation

### Compensation/Philosophy--What does the organization want to pay for?

Evaluation, professional development, and compensation systems shall be integrated and based upon the following core components:

- Leadership
- Expertise
- Outcomes
- Complexity
- Difficulty

### Initial Placement on the Salary Schedule

#### **A. From Within the Auxiliary**

An employee continuing from the preceding year who is transferred from another Auxiliary salary schedule to the Management Salary Schedule shall first have his/her salary placement determined on the appropriate salary range of the former salary schedule for the next year in accordance with the existing regulations, and then be allocated to the lowest step within the designated salary range which provides at least a five (5) percent increase.

A management employee who is promoted to another position in the Auxiliary shall be placed at the appropriate range of his/her promotional position and placed on the column that approximates a minimum five (5) percent increase.

#### **B. New to the Auxiliary**

A manager new to the Auxiliary shall be placed on the step of the appropriate salary range based upon an evaluation of the type and level of his/her previous experience, as recommended by the Auxiliary Director and approved by the Board of Directors.

### Salary Deductions

In the case where managers are absent without pay for any reason, the number of workdays in the twelve-month year (245) will be used to adjust their annual salary.

### Overtime Pay

Management employees are not entitled to overtime pay.

## **Chapter VI**

### **Benefits**

Grossmont-Cuyamaca Community College District Auxiliary provides an insurance benefit package for all management employees and their eligible dependents that includes medical, dental and related benefits. A management employee must have a 50 percent or more regular employment contract to be eligible for these benefits.

Since Auxiliary insurance carriers may change from time to time, and since employee benefits are reviewed and modified on a regular basis, details of the benefit plans are not included in this Handbook, but details are periodically distributed to all staff members. Benefits shall be subject to change.

## Chapter VII

### **Employee Evaluation**

It shall be the policy of the Board of Directors to periodically evaluate the performance of management personnel of the Grossmont-Cuyamaca Community College District Auxiliary.

## Chapter VIII

### **Staff Development/Professional Growth**

Management personnel are encouraged to develop and enhance their professional skills. Subject to funds available, employees will be reimbursed \$20 per unit for fees and book expenses for job-related courses taken at an accredited institution of higher education. Reimbursement will be made upon successful completion ("C" grade or better or equivalent). This course work must be approved for job relatedness by the immediate supervisor.

## Chapter IX

### **Sick Leave And Personal Necessity Leave**

#### **Eligibility**

Sick leave benefits shall be available to all management employees covered by this Handbook. Any time taken as sick leave which, upon conclusion of employment with the Auxiliary does not have a sufficient accumulation from which to draw, shall be recovered from the management employee.

#### **Sick Leave Allowance**

Management employees with a full-time assignment shall be eligible for sick leave at the rate of one (1) day per month of service, beginning with the first month in which fifteen (15) calendar days were served in the employment of the Auxiliary. The accrual shall be proportionate to and for assignments less than full time. Unused, full-salary sick leave shall accrue without limitation. A management employee who resigns, and is rehired within thirty-nine (39) months of the last date of paid service, shall have all accumulated, unused full-salary sick leave credits restored.

#### **Half-Salary Sick Leave**

Full-time management employees shall have a potential of 100 workdays of sick leave at half-salary. The actual half-salary days awarded each year shall depend upon the number of full-salary sick leave days accrued. Half-salary days shall be awarded if the total of full-salary days does not exceed 100 workdays, plus the current year's entitlement. Management employees may continue on half-salary sick leave from one fiscal year to the next, but shall be eligible for a new entitlement of half-salary sick leave only when medically cleared and returned to the regular duty assignment for a minimum of one (1) day.

#### **Authorized Uses**

Absence from duty because of illness, injury, exposure to contagious disease, or disability due to pregnancy shall constitute proper uses of sick leave. Accumulated sick leave may also be used for personal necessity, herein defined, and in connection with leaves arising from industrial accident and illness.

#### **Donation of Sick Leave**

The Auxiliary will allow the donation of sick leave to any individual employee who has suffered a long-term illness or disability and who has exhausted all accrued full

paid leave and other full paid time off. Donated sick leave will be considered as personally earned sick leave for purpose of determining balance of half-pay sick leave. Any sick leave donated after employee has exhausted half-pay sick leave allowance will be retroactively applied to replace half-pay sick leave used.

The offer to donate shall be made on a signed pledge form which will be prepared by the Director. Solicitation of donations may be made by the individual requesting donations or by a representative of such individual. Once the donated sick leave is actually credited, the transfer of leave is irrevocable. No employee may donate less than eight (8) hours or more than forty (40) hours of sick leave per fiscal year. The offer to donate sick leave shall remain valid for one (1) year from the date of signature on the pledge form.

### **Extenuating Circumstances and Special Conditions**

Quarantines - Management employees who are unable to perform their duties because of legally established quarantines shall be entitled to the same leave as though they were personally ill, provided a certificate from the County Health Department is filed verifying the quarantine.

### **Personal Necessity Leave**

1. A maximum of six (6) days of accumulated, full-salary sick leave credit may be used in any school year for any of the following:
  - a. Death or serious illness of a family member. (See Bereavement Leave, Chapter XI-b.)
  - b. Accident involving the management employee's person or property, or that of his/her immediate family.
  - c. Appearance in court as a litigant, or as a witness under an official order.
  - d. Circumstances that are serious in nature and cannot be disregarded and which necessitate the immediate attention of the employee.

Absences for personal necessity shall not be granted during a scheduled vacation or leave of absence.

Requests for personal necessity leave shall be made orally to the immediate supervisor and, upon return to duty, a completed leave of absence form shall be filed.

## Chapter X

# **Long-Term Leaves of Absence**

### **Eligibility**

Long-term leaves of absence (those in excess of 30 calendar days) may be granted to employees covered by this Handbook. All long-term leaves are taken without salary, except the first thirty (30) days of military leave.

### **Application for Benefits**

All requests for leave shall be in writing, upon the appropriate form prescribed and provided by the Auxiliary with all necessary documentation attached, such as physician's statement of incapacity or prepared study program. Requests shall be submitted to the appropriate manager in advance of the intended leave.

### **Authorized Uses**

Long-term leaves are authorized for the following uses:

#### **Health Leaves (including leave due to pregnancy)**

A management employee with insufficient leave or accrued employment time to qualify for sick leave, or who desires not to utilize accrued sick leave, may apply for health leave without pay. All requests for health leave must be accompanied by a physician's statement of incapacity, and return to duty is dependent upon evidence of recovery.

#### **Long-Term Military Leave (more than 30 workdays per year)**

A management employee shall be granted leave for the purpose of serving in the armed forces for an extended period of time. The leave may be renewed indefinitely, except when the service commitment is voluntarily extended.

**Salary Entitlement** (first 30 days) - A management employee who has a minimum of one (1) year of prior service with the Auxiliary shall receive his/her salary for the first thirty (30) days of ordered military duty. Pay for such purposes (deemed to be one month's salary) shall not exceed thirty (30) days in any fiscal year.

**Return to the Auxiliary** - A management employee, upon release from active duty, shall have the right of reemployment at any time within six (6) months of the termination of the ordered service.

However, the management employee shall not be entitled to sick leave, vacation, or salary for the period he/she was on leave, except as noted above.

**Forfeiture of Auxiliary Position** - A management employee who voluntarily requests and obtains an extension of his/her tour of duty shall forfeit all rights of return to a position with the Auxiliary.

### **Other Leaves**

A management employee may be granted a long-term leave of absence at the discretion of the Director.

### **Length of Leave**

Long-term leaves of absence may be granted for periods up to a year, and may be extended on a year-to-year basis upon recommendation of the Director and approval of the Board of Directors. The total period of leave may not exceed three (3) full years in addition to any remaining portion of the year in which the leave began.

### **Retention of Earned Sick Leave**

Management employees who are granted long-term leaves of absence shall retain any sick leave which they may have accumulated at the time of the leave, but shall not accumulate any additional sick leave rights during the leave period.

### **Return from Long-Term Leave**

At the expiration of a leave of absence, a management employee shall be returned to the position formerly held, or to a position of equal classification level and of similar requirements of ability and skill; or, the employee may request a position in a lower grade.

## Chapter XI

# Short-Term Leaves of Absence

### Eligibility

Short-term leaves of absence of less than one (1) calendar month may be granted to any management employee covered by this Handbook.

### Application

Requests for short-term leaves shall be in writing, upon the appropriate form prescribed and provided by the Auxiliary, and shall be filed with the management employee's supervisor in advance of the intended leave, unless otherwise stated by the provisions of the specific leave.

### Authorized Leaves

Short-term leaves are those which include the following:

- a. **Paternity/Adoption Leave** - Upon the birth of a child, or in order for any employee to make final arrangements to adopt a child, a management employee, upon verbal request, shall be granted one (1) day of leave without loss of pay. Upon return to duty the management employee must submit the appropriate leave request form and validating documents.
- b. **Bereavement Leave** - Absence without loss of salary for a period not to exceed three (3) days, (five (5) days if minimum travel of 400 miles one-way is required) may be granted to a management employee upon the death of a member of his/her immediate family or of any relative living in the immediate household of the management employee or of an individual with whom the employee had a spouse-like relationship.
  - (1). **Immediate family includes:** spouse, children, grandchildren, siblings, parents, and grandparents of the employee or spouse of the employee, siblings of parents or grandparents of the employee or the spouse of the employee, and spouses and children of said siblings; the aforesaid relationships may be either natural, adoptive or established by marriage.
  - (2). Leave may be secured by verbal request, but requires appropriate leave request form upon return to duty.

- c. **Short-Term Military Leave** - A management employee shall be granted leave without loss of pay for the purpose of undergoing ordered pre-induction physical examination for the armed services, and for the purpose of engaging in ordered, temporary military training, not to exceed thirty (30) workdays per year.
  - (1). Short-term military leaves for active duty will be granted during the academic year when satisfactory documentation is provided to show that the military requirements cannot be satisfied during vacation periods.
  - (2). The leave request form shall be submitted with copies of official orders attached.
  
- d. **Leave for Court Appearance** - When a management employee is required to appear as a witness in court, other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the management employee, a leave without loss of salary may be granted. The Leave Request Form shall be submitted with a copy of the subpoena attached. Witness fees received by any employee shall be remitted to the Director within ten (10) days of receipt of such fees.

Management employees will be granted leave for regularly called jury duty without requirement to remit jury duty stipend. Upon knowledge of the appearance request, the management employee shall submit a written request for an approved absence no less than ten (10) days prior to the beginning date of the leave unless the management employee receives a notice to appear at a time that is less than ten (10) days away. Reimbursement from court, shall be retained by employee.

If an Auxiliary holiday, not observed by the courts, occurs while an employee is serving jury duty, said employee shall receive an alternate holiday upon returning to his/her regular work assignment.

## Chapter XII

### **Industrial Accident and Illness Leave**

Industrial accident and illness leave is provided by the Auxiliary for the purpose of augmenting temporary disability payments during absences due to on-the-job injury or illness (as defined by state code). Detailed information regarding industrial accident and illness leave is available from the Director.

Such leaves shall be for a maximum of sixty (60) working days in any one (1) fiscal year for the same accident. In the event that the sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only those days remaining at the end of the fiscal year in which the accident or illness occurred.

Such leave shall not be cumulative from year-to-year. During all paid leaves of absence required as a result of industrial accident or illness, whether industrial accident leave, vacation, sick leave, or other paid leave, the employee shall endorse to the Auxiliary his/her wage loss benefit checks received under the Auxiliary's Workers' Compensation Policy. The Auxiliary, in turn, shall issue the employee appropriate warrants for full payment of salary and shall make normal payroll deductions.

An employee receiving industrial accident leave shall remain within the State of California unless the Board of Directors authorizes travel outside the State.

If the employee is not medically able to resume normal duties of his/her position at the expiration of all available leaves of absence, he/she shall be placed on a reemployment list for a period of thirty-nine (39) months. If the employee is medically recovered and available during the thirty-nine (39) month period, he/she shall be employed in any vacant position in his/her previous classification over all other candidates, except for those on a reemployment list established as a result of a layoff in which case he/she shall be listed in accordance with appropriate seniority. If such an employee refuses to accept an assignment in his/her previous classification, his/her name shall be removed from the reemployment list as the Auxiliary is no longer obligated.

## Chapter XIII

### **Family Care Leave**

Family Care Leave is defined as leave for: birth or adoption of the employee's child; or placement of foster child with the employee; leave to care for seriously ill child, spouse, or parent; leave for the employee's own serious health condition.

Any Management member who has been employed one (1) year as a contract employee of the Auxiliary and who has worked at least sixty percent (60%) FTE in the previous twelve (12) month period of employment with the Auxiliary, shall be eligible for Family Care Leave up to twelve (12) work weeks within a twelve (12) month period. This leave may be taken incrementally.

When applicable, the Auxiliary is entitled to require that a Management member's request for Family Care Leave be supported by a certification issued by a health care provider of the individual requiring leave.

Management members granted Family Care Leave must utilize all available paid leave and vacation benefits during the period of leave. Following the exhaustion of all paid leave and vacation benefits, the Management member shall be placed on leave-without-pay status for the remainder of the Family Care Leave.

Group health plan coverage and premium payments shall be maintained on the same basis as if the employee were in paid status.

The Auxiliary is entitled to recover from the Management member the cost of group health plan premium payments paid by the Auxiliary during periods of unpaid Family Care Leave if the Management member fails to return to work after the expiration of the leave.

## Chapter XIV

# Vacation

### Eligibility

Vacation days shall be granted to all management employees covered by this Handbook, and in accordance with the provisions contained herein.

### Application for Benefits

All requests for vacation shall be in writing, and shall be submitted to the appropriate manager in advance. Management employees shall schedule their vacations with the prior approval of the appropriate manager.

### Regulations/Definitions

a. **Assignment Years/Entitlement**

All management personnel shall qualify for a management vacation schedule under which they may accumulate two (2) days vacation time per working month as identified in their working agreement. Accrued vacation days are credited to an employee after six (6) months of full-time employment.

Ten-month management employees are required to work 204 days per year and may accumulate twenty (20) days vacation annually. Eleven-month management employees are required to work 226 days per year and may accumulate twenty-two (22) days vacation annually. Twelve-month management employees are required to work 245 days per year and may accumulate twenty-four (24) days vacation annually.

Accrual rates granted under the provisions of any other contract or handbook shall be carried into a management position and retained as an earned benefit when it benefits the employee.

b. **Break in Service**

- (1) **Military and Sabbatical Leaves** - are credited as service for vacation eligibility purposes, but vacation days are not accrued during such leaves.

- (2) Management employees who have had a break in service will be given credit only for the total months of service with the Auxiliary, except that service broken for periods of less than ninety (90) calendar days shall be disregarded when computing the number of full months completed.
- (3) **Unpaid Leaves in Excess of Ninety (90) Calendar Days** - shall be considered a break in service and will not be credited for vacation eligibility purposes.

c. **Month**

Employment is for at least fifteen (15) calendar days.

**Vacation Leave Accrual Limits**

Management employees shall accrue earned vacation at the rate of two (2) days per month, and the vacation time shall be vested at the end of the sixth (6) month of continuous service.

If, for any reason, a manager is unable to take his/her full annual vacation leave as of December 31<sup>st</sup>, up to 200 hours may be carried over to the next calendar year. For any balance over 200 hours on December 31<sup>st</sup>, the manager shall be paid at the manager's current rate. The Director of the Auxiliary may, in consultation with the cognizant college administrator, set progressively lower maximum accrued vacation hours when the grant(s) funding a manager's position are within six months of ending.

When management personnel are reassigned to non-vacation-accruing positions, whenever possible, vacation time should be taken prior to beginning the new assignment. In the event this is not feasible, vacation time will be paid when the individual leaves the Auxiliary at the rate earned when the vacation time was accrued. In the event the person returns to a management position, the vacation time as accrued will be restored.

**Winter and Spring Recess**

Vacation days taken during periods when programs are not in session must be deducted from the accrued vacation entitlement.

**Use of Vacation Days in Advance of Accrual**

The Director or his designee may permit management employees to use their vacation entitlement in advance of accrual for specific purposes approved on a case-by-case basis. Should the management employee resign, retire, or be reassigned to a position not eligible for vacation prior to fully earning and accruing vacation already taken, such excess days will be deducted from his/her final pay warrant in the twelve-month assignment.

### **Vacation Scheduling**

1. Must be at the convenience of the Auxiliary and approved by the appropriate managers.
2. Each Administrative Unit is responsible for ensuring that enough management employees with authority to make decisions are on duty at all times.
3. Generally, vacations should not be taken prior to completion of six (6) months in the assignment.
4. Generally, no management employee, other than a terminating management employee, shall be permitted to take more than twenty (20) days at a time.
5. Paid substitutes are not authorized for management employees on vacation; the person designated to act in an administrator's absence shall assume the responsibility.
6. In the event that a vacation is interrupted by illness which is covered by the sick leave provisions herein, sick leave may be substituted for vacation days.

### **Exceptions**

Exceptions which will not seriously affect the operation of the Auxiliary may be authorized by the Director or his designee.

## Chapter XV

### **Holidays/Professional Development Day**

Any management employee covered by this Handbook shall be entitled to all holidays designated by the Board of Directors by adoption of the Auxiliary's Calendar.

#### **Professional Development Day**

The Board of Directors granted one professional development day scheduled at the request of the employee and approved by the appropriate administrator. In those years where it is determined by the Director, that an additional day is required in order to facilitate shut down of Auxiliary sites during the holiday period of the winter break, the professional development day shall be scheduled during the winter break.

#### **Winter Break**

Two (2) days to be scheduled during winter break as determined by the Director.

## Chapter XVI

### Management Employees' Expenses

It shall be the policy of the Board of Directors to provide for the payment of the actual and necessary expenses, including traveling expenses, of employees of the Auxiliary incurred in the course of performing services for the Auxiliary, whether within or outside the Auxiliary, under the direction of the Board of Directors.

Use of a personal vehicle for approved purposes shall be reimbursable to the employee at the rate set annually by the Board of Directors.

Actual and necessary expenses incident to attendance at function outside the Auxiliary shall be reimbursable to the employee within budget limitations if such events have as their purpose programs which will improve the operation of the Auxiliary or such events have programs which will benefit the employee in the performance of assigned Auxiliary duties and approval has been obtained in advance from the Director.

Attendance at Auxiliary approved events outside of the Auxiliary shall be without loss of regular pay.

**Unreimbursed Expenses:** The Auxiliary expects its managers to incur expenses routinely for hosting third parties in the course of business associated with the Auxiliary, representing the Auxiliary before federal, state and local governance and constituency groups and for maintaining the morale and cohesiveness of the employees and students. These expenses are not reimbursed by the Auxiliary.

## Chapter XVII

# **Complaint and Problem Resolution Procedures**

### **Purpose**

The purpose of this procedure is to secure at the lowest possible administrative level, solutions to work-related complaints and/or problems. All parties affirm that these procedures shall be kept as informal and as confidential as may be appropriate at each step of this procedure.

### **Definition**

A complaint/problem is a verbal or written allegation by any management employee alleging that an Auxiliary policy or procedure has been violated.

Other matters for which a specific method of review is provided by law, such as dismissal, FEPC, OSHA, EEOC, or HEW are not within the scope of this procedure.

A "day" is a day in which the central administrative office of the Auxiliary is open for business and one which employees are required to work.

The "immediate supervisor" is the lowest level management or supervisory position having immediate jurisdiction over the employee.

### **Procedures**

#### **Step 1 - Informal**

Every effort should be made to resolve any complaint/problem before filing a written complaint with the employee's immediate supervisor.

#### **Step II - Formal**

1. The employee must present his/her complaint or problem in writing to the immediate supervisor.

This shall be a clear, concise statement of the complaint/problem, the circumstances involved, and the specific solution suggested.

The supervisor shall communicate, in writing, a decision to the employee within ten (10) days after receiving the written complaint/problem.

Within the above time limits, either party may request a personal

conference with the other party.

2. Before advancement of the complaint to the next administrative level, either party may request mediation. Mediation services shall be arranged through the office of the Director.
3. In the event the employee is not satisfied with the decision, the employee may appeal the decision, in writing, to the next appropriate administrative level within five (5) days. This statement should include a copy of the original complaint, the decision rendered, and a clear, concise statement of the reason for the appeal.
4. If the employee is not satisfied with the decision or outcome of mediation, Step 3 may be repeated at each administrative level until it reaches the Director or the complaint/problem has been resolved.

## Chapter XVIII

# Personnel Records

### Personal Information

It is the responsibility of all employees to keep the Auxiliary advised of personal information that affects benefits status:

Change of address

Change of name

Change of marital status

Birth of new family members

Cards are available from the Director to convey this information. It is extremely important to keep this information up to date.

### Inspection of Personnel File

Materials in personnel files of management employees which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved. Every employee shall have the right to inspect such materials upon request during normal business hours. Such material is not to include ratings, reports, or records which (1) were obtained prior to the employment of the person involved; (2) were prepared by identifiable screening committee members, or (3) were obtained in connection with an application process for another position with the Auxiliary.

Information outside normal personnel operations, except material mentioned in the second paragraph of this section, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such statement, his/her own comments thereon.

## Chapter XIX

### **Conflict of Interest**

All employees should avoid any conflict between their own interests and the interests of the Auxiliary. Auxiliary officers/employees are required to be alert to situations where a conflict of interest may occur in relation to their duties with the Auxiliary.

All Auxiliary employees are by law subject to restrictions of their outside activities/enterprises/employment where a conflict of interest would occur.

An Auxiliary employee/officer shall not engage in any outside employment, activity or enterprise which is inconsistent, incompatible, or in conflict with his/her duties with the Auxiliary. An Auxiliary employee/officer shall not perform any work, service, or counsel for compensation outside of his/her Auxiliary responsibilities where any part of his/her efforts will be subject to approval by any other officer, employee, committee of the Auxiliary, or of the Board.

Any violation of these prohibited activities shall be cause for disciplinary action which may result in dismissal or prosecution under current law regarding dismissal proceedings. Any such disciplinary action is subject to appeal rights in accordance with current law and Auxiliary policies/procedures.

## Chapter XX

### **Secondary Employment**

Employees are not expected to engage in any outside employment which may interfere with assigned responsibilities, jeopardize the Auxiliary or its assets, or require personal attention or work that may alter physical or mental effectiveness.

## Chapter XXI

### **Sexual Harassment**

It is against policy for any employee, male or female, to sexually harass another employee. Requests for sexual favors, whether verbal or physical, are considered sexual harassment when they are made a condition of employment, used as a basis for employment decisions, or interfere with work performance. See Auxiliary Sexual Harassment Policy for further information.

## Chapter XXII

### Alcohol and Drugs

Any employee found to be using or possessing alcoholic beverages or any illegal drugs while at work is subject to disciplinary action, up to and including termination.

## Chapter XXIII

### **Emergencies and Natural Disasters**

Managers should familiarize themselves with information provided by the Auxiliary on emergencies and natural disasters. Copies of appropriate publications should be available for ready reference.

**Acknowledgement of Receipt  
of  
Management Employee Handbook**

I acknowledge that I have received a copy of the Management Employee Handbook and understand that it contains information on general personnel policies of the Grossmont-Cuyamaca Community College District Auxiliary Organization. I will familiarize myself with the information contained in the Handbook and understand that I am governed by its contents.

This Handbook is published by the Auxiliary for the general guidance of all employees in matters related to Auxiliary personnel practices. Specific questions or concerns regarding any of the information contained herein should be referred to the Auxiliary Director for clarification or additional information. This handbook is not intended to modify or supersede any Board of Directors or Auxiliary policy or procedure or any provision of law.

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Name (please print)

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Signature D

**Appendix A**  
**Salary Schedule**  
**for**  
**Management Employees**

**Grossmont-Cuyamaca Community College District Auxiliary**

FY 07-08  
Effective July 1, 2007

SALARY GRADE	STEP A	STEP B	STEP C	STEP D	STEP E
1	\$54,816	\$57,012	\$59,292	\$61,668	\$64,140
2	\$58,620	\$60,672	\$63,420	\$65,952	\$68,580
3	\$62,700	\$65,208	\$67,824	\$70,536	\$73,356
4	\$67,068	\$69,744	\$72,540	\$75,432	\$78,456
5	\$71,724	\$74,592	\$77,580	\$80,688	\$83,916
6	\$76,704	\$79,788	\$82,968	\$86,292	\$89,748
7	\$82,044	\$85,320	\$88,740	\$92,292	\$95,988
8	\$87,744	\$91,248	\$94,908	\$98,712	\$102,648
9	\$93,852	\$97,608	\$101,496	\$105,564	\$109,776
10	\$100,380	\$104,376	\$108,564	\$112,908	\$117,420
11	\$107,352	\$111,648	\$116,112	\$120,756	\$125,592
12	\$114,816	\$119,400	\$124,176	\$129,144	\$134,316
13	\$122,784	\$127,704	\$132,804	\$138,120	\$143,652
14	\$131,328	\$136,584	\$142,044	\$147,732	\$153,636

Approved by Board of Directors of the GCCCD Auxiliary on 6-30-08

**Salary Schedule (continued)**

**Longevity Increments:** Beginning the 6th year of service in the GCCCD Auxiliary, an employee will receive a longevity increment of \$1,427. Every year thereafter, this longevity increment will be increased by \$320 per year.

**Doctoral Bonus:** Those with earned doctorates from accredited collegiate institutions will receive an additional \$1,175 annually.

**Anniversary Date:** July 1 shall be the anniversary date for all employees. Any employee who has spent at least 60% of a year within one step will be eligible for advancement to the next step.

Current full-time Auxiliary employees who have completed a normal work year in a position or combination of positions within the Auxiliary will receive the scheduled step increase in the position currently held on July 1.

The Auxiliary reserves the right to increase the salaries of those employees covered by this salary schedule during the current year or any subsequent year in which the salary schedule may be in effect. This salary schedule will remain in effect until amended or repealed by the Board of Directors

**Vacation and Working Days:** All management personnel shall qualify for a management vacation schedule under which they may accumulate two (2) days vacation time per working month as identified in their working agreement. Of this amount, ten (10) days may be carried over into the next fiscal year. For excess carryover, refer to Management Employees' Handbook language under Chapter XIV - Vacation.

**Health and Welfare:** The Auxiliary will maintain the Auxiliary's contribution for health and welfare benefits for calendar year 2008.

**Employment Categories  
of the  
Grossmont-Cuyamaca Community College District Auxiliary Organization**

Per actions of the Board of Directors of the GCCCD Auxiliary, the Auxiliary currently uses the following employment categories:

<b>Employment Category</b>	<b>Description</b>	<b>Benefits</b>
Grant-Funded Employees	Individuals normally scheduled to work 20 or more hours per week and 1050 or more hours per year and is (1) an employee employed for a research project, workshop, institute, or other special project funded by a grant, contract, or gift; or (2) an employee whose contract of employment is for a fixed term not exceeding three years.	Full benefits*
Management Employees	Individuals designated as "Management Employees" by the Board of Directors. Management employees may be regular or temporary. In accordance with California Education Code section 72672: "...the regulations may permit retirement benefits, or permanent status benefits, or both, to be withheld from temporary and executive employees of each auxiliary organization." A temporary employee includes "an employee employed for a ... special project funded by any grant, contract, or gift..."	Full benefits*
Short-Term and Other Temporary Employees	Individuals scheduled to work 1049 or fewer hours per year.	Benefits for short-term and other temporary staff**

\*Full benefits include:

Vacation		<u>Health &amp; Welfare</u>
Sick Leave	Medical	
Other Leave Benefits (e.g. personal necessity)	Dental	
	Vision	
	Long Term Disability Insurance	
	Worker Comp	
	FICA	
	Medicare	
	CalPERS (California Public Employees' Retirement System)	
Holidays (when in paid status the day before or day after the holiday; paid as regular, scheduled hours)		

\*\*Benefits for short-term and other temporary staff are:

State Disability Insurance  
Worker Comp  
FICA  
Medicare

All descriptions and provisions are subject to change per action of the Auxiliary's Board of Directors.