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INTRODUCTION

I. Scope and Effect of These Provisions

The Long Beach City College Management Team Procedure Manual (MTPM) is not intended to replace employment conditions contained in Board Policies, Administrative Regulations or the Rules and Regulations of the Classified Service and/or operational procedures. Information contained in these Procedures should be considered supplemental to other District policies, rules, regulations and procedures; topics not addressed herein may be covered and, as such, applicable to the different categories of the management team.

A. Definition and Purpose

The Management Team shall be comprised of personnel employed and assigned to classifications that include administrators (classified and educational), managers, supervisors and confidentials.

The Board of Trustees of the Long Beach Community College District recognizes the importance of establishing a Management Team for the purpose of fulfilling its legal responsibility for the management of public education within this District. The purposes of the Management Team are:

1. To strengthen the administration and educational service programs of the District through participatory administrative practices and procedures.
2. To strengthen administration by improving communications, decision-making, conflict resolution and other relationships as they relate to personnel employed within the Management Team.

While the Management Team concept places emphasis upon shared responsibility, nothing in this procedure manual is intended to limit the responsibility and authority of the Board of Trustees or the Superintendent-President.

These Management procedures represent procedures that apply to administrators (classified and educational), managers, supervisors and confidentials. Although the intent is to unify procedures for both segments, it is sometimes necessary to note distinctions due to provisions of the California Education Code, Administrative Regulations and the Rules and Regulations for the Classified Service.

B. Objectives of the Management Team

1. To provide the Superintendent-President and Board of Trustees a source of communication and participation on matters which directly affect the Management Team;
2. To provide open and frequent communications among members of the Management Team;
3. To apply all available information and knowledge to the improvement of District services;
4. To provide recommendations on proposals of other constituent groups as deemed appropriate;
5. To provide and encourage the leadership necessary to achieve the educational goals and objectives of the District.

C. Responsibilities of Management Team Members

Management Team members must respond to many constituencies: to students, to colleagues, to members of the governing board, and to the profession of higher education.

1. With respect to students, Management Team members have the responsibility to:
   a) keep foremost in mind at all times that the college exists to serve students;
   b) protect human dignity and individual freedom, and assure students are respected as individuals, as learners, and as independent decision-makers;
   c) ensure students are free of unfair or improper action by any member of the college community;
   d) provide and protect student access to the educational resources of the District;
   e) invite students to appropriately contribute to college decisions; and,
   f) foster a respect for and understanding of issues affecting our diverse student population (socio-economic, cultural, disability, gender, ethnicity and sexual orientation).

2. With respect to colleagues, Management Team members have the responsibility to:
   a) develop a climate of trust and mutual support through the governance processes characterized by the participation of people affected, a focus on objectives rather than personalities, respect for differences, freedom of expression, and the right to dissent;
   b) foster openness by encouraging and maintaining effective two-way communication;
   c) support and abide by written policies and communicate clearly with new staff members the conditions of employment, work expectations and evaluation procedures; and,
   d) encourage and provide opportunities for professional development.

3. With respect to the governing board, Management Team members have the responsibility to:
   a) keep the Board informed, through your appropriate chain of command, so that it can act in the best interests of the District and the public;
   b) act in the best interest of the District, even when that action conflicts with an interest of an individual Management Team member;
c) be guided by the Administrative regulations and procedures established by the Board and Superintendent-President; and,

d) represent the Board in official communications when formally designated to do so.

4. With respect to the profession, Management Team members have the responsibility to:
   a) remain current with issues related to education in general and community college education and programming;
   b) foster professional growth through participation in professional activities; and,
   c) encourage and assist new members in their professional growth and institutional effectiveness.

II. **Commitment To Ethical Behavior**

Ethical behavior is the consistent exercise of integrity.

A. **Expectations for Ethical Behavior:**

Management Team members shall be committed to principles of honesty and equity. They shall not seek to abridge, for any purpose, the freedoms of faculty, staff and students. At the same time, they shall not willingly permit the rights and privileges of any members of the college community to override the best interests of the public it serves.

Management Team personnel shall exercise judgments which are dispassionate, fair, consistent and equitable. They shall exhibit openness and reliability in what they say and do as leaders. They shall address issues with respect and people without prejudice. They shall do everything possible to demonstrate a commitment to excellence in educational administration with integrity and without compromise to the principles of ethical behavior. They shall conduct themselves with honesty and integrity in accordance with Administrative Regulation 3008.

**PERSONNEL PROCEDURES**

I. **Recruitment and Selection of Management Team Members**

A. Recruitment and selection of Management Team members shall be conducted in accordance with applicable federal and state guidelines, Board Policies, Administrative Regulations and applicable Rules and Regulations for the Classified Service. In keeping with such criteria, recruitment and selection shall be based upon efforts which provide for equal employment opportunity combined with efforts to grow an increasingly diverse Management Team able to meet the needs of our student population and the community we serve.

B. Management Team members will participate in the selection process for positions within its group in accordance with all State and Federal Laws and to applicable
regulations (such as District Administrative Regulation 3003 and 5.2.J. of the Personnel Commission Rules and Regulations of the Classified Service).

C. The Superintendent-President will submit the final recommendation on all selections of Management Team personnel to the Board of Trustees.

II. **Compensation**

A. **Salary Schedule Placement Procedure**

Management Team members shall be paid in accordance with the salary range established for the class to which they are assigned. Step placement on the salary range is the step which represents, at a minimum a five percent (5%) increase of the person’s current compensation.

B. **Anniversary Date**

Management Team members who have not attained the maximum step of the salary range for their respective classification shall qualify for advancement each July 1st after having been compensated as a Management Team employee for at least 50 percent of the preceding fiscal year.

C. **Longevity Increments**

Classified employees employed in designated classifications below Range 17 of the Management Team Salary Schedule shall be provided longevity increments as prescribed by that Schedule.

D. **Educational Stipend**

Administrators employed in classifications assigned to Range 17 and above of the Management Team Salary Schedule shall be granted an annual educational stipend for attainment of a Doctoral Degree from an accredited institution in the amount of $2,250 as set forth in Article I, Section 53406 of the Title 5 Regulations for satisfying Minimum Qualifications from accredited institutions.

E. **Overtime Eligibility**

Confidential employees within the classified service shall be eligible for overtime compensation in accordance with the Rules and Regulations of the Classified Service adopted by the Personnel Commission. Payment and/or compensatory time shall not accrue without the specific authorization of the immediate supervisor and/or the appropriate Vice President.
F. Mileage Reimbursement

Management Team members shall be eligible to receive reimbursement from the District for the use of his/her personal vehicle on District business in accordance with Administrative Regulation 3018.

III. Health and Welfare Benefits

A. Management Team members newly employed with the District may enroll in the district offered Health and Welfare benefit plans which consist of medical, dental, vision and life insurance, as well as, accidental death benefit coverage and an Employee Assistance Program. Management Team members contribute a portion toward the premiums for their Health and Welfare Benefits. The cost of the premium contribution is based upon the choice of plans by the employee. This information will be made available to new employees when they complete their original employment paperwork. It will also be provided during the Open Enrolment period in June of each year.

B. Management Team members may also participate in voluntary programs through payroll deductions. Included in such programs are: deferred compensation, income protection plans, tax sheltered annuities and term life insurance (in addition to the District life insurance plan coverage).

IV. Retiree Health and Welfare Benefits

A. Management Team members hired prior to February 1, 1995 who retire from District service, shall designate one of the following retiree medical benefit options at the time their retirement forms are submitted to the District:

**Option A**

A Management Team member who retires from the District under PERS or STRS guidelines, after twelve (12) or more years of service qualifies for District-paid medical benefits according to the following schedule:

<table>
<thead>
<tr>
<th>Age at Retirement</th>
<th>Years of Service*</th>
<th>Terms of Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 65</td>
<td>12</td>
<td>Until age 67</td>
</tr>
<tr>
<td>65 or over</td>
<td>12-22</td>
<td>2 years after retirement</td>
</tr>
<tr>
<td>65 or over</td>
<td>23-29</td>
<td>3 years after retirement</td>
</tr>
<tr>
<td>65 or over</td>
<td>30 or more</td>
<td>4 years after retirement</td>
</tr>
</tbody>
</table>

*defined as service as a regular monthly salaried employee of the District.

**Option B**

A Management Team member who retires from the District under PERS or STRS guidelines, after twelve (12) or more years of service qualifies for one (1) year of District-paid medical benefits for every three (3) years of full-time service as a regular monthly salaried employee of the district.

B. Employees hired after February 1, 1995 shall only be eligible for Option B.
C. Retiring employees who are age 65 or over and qualified dependents of said retiring employees who are age 65 or over shall be required to enroll in and participate in Medicare Parts A and B as a condition of receiving medical benefits.

D. A Management Team employee who retires with less than twelve (12) years of service and all retired management team members who are no longer eligible for District-paid medical benefits may participate indefinitely in the District medical plan by paying their own premiums.

E. A Management Team member or surviving spouse or domestic partner of that employee shall receive the benefits enumerated in Section IV.B under the following conditions:
   1. The affected employee has completed 12 years of service;
   2. Death or permanent disability occurs while currently employed or before expiration of the benefits accrued in Section IV.B;
   3. Application for such benefits must be made within 30 days of the employee's death or determination of disability;
   4. This provision shall be governed by the eligibility criteria of the insurance carrier, provided that the spouse or domestic partner was eligible for coverage under the original provision of the affected insurance plan. This provision is subject to change upon written notice from the group insurance carrier.

V. Employment Conditions
   A. Employment Contracts
      1. Management Team Members employed as educational administrators will be employed under a contract for a period not to exceed four (4) years.
      2. Managers, supervisors and confidential employees will be employed, and continue in such employment, in accordance with applicable provisions of the California Education Code and the Rules and Regulations of the Classified Service.
   
   B. Work Schedule
      1. Management Team Members employed in classifications assigned to Range 17 and above of the Management Team Salary Schedule shall be assigned a work year of 220 days.
      2. Classified Administrators, managers, supervisors and confidential employees shall be assigned a work year in accordance with provisions of the Public Employees Retirement System (PERS). Management Team members in classified positions who have retained membership in the State Teachers Retirement System (STRS) based upon previous eligibility should consult with the Fiscal Services Department to ascertain the guidelines of the retirement system on the definition of their annual work year.
VI. **Leaves of Absence with Pay**

A. **General**

1. Leave benefits defined in sections 2, 3, 4 and 5 below will be prorated if a Management Team member serves less than 12 months of service to the District or is less than full-time.

2. Management Team members shall complete and submit the appropriate leave forms for each absence from duty in accordance with procedures established by the Fiscal Services Department.

B. **Vacation Benefits**

1. All Management Team members shall earn a maximum of 21 vacation days each full year of service as a District employee.

2. As of June 30th of any fiscal year, Management Team members are allowed to have a maximum carryover vacation balance of 32 days (256 hours).

3. In the event that Management Team members exceed the maximum limitation of Section B2, the following procedure will be applied:
   a) The vacation award prescribed in Section B1 will be reduced by the amount required to limit the new vacation balance total to 53 days (424 hours).
   b) The days/hours not granted through implementation of this procedure shall not be credited, nor earned, by the affected Management Team member. (Example: A vacation balance of 38 days on June 30th will result in the new fiscal year award of 15 days—rather than the 21 days normally awarded.)

4. Accrued vacation will be compensated upon resignation or retirement in accordance with the above procedures.

C. **Sick Leave**

1. Sick leave shall be granted when a Management Team member is prevented from performance of duties by illness or injury.

2. Sick leave with full pay is accrued by full-time Management Team members on the basis of 13 days each year of District service. Members employed less than full-time or for less than a full year of service shall be entitled to a pro-rata share of the sick leave benefit.

3. Unused sick leave shall be accrued on a year-to-year basis.

4. Management Team members shall be provided the opportunity to transfer accrued, unused sick leave from another elementary, union, unified or community college district in accordance with California Education Code and District procedures.

5. Each Management Team employee shall be granted 100 days of non-cumulative statutory illness leave at the beginning of each fiscal year. In the event that all accrued sick leave and other paid leaves have been exhausted for a long-term absence, such leave will provide the affected employee compensation at the rate of 50 percent of the regular salary.
D. Personal Necessity Leave

Management Team members shall be provided seven (7) days of paid leave for use in situations prescribed by Administrative Regulations, Rules and Regulations for Classified Service each fiscal year. Such leave will be deducted from the Management Team employee’s accumulated sick leave benefits.

E. Management Leave (Non-Duty Days)

Management Team members shall be provided five (5) non-duty days during each fiscal year. This leave is non-cumulative and is pro-rated for members employed less than full-time or less than a full year.

F. Conference Attendance

1. Management Team members may be authorized to attend conferences and participate in state and national professional organizations related to their assigned duties and responsibilities when there is an opportunity for professional growth and/or benefit to the District.
2. Permission to attend such functions, meetings, and/or conferences may be granted upon written request submitted in accordance with procedures established by District Administrative Regulation 3024.
3. Such leave is contingent upon available funding and authorization of supervisory personnel.

G. Industrial Injury or Illness Leave

Absence by a Management Team member which is determined to be due to a job-related accident or illness shall be administered in accordance with Administrative Regulation 3015, the Rules and Regulations of the Classified Service and/or District procedures.

H. Non-Accruable Education Leave

Management Team members may apply, through the Executive Committee, for 3 hours per week of paid non-accruable leave for a maximum of two semesters towards an applicable graduate degree.

I. Professional Leave for Administrators

Administrators assigned to Range 17 and above of the Management Team Salary Schedule are eligible for paid leave of absence for a period of up to three (3) months in accordance with District Administrative Regulation 3026. The leave must: (1) benefit the District; (2) provide professional development for the employee; or (3) prepare the individual for alternative service to the District.
J. Other Paid Leave

Other paid leave may be authorized for a Management Team member in accordance with Administrative Regulations and/or the Rules and Regulations of the Classified Service. Included in such leave provisions are, for example: Bereavement Leave, Jury Duty, and Parental Leave.

VII. Disciplinary Action

Management Team members shall be disciplined in accordance with California Education Code, Administrative Regulations, and the Rules and Regulations for Classified Service as applicable to their educational administrator or classified employee status with the District.

VIII. Management Team Performance Evaluation Plan

A. Purpose

1. Recognize excellence.
2. Provide objective data for decisions on retention, non-retention or reassignment.
3. Identify areas of performance needing improvement.
4. Identify areas for general professional development training.

B. Frequency

1. Administrators
   a) Shall be evaluated in accordance with the procedures prescribed by the Administrators’ Performance Evaluation Personnel Procedures.
   b) The Human Resources Department administers evaluation procedures.
2. Managers, Supervisors and Confidential Employees
   a) Probationary period shall be the first 12 months of employment in the classification included on the Management Team Salary Schedule.
   b) Evaluation procedures are prescribed by the Rules and Regulations for the Classified Service and shall be administered by the Human Resources Department.

IX. Reduced Workload

Eligible Management Team members participating in the State Teachers Retirement System (STRS) may request a reduction in assignment while maintaining retirement benefits as if employed full-time in accordance with California Education Code, Board Policy and Administrative Regulation 3028.

X. Resignation

Superintendent-President or the Vice President of Human Resources (as the Superintendent-President’s designee) is authorized to accept the resignation of a Management Team employee and to establish the effective date of such resignation. Resignations will be approved by the Board of Trustees in accordance with operational procedures of the Human Resources Department (see Board Policy 3029).
XI. **Reduction of Management Team Staff**

A. **Educational Administrators**

1. The Board of Trustees may terminate the services of educational administrators in accordance with California Education Code and the terms and conditions of the individual employment agreement.

2. Educational administrators hired before July 1, 1990 as an academic employee shall acquire regular status as faculty members, and are entitled to be employed in that capacity in accordance with California Education Code §87458.1.

3. Educational administrators hired after July 1, 1990 are eligible to be employed as a contract faculty member in accordance with California Education Code §87458.

B. **Classified Employees Within The Management Team**

Classified members of the Management Team may be laid off from their position or District-employment in accordance with California Education Code and the Rules and Regulations of the Classified Service. Reemployment rights are also contained in those provisions.

XII. **Post-Retirement Employment**

The District may employ Management Team members after retirement from the District subject to statutory and regulatory limitations established by their respective retirement systems.