

MARIN COMMUNITY COLLEGE DISTRICT

**SALARY SCHEDULE AND CONDITIONS OF WORK FOR CONFIDENTIAL EMPLOYEES**

Title	Range	Step A	Step B	Step C	Step D	Step E	Longevity Increments				
							W	X	Y	Z	Z+
Administrative Assistant to the Vice President	700	4186.00	4395.63	4615.00	4847.38	5089.50	5343.00	5495.75	5749.25	6004.38	6106.75
Confidential Admin. Assistant	450	3240.25	3402.75	3573.38	3752.13	3939.00	4137.25	4254.25	4452.50	4649.13	4727.13
Executive Assistant	725	5035.88	5287.75	5551.00	5830.50	6121.38	6426.88	6610.50	6916.00	7223.13	7345.00
Human Resources Specialist	700	4186.00	4395.63	4615.00	4847.38	5089.50	5343.00	5495.75	5749.25	6004.38	6106.75
Human Resources Specialist/ Administrative Assistant to Executive Dean of Human Resources & Labor Relations	700	4186.00	4395.63	4615.00	4847.38	5089.50	5343.00	5495.75	5749.25	6004.38	6106.75

**CONDITIONS**

1. All classes listed have a 37.5-hour work week. Confidential employees earn overtime at the rate of time and one-half time the regular rate of pay.
2. Steps are granted for satisfactory performance annually on July 1 of the new fiscal year for employees hired prior to January 1982. For employees hired or promoted after Jan. 1982, steps are granted on the first day of the month immediately following the anniversary date of hire or promotion.
3. Longevity steps W, X, Y, Z and Z+ are granted after 7, 10, 13, 16, and 20 years of permanent District service. Longevity steps are awarded on July 1 for employees hired prior to January 1982. For employees hired after January 1982, longevity steps are granted on the first of the month following the anniversary date.
4. Vacation is earned at the rate of 12 days per year during the first 3 years of service. After completion of 3 years of service, confidential employees earn 17 days per year. After 10 years of service, confidential employees earn 22 days per year. Vacation shall be pro-rated for employees working less than full-time. Confidential employees may carry-over 10 days of vacation if they have 1-10 years of service. and 15 days with 11 or more years of service.
5. The District provides medical (maximum District contribution is Kaiser Family through June 30, 2007), dental, vision, long-term disability, and life insurance for all confidential employees. The District also pays both the District and employee share of PERS contributions.
6. Medical Benefit Waiver. Confidential employees may voluntarily waive District medical benefits if he/she can provide documentation of comparable coverage under another plan.
7. Sick leave is earned at the rate of 12 days per year for confidential employees, pro-rated for less-than-full-time employees. Up to 7 days of sick leave may be used for personal necessity leave in any fiscal year.
8. Confidential employees shall observe the holidays designated for the Classified bargaining units.

9. In the event of layoff, confidential employees shall receive forty-five (45) days advance notice.

10. Exceptions to this salary schedule are permissible upon the recommendation of the Superintendent/President and approval of the Board of Trustees.

11. Retirement Benefit Program

I. Eligibility - A confidential employee who is fifty (50) years of age or older and who desires to apply for the Retirement Benefit Program must be eligible and apply for service

II. Benefits - The District will provide paid medical and dental coverage with benefits equal to those in effect at the time of retirement to the retiree and one dependent until the retiree attains age seventy (70) or the retiree's death, whichever is sooner. The District will provide the retiree and one dependent medical and dental coverage in each fiscal year following retirement as provided to current confidential employees; if the District no longer provides a specific type of health or dental plan as provided at the time of retirement (i.e., Health Net, Kaiser, Delta Dental), the retiree may select a plan as made available each fiscal year to current confidential employees of this group. The retiree may change carriers during the annual open period. The rates paid by the District for the retiree and one dependent shall be the rates paid for current confidential employees. The retiree and dependent shall be responsible for paying any future increases that are charged to confidential employees of this group. The employee shall be required to file for any other State or Federal

III. Employment of Retirees - The District may offer employment to retirees subject to the restrictions of PERS & STRS regarding time to be worked or maximum salary; District and retiree will mutually agree on need/time/salary.

IV. Program Participation - A confidential employee who is interested in participating in the program shall notify the District thirty (30) days prior to such participation.