

**Marin Community College District**

**SCHEDULE OF SALARY AND CONDITIONS FOR MANAGEMENT PERSONNEL**

**I. SALARY SCHEDULE**

	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
<b><u>LEVEL 1</u></b>	67,603	69,632	71,721	73,872	76,088	78,371	80,722	83,145
<b><u>LEVEL 2</u></b>	74,468	76,702	79,002	81,373	83,815	86,329	89,668	91,586
<b><u>LEVEL 3</u></b>	79,043	81,413	83,856	86,371	88,964	91,631	94,380	97,210
<b><u>LEVEL 4</u></b>	87,053	89,664	92,353	95,125	97,978	100,917	103,946	107,062
<b><u>LEVEL 5</u></b>	92,772	95,554	98,421	101,374	104,414	107,547	110,773	114,096
<b><u>LEVEL 6</u></b>	99,194	102,171	105,235	108,392	111,646	114,993	118,443	121,996
<b><u>LEVEL 7</u></b>	108,212	111,457	114,802	118,246	121,792	125,448	129,211	133,086

**II. CONDITIONS**

- A. The term management personnel shall include all certificated/educational administrators and classified administrators. Classified administrators will serve in a probationary status for one year.
- B. Step advancement on the salary schedule is based on merit as determined by the annual employee evaluation. The President shall approve 0, or 1 step as a result of the evaluation. Steps will be effective on the anniversary date of the most recent appointment into a management position.
- C. Management personnel shall be reimbursed for actual and necessary expenses incurred by the employee in the performance of his/her duties.
- D. Management personnel shall receive twenty-two (22) days paid vacation per year exclusive of legal holidays. Management personnel may carry over a maximum of fifteen (15) days vacation allowance to the following fiscal year; the President must approve any exceptions. No management employee will be paid for more than thirty-seven (37) days vacation upon termination. Use of vacation must be approved by, and can be directed by, the President.
- E. Management personnel shall observe the holidays designated for classified bargaining units.
- F. The District provides medical (maximum District contribution is Kaiser Family Rate through June 30, 2007), long-term disability, dental, vision and life insurance for all management personnel.
- G. Medical Benefit Waiver

Management employees may voluntarily waive District medical benefits if he/she can provide documentation of comparable coverage under another plan. Employees opting not to participate in medical coverage must notify the Personnel Department no later than October 1 of each year, provide documentation at that time that they have comparable coverage, and sign the applicable declaration. Employees who elect to waive medical benefits shall be provided with a \$1200 annual payment. The payments shall be reduced on a pro-rata basis for less than full-time employees and for new Management employees who waive coverage for less than a full year. Employees shall have their waiver payments made by check no later than December 31.

**Schedule of Salary and Conditions for Management Personnel Effective July 1, 2006 3% Increase. Replacing Salary Schedule Effective July 1, 2005(2). Per Board Action November 14, 2006.**

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G. Medical Benefit Waiver Continued

To be reinstated under the medical plan, Management employees must apply during the annual January open enrollment period.

H. Management personnel shall be granted sick leave at the rate of one day per month. Up to seven (7) days of sick leave in any fiscal year may be used for Personal Necessity.

I. Management personnel will receive a one-time \$1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.

J. In the event of layoff, classified management employees shall receive forty-five (45) days advance notice and certificated/educational administrators shall receive a March 15 notice (as per Education Code 72411 and 72411.5) for release from an administrative position.

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

L. Certificated/Educational Administrators become members of the State Teachers' Retirement System. A set percentage of gross income is deducted from the employee's gross amount and the remaining net is taxable. The District contributes the normal employer contribution rate for all Educational Administrators. For Classified Administrators, the District pays the normal employee and employer contribution to the Public Employees' Retirement System. Under both systems, an employee is vested after five full-time years.

M. Retirement Benefit Program

1. Eligibility

A management employee who is fifty (50) years of age or older and a PERS member, and fifty-five (55) years of age or older and a STRS member and who desires to apply for the Retirement Benefit Program must be eligible and apply for service retirement under their respective plans.

In addition, the employee must have at least ten (10) years of full-time service with the District from the date of hire as a permanent or probationary employee, and must have been hired prior to 10/14/86.

2. 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 management employees; if the District no longer provides a specific type of health or dental plan as provided at the time of retirement (i.e., Blue Cross, Kaiser, Delta Dental), the retiree may select a plan as made available each fiscal year to current management 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 management employees; the retiree and dependent shall be responsible for paying any future increases that are charged to management employees of this group. The employee shall be required to file for any other State or Federal government-sponsored programs for which he/she may be eligible as an offset to the District obligation for the health benefit.

3. Employment of Retirees

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

4. Program Participation

A certificated/educational administrator who is interested in participating in the program shall notify the District no later than February 1 of each fiscal year. A classified administrator who is interested in participating in the program shall notify the District thirty (30) days prior to such participation.

N. Managers may teach a class, outside of their regular workweek in their management position, with the approval of the President. Pay for the teaching assignment will be computed at the overload rate for the certificated salary placement to which the manager is entitled. Teaching assignments shall not conflict with any provisions of collective bargaining agreements.

III. **PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE**

<u>LEVEL</u>	<u>POSITIONS DESIGNATED TO LEVELS</u>
7	Vice President of Student Learning Vice President of College Operations
6	Executive Dean, Human Resources and Labor Relations Director of Modernization Senior Director of Enterprise and Learning Technology
5	Dean of Arts and Humanities Dean of Enrollment Services Dean of Math, Sciences, and Learning Technology Dean of Student Development and Special Services Dean of Workforce Development, College & Community Partnerships Director of Communications & Community Relations Director of Information Technologies Director of Organizational Development and Planning
4	Director of Financial Aid Director of Fiscal Services Director of Health Sciences Director of Learning Resources Director, Noncredit and ESL Instruction, Contract, and Community Education and Services
3	Director of Maintenance and Operations Director of Physical Education and Athletics Director of Student Affairs and Health Center
2	Chief of Police/Director of Safety
1	Director of Academic Services and Articulation Director of Child Care Programs

**Note:** Since last salary schedule 12/14/05: 1. Director, English As A Second Language Services, Assessment/Testing, Director of Community Education and Services replaced with Director of Noncredit and ESL, Contract, and Community Education and Services; 2. Senior Director of Enterprise and Learning Technology added, 3. Dean of Student Development and Special Services added.