SBCC District- Management / Supervisors

Memorandum of Understanding:

Meet and Confer

January 1, 2007 through December 31, 2008
1. **Purpose of Memorandum**

This Memorandum is intended to be a comprehensive statement of compensation and other rights related to issues of employment given to the Management and Supervisory employees of Santa Barbara City College.

This represents the previously agreed upon rights granted to Certificated and Classified Management through past meet and confer sessions that are still in effect and additional rights/modifications granted for the period from January 1, 2007 through December 31, 2008.

Subjects not covered in this Memorandum of Understanding shall be governed by the District Policies and Procedures for Classified Employees or the Policies for Faculty and Administrators of the Santa Barbara Community College School District, whichever is applicable to the individual Group member. In the event of conflict regarding a particular subject, the Memorandum shall prevail.

2. **Management Group Defined**

The Management Group includes all employees in designated management or supervisory positions, whether probationary or permanent or contract employees and whether funded from the general fund or from categorical funds.

3. **Equitable Treatment Provision**

Members of the Management Group are entitled to whatever applicable increases in basic compensation and benefits are negotiated between the District and the Instructor’s Association and CSEA.

4. **Compensation**

4.1 Compensation.

**2007**

For the 2007 calendar year, the salary schedule will be increased by 5.92%. The increase will be applied to salaries effective January 1, 2007.
For the 2008 calendar year, the salary schedule will be increased by the percentage increase to the Cost of Living Adjustment (unrestricted general funds) included in the signed 2007/08 state budget as reflected on the 2007/08 First Principal Apportionment document.

5. Implementation of the Ewing Classification Study

5.1 The guidelines for the implementation of the Ewing Classification Study are outlined in Appendix E.

6. Salary Schedules

6.1 Managers and Supervisors

Managers and supervisors will be paid according to salary schedules 28 and 30 as referenced in Appendix A.

7. Guidelines for Administration of Management Group Salary Schedules

7.1 Earned Doctorate

Certificated and Classified Management employees with an earned doctorate received from a fully accredited institution receive the doctoral bonus provided full-time faculty members. The institution must have been accredited for at least five years prior to the time the doctorate was earned and received. A fully accredited institution is an institution of higher education accredited by a United States recognized regional accrediting association or the Committee of State Bar Examiners of the State Bar of California or the American Medical Association (AMA), effective 7/1/96.

7.2 Service Increments

Ten Years

A member of the Group who is employed not less than 20 hours a week, and who has served in the employ of the Santa Barbara Community College District for ten (10) years, shall be granted a career increment at ten years equivalent to 2.5% of the basic salary a month to which s/he is entitled in her/his respective position, time assignment, and salary schedule classification established by the Board of Trustees.

Fifteen Years

A member of the Group who is employed not less than 20 hours a week, and who has served in the employ of the Santa Barbara Community College District for fifteen (15) years, shall be granted a career increment
at fifteen years equivalent to 7.5% of the basic salary a month to which s/he is entitled in her/his respective position, time assignment, and salary schedule classification established by the Board of Trustees.

For each additional five year increment of service as described above beyond year fifteen (15), an additional career increment equivalent to 2.5% of the basic salary a month to which s/he is entitled in her/his respective position, time assignment, and salary schedule classification established by the Board of Trustees shall be granted.

In determining eligibility for a longevity career salary increment, the calculation of service to the college will include all years of full-time service (classified and certificated) whether under federal, state, or private sector funding and whether in district probationary or regular status.

7.3 Promotion

a. A college employee who receives a promotion from a bargaining unit position or from a management position to a higher management position shall be placed on the new salary range with credit given for directly related paid experience at SBCC and / or other institutions as follows:

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<tr>
<td>0-23 months</td>
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<td>24-47 months</td>
<td>Step 2</td>
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<td>48-71 months</td>
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<td>72-95 months</td>
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<td>96-119 months</td>
<td>Step 5</td>
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<tr>
<td>120 months or more</td>
<td>Step 6</td>
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</table>

Salary placement will guarantee not less than a 5% increase. The newly promoted employee may be placed up to Step 7 due to extraordinary circumstances if approved by the Area Vice President* in consultation with the Vice President of Human Resources and Legal Affairs. If they cannot agree, the matter will be referred to the Superintendent President. A newly promoted employee may be placed up to Step 9 due to extraordinary circumstances if approved by the Superintendent/ President.

*The Superintendent/President will work with HR/LA on placement of Vice Presidents.
7.4 Salary placement for new employees

New employees shall be placed in the salary range associated with their Classification with credit given for directly related full-time paid experience as follows:

<table>
<thead>
<tr>
<th>Months</th>
<th>Step</th>
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<tbody>
<tr>
<td>0-23 months</td>
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</tbody>
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A new employee may be placed up to Step 7 due to extraordinary circumstances if approved by the Area Vice President* in consultation with the Vice President of Human Resources and Legal Affairs. If they cannot agree, the matter will be referred to the Superintendent President. A new employee may be placed up to Step 9 due to extraordinary circumstances if approved by the Superintendent/ President.

*The Superintendent/President will work with HR/LA on placement of Vice Presidents.

8. Benefits

Health and Welfare Benefits

Management Group employees will receive Health and Welfare Benefits according to Appendix B attached hereto and under the plans described therein.

Participation will be available for domestic partners pursuant to Appendix C

8.3 Upon the death of an active Group employee, a surviving spouse/domestic partner and/or dependents shall continue to receive, for a six (6) month period from the date of death, the District contributions toward insurance coverage. The surviving spouse/domestic partner/dependents may remain in the District's medical plan in accordance with the provisions of public law (COBRA).

8.4 Upon the death of a retiree who is enrolled in the District's medical and dental plans, a surviving spouse/domestic partner and/or eligible dependents may remain in the District’s medical and dental plans so long as they meet the eligibility rules and pay the premium for such coverage.

9.1 Vacation

For the purpose of this section, “continuous service” shall mean employment for 10 or more calendar months of each school year.

A new Management Group employee shall not be eligible to take more than six days, or the proportionate amount to which s/he may be entitled, until the first day of the calendar month after completion of six months of continuous service with the Santa Barbara Community College District. Under certain circumstances and only upon written approval of his/her supervisor, a Management Group employee may take vacation days during his/her first six months. Each regular full-time employee shall be entitled to vacation leave with pay, subject to the following provision:

a. From the employment date of full-time service, certificated and classified management employees earn 14.667 hours credit for each calendar month, or major fraction thereof, of paid employment.

b. After the completion of seven years of full-time service, certificated and classified management employees shall begin earning 16.00 hours of credit for each calendar month, or major fraction thereof, of paid employment.

c. After the completion of twelve years of full-time service, certificated and classified management employees shall begin earning 16.667 hours of credit for each calendar month, or major fraction thereof, of paid employment.

9.1.1 Unused Vacation Paid Upon Retirement or Resignation

Management Group members can be paid for up to 24 months of accrued but unused vacation upon resignation or retirement.

9.1.2 Temporary Waiver of Cap on Accrued Vacation

When a manager or supervisor has accumulated the maximum allowable amount of vacation but special projects prevent her/him from taking vacation days at that time, the area Vice President may grant a temporary waiver of the cap on accumulating vacation days until the end of the project and until the manager or supervisor has had a reasonable time to take sufficient vacation to bring the balance below the level of the cap.
A written record of the waiver will be forwarded to Payroll.

9.2 Catastrophic Illness Leave Donation Program

9.2.1 Purpose: The purpose of this program is to allow permanent certificated and classified management employees to donate their accrued, unused sick leave to catastrophically ill or injured fellow employees who have completely exhausted other paid leave benefits. The program is voluntary.

9.2.2 Contributions: Consistent with the guidelines that follow, any Management Group employee may donate up to five (5) days of accumulated sick leave to another eligible college employee (Management Group, confidential employee, CSEA unit member or IA unit member who has suffered a long-term catastrophic illness or injury and has exhausted all other available paid leave. Donations must be for a minimum of one day (based on the donating employee’s assignment). Donations are irrevocable; unused days are retained by donee. Terminating employees may donate up to six (6) days.

  (1) The donating employee must, after the donation, retain a minimum of two year’s worth of accrued, unused sick leave from prior accumulations.

  (2) The donating employee shall execute and file with the Human Resources and Legal Affairs Department a form authorizing and irrevocable assigning the donated leave to the donee employee.

9.2.3 Eligibility: Management employees shall be eligible to request the donation of other SBCC employees’ sick time subject to the following conditions and limitations:

  (1) The employee is a permanent Management Group employee of the college.

  (2) The employee suffers from a non-industrial, catastrophic illness or injury which for a period of not less than one hundred (100) work days has caused the employee to be incapacitated from the performance of duty as an employee of the District, and is expected to continue to be incapacitated for an extended period of time (at least 30 days). Examples of such catastrophic illness or injury include life
threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc.

(3) The employee has exhausted all of his/her available paid leaves, including regular and extended sick leave (1/2 pay) and vacation. Any sick leave and vacation accrued while on catastrophic leave shall be used before donated leave.

(4) The maximum number of donated days which may be utilized by one employee for a single catastrophic illness or injury shall not exceed 125 days.

(5) Each employee shall be limited to one donation request per school year.

(6) Donations may only be accepted during a two (2) week call for donations window period.

(7) Donated leave shall be charged on the basis of hour for hour regardless of the classification family and/or salary schedule of employees donating leave and employees receiving leave.

9.2.4 Administration:

(1) Applications for benefits shall be submitted to the Human Resources and Legal Affairs Department on a District form.

(2) The applicant shall provide medical verification of catastrophic illness or injury from a physician before the application will be considered.

(3) After verifying the employee’s eligibility, the District’s Human Resources and Legal Affairs Department will circulate a request for sick leave donations to be submitted to the payroll department (two week window period). A District request form must be used.

(4) Donated sick leave not used prior to the employee’s return to service shall be retained by the donee.

(5) The donee employee shall be solely responsible for any taxes on the hours received. Such taxes shall be
withheld at the normal rate for the employee. In the event the State or Federal governments rule that a tax liability is due other than what was withheld, the employee shall be solely liable for the additional taxes.

(6) No action taken under this section shall be subject to any District grievance procedure. Employees voluntarily participating in this program shall hold the District harmless for any and all disputes arising out of this program. Use of donated sick leave is a privilege and not an entitlement.

10. **Professional Growth**

Classified and certificated managers are eligible to participate in the District Professional Growth Program. This program will have the same structure as that currently in place for classified staff and classified managers. (Appendix F) The Management/Supervisory Group will designate up to three representatives to meet with HR/LA to evaluate applications for growth increments for the Management Group.

11. **Course Enrollment**

All Management Group employees may enroll in and audit one credit course each semester without payment of the audit or health fee.

All Management Group employees may enroll in and audit one noncredit course each term and the District shall waive the enrollment fee.

12. **Tuition Reimbursement**

Subject to supervisor approval, the District will reimburse management employees for tuition education expenses up to $2,000.00 per year to complete courses that lead to an accredited degree related to their job. A District fund for this purpose will be established and total annual expenditures from this fund are not expected to exceed $20,000.

Guidelines to implement this benefit are attached as Appendix D.

13. **Outside Consultation**

Management Group employees who are paid as consultants from external sources must use vacation days to perform this work.
14. **Outside Teaching**

Management Group Employees, subject to supervisor approval, may teach one course for the college for pay outside the work day (before eight or after five) or during vacation time.

15. **Participation in Tax Annuity Programs**

Management Group Employees employed regularly more than 20 hours a week may participate in a tax annuity plan.

16. **Early retirement incentive program (Effective period: January 1, 2005-December 31, 2008)**

16.1 **Eligibility**

16.1.1 A person must have rendered 15 years of service with the SBCCD and be at least age 55. Five years of that service requirement shall be immediately preceding retirement.

16.1.2 "Regular" service with the District is defined as service in paid status and shall exclude all hourly casual employment.

16.2 **Medical**

16.2.1 The District will contribute the specified premium amount for the retiree's District group medical plan as follows: Effective July 2005 the District's maximum dollar contribution will be $5,200 annually.

16.2.2 This sum shall be prorated for those normally assigned less than full-time at the time of retirement, in accordance with District policy.

16.2.3 District contributions shall continue until the retiree reaches age 65 or the date of the retiree's death, whichever is earlier.

16.2.4 Upon the death of a retiree participating in the Early Retirement Incentive Program, a surviving spouse/domestic partner and/or eligible dependents enrolled in the District health insurance program at the time of the employee’s death, may remain in the District’s medical and dental plans so long as they meet the eligibility rules and pay the premiums for such coverage. The District will provide the District contribution until the date the retiree would have reached age 65 or for six months from the date of death, whichever is less. The surviving spouse/domestic partner/eligible dependents may remain in the District's medical plan in accordance with the provisions of public law (COBRA).
16.3 Employment with the District

As part of the District's Early Retirement Incentive Program, the District may employ Management Group retirees on a part-time basis in accordance with the provisions and limitations of Section 23919 of the Education Code.

17. MOU Replaces Previous MOUs

This Memorandum of Understanding supersedes previous Memoranda of Understanding between the District and Certificated Administrators or Classified Administrators or between the District and the M/S/C group.

/s/ BEN PARTEE           /s/ JOHN ROMO
Dean, Educational Programs for the Superintendent/President for Management Group Santa Barbara City College

/s/ ERIKA ENDRIJONAS
Dean, Educational Programs for the Management Group

/s/ SHARON COFFIELD
Assistant Controller for the Management Group

/s/ MARSHA WRIGHT
Director-EOPS/CARE for the Management Group

Board Approved: October 18, 2007 Date
APPENDICES

Appendix A – Management / Supervisory Salary Schedules
Appendix B – Health and Welfare Benefits
Appendix C – Domestic Partnership
Appendix D – Tuition Reimbursement
Appendix E – Implementation of Ewing Classification Study
Appendix F – Professional Growth Program for Managers
<table>
<thead>
<tr>
<th>Range</th>
<th>STEP D</th>
<th>STEP E</th>
<th>STEP F</th>
<th>STEP G</th>
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APPENDIX B: HEALTH AND WELFARE BENEFITS

1. The District will provide for each full-time eligible unit member up to the following sum of money for payment of premiums for existing unit members for mandatory health and welfare benefits. Such amount shall be pro-rated for eligible contract unit members who work less than full-time, but half-time or more.

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<td>Family</td>
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For the 2007/08 school year, the District will increase its contribution to any increase in the cost of insurance premiums by the average percentage increase to medical insurance premiums, up to 15%. Any excess cost will be the responsibility of the employee.

For the 2008/09 school year, the District will increase its contribution to any increase in the cost of insurance premiums by the average percentage increase to medical insurance premiums, up to the percentage increase to the Cost of Living Adjustment (unrestricted general funds) included in the signed 2008/09 state budget. Any excess cost will be the responsibility of the employee.

2. Mandatory health and welfare benefits will include:

   (a) The District medical plan (except for verified comparable spousal coverage)
   (b) The District life insurance plan
   (c) The District income protection plan, which will be provided at a payment rate of two-thirds of an employee’s regular salary, up to a maximum of $5,000 per month
   (d) The District dental plan (minimum coverage is employee only), provided however, dental insurance is not required if the employee waives medical insurance (per Section 2(a) above).

3. If the total cost of the mandatory benefits is less than the District’s contribution, the unit member relinquishes that unused amount (except for waivers).

4. A flexible benefits plan (as defined in Internal Revenue Code Section 125) consisting of options for premium conversion, un-reimbursed medical expenses, and dependent care
will be available for employees choosing to participate. Monthly service fees for each employee’s flexible benefit plan accounts will be paid by that employee.

5. The College Benefits Committee is responsible for the selection of the different benefit programs. If the total cost of the mandatory benefits is more than the District’s contribution limits set forth above, then the eligible unit member shall be individually responsible for the difference.

6. Bargaining unit members who regularly work more than twenty (20) or more hours per week shall be eligible to participate in the District’s tax sheltered annuity plan (403b) program. The District shall as permitted by law continue to permit employees on medical plan waivers to purchase tax-sheltered annuities from District funds after mandatory benefits are purchased.
Appendix C

Domestic Partner Coverage Procedures

I. Eligibility:

Santa Barbara City College (SBCC) will provide benefits for Domestic Partners of the same or opposite sex and dependent children of Domestic Partners as follows:

A domestic partnership shall be established when both persons file a Declaration of Domestic Partnership with the Secretary of State and, at the time of filing, all of the following requirements are met:

1. Both persons have a common residence.

2. Neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved, or adjudged a nullity.

3. The two persons are not related by blood in a way that would prevent them from being married to each other in this state.

4. Both persons are at least 18 years of age.

5. Either of the following:
   (A) Both persons are members of the same sex.
   (B) One or both of the persons meet the eligibility criteria under Title II of the Social Security Act as defined in 42 U.S.C. Section 402(a) for old-age insurance benefits or Title XVI of the Social Security Act as defined in 42 U.S.C. Section 1381 for aged individuals. Notwithstanding any other provision of this section, persons of opposite sexes may not constitute a domestic partnership unless one or both of the persons are over the age of 62.

6. Both persons are capable of consenting to the domestic partnership.

Children of a Domestic Partner are eligible for enrollment on the same basis, and subject to the same requirements as stepchildren of eligible employees.

II. Documentation Required to Receive Domestic Partner Coverage:

In order to receive benefits as a Domestic Partner, the employee and the Partner must:

A. Submit proof that you have registered with the California Secretary of State

B. Complete and sign Domestic Partner medical and/or dental enrollment form(s).

III. Documentation Required for Change in Status of Domestic Partner Coverage:
The employee must notify the Human Resources & Legal Affairs Department in writing within thirty (30) calendar days of any change in the status of a Domestic Partnership.

In the event the facts attested to in the Declaration of Domestic Partnership no longer hold true due to termination of the relationship, death of a Domestic Partner, marriage to the Domestic Partner or any other cause, the employee must file a State of California Termination form with the Human Resources & Legal Affairs Office for adjustment in coverage, and mail a copy of that affidavit to the Domestic Partner.

After a termination of an existing Domestic Partner's coverage, a subsequent Declaration of a new Domestic Partner cannot be filed until six (6) months after written notification of termination has been filed.

Domestic Partners and their dependents are eligible for continuation of coverage under the federal COBRA law or state law regarding continuing coverage under California Labor Code Section 2800.2 and attendant California statutes.

IV. Enrollment Deadlines

A. Employees currently employed, who later establish a Domestic Partnership eligible for coverage, have thirty (30) calendar days after becoming eligible to apply for coverage or must wait until the next open enrollment period to apply.

New employees hired after the original effective date of these Procedures, who have a Domestic Partner eligible for coverage, have thirty (30) calendar days after applying for coverage in which to submit required paperwork or must wait until the next open enrollment period to apply.

B. An employee will not be required to wait until the next open enrollment period if the employee can demonstrate that he or she is applying late because the Domestic Partner lost coverage previously applicable on a different benefit plan.

V. Premium Payment / Tax Consequences

The value of the Domestic Partner coverage is considered additional compensation to the employee. Therefore the value of that additional coverage is subject to federal and state taxes as well as all other payroll deductions. STRS / PERS will not be withheld from or credited to this additional amount.

The employee is responsible for covering the cost of the premium of the Domestic Partner and the Domestic Partner’s child(ren). If covering the Domestic Partner and the Domestic Partner’s child(ren) increases the premium, the difference will be paid from the employee’s wages as an after-tax payroll deduction. If the addition of the Domestic Partner and the Domestic Partner’s child(ren) does not increase the current premium, then the value of the health coverage for the Domestic Partner and the Domestic Partner’s child(ren) will be reported as taxable income to the employee. If the difference between the increase in the three-tier rate structure is less than the value of the health coverage for the Domestic Partner, the increased amount will be an after-tax payroll deduction and the difference will be included in the employee’s includible income. The includible income will be reported on the employee’s W-2.
APPENDIX D

Tuition Reimbursement Procedures for Advanced Degree Study

The agreement between management and the District states: “With supervisor approval, provide reimbursement for tuition education expenses up to $3,000 per year to complete courses that lead to an accredited degree related to the job.”

A maximum of $20,000 per year is available for this purpose.

Procedures:
A committee of three persons elected by the management group will oversee the implementation of this reimbursement program. These managers will serve for a period of three years at which time there will be another election.

Managers wishing to submit reimbursement requests must do so by October 1 for fall tuition reimbursement, and by March 1 for winter/spring tuition reimbursement.

Up to 50% ($10,000) will be allocated in the fall, and up to 50% ($10,000) will be allocated in the spring. If the amount of applicants’ reimbursement requests exceeds the amount of money available, the available funds will be divided equally among the qualifying applicants. If the amount of applicants’ reimbursement requests is less than the amount of money available for fall, excess monies can be applied to spring reimbursements even if that results in more than 50% being disbursed in the spring.

Qualified managers who do not receive their full $2,000 reimbursement for the year may carry over unmet reimbursement requests for a following year.

A manager is eligible to apply for a maximum of 4 years of tuition reimbursement while at the College. Unmet carryover requests do not count toward that 4 year maximum.

All reimbursement requests must be for study at fully accredited institutions.

Appeals may be made to a committee consisting of the Executive Vice-President, Educational Programs, the Vice-President of Human Resources and Legal Affairs, and the Vice-President Business Services. The decision by the Vice-Presidents will be final.
Application for Tuition Reimbursement: Managers and Supervisors

Name

Name of Institution Attending

Degree/Discipline

Anticipated completion date

# units required for degree

# of units completed

Briefly describe applicability of degree to current position:

Signature

Supervisor signature

Date

Amount of reimbursement request

Note: Please attach the following copies:
1. Receipt of tuition payment
2. Verification of enrollment in program (initial request for reimbursement only)

Committee recommendation:
Approval:_______ Amount:_______
Disapproval:______ Reason:__________________________
Appendix E

IMPLEMENTATION OF THE EWING STUDY

The Ewing Classification study will be implemented for management/supervisory employees as follows:

1. Full implementation of the study will occur over a three year time span.

2. Effective July 1, 2005, the recommended job (class) descriptions will be implemented. At the same time, the recommended salary schedule will go into effect to the extent set forth below:

   a. A new 9 step salary schedule will be used. Subject to the provisions of subsection “b” below, employees on the payroll as of June 30, 2005, will be rated-in as follows: current step A will go to step 5, current step B will go to step 6, current step C will go to step 7, current step D will go to step 8, current step E will go to step 9.

   b. If there is a discrepancy between the employee’s salary on June 30, 2005 and placement on the new schedule on July 1, 2005, the discrepancy will be handled as follows:

      1) No downgrades. If a position was recommended for a reduction in salary (i.e., the June 2005 salary is higher than placement on the new salary schedule), the position will be “grandpersoned.” For purposes of this agreement “grandpersoned” means that incumbents would remain at their current salary while new employees would be hired at the lower rate. Incumbents’ salaries would not be frozen (as in “Y” rating) but would instead continue to enjoy the benefits of the existing range, including future across-the-board salary increases, as long as the incumbent continues to be employed by the District.

      2) If the step on the new schedule would result in a higher salary for the employee, then the employee will receive 1/3 of the difference between the employee’s current salary and the salary reflected on the new schedule for each year of the implementation (i.e., first year 1/3 of the difference; second year 2/3 of the difference; third year, the full salary reflected on the new schedule). If, however, 1/3 of the difference in the first year would result in an employee receiving a salary that was less than that reflected in step 1 of the new schedule, then the employee will be placed on, and receive the salary of step 1 of the new schedule. By the third year all incumbents will be rated in at the steps set forth in section 2(a) above.

3. In the first year of implementation new hires could be hired at steps 1-5, as appropriate. In the second year of implementation new hires could be hired at steps 1-6, as appropriate. In the third year of implementation and thereafter, new hires could be hired at steps 1-7, as appropriate.

4. Any across-the-board salary increases negotiated by the parties beginning January 2006, will be applied to the “new” schedule recommended in the Ewing Study. For example, if the parties negotiate a 4% salary increase effective January 1, 2006, 4% will be added to the Ewing recommended schedule.
What is the Management Group Professional Growth Incentive Program?

The Management Group Professional Growth Incentive Program is designed to support all classified and certificated managers interested in improving professionally by participating in formal education opportunities and other approved training activities.

Who is eligible to participate in the Management Group Professional Growth Incentive Program?

All classified and certificated managers, for the purpose of determining eligibility for any professional growth increment, shall include the following types of employees: managers in positions who are full-time or half-time (working 20 hours or more per week) and who have successfully completed one year of service at Santa Barbara City College.

What is the Management Group Professional Growth Incentive?

The Management Group Professional Growth Incentive is a cash bonus of $250 per year for each increment of 15 points, up to six increments per year ($1,500). These bonuses continue annually for as long as you are a classified or certificated manager with SBCC.

General Rules and Regulations concerning the Management Group Professional Growth Incentive Program

1) The Board of Trustees may grant professional growth salary increments in the amount of $250 per increment to an eligible manager subject to the conditions set forth in this program. Total increments shall not exceed six (6), for a total of $1,500. All six (6) increments may be earned in one year, if all the criteria are met.

2) Twice per year, following the October and April deadlines set by Human Resources, the Board of Trustees shall grant such increments. It is understood that the increment will be based on successful completion of the incentive program requirements.

3) Eligible part-time managers shall be paid a pro-rated portion of the professional growth increment for which they qualify, proportionate to the time worked, based on an 8-hour day, 40-hour work week (e.g. 50% for a half-time employee).

4) No credit will be given for any professional growth activities completed prior to the employee’s beginning date of employment with the District. Any coursework and activities completed during the first year of employment may be counted toward an increment, providing all criteria outlined is met.

5) If a manager who is being paid a professional growth increment terminates employment with Santa Barbara City College for any reason and is subsequently re-employed in a position, they will be entitled upon such re-employment to credit or payment for any professional growth increments to which he or she may previously have been entitled.

6) Growth increments shall continue throughout college employment even though classifications change. If an employee earned increments previously as classified staff or as a manager, increments will be cumulative but limited to no more than six.
7) The Human Resources / Legal Affairs Department shall maintain completed records pertaining to the professional growth incentive program. It is the sole responsibility of the employee to submit in a timely manner the required forms and documentation / verification of activities pertaining to the professional growth incentive program.

How are Management Group Professional Growth Increments Earned?

The Board of Trustees encourages managers to avail themselves of opportunities to improve their training, development, and on-the-job effectiveness through the following professional growth activities:

**Increments 1 – 6 Acceptable Activities**

**District Orientation** (1 point – one-time only)

All new managers/supervisors attend this orientation when hired. The employee is responsible for recording this on the increment worksheet (B-1).

**Credit Courses**

Credit courses are taken at an accredited college, City College, or recognized trade school. These courses are designed to provide the employee with additional or refined skills to improve job performance and general development.

A maximum of two (2) PE credits will be approved.

An official transcript must verify college credit coursework. An unofficial transcript is acceptable for SBCC courses.

One quarter unit is equal to 2/3 increment point.

**Audited Classes**

If classes are audited, up to half the course value may be granted subject to approval. All managers may audit one credit course per semester without payment of the audit fee or health fee. The employee is responsible for providing a “Verification of Attendance” form (C-1).

**Adult Education Courses/CEU’s**

These courses MUST be related to employee’s current job or future job assignments. All managers may enroll in one non-credit course each term and the District will waive the enrollment fees. The employee is responsible for providing a “Verification of Attendance” form (C-1).

**Leadership Activities**

Leadership activities are designed to expand an employee’s involvement both in District and non-District affairs through recognition of leadership efforts. The employee must serve one full year as an active member or elected/appointed official (limited to two organizations per year). A written letter of service from an officer of the organization is required for verification. All leadership activities submitted are subject to approval.

County, State and National educational organizations (3 points)

Professional/City organizations (2 points) Credit involvement must be approved.

**Technology Training**

Credit will be given for a technology training class just like any other course or training seminar.
Examples: Any credit or non-credit computer class, seminar or conference; technology certifications and training exams and PRO classes. A class may not be repeated unless it is a different version.

Banner Training

Credit will be given for Banner Training. Training includes standard navigation training and department specific training. Employees will need to complete a Verification of Attendance form (C-1) for each training.

CPR Certificate (1 point)

If certification is completed and used as part of the first increment, 1 point will be awarded.

If certification is completed as part of increments 2, 3, 4 or 5, credit will be given for CPR re-certification based upon total number of hours of instruction.

Note: Courses may not be repeated for professional growth credit unless permission is obtained in advance. This does not apply to CPR re-certification courses for which credit will be given.

Note: Requests for consideration of work-related activities not specifically listed in this booklet will be reviewed on a case-by-case basis.

Effective Date

This program is effective January 2005. Qualifying course work completed on or after January 1, 2005 is acceptable for credit. Any payment for increments will begin with the first approval of application for increments.

Other Related Programs

The District encourages participation in the following activities, most of which qualify toward the Professional Growth Incentive Program.

The SBCC Employee Career Success and Satisfaction Program

This program, as outlined in the booklet requires managers and supervisors to develop a plan for all of their employees, as well as themselves, to acquire the necessary skills for each position. Most of the training sessions and courses can be directly applied to the Management Group Professional Growth Incentive Program. Additional copies are available in Human Resources.

The SBCC Management Staff Development Program

A copy of this program is given to all new managers at orientation. Additional copies are available in Human Resources.

The SBCC Professional Development Academy

PRO offers soft skill classes and these classes may only be taken once for professional growth credit. 290 work experience courses do not count. For current course offerings, please contact the PRO department.
What is the Management Group Professional Growth Incentive Payment Schedule?

Increment applications are reviewed twice each year, in April and in October. If your application is approved in April, incentives will begin with the September paycheck. Applications that are approved in October, incentives will begin with the February paycheck. Increments will be paid on a monthly basis.

How to Apply for Each Increment

1) Complete the “Declaration of Intent / Application” (A-1) for the first increment only.

2) Complete the Employee Incentive Worksheet (B-1)

3) Submit sufficient verification of coursework and/or other activities.
   Submit a copy of the CPR card to Human Resources. (Please call the American Red Cross or YMCA for a list of class offerings.)

4) Submit “Verification of Attendance” if certificate of completion is not available. (C-1)

5) Provide all the items on this checklist to Human Resources by the first week of April or the first week of October deadline as announced by Human Resources. Verification for classes in-progress that are submitted in April, but not completed by this deadline, must be submitted to Human Resources by June 10th.

6) Applications submitted will be reviewed by the Management Group Committee and HR/LA. The Management Group Committee will be selected by the Management Team for a two year term.

   If documentation submitted for consideration is incomplete, all paperwork will be returned to the employee. The request will not be processed at that time. Human Resources will no longer retain incomplete files.

Forms Attached:
   Declaration of Intent / Application (A-1)
   Employee Increment Worksheet (B-1)
   Verification of Attendance (C-1)
I hereby submit my intent / application for participation in the District’s Management Group Professional Growth Incentive Program. I understand that I must meet the following conditions in order to qualify for professional growth increments:

1) I must be a classified or certificated Manager or Supervisor, working 20 hours or more per week and in permanent status in the Santa Barbara Community College District. I must be employed with the District for at least one (1) year before I am eligible to apply for professional growth increments.

2) I must complete 15 points, according to the Management Group Professional Growth Incentive Program and acceptable to the Management Group Professional Growth Management Review Committee, in order to receive any increment.

3) All coursework and other professional growth activities must be verified by official transcripts, certificate / verification of attendance or completion, or letters. These must be acceptable to the Management Group Professional Growth Management Review Committee.

4) It is my responsibility to be aware of and comply with all of the program’s requirements and to provide acceptable verification to the Management Group Professional Growth Management Review Committee of all courses and activities submitted for professional growth increments.

________________________________
Employee Signature
PROFESSIONAL GROWTH INCENTIVE PROGRAM
MANAGER/SUPERVISOR INCREMENT WORKSHEET

Please record UNITS on the front page and HOURS on the back page.

Employee Name: ________________________________

Title: ________________________________

Department: ________________________________

NOTE: Employee is responsible to provide and attach to this form: Verification of Attendance form(s) / transcripts; Certificates of Completion, copies of class or seminar agendas etc. All pages must be labeled with an exhibit letter. **If the application packet is incomplete - it will be returned to the employee and not processed until the next application deadline.**

Please print clearly & in ink (DO NOT use pencil).

<table>
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<tr>
<th>Date</th>
<th>Class / Activity</th>
<th># of Units</th>
<th>Verification (transcript certificate, letter, card)</th>
<th>Exhibit Letter *</th>
<th>Verified by Review Committee</th>
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Total # of units: __________
(One SEMESTER unit equals one increment point. One QUARTER unit equals 2/3 increment point)

For Committee use ONLY:
Points carried over from previous increment application:
Points carried over from HOURS of this application:
Points carried over from UNITS of this application:
Total points approved:
If points are > 15, the next increment is granted.
Increment(s) granted:
Points to be carried over to next application:

This request has been evaluated by:

Name: _____________________________________________
Name: _____________________________________________  Revised 11/06

Please print clearly & in ink (DO NOT use pencil).

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<th>Class / Activity</th>
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Total # of hours to be divided by 16: Hrs._____/16 = _____ Points

REMEMBER:

1) District Orientation REQUIRED for first increment = 1 point.

2) Credit Courses MUST be taken at an accredited college, City College, or recognized trade school. One SEMESTER unit equals one increment point. One QUARTER unit is equal to 2/3 increment point. (e.g. 3 quarter units = 3 x 2 / 3 = 2 points) See booklet for more information.

3) Adult Education Courses MUST be related to employee’s current job or future job assignments. See booklet for more information.
4) **Leadership Activities** - Limited to two (2) per year and must serve one (1) full year. See booklet for more information.

5) **CPR Certificate** for first increment = 1 point or hours completed

6) **Miscellaneous** - Must include Verification of Attendance if certificate is not available. A maximum of two (2) PE credits will be approved. **290 work experience courses do not count.**

* Exhibit Letter - supporting documentation must include an exhibit letter so the review committee can go directly to the page to review qualifications.

Revised 4/2007
MANAGEMENT GROUP
PROFESSIONAL GROWTH INCENTIVE PROGRAM
VERIFICATION OF ATTENDANCE

Date: ____________________

This will verify that ________________________________ attended the class

Name

or seminar listed below on __________________________ for a total of ________

Date

hours (to exclude all breaks, maximum of 6 hours per day).

Course Title: _________________________________________________________

Instructor’s Printed Name: ______________________________________________

Instructor’s Signature: __________________________________________________

Sponsored by: ________________________________________________________

(Fred Pryor, Career Track, etc.)

Note to Employee: Attach the following and submit to the Management Group Professional Growth Review Committee:

_____ Statement of how attending the above class or seminar enhanced
your job effectiveness or career goals.

_____ Copy of Travel & Conference form, if applicable.

_____ Copy of the class or seminar agenda.

This form is to be used only if transcripts, certificates, letters etc. are not available.