

Human Resources

AP 7250 EDUCATIONAL ADMINISTRATORS

References:

Education Code, Sections 72411 et seq., 87001, 87002(b), 87414, 87415, 87457-87460, 87764-87765, and 87786; Government Code, Section 3540.1(g) and (m)

Employment

Educational administrators must complete and sign required employment forms and meet any other employment requirements set by the District policies, procedures and practices, federal and/or state laws before beginning employment with the District.

Salary Advancement

Advancement from one step to the next on the appropriate salary schedule shall be dependent upon the recommendation of the educational administrator's immediate manager and subject to approval by the President/Superintendent.

Faculty Seniority and Faculty Service Areas

Educational administrators employed by the District prior to July 1, 1990 in a position eligible to accrue faculty tenure will be deemed to have been employed on the date upon which he/she/they first rendered paid service. That date will be deemed to be the educational administrator's faculty seniority date. Those educational administrators who hold faculty tenure are eligible to apply for and receive a stated Faculty Service Area (FSA) consistent with the Education Code, Board Policy, and Administrative Procedures.

Sexual Harassment Prevention and Awareness Training

Educational administrators will complete training in Sexual Harassment Prevention and Awareness within the first six months of employment with the District. Every two years, thereafter, educational administrators will participate in and have documented at least two hours of training in Sexual Harassment Prevention and Awareness.

Reassignment to Faculty Position

The Board of Trustees, in conformance with Education Code Section 87458, may reassign an eligible educational administrator to a faculty position when the specified conditions are satisfied.

Sick Leave

Sick leave and other leave benefits for educational administrator employees shall be granted in accordance with the leave policies for academic employees, except as indicated otherwise in such policies.

Extended Sick Leave

Educational administrators are eligible for extended sick leave benefits in the amount of 50% of their regular compensation for a maximum of 100 work days. The 100 work days of 50% pay shall be available to employees after the exhaustion of all other paid sick leave, vacation, or holidays. Only a single 100 work day period shall be allowed for any single and continuous absence for an illness or injury including one that extends into the next school year.

Vacation

Educational administrators on a 12-month assignment shall earn 14.664 hours of vacation leave per calendar month's service to a maximum of 176 hours of earned vacation leave per fiscal year without loss of pay, exclusive of the approved holidays as set by the Board of Trustees. Earned vacation leave shall not accumulate beyond twice the annual vacation leave earned by an employee as of June 30, of each fiscal year. Employees must request in advance to take vacation leave that is anticipated to accumulate beyond the allowed maximum.

Such request must be made through the immediate manager to the appropriate Vice President or President/Superintendent. If the request is not approved because of District needs, the employee will be paid for the excess earned vacation leave.

Excluding established exceptions, employees will be limited to how much vacation they can accrue on July 1, if their vacation balance on the previous June 30 exceeds the maximum accrual allowed by policy.

Educational administrators who have had a change in assignment resulting in an assignment which does not earn vacation leave, or leave the employment of the District, shall be paid for any unused earned vacation leave at the time of separation from employment qualifying for earned vacation. Such payment will be made at the employee's regular rate of pay at the time of separation from such employment.

Vacation Buy Back

Educational administrators will be allowed to sell back to the District a maximum of 80 hours of vacation time per fiscal year (July 1 – June 30). The request to sell vacation time back to the District must be approved by the employee's manager, and final approval by the appropriate Vice President or President/Superintendent.

Bonus Vacation

Educational administrators will be eligible for bonus vacation hours based upon unused earned sick leave in accordance with the provisions of the approved salary schedule.

Holidays and Personal Holiday Benefit

Educational administrators are entitled to District approved holidays as outlined in the District approved work calendar, including one personal floating holiday. This personal floating holiday is granted at a total of eight (8) hours of personal holiday leave with pay and may be taken each fiscal year by an educational administrator provided the

employee gives the District a minimum of 24 hours advance notice. This personal holiday leave is to be used in increments of not less than eight hours.

Retiree Medical Insurance

The District shall develop an insurance program for retirees.

Retiree insurance programs shall be in accordance with federal and state laws and agreements for respective employee groups. Procedures for administration of approved retiree insurance programs shall be developed and implemented by the Vice President of Business Services through the Human Resources Office and the Business Services Office.

Evaluation

The performance of all educational administrators and classified managers will be evaluated at least once a year. However, in the first year of employment, all educational administrators and classified managers will be evaluated at the conclusion of six months and one year of employment.

The educational administrator's or classified manager's immediate supervisor shall evaluate the educational administrator or classified manager using the Cerritos College Management Performance Evaluation Procedures.

At the beginning of each evaluation period, goals and performance measures will be developed which will identify individual and institutional expectations and will provide the basis of individual assessment. A copy of the performance assessment shall be placed in the educational administrator's or classified manager's personnel file upon completion.

Management performance assessment shall be monitored and maintained by the Human Resources Office.

Office of Primary Responsibility: Vice President, Human Resources

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