

**Human Resources**

1 **AP 7130 COMPENSATION**

2 **References:**

- 3 Education Code, Sections 87801 and 88160;
- 4 Government Code, Section 53200
- 5 U.S. Department of Education regulations on the Integrity of Federal Student
- 6 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
- 7 amended

8 **Contract Management Employees**

9 The Board of Trustees will establish and maintain a contract with the President/  
10 Superintendent which sets forth the provisions of salary, compensation, and health and  
11 welfare benefits.

12 The Board of Trustees will establish and maintain a Contract Management Salary  
13 Schedule. Contract Management Employees, excluding the President/Superintendent,  
14 will receive compensation based upon the Contract Management Employee Salary  
15 Schedule. The Board of Trustees will also establish and maintain contracts with Contract  
16 Management Employees which include salary provisions and health and welfare benefits.

17 **Management Team Employees**

18 The Board of Trustees will establish and maintain a Management Team Salary Schedule.  
19 The Human Resources Office will maintain salary schedules, salary schedule provisions,  
20 and health and welfare benefits at the direction of the Board of Trustees. The Board of  
21 Trustees will also establish and maintain contracts with Management Team Employees  
22 hired after July 1, 2017, which include salary provisions and health and welfare benefits.

23 **Faculty Employees**

24 Faculty salary schedules, salary schedule provisions, and health and welfare benefits will  
25 be established and maintained in the collective bargaining agreement.

26 All faculty employees will be paid and receive benefits in accordance with the terms and  
27 conditions of the negotiated agreement.

28 **Classified Employees**

29 Classified salary schedules, salary schedule provisions, and health and welfare benefits  
30 will be established and maintained in the collective bargaining agreement.

31 All classified employees will be paid and receive benefits in accordance with the terms  
32 and conditions of the negotiated agreement.

33 **Confidential Employees**

34 The Board of Trustees will establish and maintain a Confidential Salary Schedule. The  
35 Human Resources Office will maintain salary schedules, salary schedule provisions, and  
36 health and welfare benefits at the direction of the Board of Trustees.

37 **Child Development Center and Short Term Hourly Employees**

38 The Board of Trustees will establish and maintain Salary Schedules for Child  
39 Development Center and Short Term Hourly employees. The Human Resources Office  
40 will maintain salary schedules, salary schedule provisions, and health and welfare  
41 benefits as applicable at the direction of the Board of Trustees.

42 **General Employee Provisions**

43 Salary Warrant Errors

44 Whenever it is determined that a District error has been made in the calculation or  
45 reporting in any employee's payroll or in the payment of any employee's salary, the District  
46 shall provide the employee with a statement of the correction and a supplement payment  
47 normally within five (5) working days of such determination. The employee shall provide  
48 written notification to the Payroll Department of any alleged errors. A salary warrant error  
49 resulting in an overpayment for an employee shall be corrected and subsequent salary  
50 warrant(s) reduced accordingly after the District provides written notification to said  
51 employee.

52 Lost Salary Warrants

53 If an employee: a) loses a salary warrant after receipt, b) fails to receive a salary warrant  
54 within ten (10) workdays of the date of mailing, or c) fails to cash a salary warrant within  
55 six (6) months of the issuance date, said employee shall immediately notify the Payroll  
56 Department and as soon as administratively practicable a new salary warrant shall be  
57 issued. The District shall charge said employee for the actual and necessary expense of  
58 reissuing a warrant in cases of the loss of a salary warrant or failure to cash a salary  
59 warrant within the time period specified above.

60 Quarantine

61 All employees may receive salary in full when quarantined by city or county health officials  
62 because of another's illness.

63 **Prohibition on Incentive Compensation**

64 The District shall not provide any commission, bonus, or other incentive payment based,  
65 directly or indirectly, on the success in securing enrollments or financial aid, to any person  
66 or entity engaged in any student recruiting or admission activities or in making decisions  
67 regarding the award of student financial assistance. Employees covered by this ban shall  
68 be referred to as "covered employees" for purposes of this policy.

69 Contract management employees who are only involved in the development of policy and  
70 do not engage in individual student contact or the other activities covered by the  
71 prohibition of incentive compensation will not generally be subject to the ban.

72 The management team and employees who are only involved in the development of  
73 policy and do not engage in individual student contact or the other activities covered by  
74 the prohibition of incentive compensation will not generally be subject to the ban.

75 The President/Superintendent or designee shall identify any covered employees of the  
76 District and determine whether the District's compensation arrangements comport with  
77 the prohibition on incentive compensation, and to the extent that they do not, make  
78 necessary modifications to comply. Similarly, the President/Superintendent or designee  
79 shall identify any covered service providers, evaluate whether the contract pricing  
80 structure is consistent with the prohibition on incentive compensation, and if not,  
81 determine what modifications the District can make to any applicable contract.

82 Office of Primary Responsibility: Vice President, Human Resources

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**Date Approved: December 10, 2008**

**Dates Revised: October 10, 2011; April 8, 2019**

**Date Reviewed: May 15, 2019**

*(Replaces former Cerritos CCD Policies 7006, 7007, 7206, 7304, 7305, 7307, 7308, 7309, 7310,  
and 7321)*