

**Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources**

AP 7130 Compensation

References:

Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.;
Fair Credit Reporting Act (federal)

NOTE: This procedure is legally required.

Prohibition of Incentive Compensation

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

The Chancellor shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Chancellor shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Also see the collective bargaining agreements for applicable employee group(s).

Confidential and Management Compensation

The Board of Trustees approves the Confidential and Management Salary Grade Structure.

The salary grade and step placement of confidential and management employees shall be recommended by the Chancellor for approval by the Board of Trustees.

The step increase increment date is July 1 each year for confidential and management employees. A new employee must be employed prior to March 15th in order to receive the step advancement. New employees beginning employment on March 15 or later will receive a step increase on July 1 of the subsequent year.

Upon the recommendation of the Chancellor, the Board of Trustees may grant up to a maximum of three-year (3-year) employment contracts to management employees.

Compensatory Time

Management employees are exempt from overtime pay and compensatory time.

Confidential employees are non-exempt employees and are eligible for compensatory time at the rate of time and one-half (1 1/2) of the regular rate and a maximum of forty (40) hours may be accumulated. Compensatory time is to be taken as soon as possible after earned and when convenient to both the employee and the District.

Payment for compensatory time in excess of forty (40) hours will be calculated based on the employee's regular hourly rate.

Teaching Assignments for Management Employees

Adjunct assignments may be occasionally granted to Management Employees who demonstrate an organizational ability to add a teaching assignment to their full-time Management Employee obligation without interference with their satisfactory performance of their assignment.

Assignments shall be made in a manner consistent with the scheduling practices of the department/division.

The Office of Human Resources shall be responsible for monitoring the following:

1. The Chancellor/designee shall review all Management Employees' teaching assignments in advance of the assignment commencing.
2. All Management Employees performing Adjunct instruction shall start their assignment no earlier than 6:00 p.m. Monday through Friday. Instruction provided on Saturdays or Sundays does not have restrictions unless there is a pre-scheduled event requiring the Management Employees' attendance.
3. No online instruction, office hours, or ancillary office duties shall be performed during the Confidential and Management Employees' regular workday.
4. All Management Employees who are compensated at a Dean salary grade level or above may teach in addition to their regular work assignment. This Adjunct assignment shall be without pay.
5. All Management Employees compensated below a Dean salary grade level may be eligible to provide Adjunct faculty instruction, with or without pay.

Outside Activities

A Management Employee's outside activities shall not interfere in any way with the performance of the management employee's duties.

After five (5) years of service to the District, a confidential or management employee who submits to the Chancellor or College President a letter of resignation for purposes of retirement, at least six (6) months prior to the retirement date, shall be compensated \$2,000 (two thousand dollars) following Board of Trustees approval.

After thirty (30) years of accrued/accumulated service to the District, confidential and management employees will receive compensation of two thousand, five hundred dollars (\$2,500).

Salary Administration Procedures Confidential/Management Personnel

I. Purpose

The purpose for these salary administration procedures is to provide a consistent approach to frequently repeated employment transactions including hiring, promotions, salary increases, and demotions.

II. Assignment to a Salary Grade

1. Each confidential and management position is described in writing by means of a completed position description. The position description helps show how the job is interrelated to other positions and how it fits into the overall District organization. It assists in determining key accountabilities, decision authority, and freedom to act. The job description is useful in recruiting and hiring new employees. It also is used for job evaluation, along with organizational charts and budgetary data, as the basis for establishing the salary grade for the position.
2. The districtwide Confidential/Management Study Committee will meet on an as-needed basis as requested by the Chancellor/designee at least once per fiscal year to review the integrity of the entire list of positions. Each job shall be compared to definitions for know-how, problem-solving, and accountability on a consistent basis to rank the position and to assign it to a salary grade.
3. A new position not currently assigned to a salary grade, or a position with a significant role change caused by reorganization, shall be factored by the Chancellor/designee and an outside consultant.

III. Movement Within a Salary Grade

A. Salary Range Definitions:

- (1) **Minimum:** The lowest salary paid to a position within the grade (Step 1).

(2) **Maximum:** The highest salary, paid to a position within the grade (Step12).

IV. Hiring Salary

- A. A new employee shall be hired at the minimum of the salary grade, unless for competitive reasons this is deemed by the Chancellor/designee to be inappropriate.
- B. Over minimum salary grade hiring shall be based upon the applicant's relevant experience and a review of the current salaries of incumbents who are performing the same job.
- C. All salary offers above Step 3 must be approved by the Chancellor/designee.

V. Salary Upon Transfer

- 1. A transfer is a move within the District to a position at the same salary grade as the employee's existing position.
- 2. When a transfer occurs, there shall be no salary adjustment at the time of transfer, except for regular step increases.

VI. Salary Upon Placement in a Lower Salary Grade

- A. When an employee voluntarily elects to take a position in a lower salary grade (such as applying for a posted or advertised position), his/her salary may be reduced. The new salary may be at the same step in the lower grade as in the previous position.
- B. When District action (such as reassignment of job duties, position re-evaluation, or reorganization) is the reason for the placement in a lower salary grade, the employee's salary may be reduced at the discretion of the Chancellor/designee. If the current salary is not reduced and exceeds the maximum for the new salary grade, the employee's salary will not be adjusted until the maximum salary of the new grade exceeds the current salary. (Y-rated)

VII. Salary Upon Placement in a Higher Salary Grade

- 1. Step placement in a higher salary grade is dependent upon the circumstances of the promotion.
- 2. When an employee is assigned to a position in a higher salary grade through an open, competitive application process, the employee shall be placed at the nearest step in the higher salary grade which provides at least a five percent increase, not to exceed Step 12.
- 3. When an employee's position is assigned to a higher salary grade because of accretion of duties, the employee may be placed at the same step in the higher salary grade, or at the discretion of the Chancellor/designee, not to exceed Step 12.
- 4. When an employee is assigned to a position in a higher salary grade as a result of a reorganization, the employee may be placed at the nearest step in the higher salary grade which provides at least a five percent increase, not to exceed Step 2.

5. All promotional increases require the approval of the Chancellor/designee.

VIII. Temporary Assignments

1. When a confidential/management employee is given a temporary assignment classified at a higher level for *one year [or more if it is determined to be a "business necessity" as defined in Title 5, Section 53001(c)]*, the employee may be placed at the higher salary grade and nearest step assignment which provides at least a five percent increase, not to exceed Step 12.
2. When a confidential/management position is temporarily filled from outside, the method of salary compensation will be on the basis of a salary grade and step assignment.

IX. Position Titles

- A. The major consideration in determining an appropriate job title for a confidential or management staff member is to communicate, both within and outside the organization, the staff member's major job responsibilities.
- B. Job titles do **not** determine salary grades; responsibilities do.
- C. Educational administrative positions may have any of the following titles:
 - Chancellor
 - President
 - Vice Chancellor
 - Associate Vice Chancellor
 - Vice President
 - Chief Officer
 - Dean
 - Associate Dean
 - Executive Director
 - Director
- D. Classified administrative positions may have any of the following titles:
 - Vice Chancellor
 - Associate Vice Chancellor
 - Chief Financial Officer
 - Vice President
 - Executive Director
 - Director
 - Associate Director
 - Assistant Director
 - Controller
 - Internal Auditor
 - Manager
- E. Confidential positions may have any of the following titles:
 - Administrative Assistant
 - Assistant
 - Secretary
 - Specialist
 - Technician

X. Reporting Relationships

1. Any District Office position may report directly to the Chancellor.
2. Any College position may report directly to the President.