

November 19, 2020

21-077

AMENDMENTS TO THE MANAGEMENT CONFIDENTIAL HANDBOOK

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Sylvia Kelley, Executive Vice President  
Mark Mitsui, President

REPORT: This resolution grants the College President authority to amend provisions in sections 6, 7 and 17 of the Management/Confidential Handbook. Specifically, to amend the reduction in force notice period for continuous appointment managers in section 6 from 12 months to 180 days, and for probationary employees from six months to 90 days; to amend the reduction in force notice period for all continuous appointment confidential employees in section 7 to 180 days; and to amend section 17 to apply the provision on initial salary placement to salary placement upon transfer to, application for, or reclassification to lower level. (The terms Management, Confidential, Continuous Appointment and Special Appointment are defined in Section 1, Definitions, of the Management/Confidential Handbook.)

RECOMMENDATION: That the Board of Directors approve that the College President be granted authority to amend the notice provisions for a reduction in force and salary placement provisions of the Management Confidential Handbook as follows:

Section 6: Appointment Status – Management Employees

Continuous Appointment

- In the event of reduction of management positions, continuous appointment managers (except those with “special continuous appointments”), will be provided 180 days notice prior to the effective date of the elimination of their position.

General Appointment Status Changes/Reduction In Force

- Managers holding continuous appointment status shall be provided with 180 days’ notice of such changes, unless the emergency provisions of section 6 apply.
- Managers who have not yet attained continuous appointment status will be provided with 90 days’ notice of

such changes, unless the emergency provisions of section 6 apply.

## Section 7: Appointment Status – Confidential Employees

### Continuous Appointments

- All Confidential employees (non-exempt and exempt) shall be notified in writing at least 180 days in advance should their continuous appointment not be renewed.

### General Appointment Status Changes

- A confidential position or positions may be eliminated in the event of discontinuance or reduction of programs due to lack of enrollment or other causes. In such cases, the College will attempt to place affected confidential employees in other suitable positions when available. If suitable positions are not available, the College will provide written notice in accordance with the provisions for probationary and continuous appointment non-renewal prior to the effective date of termination.

## Section 17: Compensation

### Salary Placement Upon Transfer to, Application for, or Reclassification to Lower Level

- The provision for Initial Salary Placement shall apply to salary placement upon transfer to, application for, or reclassification to lower level.

All other provisions of sections 6, 7 and 17 will remain unchanged.