

**EMPLOYMENT, SALARY, AND SALARY PLACEMENT GUIDELINES****3.1 Employment**

- 3.1.1 Health History and Physical Examination.** All new employees must complete a personal health history form. A physical examination (administered by a physician employed by the District and at District expense) is also required of all employees prior to employment.
- 3.1.2 Tuberculin Test.** All new employees are required to have a tuberculin skin test or a chest x-ray from a licensed physician (at the employee's expense) on file with the District Human Resources Office. It will be necessary to have this examination every four years (at District expense). If the employee elects to have this re-examination by her/his personal physician, the reimbursement will be only in the amount of the charge by the District's lowest cost physician.
- 3.1.3 Other Employment Requirements.** New employees are also required to be fingerprinted and to complete a loyalty oath, W-4 form, retirement form, and Employment Eligibility Verification (I-9 Form). Academic management/supervisory employees are required to submit a credential (original) or meet State minimum qualifications as established in Title 5, Section 53420.
- 3.1.4 Job Vacancy Advertisements.** Job vacancies will be advertised and posted for a minimum of ten days. The District Human Resources Office will provide these advertisements via email to various locations within the District for posting and/or distribution. Recruitment and selection of management, supervisory, and confidential staff shall be conducted in accordance with the Uniform Employment Selection Guide, a document all employee groups, including Management Council, contribute to in terms of development and revision.
- 3.1.4.1 Internal Job Vacancy Notices for Confidential Employees.** Out-of-classification confidential assignments that are expected to be six (6) months or more shall be posted by District Human Resources via an e-mail notice and will give confidential employees five (5) working days to indicate interest in the out-of-class assignment.
- 3.1.5 Initial Probationary Period.** All new employees to the District being employed into a classified management/supervisory position or a confidential position shall serve an initial probationary period of 12 months. At the successful completion of the initial probationary period, the employee shall be granted tenure (permanency) in the classification in which the employee passed the required probationary period and includes all of the incidents of that classification.

## 3.2 Salary

- 3.2.1 Rate of Pay.** The regular rate of pay for management, supervisory, and confidential positions shall be in accordance with the rate established for the appropriate range on the Management, Supervisory, and Confidential Positions Salary Schedules respectively. The hourly rate is obtained by dividing the monthly rate of 173.33 and will be used to reduce pay for leave without pay, etc.
- 3.2.2 Pay Days.** Pay days for employees are the last working day of the month with checks released to employees upon receipt of signature at the location payroll offices. The exception will be that the December check for academic employees will be dated January 1 and shall not be released until after January 1.
- 3.2.3 Pay Increase.** When any retroactive pay increase is approved by the Board, the District shall process the additional pay with checks issued at the end-of- a-month payroll.
- 3.2.4 Employed Less than Twelve Months.** A management, supervisory, or confidential employee who works less than twelve months shall be paid at a monthly rate based on the appropriate salary schedule. For partial months, the salary is calculated by multiplying the hourly rate times hours worked.
- 3.2.5 Voluntary Payroll Deductions.** The District shall, upon appropriate written authorization from any management, supervisory, or confidential employee, deduct and make appropriate remittance for association dues, group insurance premiums, credit union payments, charitable donations, selected individual retirement accounts, and other group plans or programs approved by the District.
- 3.2.6 Tax Sheltered Annuity Programs.** The Assistant Secretary is authorized to sign amendments to the employment contracts of those employees who wish to participate in tax shelter programs (403(b)) with any company who has executed the District=s Agreement for tax shelter programs and also sign amendments to the employment contracts for those who wish to participate in the CalPERS 457 program. The Governing Board shall not authorize agreements with companies whose agents contact employees of the District during their regular working hours.
- 3.2.6.1 Individual Tax-Sheltered Annuity Program 403(b).** The Contra Costa Community College District will make available to its employees tax sheltered annuities as provided in the Internal Revenue Code Section 403(b), 17512 of the California Revenue and Taxation Code and District policy.
- 3.2.6.2 CalPERS 457 Deferred Compensation.** The Contra Costa Community College District has made available to its employees a tax qualified 457 (CalPERS 457 Deferred Compensation Plan) as provided in the Internal Revenue Code Section 457.
- 3.2.7 Payroll Errors.** Proper range and step placement is the responsibility of the District; however, all employees should review their salary placement at least annually and should they believe that they are improperly placed on the salary schedule, they are to immediately bring this information to the attention of the District Human Resources Office.

**3.2.7.1 Insufficient Payment.** Any payroll error resulting in insufficient payment for an employee shall be corrected, and a special payroll check issued by the District Payroll Office no later than five (5) working days after the District has received verification of the error. Otherwise, the supplemental amount will be included in the next regular paycheck following verification of the error.

**3.2.7.2 Overpayment.** If the District overpays the employee, the employee shall, upon realizing the fact or upon notification from the District, repay the full amount of such overpayment, deducted in the next paycheck. For overpayments exceeding \$100, the repayment schedule shall be equal to the number of months the employee was overpaid. Employees who leave the District to go on unpaid leaves prior to completion of the repayment shall have the remainder of the overpayment deducted from their final check. If the final check is insufficient to cover the amount owed, the employee will submit the necessary funds to the District within 30 calendar days.

### 3.3 Salary Placement Guidelines

**3.3.1 New Employee.** A person selected outside the District for a management, supervisory, or confidential position shall be placed on the appropriate range for the position. The Vice Chancellor, Human Resources and Organizational Development, shall evaluate previous experience. Credit for full-time comparable experience in a similar position may be recommended on a year-for-year basis and given upon approval of the Chancellor or Vice Chancellor, Human Resources and Organizational Development. If the person selected has not had full-time experience, as appropriate, in a comparable position, placement shall be on the first step. Advanced step placement shall not exceed the third step except in extraordinary circumstances and upon approval by the Chancellor or the Vice Chancellor, Human Resources and Organizational Development.

**3.3.2 Step Increments.** Effective July 1, 2002, step increases for all employees shall be based upon full or partial fiscal years of employment. All step increments for which an employee becomes eligible shall take place on July 1<sup>st</sup> of each fiscal year. These increments will occur automatically, on an annual basis, until the maximum step is reached on the appropriate salary schedule.

**3.3.3 Educational Degree Stipend.** An employee shall be provided an educational stipend for an educational degree beyond the minimum required for a position. The minimum degree eligible for stipend is a bachelor's degree.

**3.3.4 Longevity Pay.** A management, supervisory, and confidential employee shall be granted a five percent longevity allowance at the beginning of the eighth fiscal year of employment in the District. Effective at the beginning of the tenth, fourteenth, sixteenth and twentieth fiscal years of employment in the District, a two and one-half percent longevity step is granted. For longevity purposes, employment need not be continuous.