

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**

**EMPLOYEE STATUS**

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

080-1-1  
Revised 07/18/2007

**DEFINITION OF CONFIDENTIAL EMPLOYEE**

In accordance with SB253, which was approved by Governor Schwarzenegger and filed with the Secretary of State in August 2003, the definition of a Confidential employee is as follows:

A “Confidential” employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

The Coast Community College District is committed to adhering to the Government Code when determining placement of staff members into the Confidential Unit.

Government Code Sections 3540.1, 3544.1 and 3544.7

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

080-1-2  
Approved 06/15/88  
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Revised 07/18/2007  
Revised 07/15/2009

**CONFIDENTIAL EMPLOYEES**

Employees serving in the following positions have been deemed Confidential employees in the District, Coastline Community College (CCC), Golden West College (GWC), and Orange Coast College (OCC).

1. Executive Assistant to the Chancellor.
2. Executive Assistant to the Vice Chancellor of Administrative Services.
3. Executive Assistant to the Vice Chancellor of Human Resources.
4. Executive Assistant to the Associate Vice Chancellor of Educational Services.
5. Administrative Staff Assistant to the Administrative Director, Human Resources.
6. Staff Assistant, Sr. to the Secretary of the Board of Trustees.
7. Staff Assistant, Sr. to the Secretary of the Board of Trustees.
8. Staff Assistant, to the Secretary of the Board of Trustees.
9. Executive Assistant to the President of CCC.
10. Executive Assistant to the President of GWC.
11. Executive Assistant to the President of OCC.
12. Staff Assistant to the Vice President of Instruction at GWC.
13. Staff Assistant to the Vice President of Instruction at OCC.
14. Staff Assistant to the Vice President of Administrative Services at OCC.

Upon vacancy, the designation of the position to the Confidential Unit will be reviewed to ensure continued compliance with the legal definition of Confidential employees as provided in Government Code Section 3540.1.

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

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Revised 09/12/96  
Revised 07/18/2007  
Revised 03/03/2010

**CONFIDENTIAL STAFF HIRING POLICY**

The goal of the Coast Community College District is to recruit, select and employ qualified, diverse confidential staff dedicated to providing exemplary support necessary to maximize the success of the educational community in its service to students. This is achieved through consistent hiring processes that have integrity, are honest and cooperative, and support diversity and the principles of equal opportunity employment. Hiring processes are compliant with Board Policy 050-1-1.

The Board of Trustees, administration, faculty and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring quality confidential staff who:

- understand their roles and responsibilities in advancing the mission of the colleges and the District;
- engage in the life of the college/District;
- commit to professional development;
- represent the diverse communities we serve;
- are sensitive to the needs of, and committed to the success of, the students, faculty, staff, and community.

Hiring quality confidential staff is accomplished through the development of fair and consistent screening criteria by committees, with broad and diverse representation, that forward recommendations to the President or appropriate administrator. Recommendations for employment will be made through the Chancellor to the Board of Trustees. Coast Community College District hiring committee members will participate cooperatively and effectively in all appropriate phases of the hiring process.

The Coast Community College District prohibits discrimination based on race, color, sex, gender identity, religion, age, national origin, ancestry, sexual orientation, marital status, physical or mental disability, and/or veteran status.

**Legal References**

42 U.S.C. §§ 2000d et seq. (Title VI)  
42 U.S.C. §§ 2000e et seq. (Title VII)  
20 U.S.C. §§ 1681 et seq. (Title IX)  
Executive Order 11246, as amended by Executive Order 11235  
Education Code Sections 87100-87105  
Title 5, Sections 53000 - 53006, 53020-53026

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

080-1-3  
Approved 03/28/84

**OVERTIME COMPENSATION**

Overtime pay will be granted all eligible Confidential employees who are required to work any time in excess of 40 hours in any one week, or in excess of eight hours in any one day as provided by the California Education Code.

Education Code 88029, 88203, 88204

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

080-1-4  
Approved 03/28/84  
Revised 08/06/84  
Revised 10/01/85  
Revised 8/18/04  
Revised 07/18/2007

**LONGEVITY**

Confidential employees are eligible for long service recognition (longevity), if on the payroll December 1 and upon completion of four and one-half (4 1/2) years of continuous service, under the following plan:

1 1/2% of base salary after 4.5 years

1 1/2% additional after 6.5 years

1 1/2% additional after 9 years

2 3/4% additional after 12 years

2 3/4% additional after 17 years

3% additional after 22 years

To a maximum longevity base amount as reflected on the annually adjusted "J" Confidentials Salary Schedule

This will be paid once a year, in December. Should an employee terminate prior to the anniversary payment in December, payment will be made of a pro-rated amount of the longevity payment that would have been due at the time of termination.

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

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Revised 12/20/96  
Revised 08/18/04  
Revised 07/18/07

**COAST COMMUNITY COLLEGE DISTRICT  
CONFIDENTIAL EMPLOYEES PROFESSIONAL DEVELOPMENT PROGRAM**

**I. HISTORICAL BACKGROUND**

In 1965, the Legislature recognized the principles of professional growth for Confidential employees by enacting Education Code Section 88220, "Retraining and Study." The intent of the article is to "encourage governing boards to utilize the article to enhance further study and retraining by confidential personnel."

In order to maintain the standard of excellence established for the District, a professional growth program was established for the Confidential staff of the District, effective July 1, 1976.

Operational administrative procedures have been established and will be maintained.

**II. PHILOSOPHY**

The Coast Community College District Board of Trustees (herein known as the District) recognizes the need for continued growth and learning as a necessity within a changing environment. By providing the opportunity through Confidential Professional Development for Confidential staff to expand their knowledge and increase their skills, the District Board of Trustees acknowledges that human resources and the individual potential for excellence will be greatly enhanced. The support of the Confidential Professional Development Program provides positive individual professional growth and contributes to achieving the mission of the District.

**III. DEFINITIONS**

Confidential Staff - Any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Senate Bill 253 approved by Governor Schwarzenegger on August 3, 2003.)

Professional Development - To work toward achievement of increased knowledge and capabilities related to employment with the District.

**IV. PROGRAMS**

A Confidential employee may develop a plan for professional development under several programs. Plans will be submitted according to the established procedures. Each plan must include provision for evidence of completion. Plans will be evaluated with respect to all of the following:

1. Value to employee and/or employment within the District
2. Staff are encouraged to take programs within the District, whenever possible
3. Clarity of goals
4. Availability of funds

The programs outlined below are in keeping with the spirit of the law and at the same time address new and innovative vistas of learning and development for the Confidential staff:

A. Academic Growth

1. Option I - Reimbursement of Expenses

This option is for attendance at an accredited college or university.

2. Option II - Salary Differential

Approval under this option provides salary differentials based on the completion of course work. Work completed prior to entering the program may not be considered for salary differential.

Certificate -	1.25%
AA or AB -	2.5%
BA or BS -	2.5%
MA or MS -	2.5%
PhD -	2.5%

3. Option III –Release Time

B. Professional Conferences/Workshops

Approval to attend and receive reimbursement of expenses.

C. Professional Leave of Absence (full, partial, or no pay)

The governing board of any community college district may grant any Confidential employee with at least seven consecutive years of service a leave of absence not to exceed one year for the purpose of permitting study by the employee. Employees with at least three years of service may be granted leaves of absences for the purpose of retraining to meet changing conditions within the District. Leaves of absence may be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided that the separate periods of leave of absence shall be commenced and completed within a three-year period. Leaves of absence must be taken at no additional cost to the employee's departmental budget.

California Education Code Sections 88220-88227

**V. RESOURCES**

- A. The District will fund the Professional Development Program in accordance with the current agreements with employees.

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

080-1-6  
Adopted 11/04/98  
Revised 07/18/2007

**RECLASSIFICATION**

It is the policy of the Coast Community College District to provide a reclassification process for Confidential Employees of the District. The Board authorizes that reclassification will be determined through the “meet and confer” process as mutually agreed upon by the Vice Chancellor of Human Resources and the Confidential Employees.

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Status)

080-1-7  
Approved 03/28/84  
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**PRE-RETIREMENT REDUCED SCHEDULE FOR CONFIDENTIAL STAFF**

This plan, made available to members of the Public Employees Retirement System in addition to members of the State Teachers Retirement system, will allow partial employment for full-time Confidential employees approaching retirement.

**Purpose**

The District offers a pre-retirement program which will allow partial employment for full-time Confidential employees approaching retirement. The program will give these staff members an opportunity to experiment with retirement through a reduced workload.

**Schedule and Compensation**

A pre-retirement program for any eligible employee will require a reduction in the employee's normal assignment and will require a commensurate reduction in the yearly contract salary. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the District during his/her last year of service in a full-time position.

**Eligibility** – In order to participate in this program a Confidential member must meet the following conditions:

1. The Confidential employee must have been employed by the District as a Confidential employee for at least ten (10) years, of which the immediate preceding five (5) years were full-time employment as defined by the Public Employees Retirement System (PERS).
2. The Confidential employee shall have reached the age of fifty-five (55) years by the start of the year in which the work reduction begins.
3. The Confidential employee must agree to retire and terminate services with the District at the conclusion of the employee's pre-retirement program, which shall not exceed five (5) years.
4. The Confidential employee must make application for participation in the program to the Vice Chancellor for Human Resources at least sixty (60) calendar days prior to the first day on which the work reduction is to be effective. The District may honor a late request proven to be due to unusual or emergency circumstances.

**Maintenance of Benefits**

Except for the reduction in salary corresponding to the reduced workload, the District will provide an employee on this program with the same benefits provided full-time Confidential employees. The District and the employee on the program shall agree to make contributions to the retirement system of which the employee is a member equal to the amount that would have been contributed if the employee had remained in full-time employment.

**Retirement Contributions**

The employee on the program shall authorize the District in writing to deduct from the employee's pay such amounts as are necessary to pay the employee's 100% retirement contribution. Sick leave and vacation, where applicable, are earned on a pro rata basis.

**RETIREMENT**

**Continuation of Insurance upon Retirement. (changes effective July 1, 2007)**

**A. Retirement with Fewer than Ten (10) Years of Service.** Employees who are fifty-five (55) years old and retire under PERS with less than ten (10) years, but have five (5) or more years of service to the District, may elect to continue their medical, dental, life and optical insurance, including dependents, at their expense.

**B. Retirement with Ten (10) or More Years of Service.** Employees who are fifty-five (55) years old and retire under PERS with ten (10) or more years of service to the District shall retain medical, dental, life and optical insurance, including coverage for their dependents, until the retiree reaches the age of seventy (70). The District and the retiree will contribute towards those costs in the same amount as if the retiree had remained in active status. The retiree must pay to the District one (1) month in advance, an amount equal to that which is being paid by active employees.

**C. Retirement Benefit Age 70 or over.** Employees (75% to 100% assignment) who retire after the conclusion of the 2001-2002 academic year and have ten (10) or more years of service to the District, shall receive an annual credit of up to \$4000 to be applied only to the District Medicare Supplemental Plan at the age of 70. The credit shall not apply to any HMO, dental, vision care premium, or life insurance premium. The annual credit applies only to the retiree. If the retiree has a spouse or registered domestic partner at the time of death, the annual credit shall be transferred to the spouse or registered domestic partner and shall continue until the spouse or registered domestic partner's death.

**Additional Recognition for Meritorious Service.** Confidential staff members who retire with at least ten (10) years of service to the District, in recognition of their meritorious service, shall be granted the following:

- A. Certificate for years of meritorious service to be presented by the Board of Trustees.
- B. Lifetime library pass from the College library of their choice.
- C. One (1) parking permit annually without charge.

**ABSENCE**

CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES  
(Employee Absence)

080-2-1  
Approved 03/28/84

**SICK LEAVE**

Each full-time District Confidential employee shall be granted sick leave (absence with full pay during illness) at the rate of twelve (12) days sick leave for a full year of service to the District, with proportionately smaller sick leave allowances for shorter periods of employment.

Education Code 87781, 87782, 87783, 87785, 88191, 88202

080-2-1.1  
Approved 03/28/84  
Revised 07/15/87  
Revised 07/18/2007

**ILLNESS WHILE ON VACATION**

Should a Confidential employee become ill while on paid vacation, such an illness may be considered, upon request, to be charged to accumulated sick leave.

A request shall be made to the employee's supervisor immediately upon return to duty. Documentation and/or a physician's statement may be required. A portion or all of the used vacation for illness may be restored provided adequate sick leave is available.

Education Code 88200

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**EXTENDED SICK LEAVE**

Employees of the District who are classified as Confidential shall have extended sick leave benefits as follows: Pay at not less than one half of the regular full-time rate of pay.

The total period of absence because of illness for any Confidential employee in any fiscal year cannot exceed 100 days (sick leave plus extended sick leave) unless an employee has accumulated more than 100 days sick leave privileges.

Education Code 87786, 88196

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Absence)

080-2-3  
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**ABSENCE DUE TO DEATH IN IMMEDIATE FAMILY**

Any District Confidential personnel experiencing a death in his or her immediate family may be granted leave by the Chancellor or designee, without loss of pay, for periods not to exceed three days for each bereavement (or not to exceed five days for each bereavement if a 250 mile one-way travel is necessary).

Members of the immediate family shall mean the step or natural child, mother, father, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandchild of the employee or employee's spouse, and the spouse, son-in-law, daughter-in-law of the employee, or any person living in the immediate household of the employee. Persons other than relatives as noted herein who may have been reared by or with the employee will be considered as relatives for bereavement purposes. Under special circumstances, and with the approval of the Vice Chancellor for Human Resources or designee, other persons may be considered as relatives for purposes of granting bereavement leave.

Education Code 87781.5, 87784, 87788, 88194, 88207

CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES  
(Employee Absence)

080-2-4  
Approved 03/28/84  
Revised 07/15/87  
Revised 07/18/2007

**ABSENCE DUE TO PERSONAL NECESSITY**

District Confidential personnel may use as many as seven (7) days of accumulated sick leave in any school year for instances of personal necessity for the following reasons:

- . Death of a member of the employee's immediate family (in addition to excused absence for this reason as described under the Board Policy titled "Absence Due to Death in Immediate Family").
- . Accident or illness involving his person or property or the person or property of a member of his immediate family.
- . Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- . Birth/Adoption leave – 2 days maximum.
- . Personal business leave – 3 days maximum

Education Code 87781.5, 87784, 87788, 88194, 88207

CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES  
(Employee Absence)

080-2-5  
Approved 03/28/84  
Revised 07/15/87  
Revised 07/18/2007

**ABSENCE BECAUSE OF QUARANTINE, SUBPOENA AS WITNESS, JURY DUTY**

**Quarantine:**

District Confidential personnel shall continue to receive remuneration from the District at the regular rate of pay for such period or quarantine by city or county health officers because of another person's illness.

Education Code 87765, 88199

**Subpoena as Witness:**

District Confidential personnel subpoenaed as a witness shall be paid by the District, for such time as responsibilities as a witness require them to be absent from the District assignment, at the regular rate of pay less the amount of the fees received for serving as a witness.

Education Code 87035

**Jury Duty:**

- A. The District agrees to grant to an employee called for jury duty, in the manner provided by law, leave of absence without loss of pay for the time the employee is required to perform jury duty. The District may require verification of jury duty time served.
- B. An employee called for jury duty must notify the District of the service date(s) upon receiving said notice from officers of the court.
- C. The District shall grant full compensation. Fees received by the employee, excluding travel and subsistence expenses, shall be remitted to the District.

Education Code 87035, 87036, 88207

CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES  
(Employee Absence)

080-2-6  
Approved 03/28/84  
Revised 06/20/84  
Revised 05/15/85  
Revised 01/06/88  
Revised 07/18/2007

**FLOATING HOLIDAY**  
Confidential Employees

One floating holiday is granted subject to appropriate approval(s) to all Confidential employees.  
The floating holiday is non-cumulative.

Effective July 1, 2008, the floating holiday will be eliminated for all Confidential employees.

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Absence)

080-2-7  
Approved 03/28/84  
Revised 09/05/84  
Revised 08/13/86  
Revised 06/01/88  
Revised 01/15/91  
Revised 8/18/04  
Revised 07/18/2007

**HOLIDAYS AND VACATION, CONFIDENTIAL**

Confidential employees shall be entitled to holidays as designated in the District calendar.

Confidential employees are entitled to 22 vacation days for each full year of service. Proportionate vacation allowance will be granted for periods of service of less than one year.

Vacation shall be in addition to other holidays granted by the Board of Trustees during any given school year.

Scheduling and approval of vacations should be agreed upon by the employee and his/her immediate supervisor.

Employees who terminate or retire generally will be required to use accrued vacation prior to the termination date, except that any unused accrued vacation may be paid in a lump sum upon:

- a. Termination or retirement from district employment; or
- b. Board approval of leave of absence.

Confidential employees will be permitted to carryover no more than the equivalent of one year of vacation accrual. In addition to the year's worth of days carried over, Confidential employees will have access to the current year's vacation accrual as well. Monthly posting of earned vacation will not be made to any Confidential employee who has any excess of one year's worth of earned vacation days. The maximum carryover vacation balance becomes effective July 1, 2008.

Confidential personnel who receive an accumulated vacation day payout in excess of \$2,500 at separation from service or retirement from the District shall defer those amounts as an employer contribution to a third party administrator. Confidential personnel who are entitled to an accumulated vacation day payout for an amount less than \$2,500 have the option to defer those amounts as an employer contribution to a third party administrator.

The third party administrator accepts on behalf of the Confidential employee the accumulated vacation lump sum payment, into an investment account for the benefit of the employee. The employee and the third party administrator will coordinate the receipt of the vacation lump sum payout either through periodic payments over a certain period of time or a lump sum distribution after separation from the District.

The lump sum payment to the third party administrator contractor is authorized through the Internal Revenue Service Code 401.

CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES  
**(Employee Absence)**

080-2-8  
Approved 07/23/86

**MILITARY LEAVES**

Requests for leave of absence for military purposes shall be considered and authorized in accordance with provisions in the Military and Veterans Code.

Education Code 87832, 87700  
Military & Veterans Code 389, 395, et seq.

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Insurance/Annuity)

080-3-1  
Approved 03/28/84  
Revised 07/18/2007

**GENERAL PROVISIONS**

Each Confidential employee who contracts for at least three-quarter time service to the District will be eligible for the full insurance benefit package as provided for all full-time employees. The cost of such insurance for the employee shall be borne by the District. The employee may be required to pay for all or a portion of the cost of dependent insurance(s).

Confidential personnel on at least one-half time but less than three-quarter time contract will be eligible for one half of the total insurance benefit package provided for employees of the District, the District paying half the established premium for employee benefits. The employee may be required to pay for all or a portion of the cost of dependent insurance(s).

Education Code 72290, 88036

**CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES**  
(Employee Insurance/Annuity)

080-3-2  
Approved 03/28/84

**INSURANCE**

Each Confidential employee will be provided major medical insurance, dental insurance, vision care, life insurance, and disability insurance. The District reserves the right to select all insurance companies, including self insurance.

080-3-3  
Approved 03/28/84

**LIFE INSURANCE**

Each Confidential employee shall receive life insurance coverage equal to twice their annual salary rounded up to the nearest lower amount divisible by \$5,000.

Dependents may be included under this life insurance plan at the expense of the employee. Employees may designate payroll deduction for this premium payment.

080-3-4  
Approved 08/05/98  
Revised 07/18/2007

**DISTRICT'S MEDICARE SUPPLEMENT PLAN**

Each Confidential employee of the District shall receive, upon retirement from the District with ten (10) or more years of full-time service, an annual credit of up to \$4,000 to be applied only to the District's Medicare Supplement Plan at the age of seventy (70). The credit shall not apply to any HMO, Dental, Life Insurance, or any Eye Care premium. The credit applies only to the retiree and terminates upon the death of the retiree.

Effective May 1, 2002