

## **10B Confidential and Management Employment Policies**

### **10B1 General Policies**

**10B1A** Confidential and management employees are appointed by the Board of Trustees in accordance with provisions of the Education Code. See **Appendix 10B1A** of this Manual for listing of the confidential and management positions and corresponding salary ranges. (Revised February 3, 2005)

**10B1B** Announcements of management and confidential position openings shall be posted at the Colleges, centers, and the District Office of the Kern Community College District.

**10B1C** Assignment of management staff shall be upon the recommendation of the College President. The recommendation for reorganization and assignment of management staff will be forwarded to the Chancellor for approval and action by the Board of Trustees. (*Revised June 10, 1999*)

**10B1D** Assignment of District Office management staff shall be recommended by the Chancellor for action by the Board of Trustees. (*Revised June 10, 1999*)

**10B1E** The probationary period for confidential and classified management employees is one (1) year from the date of initial Board of Trustees appointment. (*Added December 11, 2008*)

### **10B2 Selection of Confidential Employees** (*Revised February 3, 2005*)

**10B2A** The screening procedures for confidential employees shall be approved by the College President for College positions and the Chancellor for District Office positions.

**10B2B** The selection of College confidential employees shall be upon the recommendation of the College President. The recommendation will be forwarded to the Chancellor for approval and action by the Board of Trustees.

**10B2C** The selection of District confidential employees shall be approved by the Chancellor and the Board of Trustees.

### **10B3 Selection of Management Employees** (*Revised February 3, 2005*)

**10B3A** The selection procedure for classified management employees shall be approved by the College President for College positions and the Chancellor for District Office positions.

**10B3B** The selection of College classified management shall be upon the recommendation of the College President. The recommendation will be forwarded to the Chancellor for approval and action by the Board of Trustees.

**10B3C** The selection of District classified management shall be recommended by the Chancellor for action by the Board of Trustees.

**10B3D** The faculty will be involved in the selection process of candidates for educational administrator positions for which applications are solicited. (See **Policies 10B1C and 10B1D**)

**10B3E** A joint committee representing all member Colleges shall be involved in the selection of candidates for District educational administrator positions. A joint College committee shall be involved in the selection of candidates for College educational administrator positions.

**10B3F** Joint committees shall function at all levels in the selection process which includes recommending qualifications and job descriptions, advertising the position, screening and reviewing applications, interviewing candidates, and recommending candidates to the College President or Chancellor.

**10B3G** A candidate for a position under consideration shall not serve on the joint committee for that position.

**10B3H** Joint Screening Committee for District Educational Administrator Positions (*Revised February 3, 2005*)

**10B3H1** The joint screening committee shall include three (3) managers appointed by the Chancellor or the Board of Trustees.

**10B3H2** The screening committee shall include a total of three (3) faculty members, to be appointed by the respective College Academic Senates at each of the District Colleges as follows: one (1) from Bakersfield; one (1) from Porterville; one (1) from Cerro Coso].

**10B3H3** The screening committee shall include at least one (1) District Office classified or confidential staff member appointed by the Chancellor.

**10B3H4** The screening committee may include a total of three (3) community members to be appointed by the respective College President, one (1) from each District College.

**10B3H5** At the discretion of the Chancellor, the screening committee may include the student member(s) of the Board of Trustees.

**10B3H6** As appropriate, the Chancellor shall chair the screening committee. At the discretion of the Board of Trustees this function may be assigned to another manager.

**10B3H7** The screening committee shall recommend candidates to the Chancellor. The Chancellor shall recommend to the Board of Trustees for appointment one (1) or more of the candidate(s)

**10B3I** Joint Screening Committee for College Educational Administrator Positions (*Revised June 10, 1999*)

**10B3I1** The joint screening committee shall include the College President or designee, faculty, and management. A representative of the classified staff and a student

representative may be involved in the screening process at the discretion of the College President.

**10B312** The College President or designee shall chair the joint committee. In addition to the chairperson, there shall be an equal number of faculty and management.

**10B313** The College President shall recommend to the Chancellor for Board appointment one (1) or more of the candidates recommended by the joint committee. The joint committee shall recommend at least two (2) candidates to the President.

**10B314** Faculty representatives shall be appointed by the academic senate.

**10B315** Management representatives will be appointed by the College President.

**10B316** For the position of College President the committee chair shall be the Chancellor or designee. The Chancellor shall recommend for Board appointment one (1) or more of the candidates recommended by the joint committee. The joint committee shall recommend at least two (2) candidates to the Chancellor.

**10B4** Administrator Retreat Rights to Faculty Status for Administrators Hired on or After July 1, 1990 (Revised February 3, 2005)

**10B4A** An educational administrator whose first (1st) day of paid service in the District as a faculty member or an administrator is on or after July 1, 1990, shall have the right to become a first-year (1st-year) probationary faculty member once his or her administrative assignment expires or is terminated, if all of the following apply (Education Code 87458):

**10B4A1** The educational administrator has completed at least two (2) years of satisfactory service, including any time previously served as a faculty member, in the District.

**10B4A2** The termination of the educational administrative assignment is for any reason other than dismissal for cause.

**10B4A3** The educational administrator shall meet the minimum qualifications in the discipline(s) in which he/she shall be assigned.

**10B4A4** The reassignment has the approval of the College President, the Chancellor, and the Board of Trustees.

**10B4A5** Placement on the salary schedule will be determined in accordance with **Articles 10.C and 10.D** of the faculty contract.

**10B4B** *Educational administrator* means an administrator who is employed in an academic position designated by the governing board of the District as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or students services program of the College or District Office. Educational administrators include, but are not limited to, Chancellor, Presidents, and other supervisory or management employees designated by the Board as educational administrators.

**10B4C** In designating College or District Office positions as *educational administrators*, the Chancellor or designee shall confer with the appropriate Academic Senate President(s) prior to action by the Board of Trustees.

**10B4D** The educational administrator shall express in writing to the Chancellor or designee his or her request to be assigned to a faculty position, including the College to which he or she wishes to be assigned.

**10B4E** The Chancellor shall confer with the College President, who shall confer with the appropriate administrator, department/faculty chair, if applicable, and other appropriate faculty.

**10B4F** The appropriate faculty shall interview the educational administrator in accordance with District and, if any, College procedures for hiring contract faculty, and make its informal recommendation to the College President.

**10B5** Administrator Retreat Rights to Faculty Status for Administrators Hired Prior to July 1, 1990 (*Revised February 3, 2005*)

**10B5A** Administrators who were assigned seniority numbers prior to July 1, 1990, shall retain those numbers.

**10B5B** Educational administrators who did not meet minimum qualifications as of July 1, 1990, and who are not on the seniority list shall be placed on the seniority list as of the date they meet minimum qualifications, or equivalency, in a faculty discipline.

**10B5C** An administrator requesting reassignment shall express his/her intent in writing to the College President. The College President shall determine the need for such assignment and if the educational administrator meets the minimum qualifications in the discipline(s) in which he/she shall be assigned.

**10B5D** In the case of reassignment of an administrator initiated by the College President or District Chancellor, such assignment will be determined by existing Board policy after consultation with the administrator.

**10B5E** The College President shall make recommendations to the District Chancellor regarding assignment.

**10B5F** The District Chancellor shall make recommendations regarding reassignment to the Board of Trustees.

**10B5G** Placement on the salary schedule will be determined in accordance with **Articles 10.C and 10.D** of the faculty contract.