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.

10B3I2 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.

10B3I3 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.

10B3I4 Faculty representatives shall be appointed by the academic senate.

10B3I5 Management representatives will be appointed by the College President.
10D3G1 Auditing of courses, credit for work experience, internships, or credit by examination shall not be permitted under this program.

10D3G2 A grade of "C" or better must be attained in graded courses taken for professional development.

10D3G3 Compensation for professional development shall be made within thirty (30) days following completion of eligibility requirements and submission of appropriate paper-work.

10D3G4 Application for credit, securing transcripts, or other verification of course work will be the responsibility of the employee.

10D3G5 Professional development payment will be identified on and become a permanent part of the employee's record.

10D4 The District will waive all fees for employees for courses taken at any of the District's three (3) Colleges.

10E Confidential and Management Evaluation (Revised December 11, 2008)

10E1 Evaluation of Confidential and Management Employees has as its primary purpose recognition of successes and commitment to improvement of job performance as it relates to the mission of the District. The evaluation process is designed to give constructive feedback to the employee about their job performance expectations and outcomes, defining both areas of strength and needed improvement. This process is viewed as continuous and shall include, to the extent possible and where appropriate, input by faculty, classified, staff, and peers.

The evaluation report shall form the basis for recommendations for development, which will include the following: (a) a written evaluation from the immediate supervisor, (b) summary of the evaluation survey responses, and (c) a written self assessment, which shall include accomplishments for the current year and goals for the next evaluation period.

The evaluation process will utilize the results of surveys and any other components as mutually agreed upon by the employee and his/her supervisor.

10E2 A written evaluation report shall be completed annually the first two (2) years of employment and every two (2) years thereafter for each

10E3 The supervisor shall provide the employee with a copy of the evaluation report and thereafter meet with the employee for discussion.

10E4 The employee's evaluation shall be compiled and written by the immediate supervisor(s) and requires the approval of the Chancellor and/or College President.

10E5 An annual evaluation for a new employee is to be completed for the first two (2) years and submitted to the Chancellor. Thereafter the evaluation will be completed every two (2) years and submitted to the Chancellor by March 1 of the evaluation year.

10E6 Faculty input shall be included in the evaluation of confidential and management employees whose assignment involves regular interaction with faculty. Faculty selected to participate in the process shall be those who regularly interact with the employee being evaluated.

10E7 Definition of Performance

10E7A Satisfactory—The performance is identified as "satisfactory" if performance standards and expectations are met or exceeded during the evaluation period.

10E7B Needs Improvement—If the immediate supervisor identifies the evaluatee's performance as "needs improvement" goals for improvement and an appropriate timeline shall be established for demonstrated improvement to occur. This timeline for improvement is not to exceed one (1) year. At the end of the designated timeline, a follow-up evaluation shall occur.

10E7C Unsatisfactory—If the immediate supervisor determines that the employee's job performance is unsatisfactory, the Chancellor or College President will recommend termination. (See Policy 10E9, Rights for Reconsideration.)

10E8 The Chancellor and/or College President may initiate an employee evaluation at any time. The scope and process for this unscheduled evaluation shall be determined by the Chancellor.

10E9 Rights for Reconsideration
10E9A Within ten (10) working days following the evaluation conference between the immediate supervisor and evaluatee, a confidential or management employee may respond to any material in the evaluation report. The response must be in writing, submitted to and reviewed by the evaluating supervisor, attached to the evaluation report, and filed in the employee’s official personnel file.

10E9B If a confidential or management employee believes that he/she has been evaluated unfairly and is unsatisfied with the response/action of the immediate supervisor to their written response, the employee shall have ten (10) additional working days to respond in writing to the Chancellor or College President.

10F Absences and Leaves

10F1 General Absences Policies (Revised February 3, 2005)

10F1A Records of all employee absences are to be maintained by the District Payroll Office. (See Procedure 10F1A of this Manual for the Confidential/Management Absence Report form.)

10F1B Absence without loss of pay shall be granted to employees (1) to serve jury duty, (2) to appear as a witness in court other than as a litigant and (3) to respond to an official order from another governmental jurisdiction for reasons not brought about through connivance or misconduct of the employee.

10F1C Compensation received by an employee as a member of a jury or witness shall be retained by the employee. Absences for jury duty are to be reported and noted as such.

10F1D Employees shall file a signed statement for each absence from duty.

10F2 Leave of Absence (Revised February 3, 2005)

10F2A Illness, Injury, or Quarantine (Sick Leave)

10F2A1 Sick leave shall be granted when an employee is kept from the performance of duties by sickness, injury, or quarantine.

10F2A2 Sick leave with full pay is allowed full-time employees on the basis of one (1) day of sick leave for each calendar month worked starting from the first (1st) date of service. A person