

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 7 Human Resources

AP 7240 Confidential Employees

References:

Education Code Section 88036;
Government Code Section 3540.1(c)

The terms and conditions of employment for confidential employees shall be the same as that provided for other classified employees. This pertains, but is not limited to, employee benefits, leaves, discipline, transfers, reassignments, and evaluations.

Confidential employees shall be paid in accordance with the placement of their position within the confidential classified salary schedule.

An organization entitled the "Association of Confidential Employees of the Coast Community College District" has been formed for the purposes of working with the Chancellor and Vice Chancellor of Human Resources in order to formulate recommendations for the Board of Trustees. The Association has adopted a Constitution and By-laws and officers have been elected.

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).

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"
Confidential 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.

Ratified December 11, 2013