

**MARIN COMMUNITY COLLEGE DISTRICT
 MANAGEMENT, SUPERVISORY & CONFIDENTIAL SALARY SCHEDULE**

**I. SALARY SCHEDULE
 RANGE**

MANAGEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
M8	98.97	102.03	105.19	108.44	111.70	115.04	118.50	122.04
M7	86.33	89.36	92.48	95.72	99.07	102.53	106.12	109.30
M6	77.27	79.93	82.69	85.54	88.49	91.55	94.70	97.97
M5	70.43	72.86	75.38	77.98	80.66	83.45	86.33	89.30
M4	67.10	69.42	71.81	74.29	76.86	79.50	82.24	85.08
M3	61.67	63.79	66.00	68.28	70.63	73.06	75.59	78.20
M2	50.07	51.79	53.57	55.42	57.34	59.31	61.36	63.47
M1	45.45	47.01	48.63	50.32	52.05	53.84	55.70	57.63

SUPERVISORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 8	STEP 10	STEP 13	STEP 16	STEP 20
S3	46.60	48.93	51.39	53.94	56.65	59.49	61.18	64.01	66.84	67.97
S2	45.90	48.19	50.60	53.12	55.79	58.57	60.25	63.03	65.72	66.94
S1	36.69	38.52	40.45	42.47	44.61	46.83	48.16	50.40	52.63	53.52

CONFIDENTIAL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 8	STEP 10	STEP 13	STEP 16	STEP 20
C3	38.73	40.66	42.70	44.83	47.07	49.43	50.85	53.20	55.55	56.49
C2	36.81	38.65	40.58	42.61	44.74	46.98	48.31	50.55	52.79	53.67
C1	32.04	33.64	35.33	37.10	38.96	40.90	42.07	44.01	45.96	46.75

II. PLACEMENT OF MANAGEMENT POSITIONS ON THE MANAGEMENT SALARY SCHEDULE

MANAGEMENT		SUPERVISORY		CONFIDENTIAL	
RANGE	POSITION DESIGNATED TO RANGE	RANGE	POSITION DESIGNATED TO RANGE	RANGE	POSITION DESIGNATED TO RANGE
M8	General Counsel	S3	Instructional Technology Supervisor	C3	Senior Benefits Analyst
	Assistant Superintendent/Vice President of Student Learning and Success		Senior Accountant		Student Conduct Officer
	Assistant Superintendent/Vice President of Administrative Services				
M7		S2			
			Senior Research and Evaluation Specialist	C2	
M6		S1			Executive Assistant II (Pres Office)
	Assistant Vice President for Instructional Support		Accountant	C1	
	Chief Information Officer/Director of Information Technology		Custodial Services Supervisor		Executive Assistant I (Vice Pres/Divisional)
	Executive Director – Planning, Research and Institutional Effectiveness		EOPS/CARE Coordinator		Executive Assistant I (Pres Office)
			Facility Rental Supervisor		
M5	Dean of Arts and Humanities				
	Dean of Career and Technical Education and Economic Workforce Development				
	Dean of Educational Success Programs				
	Dean of Enrollment Services				
	Dean of Health Sciences				
	Dean of Math and Sciences				
M4					
	Chief of Police/Director of Safety				
	Director of Advancement*				
	Director of Capital Projects –Temporary, Measure B				
	Director of Facilities Planning, Maintenance and Operations				
	Director of Fiscal Services				
	Director of Human Resources				
	Director of Student Services – Activities & Advocacy				
	Director of Student Services – Kinesiology and Athletics				
	Director of Student Services – Student Accessibility Services				
M3					
	Assistant Director of Facilities Planning, Maintenance and Operations				
	Associate Director of Enrollment Services				
	Director of Child Development and Early Childhood Educations Programs				
	Director of Community Education, Lifelong Learning and International Education				
	Director of EOPS/CARE and CalWorks				
	Director of School and Community Partnerships				
	Manager, Employee & Labor Relations				
M2					
	Compliance Officer/Title IX Coordinator				
	Director of College Services				
	Director of Workforce Programs				
	Manager, Human Resources (Academic Personnel)				
	Police Lieutenant				
M1	Community Education, Lifelong Learning and International Education Program Administrator				
	Health Sciences Program Administrator				
	Manager, Organic Farm & Garden				

III. DEFINITIONS AND CONDITIONS OF COMPENSATION

Effective July 1, 2018, classified administrators, supervisors and confidential employees will pay the full cost/percentage of the employee portion of their CalPERS retirement plan.

Certificated/educational administrators become members of the State Teachers' Retirement System (STRS). A set percentage of gross income is deducted from the employee's gross amount. The District contributes the normal employer contribution rate for all educational administrators.

Management, Supervisory and Confidential salary schedule will increase by 4% on schedule effective August 1, 2017; 4% increase on schedule effective July 1, 2018; and 4% increase on schedule effective July 1, 2019.

Management, Supervisory and Confidential personnel accrue twenty-two (22) days of vacation per year exclusive of holidays and one day of sick leave per month. Management Personnel may use seven (7) days of sick leave in any fiscal year for Personal Necessity Leave. Management, Supervisory and Confidential Personnel are entitled to other leaves (i.e. FMLA) as provided by law, Board and Administrative polices. Management, Supervisory and Confidential personnel shall observe the holidays specified by the academic calendar.

In the event of layoff, classified management, supervisory and confidential employees shall receive sixty (60) days advance notice and certificated/educational administrators shall receive a March 15 notices (as per Education Code 72411 and 72411.5) for release from an administrative position except as otherwise provided by an individual's employment agreement.

Management, Supervisory & Confidential positions are EXEMPT based on duties performed and manner of compensation. Positions designated on this salary schedule are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Hourly rates listed on this salary schedule are informational only and are based on the District's typical operational work week of 37.5 hours for a 1.0 full time equivalent ("FTE") position; hours worked in a week may differ from 37.5 for a 1.0 FTE (or as prorated for a part-time position).

Management Positions:

- A. The term "management" shall include all certificated/educational administrators and classified administrators in a supervisory management position who are employed by the MCCD Board of Trustees as defined in Government Code 3540 et seq. and California Education Code 72411 et seq., Board and Administrative Policies.
- B. Certificated/educational administrators are managers with direct responsibility for formulating and supervising instructional and student services policies, programs and operations. Classified administrators are managers with responsibility for formulating and/or administering non-academic policy, programs and operations.
- C. Management employees are employed subject to the terms and conditions set forth in the individual's employment agreement with the District.
- D. Management employees shall be compensated as provided by the appointment or employment agreement.
- E. Initial placement on the management salary schedule upon appointment will be at Step 1. The President/Superintendent has authority to place a manager on the salary schedule above Step 1 based on the incumbent's prior work experience.
- F. Management employees will be evaluated annually or more frequently at the discretion of the District. Step advancement on the management salary schedule is not automatic and is based on serving a minimum of one year in the position, merit as determined by the annual employee evaluation, and upon recommendation of the President/Superintendent. Step advancements are granted on the first day of the month immediately following the anniversary date of hire or promotion if the employee received an evaluation of satisfactory or better.
- G. Management Personnel will receive a one-time \$1,000 bonus for receiving an earned doctorate from an accredited institution while employed by the District.

- H. Certificated/educational administrators and classified administrators shall be entitled to health and welfare benefits made available to other employees by action of the Board of Trustees, and as provided by law, Board and administrative policy.

Supervisory and Confidential Positions:

- A. Steps advancement are granted on the first day of the month immediately following the anniversary date of hire or promotion if the employee received an evaluation of satisfactory or better.
- B. Supervisory and Confidential employees will be evaluated annually after successfully completing a one-year probationary period or more frequently at the discretion of the District.
- C. Longevity steps W, X, Y, Z, and Z+ are granted after 7, 10, 13, 16, and 20 years of permanent District service. Longevity steps are awarded on July 1 for employees hired prior to January 1982. For employees hired after January 1982, longevity steps are granted on the first day of the month following the anniversary date.
- D. The District provides medical (maximum District contribution is Kaiser Family Rate through June 30, 2012), dental, vision, long-term disability, and life insurance for all supervisory and confidential employees.
- E. Retirement Benefit Program for employees hired prior to 10/14/1986:
- I. Eligibility - A supervisory and confidential employee who is fifty (50) years of age or older and who desires to apply for the Retirement Benefit Program must be eligible and apply for service retirement under PERS.
 - II. Benefits - For employees hired prior to 10/14/86 and who have at least ten (10) years of full-time service, the District will provide paid medical and dental coverage with benefits equal to those in effect at the time of retirement to the retiree and one dependent until the retiree attains age seventy (70) or the retiree's death, whichever is sooner. The District will provide the retiree and one dependent medical and dental coverage in each fiscal year following retirement as provided to current supervisory and confidential employees; if the District no longer provides a specific type of health or dental plan as provided at the time of retirement (i.e., Non Kaiser, Kaiser, Delta Dental), the retiree may select a plan as made available each fiscal year to current supervisory and confidential employees of this group. The retiree may change carriers during the annual open period. The rates paid by the District for the retiree and one dependent shall be the rates paid for current supervisory and confidential employees; the retiree and dependent shall be responsible for paying any future increases that are charged to supervisory and confidential employees of this group. The employee shall be required to file for any other State or Federal government-sponsored programs for which he/she may be eligible as an offset to the District obligation for the health benefit. For employees hired after 10/14/86, the District does not provide post-retirement benefits.
 - III. Employment of Retirees - The District may offer employment to retirees subject to the restrictions of PERS regarding time to be worked or maximum salary. District and retiree will mutually agree on need/time/salary.
 - IV. Program Participation - A supervisory and confidential employee who is interested in participating in the program shall notify the District thirty (30) days prior to such participation.
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Revision Notes:

Assistant Director of Information Technology position added to M3 eff. 03/08/2016.
Health Sciences Program Administrator position added to M1 eff. 7/1/2016.
Chief of Policy/Safety position added to M4 eff. 8/1/2016
Director of Capital Projects position added to M4 eff. 2/1/2017
Police Lieutenant Position added to M2 eff. 2/1/2017
Manager, Organic Farm & Garden added to M1 eff. 3/1/2017
Instructional Technology Supervisor S3 eff. 5/1/2017
Removed Assistant Director of Information Technology position eff. 5/1/2017
Dean of Career and Technical Education title changed to Dean of Career and Technical Education and Economic Workforce Development eff. 7/1/2017
General Counsel Position added to M8 eff. 7/1/2017
Student Conduct Officer added to C3 eff. 8/1/2017
Facility Rental Supervisor added to S1 eff. 8/1/2017
MSC salary schedule increase by 4% eff. 8/1/2017
Reclassified Assistant Dean of Enrollment Services/Student Financial Assistance to Associate Director of Enrollment Services added to M3 eff. 11/1/2017
Manager, Environmental Health, Safety and Risk added to M2 eff. 11/1/2017
Dean of Educational Success Programs added to M5 eff. 12/1/2017
Compliance Officer/Title IX Coordinator added to M2 eff. 3/1/2018
Director of Library removed eff. 7/1/2018
Director of Basic Skills - Temporary, Grant Funded – removed eff. 6/30/2018
Executive Director of Human Resources and Labor Relations removed eff. 7/1/2018
Dean of Student Success removed eff. 7/1/2018
MSC salary schedule increase by 4% eff. 7/1/2018
Reclassified Career Pathways and Workforce Development Grants Administrator to Director of Workforce Programs added to M2 eff. 7/1/2018
Reclassified Director of Kinesiology and Athletics to Director of Student Services – Classification Series Director of Student Services, Kinesiology and Athletics added to M4 eff. 7/1/2018
Reclassified Director of Activities and Advocacy to Director of Student Services – Classification Series Director of Student Services, Activities and Advocacy added to M4 eff. 7/1/2018
Reclassified Director of Student Accessibility Services to Director of Student Services – Classification Series Director of Student Services, Student Accessibility Services to M4 eff. 7/1/2018
Reclassified Vice President of Finance and College Operations to Assistant Superintendent/Vice President of Administrative Services added to M8 eff. 9/1/2018
Reclassified Assistant Director of Human Resources to Director of Human Resources added to M4 eff. 9/1/2018
Senior Vice President of Student Learning and Student Services title to Assistant Superintendent/Vice President of Student Learning and Success eff. 9/1/2018
Added hourly rates for grade M1 through M8 eff. 9/1/2018
Corrected hourly rate to second decimal for S3 (Step 8) and C3 (Step 2).
Reclassified Senior Human Resources Analyst to Manager, Human Resources (Academic Personnel) eff 1/1/19
MSC salary schedule increase by 4% eff. 7/1/2019
*Removed Manager, Environmental Health, Safety & Risk eff 7/1/19
*Reclassified Executive Director of Development to Director of Advancement added to M4 eff. 7/1/19