

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

3.4% Increase Effective 7/1/22
Rev. Eff. 4/1/23
Board Approved 4/18/23

MONTHLY SALARY RANGES

MANAGEMENT	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
	M8	17,520	18,062	18,622	19,198	19,775	20,366	20,979	21,607
General Counsel Assistant Superintendent/Vice President of Student Learning and Success Assistant Superintendent/Vice President of Administrative Services									
	M7	15,285	15,821	16,372	16,944	17,539	18,151	18,785	19,350
Assistant Vice President of Instruction Assistant Vice President of Administrative Services									
	M6	13,680	14,150	14,639	15,143	15,665	16,206	16,766	17,345
Chief Information Officer/Director of Information Technology Executive Director of Human Resources									
	M5	12,899	13,346	13,805	14,278	14,774	15,285	15,811	16,353
Dean of Arts and Humanities Dean of Workforce Development & Career Education Dean of Educational Success Programs Dean of Enrollment Services Dean of Math, Sciences and Business									
	M4	11,878	12,290	12,713	13,154	13,608	14,076	14,559	15,062
Chief of Police/Director of Safety Director of Advancement Director of Facilities Planning, Maintenance and Operations Director of Fiscal Services Director of Institutional Effectiveness Director of Nursing Director of Student Services – Activities & Advocacy Director of Student Services – Kinesiology and Athletics Director of Student Services – Student Accessibility Services									
	M3	10,918	11,294	11,685	12,088	12,504	12,933	13,381	13,843
Assistant Director of Fiscal Services 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 Programs Director of EOPS/CARE and CalWorks Human Resources Operations Manager Manager, Employee & Labor Relations									
	M2	8,864	9,169	9,482	9,812	10,151	10,500	10,864	11,236
Compliance Officer/Title IX Coordinator Director of College Services Director of Marketing and Communications MESA Program Director Director of Student Outreach and Partnerships Director of Workforce Programs									
	M1	8,047	8,323	8,609	8,909	9,214	9,533	9,859	10,203
Health Sciences Program Administrator Manager, Organic Farm & Garden									

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SUPERVISORY	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Instructional Technology Supervisor	S4	8,647	9,079	9,533	10,009	10,510	11,035	11,587	12,166
	S3	7,860	8,253	8,666	9,099	9,555	10,032	10,534	11,061
	S2	7,245	7,607	7,987	8,387	8,805	9,247	9,708	10,193
Custodial Supervisor Community Programs Supervisor	S1	6,676	7,011	7,361	7,730	8,115	8,522	8,947	9,394

LONGEVITY STEPS

CONFIDENTIAL	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 8	STEP 10	STEP 13	STEP 16	STEP 20
Senior Benefits Analyst Coordinator, Student Conduct & Community Standards Human Resources Operations Analyst	C3	6,855	7,198	7,558	7,938	8,331	8,751	9,002	9,418	9,834	10,001
Executive Assistant II (Superintendent/President Office)	C2	6,518	6,843	7,184	7,543	7,919	8,318	8,553	8,949	9,345	9,501
Executive Assistant I (Vice President/Divisional)	C1	5,673	5,955	6,255	6,569	6,898	7,241	7,447	7,791	8,136	8,276

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 3.3% on schedule effective July 1, 2021 and 3.4% on schedule on July 1, 2022.

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 policies. Management, Supervisory and Confidential personnel shall observe the holidays specified by the academic calendar.

Any Management, Supervisory and Confidential employee who is promoted or reclassified shall be placed on a step within the new range that is at least but not limited to 5% above the previous step of the lower range, but if the highest step on the range is less than 5%, the employee will receive the highest step.

In the event of layoff, management, supervisory and confidential personnel shall receive a March 15 notice (as per Education Code 88017, 72411 and 72411.5) for release from an classified or administrative position except as otherwise provided by an individual's employment agreement or by law.

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. Effective January 1, 2022, monthly compensation listed on this salary schedule are informational only and are based on the District's typical operational work week of 40 hours for a 1.0 full-time equivalent ("FTE") position; hours worked in a week may differ from 40 for a 1.0 FTE (or as prorated for a part-time position).

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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. New administrative appointments will be placed at step 1 on the Management Salary Schedule and will be eligible for step advancement on July 1st of the following year if they have rendered at least 6 months of satisfactory service, with subsequent steps annually thereafter to a maximum eighth step contingent on a satisfactory evaluation. Initial salary placement would only be negotiable if the candidate held a similar position with another organization. Comparable experience will be determined on a year-for-year basis only if it was equivalent to the job/work assignment, not to exceed step 3. In special circumstances, such as for hard-to-fill positions, the Superintendent/President has the authority to place a management employee on the salary schedule above Step 3 commensurate with experience.
- F. Effective July 1, 2021, the District will pay a one-time stipend of \$2,500 upon completion of a masters’ degree and \$5,000 upon completion of a doctoral degree. Degrees required as the minimum qualifications in a position and those which employees earned before joining the District, will not qualify for payment. For current employees as of July 1, 2021, the District will offer this payment retroactively for degrees earned since July 1, 2015.
- G. Management employees will be evaluated annually or more frequently at the discretion of the District. Effective July 1, 2020, the management annual evaluation cycle and step advancement shall be based on the fiscal year, July 1 through June 30. Step advancements shall be granted on July 1 on the condition that the employee receives a satisfactory performance evaluation. A performance evaluation may be conducted more than once during a fiscal year at the discretion of the District, and step advancement may be postponed or temporarily suspended at the Superintendent/President’s discretion.
- 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. Supervisory and Confidential employees will be evaluated annually after successfully completing a six month probationary period or more frequently at the discretion of the District. Effective July 1, 2020, the supervisory and confidential employee’s annual evaluation cycle and step advancement shall be based on the fiscal year, July 1 through June 30. Step advancements shall be granted on July 1 on the condition that the employee receives a satisfactory performance evaluation. A performance evaluation may be conducted more than once during a fiscal year at the discretion of the District, and step advancement may be postponed or temporarily suspended at the Superintendent/President’s discretion.
- B. Confidential positions 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.
- C. The District will provide employees with medical (maximum District contribution is \$2,050.00/month), dental, vision, short-term disability, long-term disability, business travel accident insurance and 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:

MESA Program Director added to M2 effective 1/1/2023

Assistant Director of Fiscal Services added to M3 effective 1/1/2023

Manager, Human Resources (Academic Personnel) removed effective 2/1/2023

Police Sergeant removed effective 3/1/2023

*Director of Capital Projects –Temporary, Measure B removed effective 4/1/2023