

**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	104.28	107.50	110.83	114.26	117.69	121.21	124.86	128.59	
M7	90.97	94.16	97.44	100.85	104.38	108.03	111.81	115.17	
M6	81.42	84.22	87.12	90.13	93.24	96.46	99.78	103.23	
M5	76.77	79.43	82.16	84.98	87.93	90.97	94.10	97.33	
M4	70.70	73.15	75.67	78.28	80.99	83.77	86.65	89.64	
M3	64.98	67.22	69.54	71.95	74.42	76.98	79.64	82.39	
M2	52.76	54.57	56.44	58.40	60.42	62.50	64.66	66.88	
M1	47.89	49.53	51.24	53.02	54.84	56.73	58.68	60.72	

LONGEVITY STEPS

SUPERVISORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 8	STEP 10	STEP 13	STEP 16	STEP 20
S3	49.10	51.56	54.15	56.84	59.69	62.68	64.46	67.44	70.43	71.62
S2	48.37	50.77	53.31	55.97	58.79	61.71	63.49	66.41	69.24	70.53
S1	38.65	40.59	42.62	44.75	47.00	49.35	50.74	53.11	55.45	56.39

LONGEVITY STEPS

CONFIDENTIAL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 8	STEP 10	STEP 13	STEP 16	STEP 20
C3	40.80	42.84	44.99	47.24	49.59	52.08	53.58	56.05	58.53	59.52
C2	38.79	40.72	42.76	44.89	47.14	49.50	50.91	53.26	55.63	56.55
C1	33.76	35.44	37.23	39.09	41.05	43.10	44.33	46.37	48.43	49.26

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	S2	Police Sergeant	C2	Executive Assistant II (Pres Office)
Assistant Vice President of Instruction	S1		Accountant		C1
Assistant Vice President of Administrative Services			Custodial Services Supervisor		
M6	Chief Information Officer/Director of Information Technology		EOPS/CARE Coordinator		
	Executive Director of Human Resources		Facility Rental Supervisor		
M5	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	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 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	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 Marketing and Communications				
	Director of Workforce Programs				
	Manager, Human Resources (Academic Personnel)				
M1	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 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 polices. 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, classified management, supervisory and confidential personnel 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 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. 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 administrating 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 shall not exceed step 3. The Superintendent/President has the authority to place a management employee on the salary schedule above Step 3 based on the incumbent's prior work 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 one-year 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. 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 basic life & AD&D insurance for all supervisory and confidential employees.
- D. 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.

REVISION NOTES:

Director of Nursing position added to M4 effective 9/1/2020

Director of Institutional Effectiveness added to M4 effective 10/1/20

Executive Director of Human Resources added to M6 effective 11/1/20

Director of Human Resources removed effective 11/1/20

Dean of Health Sciences removed effective 1/1/21

*Senior Research & Evaluation Specialist removed effective 7/1/2021

*Range Management 5 (M5) shift one step effective 7/1/2021

*Add 3.3% increase effective 7/1/2021