

## **AP 7120-9 Employment of Special Project Administrators**

### **1.0 Use of Temporary Special Project Administrators**

- 1.1 The Special Project Administrator category is used for the *temporary* employment of a person in a management capacity for a specific, limited-term project (typically a grant or other specially-funded project) requiring professional knowledge, skills or technical expertise.
- 1.2 Special Project Administrators are designated as "management" by the Board of Trustees in accordance with the Educational Employees Relations Act of the State of California and are exempt under the Fair Labor Standards Act.

### **2.0 Criteria for Employment**

- 2.1 Employment must be in conjunction with a specific, limited-term project or service.
- 2.2 The service to be performed is not of a type designated as academic in Title 5 of the California Code of Administrative Regulations (i.e., service which requires state-mandated minimum qualifications).
- 2.3 Special Project Administrators must be employed in one of the designated Special Project Administrator classifications approved by the Board of Trustees and must possess the required qualifications for the classification.

### **3.0 Conditions of Employment**

- 3.1 Terms of Employment: Special Projects Administrators are temporary employees. Employment is subject to termination at will by either the District or the employee.
- 3.2 Period of Employment: The requested period of employment must be for the actual period of time during which services are required, not to exceed the project termination date or the end of the current fiscal year, whichever occurs first. Where the project duration exceeds one year, employment may be renewed during the term of the project from fiscal year-to-fiscal year.
- 3.3 Employment Limitation: A person employed as a Special Project Administrator shall not be concurrently employed in any other capacity within the District unless such employment does not conflict with the temporary Special Projects Administrator role and received prior authorization from the immediate management supervisor and Human Resources.

### **4.0 Compensation**

#### **4.1 Salary**

- 4.1.1 Special Project Administrators will be compensated at the appropriate daily rate according to the Temporary Special Project Administrator Daily Rate Schedule.

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- 4.1.2 The total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and designated holidays within the period of the employment contract, multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year, including holidays, shall not exceed two hundred sixty-two (262) days.
- 4.2 Holidays: Special Project Administrators will be entitled to the scheduled management holidays, which fall within the contract period.
- 4.3 Sick Leave
  - 4.3.1 Special Project Administrators will earn one (1) day of paid sick leave for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent.
  - 4.3.2 Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the period of the employment contract. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the Special Project Administrator's final paycheck. Unused sick leave days at the time of termination will not be compensated or applied to any subsequent contract of employment.
- 4.4 Vacation
  - 4.4.1 Special Project Administrators may be granted vacations with pay at the discretion of the District, based upon the requirements of the project and the length of period of employment. Special Project Administrators who are employed full time (100%) may earn one (1) day of paid vacation leave for each calendar month in which the employee is in paid status for more than one-half (1/2) of the working days in the month. Special Project Administrators who are employed less than full-time may earn a proportionate share of vacation leave, prorated by the percentage of employment.
  - 4.4.2 Vacation leave must be earned before it can be taken. A Special Project Administrator may not elect to be paid in lieu of taking vacation leave.
  - 4.4.3 Requests for vacation leave must normally be submitted in writing and the use of vacation leave must be approved in advance by the employee's immediate management supervisor.
  - 4.4.4 When a holiday falls during the scheduled vacation of a Special Project Administrator, the holiday will not be charged against the employee's earned vacation days.
  - 4.4.5 Unused vacation leave at the time of termination will be compensated at the employee's current daily salary rate. In lieu of payment for unused vacation leave, the District may require the Special Project Administrator

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to use, prior to termination, any or all remaining vacation leave.

4.4.6 Where the Special Project Administrator's employment contract is to be renewed, if requested by the Special Project Administrator and approved by the District at its sole discretion, a maximum of ten (10) unused vacation days may be carried over to the immediately succeeding contract employment period.

### 4.5 Health and Welfare Benefits

4.5.1 Persons employed as Special Project Administrators with an assignment of at least seventy-five (75) percent (30 hours per week) are eligible to participate in the District's hospital and medical care plan in conjunction with their employment as a Special Project Administrator. The District will pay the full cost of the employee-only premium for hospital and medical care coverage. Coverage may be elected for eligible dependents, at the employee's expense.

5.0 **Effective Date:** This revised procedure becomes effective July 1, 2013.

**Date of Adoption:** February 12, 2008

**Date of Last Revision:** September 23, 2024 District Consultation Council  
March 25, 2013 District Consultation Council