

## **BP 7240 Management Employees**

Reference:

**Education Code Sections 72411 et seq., 87002(b), 87457- 87460;  
Government Code Section 3540.1(g) and (m)**

- 1.0 Management employees are those employees of the District who 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. The management positions designated by the Board are the Executive Officers of the District and those positions set forth on the Management Salary Schedule and the Temporary Special Project Administrator Daily Rate Schedule.
- 2.0 Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board of Trustees as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges or District.
- 3.0 Classified management employees are those management employees who are not employed as academic management employees (educational administrators). The probationary period for classified management employees shall be one year.
- 4.0 **Executive Officers of the District**
  - 4.1 The following management employees are designated by the Board of Trustees as the Executive Officers of the District:
    - 4.1.1 The Chancellor, who shall serve as the Executive Secretary to the Board of Trustees.
    - 4.1.2 Vice Chancellors.
    - 4.1.3 College Presidents.
    - 4.1.4 Provost of North Orange Continuing Education.
  - 4.2 The Chancellor shall be appointed by the Board of Trustees consistent with California State statutes. The Vice Chancellors, College Presidents, and Provost of North Orange Continuing Education shall be appointed by the Board upon recommendation from the Chancellor.
  - 4.3 The Executive Officers shall be employed by contract for specified lengths of services, as determined by the Board of Trustees, not to exceed four (4) years.
    - 4.3.1 The terms of the employment contracts shall include, but not be limited to, the duration of the contract, work year, salary, fringe benefits, transportation allowance, vacation, and holidays.
    - 4.3.2 The Chancellor's contract may be extended annually upon approval of the Board of Trustees. The contracts with the Vice Chancellors, College Presidents, and Provost of North Orange Continuing Education may be

## **BP 7240 Management Employees**

extended annually upon recommendation of the Chancellor, submission of their performance reviews, and approval of the Board.

- 4.3.3 The initial employment contract for any Executive Officer and any amendments thereto must be signed by the President of the Board of Trustees and the Executive Officer employed by the contract.
- 4.3.4 Unless provided otherwise by the terms and conditions of an employment contract or specifically excluded, the policies and administrative procedures of the Board of Trustees that are generally applicable to regular management employees of the District shall apply to the Executive Officers.

### **5.0 District Reorganization and Reassignment Rights**

- 5.1 The Board of Trustees reserves the right to determine the management structure of the District and to reorganize and reassign management positions within the District.
- 5.2 Reassignment of Academic Management Employee to Faculty Position: The Board of Trustees may reassign an academic management employee to a faculty position for reasons satisfactory to the Board.
  - 5.2.1 The management employee shall be given written notice of the reassignment by the Board. Where the management employee is serving under a contract of employment, the term of which is longer than one year, notice shall be given at least six months in advance of the expiration of the contract unless the terms of the contract provide otherwise. For every other management employee, notice of the reassignment shall be given on or before March 15.
  - 5.2.2 A management employee receiving notice of reassignment to a faculty position shall be entitled to receive, upon request, a written statement of the reasons for the reassignment.
  - 5.2.3 The decision of the Board to reassign shall be final.

See Administrative Procedures:

- AP 7240-1 Management Employees - Workweek; Teaching by Managers
- AP 7240-2 Management Employees - Holidays
- AP 7240-3 Management Employees - Vacation Plan
- AP 7240-4 Management Employees - Leaves
- AP 7240-5 Management Employees - Personnel Files
- AP 7240-6 Management Employees - Professional Growth and Development Program
- AP 7240-7 Management Employees - Evaluation **[Under Construction]**
- AP 7240-8 Management Employees- Academic Management Employee Retreat Rights; Classified Management Employee Layoff and Bumping Rights

**BP 7240 Management Employees**

- AP 7240-9 Management Employees - Disciplinary Action
- AP 7240-10 Management Employees - Salary Provisions
- AP 7240-11 Management Employees - Complaint Process
- AP 7240-12 Management Employees - Proposals by District Management Association  
Regarding Employee-Related Issues

**Date of Adoption:** May 27, 2008

**Date of Last Revision:** November 28, 2017