



**SANTA CLARITA COMMUNITY COLLEGE DISTRICT COLLEGE OF THE CANYONS
MEMORANDUM OF UNDERSTANDING – CONFIDENTIAL CLASSIFIED EMPLOYEES
GROUP EFFECTIVE JULY 1, 2025 – JUNE 30, 2026**

The provisions contained herein constitute a Memorandum of Understanding (MOU) by and between the *Santa Clarita Community College District* (herein referred to as “District”) and the *Confidential Classified Employees Group, CCEG*, (herein referred to as “Group” or “CCEG”). The MOU shall remain in full force and effect from July 1, 2025 to June 30, 2026. If CSEA reaches an agreement after this MOU is adopted, or reaches an agreement retroactively, the changes, if beneficial, will also be applied to CCEG members. These items include but are not limited to CSEA’s:

- Article 18 - Professional Growth
- Article 19 - Wages
- Article 21 - Benefits
- Article 22 - Vacation, Holidays, Absences, and Leaves

Role of Confidential-Designated Employees:

Consistent with the provisions of Section 3540 of Government code, Title 1, Division 4, Chapter 10.7, the Governing Board recognizes and establishes the classification of **Confidential Employees** (refer to BP 7240).

Confidential employees are assured the opportunity to meet and confer informally with the Governing Board’s representatives. The terms and conditions of employment shall be provided by administrative procedures developed by the President which can be found on the District’s Board Policy and Procedure website. Health and welfare benefits, and working conditions for Confidential employees shall be commensurate with those provided for the District’s classified unit employees.

I. Wages

A. Total Compensation

Using a total compensation model (see Appendix A):

- a. For fiscal year **2025-2026** 0% total compensation will be provided.

Per the preamble above, the CCEG has established a “me too” agreement for 2025-2026 total compensation afforded to the CSEA Chapter 725.

B. Salary and Step Advancement

1. Effective July 1, 2012, all group members who possess or subsequently earn a Master’s degree will be placed on the Classified Confidential Salary Schedule T, ranges 101-124, 301-324, or 501-524 dependent on employee merit level (as listed

below). The change will be effective the month the District is notified and the degree is verified. Any Group employee who has already completed their Master's degree will be eligible for this increase retroactive to July 1, 2012 or the date at which they became a Group employee. Effective July 1, 2019, all group members who possess or subsequently earn a Doctorate degree, from an accredited institution, will be placed on the Classified Confidential Salary Schedule T, ranges 601-624, 701-724, or 801-824 (as listed below):

- **Ranges 1-24** (regular base)
- **Ranges 101-124** (regular base with Master's degree)
- **Ranges 201-224** (regular base with first level merit - grandfathered personnel only)
- **Ranges 301-324** (regular base with first level merit and Master's degree - grandfathered personnel only)
- **Ranges 401-424** (regular base with second level merit - grandfathered personnel only)
- **Ranges 501-524** (regular base with second level merit and Master's degree - grandfathered personnel only)
- **Ranges 601-624** (regular base with Doctorate Degree)
- **Ranges 701-724** (regular base with first level merit and Doctorate Degree - grandfathered personnel only)
- **Ranges 801-824** (regular base with second level merit and Doctorate Degree - grandfathered personnel only)

Step Advancement will take place on the employee's anniversary date.

II. Health and Welfare Benefits

- A. The Group shall have representation on the District's Health and Welfare Benefits Committee.
- B. The Group agrees to establish a Health and Welfare Benefit Fund to accumulate all unspent employee contributions to be used for future benefit enhancement or rate increases.
- C. The Group agrees that, effective with the 2002-2003 fiscal year, health and welfare benefits will be negotiated within the context of total compensation.
- D. The following will be included in the Total compensation definition (See Appendix A), formula and calculation of Group employees' salaries and other compensation (base salary, step increases, reclassifications, overtime and paid out compensatory time, vacation cash out and educational incentives), and the District's contribution to Health and Welfare benefits. The definition of total compensation may be expanded by mutual agreement.
- E. The Group agrees that the District will provide a contribution per employee in accordance with the Procedure for Reconciliation of Health and Welfare Benefit Fund.

- F. Beginning July 1, 2024, the District shall allocate \$17,153 per authorized full-time confidential employee. The total of all Group allocations will constitute the Health & Welfare Benefit Fund.
- G. The allocation per employee shall be used for premiums for Group employees and dependents for:
 - 1. Medical Insurance
 - 2. Dental Insurance
 - 3. Vision Insurance
 - 4. Group Life Insurance of \$50,000 plus Accidental Death and Dismemberment
- H. The District shall pay the premiums for the employees in the Group for Long-Term Disability.
- I. The District will pay the premium for an Employee Assistance Program. The program will only be used through employee self-referral.
- J. Employees in the Group shall make selections of non-elective coverages, elective coverages, and tax-sheltered annuities on an annual basis. New confidential classified employees shall make their selections at the time they are employed. Group employees may withdraw from any voluntary plans at any time. As per the guidelines of the plan, changes to group coverage may be made during open enrollment. Additions/deletions can be made when there is a qualifying event.
- K. Group employees who wish for voluntary coverages, the cost of which is in excess of the District contribution, shall authorize payroll deductions to cover all such costs.
- L. The District will continue to implement Internal Revenue Code Section 125 Plan (Fringe Benefit Plan). Employee contributions to fringe benefit premiums will be by pre-tax dollars.
- M. All unspent Health and Welfare contributions shall accumulate in the CCEG Health and Welfare Benefit Fund, the surplus of which will be carried forward in the next fiscal year for use by the group for health and welfare benefits only. Any deficit occurring at the end of the fiscal year will reduce the Group Health and Welfare Benefit Fund in the following year.
- N. Group Employees electing to participate in the PPO-POS (Preferred Provider Organization – Point of Service) option will self-pay the difference between the higher premium of the current HMO and the PPO-POS premium for one-party, two-party, and family options, respectively.
- O. Group employees bear the responsibility for meeting all requirements for eligibility in any plans provided by the District and for properly completing enrollment and/or application forms.
- P. Payments of the District contribution for Group employees absent due to illness or injury of the employee shall be made until the expiration of accumulated paid illness leave or

until the employment is terminated, whichever occurs first.

- Q. Group members working part-time at least twenty (20) but less than thirty (30) hours per week shall be eligible for benefits for the employee only. Group members working thirty (30) hours or more per week shall be eligible for benefits for the employee and their eligible dependents. As specified in Education Code Section 88036, a classified employee who works a minimum of 30 minutes per day in excess of his or her part-time assignment for a period of 20 consecutive working days or more, shall have his or her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Section 88035.
- R. Beginning October 2016, Group members will have payroll deductions for Health and Welfare benefits if it is determined that there will be a deficit to the CCEG H&W Pool Balance within the current or upcoming fiscal year (See CSEA Article 21, Section 7-8); there will be no payroll deductions for members already grandfathered in and receiving cash in lieu of benefits.
- S. Beginning in 2021-2022, estimated Health & Welfare Cost per FT group member is based on a weighted average of the total Health & Welfare cost of CCEG and Administrator or CSEA for total compensation purposes. See Appendix A on how Total Compensation and Benefits are calculated.
- T. Beginning July 1, 2025, Health and Welfare salary deductions will increase for 2025-2026 as indicated on the Total Compensation sheet in Appendix ACCEG reserves the right to make changes in health and welfare deduction during the life of the MOU.

III. Work Schedules

- A. Unless otherwise noted below, the Classified Confidential group holds to the same provisions as the Classified Represented group as outlined in CSEA's contract Article 8: Hours of Work, B-K.
- B. Group employees shall continue to have the flexibility to adjust their work schedules to accommodate specific job responsibilities and the option of working at home. The employee's administrator must approve work schedule changes and requests to work at home in advance. (see Appendices D and E)

IV. Transfer Process

CCEG employees may request a transfer as outlined in CSEA's contract Article 14.

V. Parking

A parking fee will not be charged to any Group employee.

VI. Travel in Connection with District Business

Employees traveling in connection with District business will be subject to the guidelines and procedures outlined in BP 6395 and AP 6395.

VII. Professional Growth

- A. A stipend of \$2,000.00 shall be provided to Group employees upon each completion of 15 units semester units (22.5 quarter units) up to a maximum of 75 semester units (112.5 quarter units) of continuing education, effective July 1, 1993. Coursework must be successfully completed with a grade of "C" or better from an accredited institution. Courses must be pre-approved by the employee's supervisor and documented on the Classified Employee Educational Incentive Program Approval form.
- B. A stipend of \$2,500.00 shall be available to the Group employees upon completion of a Bachelor's degree from an accredited institution with prior supervisor approval. \$1,500.00 to Group employees hired in the future, who are enrolled in a Bachelor's degree program at the time of hire.

VIII. Vacation, Holidays, Absences, and Leaves

Items regarding vacations, holidays, absences and leaves that are not stated in this MOU revert to the language in the CSEA contract, Article 22.

Effective July 1, 2011, CCEG members shall be eligible to use accrued Personal Necessity leave in excess of the 96 hour/year limit, with supervisory approval, to care for themselves or a family member. For purposes of this section, family members shall be defined as those listed in Labor Code Section 245.5(c).

A. Vacation Day Accrual Schedule

All Group employees, as defined by the District, shall accrue vacation days at the following rate:

1 - 5 years	15 days per year	10.000 hours per month
6 - 10 years	20 days per year	13.333 hours per month
10 + years	22 days per year	14.667 hours per month

1. A maximum of 120 hours per year of unused vacation may be exchanged for cash compensation on an annual basis.
2. Vacation time must be taken during the fiscal year in which it is earned or the year immediately following the fiscal year in which it was earned. Exceptions to this rule may be granted by the District upon written request and for compelling reasons.
3. Employees are expected to manage their vacation leave balances within the limitations of section 1 and 2 above. Based on the Group employee's accrued vacation leave balance, the following are options to assist the employee:
 - a. Take vacation time regularly.
 - b. Cash out vacation up to 120 hours per fiscal year, more with permission of the President.
 - c. Invest the equivalent of 120 hours into a pre-tax 457 and/or 403(b) account on an annual basis.

4. Employees will make every effort to submit vacation requests no later than ten (10) working days prior to the start of the proposed vacation. Supervisors will make every effort to respond to vacation requests within five (5) working days.
- B. Compensatory Time Accrual
- Time Compensation - shall be at the rate of one and one-half time worked in overtime status. The use of comp time (time compensation) must be scheduled in advance with the employee's supervisor. The maximum carry forward allowed per fiscal year is reflected in CSEA Article 8 Section D.3. Exception to this rule may be granted by the District upon written request by the employee to their supervisor by June 1st of the current Fiscal year. Earned hours above that limit shall be paid for at the employee's then current rate on the last pay period of the current fiscal year.
- C. Classified Confidential Sick Leave Pool
- The District shall establish an annual, non-cumulative pool equivalent to two (2) days of leave for each member within the Group. Leave days may be utilized from this pool for a member who is on a long-term illness or accident leave, excluding worker's compensation leaves. A committee composed of up to three (3) representatives selected by the District and up to three (3) representatives selected by the Group shall determine who should be allowed to use days from the pool. The committee shall recommend rules and regulations for the administration of the pool.
- D. Discretionary Days
1. Effective the 2014-15 year and hereafter, Group employees shall receive three and one-half discretionary days per year, with one discretionary day to be utilized during the closure of campus for the winter holiday break. Beginning July 1, 2016, CCEG members shall be granted one (1) additional discretionary day in lieu of Cesar Chavez Day, prorated based on their assignment, up to a maximum of eight (8) hours.
 2. CCEG personnel may use three (3) days of personal necessity leave when the District is closed during the annual winter holiday break vacation period.
- E. Extended Illness or Injury Leave
- Group employees will be placed on Extended Illness or Injury Leave after all Sick Leave is exhausted. Group employees will be required to use all accumulated Sick Leave before being placed on Extended Illness or Injury Leave (100 days). Effective July 1, 2021, a group employee may not use accrued comp time or vacation leave to offset the 50% loss of pay.
- F. Maternity Leave
1. Group employees placed on Maternity Leave will receive maternity leave with full pay for a total of six (6) weeks.
 2. The Group employee's request for leave with pay shall be accompanied by a statement from the Group member's physician stating:
 - a. the date on which the leave shall commence (not based on due date), and,
 - b. the length of the leave of absence and the date on which the Group member will resume duties.

3. Group employees out on a maternity leave will be required to use their sick leave for any additional time requested beyond the six (6) weeks of paid.
4. After exhaustion of Sick Leave, Group employees will be placed on Extended Illness or Injury Leave (100 days).
5. Group employees can opt to cash out accrued Vacation Leave to offset the 50% loss of pay while on Extended Illness or Injury Leave.
6. Group employees who have exhausted their Sick Leave days while on maternity leave will be given five (5) days of Sick Leave upon their return to work.
7. The District will not require Group employees to exhaust Vacation Leave or Comp Time (only their Sick Leave balance) to obtain the five (5) days. The five (5) days do not carry forward into the next fiscal year.

IX. Retirement Benefits

- A. Prior to July 1, 2017, group members, who retire at 60 years of age with a minimum of 25 years of full- time equivalent service in the District and are not eligible for Medicare, shall be entitled to health and welfare benefits to the member's Medicare eligibility age of four-thousand dollars (\$4,000) maximum per fiscal year.
- B. Beginning July 1, 2017, group members, who retire at 60 years of age or older with a minimum of 20 years of full-time equivalent service in the District and are not eligible for Medicare, shall be entitled to health and welfare benefits to the member's Medicare eligibility age of six-thousand dollars (\$6,000) maximum per fiscal year. Health and welfare benefits include medical, dental, vision, and life insurance, which are equal to the benefit programs provided to active group members, subject to insurance carrier requirements. The District contribution of six-thousand dollars (\$6,000) can be used to cover benefits for the group member's eligible dependents and spouse if the group member had been married to the spouse a minimum of ten (10) years prior to the effective date of the retirement. The group member shall pay for the benefits above the maximum subject to insurance carrier requirements. If the group member receiving this benefit dies before their Medicare eligibility age, the group member's spouse may continue to use the benefit only until the group member would have attained their Medicare eligibility age.
- C. Except for the provision noted in Section B, a group member who retired prior to July 1, 2019 shall be entitled to the District's contribution up to two-thousand two-hundred dollars (\$2,200); except for the provision noted in Section B, a group member who retires on or after July 1, 2019 shall be entitled to the District's contribution up to three-thousand three-hundred dollars (\$3,300) under the following conditions:
 1. The retiring group member is fifty (50) years old or older and has eight (8) years of full- time equivalent service to the District shall receive this contribution for five (5) years.
 2. The retiring group member is fifty (50) years old or older and has nine (9) years of full-time equivalent service to the District shall receive this contribution for ten (10) years.
 3. The retiring group member is fifty (50) years old or older and has ten (10) years of full- time equivalent service to the District shall receive this contribution for life.

- D. District will make a one-time payment to any CCEG member who retired between July 1, 2019 and the effective date of the MOU and are eligible for the health and welfare increase from \$2,200 to \$3,300, with appropriate premium reimbursement documentation.
- E. Except for the provision noted in Section B, a surviving spouse (as defined in Section B) and/or eligible dependent(s) shall continue to receive the benefit as defined in Section C above for three (3) months after the death of the group member.
- F. Any retired group member may purchase insurance benefits from a provider other than the District's, including Medicare. Retired group members exercising this option must submit proof of insurance and proof of premium payment for reimbursement as determined by the District. The retiree shall be responsible for paying the cost of the insurance benefits over and above the District's contribution.
- G. Items regarding retirement benefits not stated in this MOU revert to the language in the CSEA contract, including the \$6,000.00 maximum for retirees' health and welfare benefits who meet specified criteria.
- H. Group employees who retire from service with the District on or after January 1, 1979, may elect to continue their coverage under the District's medical, dental, vision and group life insurance programs, if the benefit carrier will provide these benefits.
- I. The extension of this coverage is subject to the requirements and conditions of the insurance carriers and the terms of the insurance contract between the carriers and the District.
- J. Group retirees shall enroll in Medicare upon becoming eligible.
- K. Any dividend, refund, or reduction in premium related to District-paid coverage shall be credited to the Group Health and Welfare Benefit Fund.
- L. The District shall provide a senior plan (i.e., Health Net's Seniority Plus, Kaiser Senior Advantage) to Group retirees when they reach age 65.

X. Working out of Classification Pay

Working out of Classification – is when temporary changes in duties to higher-level responsibilities are accommodated by a working out of class stipend. Group members who are required to perform duties outside their job description (working out of classification) for any five (5) working days in any fifteen (15) calendar-day period shall have their salary adjusted upward.

1. The new salary range shall be of the confidential position in which the group member is working out of classification. The salary shall be the lowest classification step, which provides an increase of at least 5% in salary.
2. Should the group member be assigned management or supervisor duties, the new salary shall be an increase of at least 10%.
3. The salary shall be in effect for the entire period the group member is required to

work out of classification.

4. When working out of classification in the same or lower range, the group member's current salary will be maintained for the entire work period. If the group member is required to work more than their designated 40 hours per week they will be given the option to receive overtime or compensatory time.
5. Work performed in an approved professional development activity shall be exempt from working out-of-classification provisions.
6. The group member shall submit their request for working out of classification pay in writing, to their immediate supervisor within 60 calendar days of completing the out of class assignment.
7. The supervisor will review the request and the job description with the Executive Cabinet member over the area. If the request is supported, the supervisor shall submit the request to the Vice President of Human Resources in writing within 30 calendar days. If the request is denied, the employee will be informed in writing and a rationale shall be provided within 30 calendar days. The Vice President of Human Resources will review all requests with President for Board approval.

XI. Reclassification

A. Purpose

1. The purpose of a reclassification is to recognize that duties and responsibilities have changed over time and to give supervisors an opportunity to change the positions for which they are responsible to reflect current job conditions.
2. Reclassifications should be initiated only when there is a permanent change in duties and responsibilities; temporary changes are accommodated by submissions for one-time merit to the Merit Committee. A change in tools or technology or an increase in the volume of work should not, in themselves, be the basis of a reclassification.
3. To be reclassified, a confidential employee must have permanent status. Positions that have been in existence for less than one year are not eligible for reclassification.
4. A position may only be reclassified every two years (per Education Code 88104).

B. Definition

1. Reclassification is the process of determining through job analysis whether the current job classification, as evidenced in the job description, matches the duties and responsibilities of the position. Reclassification may be required as the result of a gradual change in the assigned duties.
2. Reclassifications can be either District-initiated or initiated by the Confidential employee.

3. The Confidential employee has to have been performing the out of classification duties for a minimum of six (6) months.

C. District-Initiated Review

1. Upon completion of the District's review and decision to proceed with the reclassification, the District shall notify the Confidential employee.

D. Employee-Initiated Review

1. In the event a Confidential employee group member believes that he or she is performing duties that are not consistent with the Confidential employee's group member's classification and job description, the Confidential employee group members may submit a request for reclassification should they be assigned additional duties other than those defined in their job description after two (2) years of employment.
2. The Confidential employee group member is encouraged to discuss the need for reclassification with their supervisor. Should the supervisor determine that the reclassification is warranted, the supervisor may opt to initiate a reclassification review process as outlined in Section C.
3. Should the supervisor opt not to submit the reclassification request as in Section C, the supervisor shall so advise the Confidential employee group member. The Confidential employee group member may submit the request for the Confidential Classified Review process. Supervisors are expected to provide advice and guidance with respect to the process below.

E. Confidential Classification Review Process

1. A Confidential Reclassification Review will be conducted by the Vice President of Human Resources or their designee. Appropriate forms and procedures to permit requests to be made shall be developed.
2. Any request for reclassification must be submitted between the application windows of August 1st through October 1st or February 1st through April 1st for consideration that fiscal year. Approved reclassifications will become effective January 1st for submissions received by October 1st, or July 1st for submissions received by April 1st.
3. Classification reviews, including an analysis of job descriptions, salary surveys or benchmarks, and internal and external parity will be conducted, and recommendations will be made where appropriate. Determination of the appropriate salary placement and final job description will be recommended by the Vice President of Human Resources or their designee.
4. The Vice President, Human Resources will present the reclassification proposals to the Confidential employee's supervisor, Executive Cabinet, and the President.
5. If the reclassification is approved, Human Resources will prepare the Board

agenda item for the Board of Trustees and notify Confidential employees of the reclassification decision.

6. If the Board approves the reclassification, the supervisor will prepare a Personnel Action Request form for each position, along with the appropriate documents, for Human Resources.

F. **Reclassification Implementation: Salary Step Advancement, Evaluations, and Employment Dates:**

1. Any Confidential employee who is reclassified will be placed at the lowest classification step which provides an increase of, at least five (5) percent. When the Confidential employee's salary step advancement date and the effective date of the reclassification coincide, the salary step advancement increment shall be applied before the reclassification computation is made.
2. The Confidential employee's evaluation and salary step advancement date, for purposes of step increases and longevity, shall not change.

G. **Appeal Process**

A Confidential employee may file an appeal, in writing, within sixty (60) days of the notification for the reclassification decision. An interview with the appropriate parties shall be scheduled to review the appeal. The Classification Review Committee will review all appeals and respond, in writing, by October 1st of the same year. A negative outcome in no way will affect the Confidential employee's eligibility to apply for a reclassification in the following year.

XII. Evaluation

- A. The purpose of evaluation is to improve job performance. Each confidential employee's immediate supervisor is responsible for evaluating the employee's performance. No evaluation shall be placed in any personnel file without the opportunity for discussion between the employee and the evaluator.
- B. Evaluations shall be made from documented knowledge and/or observation by the employee's supervisor.
- C. Written evaluations will be reviewed by the supervisor with the employee.
- D. Additional evaluations may occur as often as needed to adequately assess the employee's performance.
- E. Negative information included in the evaluation should have been previously discussed with the employee as issues arose, during the evaluation period, and shall include a specific recommendation plan for improvement and provisions for assisting the employee in implementing any recommendations made.
- F. Any evaluation that indicates a less than satisfactory performance shall also include recommendations for improvement by the supervisor.

G. For both probationary and permanent employees, a copy of the evaluation signed by the employee and the supervisor will be kept in the employee's permanent file while another copy will be given to the employee.

1. New Employees. Effective January 1, 2022, all new confidential-designated employees shall serve in a probationary status for six (6) months from the date of appointment. Upon completion of the probationary period, the employee shall attain permanent status.
2. Probationary confidential employees shall receive written evaluations during the third and fifth month of probationary service. Recommendations for improvement, retention, and granting of permanent status shall be included on the evaluation form.
3. Permanent employees will be evaluated by the supervisor at least once every year prior to their anniversary date.

H. Self-evaluations are optional, if the employee chooses to complete a self-evaluation it should be completed prior to the formal evaluation conducted by the supervisor. The self-evaluation shall be retained by the employee until the formal evaluation meeting. Self-evaluations will not be the basis of the official evaluation prepared by the supervisor. An employee's decision to not complete the self-evaluation will not lead to reprisals.

XIII. Discipline

Causes and steps of disciplinary action/dismissal may be found in BP 7365 on the District's Board Policy and Procedure website.

Agreed to on this 14th of January, 2026

On behalf of the Classified Confidential Employee Group (CCEG):

Cyndi Trudeau

Cyndi Trudeau, Administrative Assistant V, Office of Instruction

On behalf of the Santa Clarita Community College District:

Jason Hinkle

Jason Hinkle (Jan 14, 2026 11:31:07 PST)

Jason Hinkle, Interim Assistant Superintendent/Vice President, Business Services,

APPENDIX A: TOTAL COMPENSATION WORKSHEET

Classified Confidential Employees Group (CCEG): Total Compensation

Total Compensation Calculation Worksheet

The Total Compensation Calculation worksheet will be prepared by the District at the start of negotiations and provided to CCEG. The District will use Tentative or Adopted Budget data for the year being negotiated, depending on the timing of negotiations, and H&W Census information as of June 1st of the prior fiscal year – which correlates most closely with Tentative Budget salary and benefit data.

Health and Welfare Pool Balance Calculation

The Health and Welfare Pool Balance Calculation worksheet will be prepared by the District and provided to CCEG as soon as Health and Welfare renewal rates are available.

TOTAL COMPENSATION DEFINITIONS

1) Full Time & Permanent Part Time Salaries (Including Steps) – All Funds:

The District will use the most current available fiscal information for all funds for the year being negotiated. Depending on the timing of negotiations, the full-time salaries and steps will be based on Tentative or Adopted Budget.

The sum of

- Total FT and PPT Salaries for Budget Funded CCEG member positions
 - Before Step increases
- Step Increases
 - Based on actual placement, calculated using Budget Position Control.

2) Other Compensation:

Other categories of compensation will be based on the same budget, Tentative or Adopted Budget, used for salaries and steps:

The sum of

- Reclassifications
- Overtime Compensation/Paid out Comp Time
- PPT Additional Hours
- Vacation Cash Out
- Educational Incentives

3) Number of Employees – As of June 1st H&W Census:

- Full Benefits: Includes Full-Time and PPT employees eligible for Full Benefits
- Employee Only Benefits: Includes PPT employees eligible for Single party benefits

4) Health & Welfare Benefits and Negotiated Contribution:

- Employee Only Benefits – Actual Costs as of June 1st H&W Census: Medical,

Dental, Vision, Life

- Used for Permanent Part-Time Employees who receive employee-only benefits.
- Health & Welfare Negotiated Contribution – Average Per Person (APP):
 - Multiplies the prior year Negotiated H&W Contribution x June 1st H&W Census employees eligible for full benefits.

5) Total Compensation Base – The Sum of:

- Full-Time & Permanent Part-time Salaries – All Funds - Before Steps
- Steps
- Other Compensation
- Employee Only Benefits – Actual Cost for PPT Employees
- Total Negotiated H&W Contribution (Average Per Person Negotiated Contribution x Total FT and PPT employees eligible for Full Benefits)

6) Negotiated Total Compensation Augmentation and Percentage:

The percentage negotiated for the fiscal year and applied to the Total Compensation Base to calculate the Total Compensation Augmentation.

7) Total Compensation Allocation – Cost Proposals:

Proposals are made for increases to H&W Benefits or Other Compensation. The total Cost Proposals are deducted from the Total Compensation Augmentation. The balance is available for Salary Schedule Increase.

8) Salary Schedule Percentage Increase:

- This percentage increases each cell of the current CCEG Salary Schedule T and is calculated as:

$$\begin{aligned} & \text{Balance Available for Salary Schedule Increase \$} \\ & \text{Divided by (CCEG Member FT and PPT Salaries} \\ & \text{+ Step Increases)} \\ & = \text{Salary Schedule Increase \%} \end{aligned}$$

HEALTH AND WELFARE DEFINITIONS

1) Negotiated Health and Welfare Contribution Rate – Average Per Person (APP):

The current year Negotiated Health and Welfare Contribution Rate – Average Per Person (APP) is determined by increasing (if applicable) the prior year per person Negotiated Health and Welfare Contribution Rate by a negotiated average increase.

2) Health and Welfare Estimated Cost:

- **Estimated Cost for PPT** – Eligible for Employee Only Benefits – based on health and welfare selections updated as of June 1st H&W Census.
- **Estimated Cost for Full-Time/PPT Employees** – Calculated as total annual health and welfare costs for full-time CCEG members, and permanent part-time CCEG members eligible for full health and welfare benefits, based on their health and

welfare selections updated as of June 1st H&W Census.

- Funded Vacant Positions that are included in the Tentative and/or Adopted budget, depending on timing, and new Full-Time and Permanent Part-Time members eligible for Full Benefits who have not yet made health and welfare selections based on a June 1st census are estimated at two-party HMO (choice with the lowest cost), two-party Delta Dental, two-party VSP, and employee life coverage.

3) Health and Welfare Negotiated Contribution:

The sum of:

- The Current Year Negotiated Health and Welfare Contribution Rate multiplied by the number of employees eligible for Full Benefits based on a June 1st census date.
- Actual cost for Permanent Part-time employees eligible for “employee only” health and welfare benefits based on a June 1st census date.

4) Health and Welfare Pool – Excess or (Shortfall):

The difference between Health and Welfare Pool Costs and the Health and Welfare Negotiated Contribution.

Pool Balance Carry Forward from Prior Year:

The Prior Year’s Health and Welfare Ending Pool Balance (must be zero or a positive value).

5) Health and Welfare Pool Balance:

- Calculated by adding the Pool Balance Carry Forward from Prior Year to the Estimated Health and Welfare Pool Balance.
- Positive Health and Welfare Ending Pool Balances may carry forward to the next year or may fund one-time expenses through negotiations.
- Negative pool balances must be addressed by one or more of the following:
 - 1) Making Health Benefit plan changes that would lower the overall premium;
 - 2) Initiating and/or modifying CCEG member payroll deductions; and/or,
 - 3) Increasing the Negotiated Health and Welfare Contribution.

6) Tenthly Payroll Deductions:

CCEG member payroll deductions based on a methodology determined by CCEG that offset H&W costs and increase the Pool Balance.

7) Total H&W Pool Balance:

Final H&W Pool Balance after taking into account any CCEG member payroll deductions.

TOTAL COMPENSATION FORMULA

TOTAL COMPENSATION FORMULA – Based on Tentative or Adopted Budget,
depending on timing, and June 1st H&W Census _____

Includes all Funded Positions

Total CCEG Member Salaries, Full Time (FT) & Permanent Part Time (PPT), before Step Increases \$

+ Step Increases \$

+ Reclassifications \$

+ Overtime Compensation/Paid Out Comp Time \$

+ PPT Additional Hours \$

+ Vacation Cash Out \$

+ Educational Incentives \$

= Subtotal – FT & PPT Salaries and Other Compensation

+ Employee Only H&W Contribution for PPT Employees – Actual Costs \$

+ “APP” Negotiated H & W Contribution X Number of FT & PPT Eligible for Full Benefits \$

= Total Compensation Base \$

X Negotiated Total Compensation Augmentation Percentage %

= Total Compensation Augmentation \$

HEALTH AND WELFARE POOL BALANCE FORMULA

Includes all Funded Positions

Current Year Negotiated H&W Contribution for FT and PPT eligible for full benefits \$

+ H&W Contribution for PPT with employee only benefits at actual cost \$

- H & W Estimated Cost \$

= H & W Pool Balance Excess or (Shortfall) \$

+ Pool Balance Carry Forward from Prior Year \$

= H&W Ending Pool Balance \$

+ Offset by Tenthly Payroll Deductions

= Total H&W Ending Pool Balance

APPENDIX B: BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

BP 7365 Discipline and Dismissal, Classified Employees

The CEO shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

Probationary employees may be dismissed at the recommendation of the CEO to the Board of Trustees.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds found in the administrative procedures associated with this policy.

No disciplinary action shall be taken for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

This policy applies to classified employees, classified confidential employees and classified management staff.

- A. A permanent member of the classified employee groups above shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

Unsatisfactory attendance, such as:

1. Repeated absence without notification
2. Excessive absence
3. Repeated unexcused absence or tardiness
4. Abandonment of position
5. Abuse of sick leave privilege
6. Incarceration adversely affecting job performance
7. Failure to keep the District informed of the date of expected return to duty.
8. Working overtime without authorization.

- B. Unsatisfactory conduct, such as:

1. Conviction of a felony
2. Conviction of a crime involving moral turpitude
3. Immorality
4. Discourteous, offensive, or abusive conduct or language toward another employee, a student or a member of the public.
5. Dishonesty
6. Reporting for work while intoxicated, drinking alcoholic beverages on the job, working while under the influence of alcohol or possession of alcoholic beverages on District property
7. Addiction to the use of narcotics or controlled substances, using such substances on the job, working while under the influence of controlled substances not taken by lawful prescription or possession of illegal drugs or narcotics on District property.
8. Conviction or proof of commission of any sex offense as defined in the Education

Code 87010 or Penal Code 261.5

9. Conviction or proof of commission of any narcotics offense as defined in Education Code 87011 or Health and Safety Code 11361
 10. Falsifying any information supplied to the District, including but not limited to, information supplied on application form, employment records, or any District records
 11. Altering or falsifying records of the District
 12. Repeated malingering during the work day
 13. Engaging in political activities during work hours
 14. Unauthorized release of personal information concerning any student
 15. Possession of dangerous weapons or firearms on District property.
- C. Unsatisfactory fulfillment of job responsibilities such as:
1. Incompetency or inefficiency in the performance of the duties of the position
 2. Insubordination including, but not limited to, refusal to do assigned work
 3. Carelessness or negligence in the performance of duty or in the care and use of District property
 4. Misuse or misappropriation of property or funds
 5. Willful violation of the Education Code, Title V of the California Administrative Code, any other administrative code, or any rules of the Governing Board, or any lawful regulation or order made by a line superior, or safety rules or regulations
 6. Loss or non-renewal of licenses, permits, or other documents required by the nature of the position
 7. Receipt by the District from the District's insurance carrier of a request for an endorsement excluding the employee from coverage under the District's insurance policy while driving a motor vehicle because of increased risk due to the employee's poor driving record
 8. Violation of firearms guidelines for security patrol officers
 9. Physical inability to perform duties of the assignment
 10. Refusal to take a physical examination when requested to do so in writing by the District.
- D. Other reasons, such as:
1. Advocacy of the overthrow of federal, state, or local government by force, violence or other unlawful means
 2. Membership in the Communist Party
 3. Other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to the District.

See Administrative Procedure 7365 Approved 05/14/08

APPENDIX C: ALTERNATIVE WORK SCHEDULE AGREEMENT

CLASSIFIED CONFIDENTIAL EMPLOYEE GROUP (CCEG) ALTERNATE WORK SCHEDULE (AWS) AGREEMENT

Any deviation from the traditional five (5) day, forty (40) hour work-week is by advance mutual consent of the employee and management, by written agreement no less than five (5) working days prior to the start date of the alternate schedule.

Name of Confidential Employee: _____

Name of Immediate Manager/-Supervisor: _____

Request for an Alternate Workweek Schedule (AWS) for the following period:

Start Date: _____ End Date*: _____

(*Should either party wish to terminate the agreement, they shall do so by providing written notice, ten (10) working days in advance.)

Please indicate the proposed alternative work week schedule:

☐ 4/10 ☐ 9/80 ☐ 10/80 ☐ Customized Plan

Definitions:

- 4-10 Plan: a ten (10) hours per day, four (4) days, forty (40) hours workweek may be established for a CCEG member, a workgroup, or classifications of CCEG members.
- 9-80 Plan: a nine (9) hours per day, eighty (80) hours, and one day off in a 2-week period work schedule may be established for a CCEG member, a workgroup, or classifications of CCEG members. The 9-80 workweek shall consist of nine (9) workdays, eight days (8) of which shall be nine (9) hour days and one day (1) that shall be an eight (8) hour day
- 10-80 Plan: a nine (9) hours per day for eight (8) days, four (4) hours per day for two (2) days over a two (2) week period may be established for a CCEG member, a workgroup or classifications of CCEG members not to exceed forty (40) hours in a work week.
- Customized Plan: The CCEG member and immediate supervisor may also agree to a customized Alternative Work Schedule outside of the 4-10, 9-80, 10-80, or Customized Plan.

Please complete 1st WEEK and 2nd Week for the 4/10, 9-80, 10-80 or Customized Plan:

	DAY OF WEEK	START TIME	END TIME	TOTAL HOURS
1 ST	MONDAY	:	:	
W	TUESDAY	:	:	
E	WEDNESDAY	:	:	
E	THURSDAY	:	:	
K	FRIDAY	:	:	

	DAY OF WEEK	START TIME	END TIME	TOTAL HOURS
2 ND	MONDAY	:	:	
W	TUESDAY	:	:	
E	WEDNESDAY	:	:	
E	THURSDAY	:	:	
K	FRIDAY	:	:	

By signing this form, I acknowledge that I am waiving my overtime rights in relation to the schedule above. Any hours worked in addition to those above will be subject to overtime rules.

EMPLOYEE SIGNATURE

DATE

I approve the requested CCEG Alternative Work Schedule (AWS).

MANAGER/SUPERVISOR SIGNATURE

DATE

APPENDIX D: ALTERNATE WORK SCHEDULE REMOTE WORK AGREEMENT

CLASSIFIED CONFIDENTIAL EMPLOYEE GROUP (CCEG) **ALTERNATIVE WORK SCHEDULE - REMOTE WORK AGREEMENT**

The Santa Clarita Community College District encourages the use of Alternative Work Schedule - Remote Work.

Managers and Supervisors should think creatively to find ways to support the needs of their unit members throughout the process, and to work constructively with the members to identify actionable schedules.

A CCEG member may work a portion of their regular work assignment remotely with the approval of their supervisor and the Executive Cabinet member over the area.

General Work Arrangement

Name of Classified Confidential Employee: _____

Name of Immediate Manager/Supervisor: _____

Request for an Alternative Remote Work-Schedule – Remote Work for the following period:

Start Date: _____ End Date: _____

CCEG member understands that the Agreement to permit remote work will be reviewed continuously during the period by the manager/supervisor and is subject to change provided proper notices is given.

Should either party wish to terminate the agreement, they shall do so by providing written notice ten (10) working days in advance of the termination date. CCEG member will return to their regular, District work location beginning on the workday immediately following the termination date.

The following conditions apply:

CCEG member's remote work schedule is:

Example:

Example (Other variations may occur)	Day of the Week	Start Time	End Time	Location	Start Time	End Time	Location	Total Hours
	Monday	8:30am	12:30pm	VLC	1:00pm	5:00pm	Remote	8
	Tuesday	8:30am	5:00pm	Remote				8
	Wednesday	8:30am	12:30pm	Remote	1:00pm	5:00pm	VLC	8
	Thursday	8:30am	5:00pm	VLC				8
	Friday	8:30am	12:30pm	VLC	2:00pm	5:00pm	Remote	8

Week 1	Day of the Week	Start Time	End Time	Location	Start Time	End Time	Location	Total Hours
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							

Week 2 (Leave blank if same as Week 1)	Day of the Week	Start Time	End Time	Location	Start Time	End Time	Location	Total Hours
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							

- a. CCEG member's primary remote work site location is: _____
- b. CCEG member's primary remote work phone number is: _____

While working remotely:

All CCEG members shall be expected to work their scheduled hours and be available for communication during their scheduled work period in accordance with the CCEG job description, and the CCEG member will:

- Remain accessible and available during normal working hours during the remote work schedule;
- In the event the District or CCEG member requires an unforeseen temporary schedule adjustment, both parties agree to make a good faith effort to accommodate the request
- Check in daily at the beginning and end of the shift, as requested;
- Be available for video/teleconferences, scheduled on an as-needed basis;
- CCEG member to communicate with Supervisor and agree on rest and meal break times, while working remotely in full compliance with all applicable policies and/or the CCEG MOU.

Safety & Equipment; Information Security

CCEG member agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to CCEG member's manager/supervisor at the earliest reasonable opportunity. CCEG member agrees to hold the District harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

1. **Adhere to all District policies, procedures, contracts, and all labor laws** applicable to work assignment including but not limited to breaks, meals, and overtime.
2. **Ensure that District needs take precedence over the home office schedule**, and that the business needs of the District are adequately met.

3. **E-mail correspondence and phone calls should be the primary communication method for this work from home agreement.** An employee, depending on classification and work location, may be required to utilize video/web conference systems to facilitate communications. The District shall provide training and necessary equipment to facilitate video/web communications.
4. **Establish and maintain a safe home office environment** applying ergonomic and safety practices.
5. **Supplies should be requisitioned through the employee's department.** If a requisition is not possible, an employee needs supervisor approval before purchasing and will retain receipt for reimbursement.
6. **Employer will provide Workers' Compensation benefits.** In the event the employee is injured during the work from home agreement work hours, the employee will contact his/her supervisor to report the injury and complete the Workers' Compensation Incident Report Form.
7. **Employer will provide disability accommodation.** District policies and protocols regarding disability accommodation continue to apply. If an employee believes any reasonable accommodations is needed while working at home, the employee may contact Human Resources.
8. **CCEG member is responsible for** providing space, telephone, and basic Internet capabilities at the remote location.
9. **CCEG member agrees to comply with Board Policies and procedures** regarding personal use of equipment, to protect District-owned equipment, records, and materials from unauthorized access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
10. **CCEG member agrees to report to CCEG member's manager/supervisor** any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
11. **CCEG member understands** that all equipment, records, and materials provided by the District shall remain the property of the District.
12. **CCEG member agrees to bring or send District-owned** equipment, records, and materials to campus within ten (10) business days of termination of this agreement. Within two (2) business days of written notice, CCEG member must return District-owned equipment for inspection, repair, replacement, or repossession.
13. **With reasonable notice and at a mutually agreed upon time,** the District may make on-site visits to Group Member's remote work location to ensure that the designated workspace is safe and free from hazards, provides adequate protection and security of District property.

I hereby affirm by my signature that I have read this Classified Confidential Employee Group Alternative Work Schedule – Remote Work Agreement and understand and agree to all its provisions.

_____	_____
CCEG Member Signature	Date

_____	_____
Manager/Supervisor Signature	Date

_____	_____
Executive Cabinet Signature	Date

CCEG MOU FY 2025-26 Final

Final Audit Report

2026-01-14

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