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**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Good Practice/Optional

## AP 7240 Confidential Employees

From current SBCCD AP 7260 titled *Classified Supervisors, Managers, and Confidential Employees*

### HOURS OF EMPLOYMENT

The workweek for all confidential and supervisory employees shall be a minimum of forty (40) hours.

### DIFFERENTIAL PAY

- A. Shift differential pay shall be for all classifications at a rate of 2 1/2% for swing shift or split shift; and a 5% rate of pay for the graveyard shift.
- B. Definitions:
  1. **Swing:** When hours of work regularly assigned exceed 4:30 p.m. by more than three (3) hours per day (regular five day consecutive workweek). Employees must work this shift at least three of the five normal workdays.
  2. **Graveyard:** When hours of work regularly assigned exceed 12 midnight by more than three (3) hours per shift (regular five day consecutive workweek). Employees must work this shift for at least three of the five normal workdays.
  3. **Split:** When hours of work regularly assigned are split by a break of two or more hours. Employees must work this shift for at least three of the five normal workdays.
  4. **Overtime:** When hours worked are in excess of any shift, pay shall be at the overtime rate of that shift.

Approval for shift change or overtime must be obtained in advance from the appropriate manager.

### LONG-SERVICE RECOGNITION

- A. Recognition for length of service shall be provided in the form of an annual stipend in accordance with the following schedule:

YEARS OF SERVICE WITH THE DISTRICT	COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT	AMOUNT OF STIPEND
6-11	5-10	\$850
12-16	11-15	\$1000

<b>YEARS OF SERVICE WITH THE DISTRICT</b>	<b>COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT</b>	<b>AMOUNT OF STIPEND</b>
17-21	16-20	\$1150
22-26	21-25	\$1300
27-31	26-30	\$1450

- B. *The first long service payment will be made in December of the first year following five complete years of service. The maximum service credit to be allowed is for thirty years.*
- C. *The amount of long service pay will be paid by separate check and will be available to Confidential/ Supervisory employees no later than December 15, and only to those actually employed on the date of payment, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. The payment date and method is subject to change in accordance with County of San Bernardino payroll processing.*
- D. *In order to be eligible for long service pay, an employee must qualify for inclusion in the Retirement Program, i.e., must be employed half-time or more.*
- E. *Any year in which an employee receives an unsatisfactory performance evaluation will not be counted as a year of service for the purpose of calculating long service recognition credit.*

## **Reference:**

**Government Code Section 3540.1(c)**

## **Attachments**

[Legal Update 32 Overview Rev. 4-21-18.docx](#)

## **Approval Signatures**

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
	Stacey Nikac: Administrator	11/2017
Send back to owner and through the approval process	District Assembly District Assembly: [SN]	10/2017
Send back to owner and through the approval process	Chancellor's Cabinet Chancellor's Cabinet: [SN]	09/2017
Send back to owner and through the approval process	Kristina Hannon	09/2017