

The majority of employees at MiraCosta College conduct collegial negotiations with members of the administration. Collective bargaining is conducted by the bargaining agent for associate faculty members. In some cases, employees have individual employment contracts; in some cases they are members of a meet-and-confer group; and in some cases, they are unrepresented.

In every case, no matter the form of representation, the policy of the district is to conduct labor negotiations and relations in a collegial, open, and civil manner. The goal of the collegial negotiations processes at MiraCosta College is to maintain a process that is characterized by:

- A. Good faith
- B. Mutual respect
- C. Mutual trust
- D. Civility
- E. Open and honest communications
- F. Respect for the right to disagree
- G. Focus on the mission, vision, and values of the institution
- H. Commitment to the excellence of the institution and its employees, programs, and services
- I. Following is an outline of the representation status of each category of employee in the district.

### **Superintendent/President**

Compensation and terms of employment for the superintendent/president are specified in an individual employment contract negotiated directly with the Board of Trustees. Either party to the negotiation may be represented by third-party facilitators or negotiators, but the contract is between the district and the superintendent/president and is signed by the board president and the superintendent/president.

## **Vice Presidents**

Compensation and terms of employment for the vice presidents are specified in the individual employment contracts between the vice presidents and the district. The contracts recommended to the board for ratification result from the negotiations between the vice presidents and the superintendent/president. Either party to the negotiation may be represented by third-party facilitators or negotiators, but the contract is between the district and the individual vice presidents. The contracts are signed by the individual vice presidents and the superintendent/president.

## **Academic Administrators**

Compensation for deans and associate deans is specified in the individual employment contracts between the administrators and the district. The contracts recommended to the board for ratification result from the meet-and-confer process between the district and the MiraCosta Community College District Academic Administrators Association (MCCCDAAA). The working conditions and terms of employment are contained in an employee manual that is developed collegially by the superintendent/president, his or her resources, and representatives of the MCCCDAAA. The manual is approved by the superintendent/president and the representatives appointed by the MCCCDAAA. The individual contracts are signed by the individual administrators and the superintendent/president.

## **Classified Administrators**

Compensation for classified administrators is specified in an agreement between the classified administrators' association and the district. The working conditions and terms of employment are contained in an employee manual that is developed collegially by the superintendent/president, his or her resources, and representatives of the MiraCosta Community College District Classified Administrators Association (MCCCDCAA). The manual recommended to the board for ratification results from the negotiations between the district and the MCCCDCAA. The manual is signed by the superintendent/president and the representatives appointed by the MCCCDCAA.

## **Tenured and Tenure-Track Academic Employees**

Compensation for tenured and tenure-track academic employees is specified in an agreement between the district and the Faculty Assembly. The agreement recommended by the superintendent/president to the board for ratification results from collegial negotiations between the district and the MiraCosta Community College District Faculty Assembly. The agreement is signed by the superintendent/president and the representatives appointed by the Faculty Assembly. Working conditions are contained in an employee manual that is developed collegially by teams from the Faculty Assembly and the district administration. The working-conditions manual is approved jointly by the Faculty Assembly and the superintendent/ president. The manual is then recommended by the superintendent/president to the board for ratification. The manual is signed by the superintendent/president and the representative(s) appointed by the Faculty Assembly.

## **Classified Employees**

Compensation for the classified employees is specified in an agreement between the district and the Classified Senate. The agreement recommended by the superintendent/president to the board for ratification results from collegial negotiations between the district and the MiraCosta Community College District Classified Senate. The agreement is signed by the superintendent/president and the representatives appointed by the Classified Senate. Working conditions are contained in an employee manual that is developed by teams from the Classified Senate and the district administration. The manual is approved jointly by the Classified Senate Council and the superintendent/ president. The manual is then recommended by the superintendent/president to the board for ratification. The manual is signed by the superintendent/president and the representative(s) appointed by the Classified Senate.

## **All Associate Faculty**

Compensation and working conditions for the associate faculty are specified in a collectively bargained agreement between the district and the MiraCosta Community College Academic Associate Faculty, CCA/CTA/NEA. The contract recommended by the superintendent/ president to the board for ratification results from the collective bargaining process. The superintendent/president appoints a chief district negotiator and the district bargaining team. The contract is signed by the superintendent/president and the representatives appointed by the association.

## **Student Workers and Other Temporaries Not Included Above**

Compensation for other hourly workers of the district is specified in a docket item approved by the Board. The docket item recommended by the superintendent/president to the board for ratification results from a proposal developed by the Human Resources department, vetted by College Council, and reviewed and approved by the superintendent/ president. The compensation for this classification of workers is set to be competitive with competing employers and within the financial resources of the district. Working conditions for student workers are described in a handbook developed and maintained by the Career Center office. See also AP 7270-Student Workers.

See also Administrative Procedures 7270-Student Workers and 7236-Substitute and Short-Term.