



Administrative Regulation
Chapter 7 – Human Resources

AR 7160 PROFESSIONAL DEVELOPMENT

Management Professional Development Leave

1. Selection of Replacement

Persons interested in being selected as the replacement for a manager on a professional development leave shall submit a letter to the Superintendent/President. The Superintendent/President will select the replacement from among those showing interest. The selection shall be recommended by the Superintendent/President to the Board of Trustees.

2. Compensation

A person replacing a manager on a professional development leave will be compensated, if the manager is on leave for more than ten working days, in the following way:

A. A person who will not be performing his/her regular duties and who will replace a manager on leave will receive the beginning salary of the manager or their own base salary + 2%, whichever is higher. There may be a substitute for the person selected as the replacement.

B. A manager who will be performing his/her regular duties in addition to the duties of the manager on leave will receive 10% more than his/her existing salary.

References:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standard III.A.14

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(Replaces SMC AR 3427)