

BP 7230 CLASSIFIED EMPLOYEES

References:

Education Code Sections 88003, 88004, 88009, and 88013

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service. Procedures specific to classified employees are delineated in the applicable collective bargaining agreement or employee handbook.

The classified service does not include:

- Substitute employees
- Short-term employees who are employed and paid for less than 75 percent of the fiscal year
- Professional experts employed on a temporary basis for a specific project, regardless of length of employment
- Interns, full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District

The Governing Board shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority)

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be one year.

See AP 7235 titled Probationary Period: Classified Employed

Office of Primary Responsibility: Human Resource Services

NOTE: This policy is **legally required/legally advised**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Human Resources
DRAFT as of 10/17/08

BP 7260 CLASSIFIED ADMINISTRATORS AND SUPERVISORS

References:

Education Code Sections 72411 and 87002 (b) and (c);
Government Code Sections 3540.1(g) and (m)

Classified administrators are administrators who are not employed as educational administrators and who, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the instructional or student services programs of the District.

Classified supervisors are supervisors of classified employees not employed in academic positions.

Classified administrators and supervisors, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other classified employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Refer to the appropriate employee handbook for additional details regarding classified administrators and supervisors.

Office of Primary Responsibility: Human Resource Services

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Human Resources
DRAFT as of 10/17/08

BP 7270 STUDENT WORKERS

References:

Education Code Sections 69960(f) and 88003

The District shall provide employment opportunities for its students through various local, state, and federally funded programs.

Office of Primary Responsibility: Human Resource Services

NOTE: This policy is **suggested as good practice**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

Date Adopted:

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Human Resources
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BP 7335 HEALTH EXAMINATIONS

References:

42 U.S. Code Section 12112;

29 Code of Federal Regulations Part 1630;

Government Code Section 12940

The District may require medical examinations of candidates for appropriate positions, after a conditional offer of employment has been extended and prior to assuming the duties of the position. Such pre-employment medical examinations shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate will be required to participate in such an examination solely on the basis of the candidate's age or disability.

The Governing Board authorizes the Superintendent/President or designee to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty and where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations will be at the District's expense and will be conducted by a physician chosen by the District, subject to provisions in applicable collective bargaining agreements or employee handbooks.

Office of Primary Responsibility: Human Resource Services

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Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 7340 LEAVES

References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below

The Superintendent/President shall establish procedures for employee leaves as authorized by law, by collective bargaining agreements, and by employee handbooks. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees
- vacation leave for members of the classified service, **confidentials**, administrators, supervisors, and managers
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210)
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701)
- **family medical leave** and pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945; See BP 7347 titled Family Medical Leave)
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207)
- industrial accident leave (See BP/AP 7343 titled Industrial Accidents and Illness)
- bereavement leave
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037)
- military service (Education Code Section 87700)
- sabbatical leaves **and**
- **load bank leaves** (Education Code Section 87790)

Vacation leave for members of the classified **bargaining unit**, **confidential** and supervisory team employees (CAST), and educational **and classified** administrators shall not accumulate beyond **two times the annual leave accrual**. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Governing Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Office of Primary Responsibility: **Human Resource Services**

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Human Resources
DRAFT as of 10/17/08

BP 7385 SALARY DEDUCTIONS

References:

Education Code Sections 87040, 87833, 87834, and 88167

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a tax-sheltered annuity and/or deferred compensation program
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them
- paying rates, dues, and/or fees
- other periodic charges on any hospital service contract and/or
- any voluntary deductions

The request provided for above shall be revocable by the employee.

Without charge to the employee, the District shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

Office of Primary Responsibility: Human Resource Services

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