

Personnel – Classified

4400 Basic Policy: Rules, Regulations and Conditions of Employment for Members of the Classified Service

The policy of the Board of Trustees with respect to employment of persons in the classified service shall be:

1. All persons employed in positions not classified as academic shall be members of the classified service except those persons employed in positions specifically exempted by provisions of the Education Code.
2. The Board of Trustees shall adopt rules, regulations and conditions of employment for members of the classified service and shall cause such rules, regulations and conditions of employment to be printed and made available to all persons employed in the classified service.
3. The Board of Trustees shall classify all members of the classified service and shall adopt position descriptions for each position so classified.
4. The Board of Trustees shall adopt a salary schedule for members of the classified service by classification and may employ or annually re-employ all members of the classified service in accordance with the adopted salary schedule.

Administration of the Rules, Regulations, and Supporting Policies

The Board delegates to the Chancellor and any person delegated by the Chancellor for such purpose, the authority to administer and enforce these policies. The Chancellor may establish such administrative rules and procedures as are necessary for implementation.

Revisions

The Board of Trustees reserves the right to change, delete, alter and amend these policies at any time within the provisions of federal and state laws. Recommendations for amending or revising policies and administrative rules and procedures may be made by any employee, authorized representative of a recognized employees' organization or a designated manager. Such recommendations are to be directed to the Chancellor through the Director of Human Resources.

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Effect of Collective Bargaining Agreement

These policies shall be applicable to bargaining unit members if these policies and rules do not conflict with any collective bargaining agreement in effect. The collective bargaining agreement will prevail.