

**LASSEN COMMUNITY COLLEGE DISTRICT  
BOARD POLICY**

**INDEX**

<u>Description</u>	<u>Policy Number</u>
Classified Personnel.....	4200
Definitions Relating to the Classified Staff .....	4201
Definition of Student Worker Employees.....	4205
Reclassifications .....	4208
Reduction in Force/Layoff.....	4210
Transfers .....	4217
Dismissal.....	4225
Suspension .....	4226
Continuing Employment.....	4227
Resignation .....	4228
Freedom of Speech; Political Activities .....	4230
Payment for Services .....	4250
Attendance Reporting .....	4251
Flexible Work Hours During Summer.....	4252
Overtime Pay .....	4255

## **Classified Personnel**

Lassen CCD shall employ persons for positions not requiring academic qualifications, and this is referred to as the classified staff.

The following definitions apply to the categories of employees:

1. Classified service – Regular full-time and part-time employees.
2. Classified Confidential – Designation which arose as a result of collective bargaining.
3. Full – time – Staff members employed 37 ½ hours per week.
4. Hourly – All classified employees not designated as supervisory or management. The pay rate is normally expressed as an hourly rate.
5. Independent contractors – Professional experts employed for a specific assignment.
6. Classified Administrators – Employees who supervise other members of the college staff and who are salaried.
7. Part-time – Staff members employed at pro rata percentage of 37 ½ hours per Week.
8. Probationary – Employees who have been employed in a position for less than 10 months.
9. Permanent – Employees who have successfully completed the probationary period.
10. Short term – A temporary employee who is hired to perform a service, upon the completion of which, the service required or similar services will not be extended or needed in a continuing basis; to perform the service for less than 75% of a school year.
11. Substitute – A temporary employee hired to replace any classified employee who is absent temporarily; to perform the service for less than 75% of a school year.
12. Temporary – Employees hired to perform a service for less than 75% of a school year.

Legal Reference: Educational Code 88003

Adopted: 07/05/77  
Revised: 07/07/87  
Revised: 12/12/00  
Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

## **Definitions Relating to the Classified Staff**

1. Allocation

Allocation is defined as the official determination by the governing board of the class in which a position shall be deemed to exist and by the assignment of an individual position to an appropriate class.

2. Class

Class is defined as a position or group of positions with duties and responsibilities sufficiently similar so that each position in the class can be given the same job title, can have essentially the same requirements of education, experience, knowledge and ability, can be filled by the same test of fitness of applicants and can equitably receive the same compensation.

3. Class Title

Class title is defined as the designation applied to a class or to each position allocated to the class and to the legally appointed incumbent of each position allocated to the class.

4. Classification Plan

A classification plan is systematic arrangement of classes together with adopted procedures for maintaining the plan and the description for each class.

5. Compensation

Compensation is defined as the salary, wage, allowances and all other forms of valuable consideration earned by or paid to any employee by reason of service in any position but does not include any allowances authorized and incurred as incident to employment.

6. Continuous Service

Continuous service is defined as employment by the district without break or interruption. In computing continuous service for the purpose of this policy neither vacation leave, military leaves, maternity leave, nor authorized leaves of absence whether with or without compensation shall be considered as a break in employment or service.

7. Employee

Employee is defined as a person legally occupying a position in the district's service

8. Job Description

A job description is defined as the official written statement, as approved by the governing board, of the distinguishing characteristics of a class of positions in terms of the duties performed, supervision received and exercised, desirable and required qualifications for successful work performance and the chief difference between the class and any other closely related classes.

9. Layoff

Layoff is defined as a reduction in the work force due to a lack of work or a lack of funds wherein it becomes necessary to relieve an employee of his duties.

10. Position

Position is defined as a group of duties and responsibilities assigned by the governing board and requiring the full or part-time employment of one person.

11. Position Classification

Position classification is defined as the process of analyzing the duties and responsibilities of a position for the purpose of grouping it into a common class.

12. Probationary Period

Before being granted regular status, employees in the "Classified Service" shall have a probationary period.

13. Promotion

Promotion is defined as the upward movement of an employee from one class or position to another.

14. Reassignment

Reassignment is defined as the vertical downward movement of an employee from one class of positions to another.

15. Reclassification

The upgrading of a position to a higher classification as a result of a gradual increase of the duties being performed by the incumbent in such position.

16. Step

Step is defined as the service increment provided in the pay range of the classified salary schedule and designated by the letters A, B, C, D, E, F, G, H, I, J, K, L & M.

17. Suspension

Suspension is defined as the exclusion of an employee from his/her job with/without pay for a prescribed number of days.

18. Lateral Transfer

Lateral Transfer is defined as the horizontal movement of an employee from one job to another in the same class of positions or reassignment from one class to another class at the same salary rate.

Adopted: 07/05/77  
Revised: 07/07/87  
Revised: 12/12/00  
Revised 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Definition of Student Worker Employees**

Student Worker Employees are those individuals employed by the college, irrespective of funding source, and are enrolled in at least three (3) units during the summer session and at least twelve (12) units during the fall and spring semesters to be considered Student Employees. Student Worker Employees shall not be considered part of the classified service. Student workers may not work more than 20 hours per week and they may not work more than 7.5 hours per day.

Wage rates for Student Worker Employees:

Maintenance	\$8.00/hr
Custodial	\$8.00/hr
Cafeteria	\$8.00/hr
Agriculture	\$8.00/hr
Instructional Aides	\$8.00/hr
All other positions	\$7.00/hr

Adopted: 11/09/04

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Reclassification**

The governing board may consider reclassifying classified personnel, not requiring academic qualifications, when the job specifications are changed.

Adopted: 07/05/77  
Revised: 07/07/87  
Revised: 12/12/00  
Reviewed: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Reduction in Force/Layoff**

Employees who are a part of the classified service shall receive a contract at the time of employment. Employment shall be viewed as continuous unless the employee is notified in writing 45 days prior to the effective date of layoff.

Adopted: 07/05/77  
Revised: 07/07/87  
Reviewed: 12/12/00  
Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Transfers**

Transfer of classified personnel shall be made by the governing board upon recommendation of the Superintendent/President. Transfers may be voluntary or involuntary.

**Voluntary Transfer Requests**

Requests for transfer may be initiated by the employee or the immediate supervisor. Vacancies shall be posted for five days, prior to outside advertising of the position.

1. The request for transfer should indicate the name of the employee, present class title and assignment, name of immediate supervisor, desired class title and assignment, suggested date of transfer and a statement explaining the reason for seeking the transfer.
2. Upon receipt of the request the appropriate administrator, within 10 days, will interview the originator of the request and such other individuals who may be involved.
3. Upon completion of the interviews the appropriate administrator shall formulate a recommendation based upon factors as he may determine to be pertinent to the situation. The recommendation and the request shall be forwarded to the Superintendent/President.
4. The Superintendent/President will evaluate the request and recommendation and discuss the proposed transfer with the employee and such other employees as he may determine necessary. Subsequent to his formulation of a recommendation and prior to its submission to the governing board, the Superintendent/President shall inform the employee of the recommendation.
5. The Superintendent/President will forward his recommendation to the governing board for their consideration and notify the employee of his action.

**Involuntary Transfers**

Unit members may be transferred to fulfill district needs because of vacancies, surplus staff, lack of work, lack of funds, or administrative requirements. Except in the case of emergency, no transfer shall be made without five calendar days notice to the employee.

Adopted: 07/05/77  
 Revised: 07/07/87  
 Revised: 12/12/00  
 Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
 Susanville, California

## **Dismissal**

### Procedure for Dismissal

The governing board shall dismiss permanent classified employees for cause only upon the recommendation of the Superintendent/President. The recommendation shall state the reasons for the dismissal and the effective date of the dismissal and shall be presented in person to the employee or deposited in the United States registered mail with postage prepaid, addressed to the employee at his/her last known place of address seven (7) days prior to its consideration by the governing board at a regular or special meeting. A written notice of the governing board's decision shall be forwarded to the employee by the Superintendent/President.

### Cause for Dismissal

One or more of the following documented causes shall be grounds for suspension, demotion or dismissal of any person employed in the classified service:

- a. Incompetency or inefficiency in the performance of the duties of this position.
- b. Insubordination (including, but not limited to, refusal to do assigned work) as included in job description.
- c. Carelessness or negligence in the performance of duty or in the care of use of district property.
- d. Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public.
- e. Dishonesty.
- f. Drinking alcoholic beverages on the job, or reporting for work while under the influence of alcohol or intoxicants.
- g. Addiction to or the use of narcotics.
- h. Personal conduct unbecoming an officer or employee of the district.
- i. Engaging in political activity during assigned hours of employment.
- j. Arrest for, commission of, or involvement in a sex offense as defined in the Education Code.

- k. Repeated and unexcused absence or tardiness
- l. Abuse of illness leave privileges.
- m. Falsifying any information supplied to the district, including but not limited to, information supplied on application forms, employment records, or any other district records.
- n. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate state or local governmental agency.
- o. Offering anything of value or service in exchange for special treatment in connection with the employee's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- p. Willful or persistent violation of the Education Code or rules of the governing board.
- q. Any willful conduct tending to injure the public service.
- r. Abandonment of position.
- s. Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.

Reference: Education Code Section 87740

Adopted: 07/05/77  
Revised: 07/07/87  
Revised: 12/12/00  
Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

## **Suspension**

### **Administrative Suspension**

The Superintendent/President may suspend a permanent classified employee for cause for a period not to exceed ten days with/without pay.

### **Suspension by the Governing Board**

Upon the recommendation of the Superintendent/President, the governing board may suspend a permanent classified employee for a period not to exceed thirty (30) calendar days. The suspension shall be for cause only and the reasons shall be stated in the recommendation of the Superintendent/President. A copy of the recommendation shall be presented in person to the employee, or deposited in the United States registered mail with postage prepaid, addressed to the employee at his last known address seven (7) days prior to its consideration by the governing board at regular or special meeting. A written notice of the governing board's decision shall be forwarded to the employee by the Superintendent/President.

### **Hearing Procedure**

Any permanent employee in the classified service who has been recommended for suspension, involuntary reassignment or dismissal pursuant to the provisions of this policy may appeal the recommendation of the Superintendent/President or the decision of the governing board within fourteen (14) days after receipt of the recommendation. Such an appeal must be made in writing to the governing board stating the exceptions taken to the recommendation of the Superintendent/President. The employee shall have the right to appear in person or with counsel to present his case to the governing board. The hearing shall be at the first regular or special meeting following the presentation of the written appeal. The hearing shall be in either an open session or closed session of the governing board upon request of the employee. The decision of the governing board shall be final and conclusive.

Adopted: 07/05/44  
 Revised: 07/07/87  
 Revised: 12/12/00  
 Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
 Susanville, California

**Continuing Employment**

The employment of an employee shall continue until June 30 of the fiscal year of employment unless sooner terminated and shall be reviewed annually thereafter unless the employee is notified in writing that his services will not be required for the succeeding fiscal year. A 45 day written notice shall be given.

Adopted: 07/05/77  
Revised: 07/07/87  
Reviewed: 12/12/00  
Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Resignation**

Employees wishing to resign from their job, shall submit a written resignation to the supervisor at least two weeks before the last day they intend to work.

Resignations are considered official when received by the supervisor. The supervisor will forward all resignations to the Superintendent/President for presentation to the Governing Board.

Adopted: 07/05/77  
Revised: 07/07/87  
Reviewed: 12/12/00  
Reviewed: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Freedom of Speech; Political Activities**

The governing board recognizes the rights of any employee to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his capacity as a private citizen.

Adopted: 07/05/77  
Revised: 07/07/87  
Reviewed: 12/12/00  
Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

### **Payment for Services**

The governing board shall adopt a salary schedule for the classified staff. The salary schedule will designate compensation on the basis of twelve (12) months per fiscal year, thirty-seven and one-half hours per week. The schedule will be set forth in a schematic arrangement of class titles and pay ranges. Copies will be provided for affected employees.

### **Part-Time Positions**

Classified employees working in positions established on any basis other than twelve (12) months per year and thirty-seven and one-half hours, will be compensated proportionately.

### **Substitute and Short-Term Positions**

Classified employees working in substitute and short-term positions are to be compensated hourly at 95% of the amount a regular classified employee would receive on Step A of the salary schedule.

### **Computation of Hourly Pay Rates**

In those instances where an hourly rate of pay is deemed applicable the hourly rate for each monthly salary shall be computed by dividing the annual salary at the first step By 1,950 hours (37.5 hours per week x 52 weeks).

### **Beginning Salary**

The beginning salary for inexperienced personnel shall be Step A for the designated class on the salary schedule. Where the employee has had previous pertinent experience, credit may be given for the experience by placing the employee on a higher step.

### **Pay Period**

For regularly employed classified employees, a pay period is the calendar month with warrants issued on the last working day of the month.

### **Annual Increments**

Upon satisfactory performances and productivity, employees hired before April 1, will advance to the next step on the salary schedule on July 1, which is the common anniversary date for all employees.

**Salary Range Increases**

Where a salary range for a given class or for several classes is revised upward, the incumbents of positions in classes affected shall have their rate of pay adjusted to the same relative step in the revised salary range.

**Salary Range Decrease**

Where a salary range for a given class or for several classes is revised downward, the incumbents of positions in classes affected shall be placed on the step of the new range which is the same dollar amount as their previous rate of pay. Incumbents of positions whose class range has been set below their current pay rate will be placed on the salary schedule at the discretion of the governing board.

Adopted: 07/05/77  
Revised: 07/07/87  
Reviewed: 12/12/00  
Reviewed: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Attendance Reporting**

Attendance is to be reported on monthly time cards. The employee records actual hours and days worked, sick leave, vacation, holidays, overtime and compensatory with prior approval of supervisor. Vacation and sick leave usage should be used in one-half hour increments. The time cards shall be signed by the appropriate supervisor and are turned in to the Business Office at the end of the month.

Adopted: 07/7/87  
Reviewed: 12/12/00  
Revised: 7/25/06  
Revised: 8/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Flexible Work Hours During Summer**

Normal college business hours on campus are from 8 a.m. – 4:30 p.m., Monday through Friday, and all offices must be open during these hours. The District may permit classified employees, with the approval of their supervisor and the Superintendent/President, to work a flexible schedule, provided the offices are adequately staffed during normal business hours. The maximum number of hours per workday for flexible schedule employees shall be 10 hours.

Adopted: 07/07/87  
Revised: 12/12/00  
Reviewed: 07/25/06  
Reviewed: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Overtime Pay**

Prior approval for all overtime worked must be granted by the immediate supervisor and the Superintendent/President. Specific reasons must be given as to why work cannot be done during the normal workday. All overtime worked without the prior permission of the immediate supervisor and the Superintendent/President will not be approved and will not be entered on the employee’s work record. All overtime work shall be reported on the employee’s time sheet at month’s end. Employees shall be compensated for overtime at the rate of 1.5 times their regular hourly pay rate, to be included in their next month end paycheck. Employees have the option of taking compensatory time in lieu of pay, with prior approval, to be taken within 30 days.

**Excluded Classified Positions**

The classified management positions are excluded from overtime provisions consistent with Government Code 3540-1.

If a person serving in an excluded position is required to work on a legal holiday, he shall be compensated or granted compensatory time off in addition to the regular compensation for the holiday at the normal rate of compensation.

(Education Code Section 13590.4)

Adopted: 07/05/77  
Revised: 07/07/87  
Revised: 12/12/00  
Reviewed: 07/25/06  
Revised: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California

**Leaves**

The governing board may grant leaves of absence without pay for reasons not listed in the contract. Such leaves must be requested in writing through the Superintendent/President at least thirty (30) days prior to the proposed date of such leave. Leaves in excess of one week in length must be approved by the Governing Board.

Reference: Collective Bargaining Agreement (1985-8, Article 7)

Adopted: 07/05/77  
Revised: 07/07/87  
Reviewed: 12/12/00  
Reviewed: 07/25/06  
Reviewed: 08/22/06

LASSEN COMMUNITY COLLEGE DISTRICT  
Susanville, California