

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7303 Professional Experts

Reference: Education Code Section 88003

I. Professional Experts

1. Definition

- a. A professional expert is a person with specialized knowledge or expertise not generally required of, or found within, the regular established classified classifications.
- b. A professional expert is not a part of the classified service.

2. Length of Employment

- a. A professional expert is hired for the duration of a specific project and/or grant regardless of the length of employment.
- b. A professional expert may be hired for successive contracts.

3. Salary and Benefits

- a. A professional expert shall be employed pursuant to a written contract establishing the project and/or grant, the duties to be performed, the term of employment and the compensation to be paid for each period of employment.
- b. A professional expert is not eligible for vacation, sick leave, holiday pay, or health benefits unless otherwise specified in the written contract.

4. Authorization

- a. A professional expert may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the professional expert.
- b. A professional expert request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustee for authorization for employment.

5. Special Provisions

- a. A professional expert may not begin working until after all employment paperwork has been completed in the Office of Human Resources, including signing his/her professional expert contract.
- b. A new professional expert contract will be required for each employment period.
- c. A regular employee may not be hired as a professional expert to perform duties related to his/her current assignment.
- d. A regular employee employed as a professional expert may not perform those duties during his/her regular working hours.
- e. An adjunct faculty member may be employed as a professional expert provided the duties to be performed as a professional expert meet the definition of “professional ancillary activities” (Education Code Section 87482.5), or are not academic duties.

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