

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4205
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SELECTION AND ASSIGNMENT OF EMPLOYEES

Upon recommendation of the Superintendent/President the Board of Trustees shall appoint each classified employee. It is the policy of the Board to appoint the best qualified applicant for each position without regard to race, color, creed, national origin, sex, age, physical handicap or medical condition.

All persons who are citizens of the United States, or non-citizens approved by the United States Department of Justice, Immigration and Naturalization Services may file applications for employment.

The Personnel Officer is assigned the general responsibility for coordinating classified personnel programs such as selection, assignment, retention and job description. The supervisor assigned has the direct responsibility for the supervision and evaluation of the work assigned.

All new employees shall be classified at the time of employment and shall start on the first step of the appropriate salary schedule. A new employee with recent similar employment experience may be placed on the second or third step of the salary schedule, depending upon previous experience, at the discretion of the Personnel Officer, with the approval of the Vice President of Business or the Superintendent/President. The employee will remain on this step until the employees' yearly anniversary date.

Adopted 7/1/65
Revised..... 12/14/76

References

Education Code 13581, 13582, 13607; Labor Code 1411

Citrus College Regulation 4205 - Selection and Assignment of Classified Employees