

CITRUS COMMUNITY COLLEGE DISTRICT
Board Policy

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EMPLOYMENT RULES AND REGULATIONS

Employees under contract to work for the Citrus Community College District agree to comply with, and observe all the provisions of the rules and regulations prescribed by the Board of Trustees of the Citrus Community College District, and to follow assignments of administrative employees of the District relating to their employment.

A classified employee who has retired and is receiving retirement benefits from the Public Employees' Retirement System may be reemployed without interruption of benefits for a period not to exceed 90 working days in any calendar year. Such employment shall not be less than the minimum nor more than the maximum paid other employees for like work and shall be done only in an emergency to prevent the stoppage of public business or because the employee has specialized skills needed for work of limited duration.

PROBATION PERIOD

Upon election as a classified employee, the person shall serve as a probationary employee for a period of one (1) year following the date of employment which shall be deemed to include days of absence for illness or injury to which the employee is entitled without loss of pay pursuant to the requirements and authority of Section 88191 of the Education Code. At the conclusion of the probationary period, upon the recommendation of the supervisor, (see Policy 4217-Evaluation), the employee shall be designated as a permanent employee, unless exempted by the action of the Board of Trustees.

During the probationary period, any employee in the classified service shall be subject to release from employment, and shall not have a right to a hearing with respect thereto.

An employee who is promoted shall serve a probationary period of six months in the higher classification.

A permanent employee who is serving a probationary period as a result of a promotion and who is found unsatisfactory in the higher position upon the recommendation of the Superintendent/President or Vice President of Administrative Services shall be reinstated in permanent status in the former classification unless there is cause for dismissal as provided for in this policy.

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STATUS OF PERMANENT EMPLOYEES

Upon completion of the probationary period by any member of the Classified Service, such person is designated as a permanent employee unless exempted by Board of Trustees' action, state or federal regulations.

Permanent employees shall be subject to disciplinary action, including without limitation, suspension or termination for reasonable cause designated by these as detrimental to the efficiency of the service or the welfare of the District. Pursuant to Board Policy 4220.

Nothing in these rules shall be construed to prevent layoffs for lack of work or lack of funds.

Adopted 2/21/66
Revised..... 11/15/71
 4/24/72
 12/14/76
 7/19/06
 10/03/06

Extracted Suspension, Demotion, and Dismissal policy provision from P-4219 and renumbered to P-4220.

P-4220 Board approved 08/15/06 as part of the CSEA contract.

Reference

Education Code 13581.2, 13581.5, 13583, 13583.5, 13592.1
Government Code 21153

Citrus College Regulation 4219 - Employment Rules and Regulations - Classified Personnel