

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4210
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EMPLOYMENT

When it is determined advisable for Citrus Community College District to employ close relatives of employees, they shall not be assigned to work at the same location (or under the same supervisor) or in such a way that a person has supervisory responsibilities over a close relative.

Close relative as used in this section is defined as: mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, sister-in-law, brother-in-law, grandfather or grandmother of the employee, or any relative living in the immediate household of the employee. (This procedure will not effect those employees employed as of the date of this procedure. However, persons in this position will have the opportunity for other positions in the District as they become available.)

The Board of Trustees may establish positions not requiring certifications under any federal or state legislative enactment, or any other special funding, and which are not part of the regular school program. Such positions shall be a part of the Classified Service. Persons employed in such positions shall be classified employees and shall enjoy all of the rights, burdens and benefits accorded other classified employees. Their selection and retention shall be made on the same basis as that of persons selected for positions as part of the regular school program. If such specially funded positions are restricted to employment of persons in low income groups, from designated impoverished areas and other criteria which restrict the privilege of all citizens to compete for employment in such positions, all such positions shall, in addition to the regular class title, be classified as "restricted". Persons employed in positions properly classified as "restricted" shall be classified employees for all purposed except that: They shall not be accorded employment permanency under the Education Code Section 13583.

Retired Employee

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 sixty (60) 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.

Classified Service Defined

The following rules and regulations shall apply to all employees in positions as part of the Classified Service.

1. Substitute and part-time on-call classified employees, employed and paid for less than 75% of a school year, shall not be a part of the Classified Service.
2. "Seventy-five percent of a school year" means 195 working days, including holidays, sick leave, vacation, and other paid leaves of absence, irrespective of number of hours worked per day.
3. Full-time day students employed part time are not part of the Classified Service.

There are two types of part-time employees, one is REGULARLY ASSIGNED, these people work the same approximate number of hours on approximately the same days. These people are placed on the "Classified Salary Schedule" according to their title and job description. They receive proportionate sick leave and vacation benefits (and if employed half time or more retirement benefits, over 60% time they also receive other fringe benefits as dictated by policy.)

The other type of part-time employee is ON-CALL OR SUBSTITUTE/TEMPORARY. They are used as indicated -- on-call -- for substituting, peak periods, etc. -- nothing that indicates a pattern of employment. A part-time employee may be a student, apprentice or professional expert employed on a temporary basis for a specific project, upon the completion of which the service required will not be extended or needed on a continuing basis. These positions DO NOT earn sick-leave, vacation, or fringe benefits and may not work more than 75% of a school year (195 days per year, irrespective of number of hours worked per day). They do not need a job description and their salary is set by the Board of Trustees (listed in Policy 4245 - Classified Compensation Plan) at not less than minimum hourly wage.

Adopted 12/14/76

Reference

Education Code 13581, 13581.1, 13581.2, 13582, 13581.5, 13592.1; Government Code 21162