EMPLOYMENT GENERAL GUIDELINES

1. The classified staff shall be employed on the basis of an 8 hour day and 40 hour week. Upon recommendation of the Superintendent/President, the Board of Trustees may designate certain classifications in which service shall be for less than or more than 8 hours a day or 40 hours a week, in which case the compensation of the employees shall be prorated accordingly.

2. Upon recommendation of the Superintendent/President, the Board of Trustees shall designate the work year for each classified position.

3. Each calendar month will be presumed to have 22 working days for purposes of computing a fraction of a month worked.

4. A premium of one increment will be paid when hours of work regularly assigned exceed 4:30 p.m. (swing shift) by more than three hours per day.

5. A premium of two increments will be paid when hours of work regularly assigned exceed 12 midnight by more than three hours per day (graveyard shift).

6. A premium of two increments will be paid when an employee is assigned a regular split shift.

7. Regularly assigned classified personnel on Step E of the salary schedule may receive, subject to recommendation of the Vice President-Business, one service increment after 9 full years of service with Citrus College; an additional service increment after 14 full years of service; an additional service increment after 19 full years of service. This recommendation based on an evaluation of the employee’s ability of leadership, performance of assigned duties and professional growth.

Employees assigned half-time or more may receive the service increment proportionate to the number of hours assigned.

8. The Board of Trustees may from time-to-time add financial benefits known as fringe benefits. Classified employee qualify for these benefits beginning the first full month worked when assigned for more than 60% time for a full school year.
9. Regularly employed persons temporarily working (5 or more days in a 15 day period) in a classification higher than their own shall be paid at the classification range for the length of time employed in that position.

10. A non-exempt employee who is required to work more than 8 hours a day or 40 hours a week shall be compensated for such overtime work at a rate equivalent to one and one-half times their regular hourly rate of pay. (See Board Policy 4233, Workweek.)

11. The Board of Trustees may specify certain positions or classes of positions as supervisory and exclude the employees serving in such positions and the positions from the overtime provisions noted above. Such excluded classes shall be appropriately noted in salary schedules for classified employees.

12. Orders for classified service payment of wages shall be drawn at least once during each calendar month. Payment shall be made on the last working day of the calendar month in which work was performed.

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7/1/77

Reference
Education Code: 13582.1, 13590.1, 13590.2, 13590.4, 13593, 13593.1, 13601, 13602, 13602.5, 13604.

Citrus College Policy 4231 - Salary Plan