

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4231  
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## 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.

