

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4291
Page 1 of 1

CLASSIFIED IN-SERVICE ACTIVITIES

Citrus Community College District shall provide opportunities for classified personnel to participate in in-service activities.

The objective of these activities shall be improvement of skills, knowledge and attitudes relating to the classified employee's assigned job.

1. Eligibility

All classified personnel

2. Examples of activities:

- a. Large groups - Safety film in a Lecture Hall
- b. Small groups
 - (1) Telephone techniques workshop
 - (2) Communications seminar
- c. Specialty Groups
 - (1) Use of New Typewriters (Clerical and Secretarial)
 - (2) Water Conservation (Gardeners)
 - (3) Use of Pesticides and Herbicides (Gardeners)
 - (4) Special Data Processing Class (Admissions Personnel)
 - (5) Workshop for Skill Improvement (Air Conditioning Technicians)
 - (6) Activities Presented by Citrus College Personnel
 - (7) Outside Specialists
 - (8) Off-Campus Activities
- d. Individual - Special individual requests based on identifiable needs

3. Implementation

Any in-service activities expenditures beyond a departmental budget item shall have the approval of the In-Service Activities Committee.

Activities may be approved and developed by:

- a. In-Service Activities Committee
- b. Administration
- c. Personnel Office
- d. Immediate Supervisor
- e. Individual through their supervisor

Adopted 11/1/77