



**Chaffey
Community
College District**

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

**Executive Expectations
Policy Category 3
Chapter 7: Human Resources**

Staff

Date: 2/5/02 Section 7.2

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7.2 STAFF

7.2.1 Academic Staff [Education Code Sections 87400 et seq., 87419.1, 87600 et seq.; Title 5, Section 51025]

The superintendent/president shall advise that:

- A. Academic employees are all persons employed by the district in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.
- B. Faculty members are those employees who are employed by the district in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS and EOPS.
- C. The district may employ temporary faculty as required by the interests of the district. Temporary faculty may be employed full time or part time. The Board delegates authority to the superintendent/president to determine the extent of the district's needs for temporary faculty.
- D. Under no circumstances shall any temporary faculty be employed by the district in an assignment in excess of 60 percent of a defined full load for more than two semesters (three quarters) within any period of three consecutive college years.
- E. Notwithstanding this policy, the district shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the Title 5-required district five-year plan for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

7.2.2 Educational Administrators [Education Code Sections 72411 et seq., 87002(b); 87457-87460; Government Code Section 3540.1(g) and (m)]



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- A. An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code.
- B. Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the district.
- C. An educational administrator who has not previously acquired tenure as a faculty member in the district shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:
 - 1. The administrator meets the criteria established by the district for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the superintendent/president and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
 - 2. The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- D. Educational Administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the superintendent/president. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the superintendent/president.
- E. Educational Administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the superintendent/president.

7.2.3 Classified Staff [Education Codes 88003, 88004, 88009, 88013]



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- A. The superintendent/president shall employ persons for positions that are not academic. The Governing Board shall classify and assign titles to such positions. Such employees and the positions they hold shall be known as the “classified service.”
- B. All employees in the classified service shall be designated as either probationary or permanent.
- C. Substitute and short-term employees, employed and paid for less than 75 percent of a college year, shall not be a part of the classified service. The term “short term” as used in this chapter refers to any person who is employed to perform a service for the Chaffey Community College District, upon the completion of which the service required or similar service will not be extended or needed on a continuing basis. The description “75 percent of a college year” means 195 working days, including holidays, vacation, sick leave, and other paid leaves of absence, irrespective of the number of hours worked per day.
- D. Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service. Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the Chaffey Community College District shall not be a part of the “classified service.”

7.2.4 Classified Supervisors and Managers [Government Code Section 3540.1(g) and (m); Education Code Section 72411]

- A. Classified administrators are administrators who are not employed as educational administrators.
- B. Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.



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- C. Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating district policies or administering district programs other than the educational programs of the district.
- D. Classified administrators may be employed by an appointment or contract of up to four years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

7.2.5 Items and Conditions of Employment

Supervisory, management, and confidential employees' concerns regarding matters related to wages, hours of employment, and other items and conditions of employment shall be communicated to the Governing Board by the superintendent/president or designee prior to display of the Public Review Budget.

7.2.6 Excluded Positions

- A. Non-represented academic and classified positions are excluded from representation. The director of human resources shall maintain an up-to-date position list of all supervisory, management and confidential employees based on subsequent action of the Governing Board.
- B. Supervisory, management and confidential employees are excluded from representation by the Chaffey College Faculty Association and the California School Employee Association.

7.2.7 Emeritus

The superintendent/president shall establish policy for the faculty emeritus designation.