

**Human Resources**

1 **AP 7260 CLASSIFIED MANAGERS**

2 **References:**

3 Education Code, Section 72411

4 **Employment**

5 Classified managers must complete and sign required employment forms and meet any  
6 other employment requirements set by the District policies, procedures and practices,  
7 federal and/or state laws before beginning employment with the District.

8 **Salary Advancement**

9 Advancement from one step to the next on the appropriate salary schedule shall be  
10 dependent upon the recommendation of the classified manager's immediate manager  
11 and subject to approval by the President/Superintendent.

12 **Members of Classified Service**

13 Classified managers are employed in the same manner as the other members of  
14 classified service. Employment will be consistent with the other provisions of Board Policy  
15 and Administrative Procedures regarding the employment of classified employees.

16 **Sexual Harassment Prevention and Awareness Training**

17 Classified managers will complete training in Sexual Harassment Prevention and  
18 Awareness within the first six months of employment with the District. Every two years,  
19 thereafter, classified managers will participate in and have documented at least two hours  
20 of training in Sexual Harassment Prevention and Awareness.

21 Office of Primary Responsibility: Vice President, Human Resources

---

**Date Approved: December 10, 2008**

**Date Reviewed: May 15, 2019**

*(Replaces former Cerritos CCD Policy 7116)*