

Human Resources

1 **AP 7250 EDUCATIONAL ADMINISTRATORS**

2 **References:**

3 Education Code, Sections 72411 et seq., 87002(b), 87414, 87415 and 87457-
4 87460; Government Code, Section 3540.1(g) and (m)

5 **Employment**

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

9 **Salary Advancement**

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

13 **Faculty Seniority and Faculty Service Areas**

14 Educational administrators employed by the District prior to July 1, 1990 in a position
15 eligible to accrue faculty tenure will be deemed to have been employed on the date upon
16 which he/she first rendered paid service. That date will be deemed to be the educational
17 administrator's faculty seniority date. Those educational administrators who hold faculty
18 tenure are eligible to apply for and receive a stated FSA (Faculty Service Area) consistent
19 with the Education Code, Board Policy, and Administrative Procedures.

20 **Sexual Harassment Prevention and Awareness Training**

21 Educational administrators will complete training in Sexual Harassment Prevention and
22 Awareness within the first six months of employment with the District. Every two years,
23 thereafter, educational administrators will participate in and have documented at least two
24 hours of training in Sexual Harassment Prevention and Awareness.

25 **Reassignment to Faculty Position**

26 The Board of Trustees, in conformance with Education Code Section 87458, may
27 reassign an eligible educational administrator to a faculty position when the specified
28 conditions are satisfied.

29 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

Date Reviewed: May 15, 2019

(Replaces former Cerritos CCD Policy 7115)