

Human Resources

1 **BP 7260 CLASSIFIED MANAGERS**

2 **References:**

3 Education Code, Sections 70902; 72411; 87002(c); 88003; 88013; 88120; 88124;
4 88191;
5 Government Code, Sections 3540.1(g) and (m)

6 Classified managers are administrators who are not employed as educational
7 administrators. Classified managers are those classified administrators, regardless of job
8 description, who have significant responsibilities for formulating District policies and/or
9 administering District programs other than the educational programs of the District.

10 Classified managers are employed in the same manner as the other members of the
11 classified service. Employment shall be consistent with other provisions of these Board
12 Policies and Administrative Procedures regarding employment of classified employees.

13 **Duties and Responsibilities**

14 Classified managers, regardless of job description, have authority to recommend the hire,
15 transfer, suspension, promotion, discharge, assignment, and/or discipline of employees.
16 Classified managers have the responsibility to assign, direct and evaluate the work
17 employees, and/or address employee grievances. Classified managers have the
18 responsibility as specified in their Board approved job descriptions to plan, organize, and
19 administer the activities of the department, office or division efficiently in accordance with
20 federal, state, and local laws, Board Policies, Administrative Procedures, employee
21 handbooks, and collective bargaining agreements.

22 **Appointments**

23 The appointments to contract positions as established by the Board of Trustees are
24 established by contracts and continued by the action of the Board of Trustees.

25 Classified management positions are offered and held on recommendation of the
26 President/Superintendent with the approval of the Board of Trustees.

27 **Probationary Period and Permanent Status**

28 The probationary employment period for all classified managers shall be 12 calendar
29 months of actual service which shall be deemed to include days of absence for illness or
30 injury to which the manager is entitled without loss of pay pursuant to the requirements
31 and authority of Section 88191 of the Education Code. The probationary period shall
32 commence on the first day of paid service.

33 Continued employment of probationary classified managers is subject to successful
34 completion of the probationary period. During the probationary period, classified
35 managers shall be subject to disciplinary action and/or noncontinuance of probationary
36 employment and shall not have a right to a hearing.

37 Upon completion of the required probationary employment period by a classified
38 manager, such manager is hereby designated as a permanent employee and shall be
39 subject to disciplinary action only for cause as prescribed in the Board Policy governing
40 discipline of classified employees.

41 **Terms and Conditions of Employment**

42 The President/Superintendent shall provide, subject to approval of the Board of Trustees,
43 regulations regarding management employees' rights, terms and conditions of
44 employment. Management employees' concerns on matters related to wages, hours of
45 employment and other terms and conditions of employment shall be communicated to the
46 Board of Trustees by the President/Superintendent or his/her designee.

47 A full-time management assignment is defined as a 40-hour workweek; however;
48 managers may be required and/or expected to render any additional time as may be
49 necessary to fulfill their management responsibilities and/or meet District needs.

50 **Compensation**

51 Classified managers will be compensated in the manner provided for by the appointment
52 or contract of employment and/or are compensated according to the terms of the
53 management salary schedule. The management salary schedule will be set by the Board
54 of Trustees upon recommendation by the President/Superintendent. Classified managers
55 will originally be placed on the appropriate salary schedule according to position by the
56 President/Superintendent.

57 **Benefits**

58 Classified managers will be entitled to health and welfare benefits made available by
59 action of the Board of Trustees upon recommendation by the President/Superintendent.

60 Classified managers will be entitled to vacation leave, sick leave, and other leaves as
61 provided by law, Board Policies and Administrative Procedures.

62 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

Date Reviewed: May 15, 2019

(Replaces former Cerritos CCD Policies 7000.5, 7100.4, and 7108)