

Glendale Community College District

7232

Board Policy

CLASSIFICATION

- A. The Board shall classify all positions in the classified service and other positions not requiring certification or academic faculty minimum qualifications.
- B. Each position shall have a designated title, regular minimum number of assigned hours per day, days per week and months per year.
- C. A specific statement of the duties required and the salary ranges shall be established for each position.
- D. Employees may be required to work outside of their job classification. Compensation shall be adjusted to reflect those duties outside of their normal assignment.
- E. The Board of Trustees or its Designee shall establish salary rates for new classified positions. Salary rates shall be established by the surveying of outside agencies with like position or by internal alignment. Agencies surveyed shall be agreed upon with the bargaining unit for unit positions.
- F. A Committee of (3) consisting of the CSEA Field Representative, the Chapter President and one unit employee in a like position, will meet with the Administrative Dean, Human Resources, to review and negotiate the salary of the new classification.

Reference:

- Education Code 88004
- Equal Employment Opportunity Commission Section 1607 Uniform Guideline
- CSEA Collective Bargaining Agreement

Adopted: 4/15/91

Reviewed: 1/13/17; 8/28/20

Renumbered from Board Policy 4213: 2/2/15