

Glendale Community College District

7230

Administrative Regulation

DEFINITIONS:

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

Academic Service: All employees required by law to possess credentials issued by the Board of Governors of the California Community Colleges, the State Department of Education, or those who must meet minimum academic and experience qualifications for positions which are limited to those who possess such credentials or minimum qualifications.

Act or the Act: The Act shall mean those sections of the Equal Employment Opportunity Act (EEOA), or the Education Code of the State of California applying to Classified Employees in a Non-Merit System District.

Allocation: The official placing of a single position in its proper class, and the assignment of the class title to the position. Also the placement of a class on a salary range or rate.

Anniversary Date: The date upon which an employee is granted an earned salary step advancement increment. This is the first day of the pay period next following completion of the required period of satisfactory service.

Applicant: A person who has filed an application for a vacant position.

Appointment: The official act of the Board of Trustees in approving the employment of a person in a specific position.

Appointing Authority or Power: The Board of Trustees of Glendale Community College District or the Superintendent/President, if power is expressly delegated.

Assignment: Placement of an appointee in a position. Also the position or location in which the employee is placed.

Assignment Basis: The portion of the year for which employment is authorized for a specific position and class.

Bereavement Leave: Paid leave of limited duration granted to an employee upon the death of a member of the immediate family (see immediate family).

Glendale Community College District

7230

Administrative Regulation

Break in Service: Severance of an individual's employment relationship with the District. The Break in Service for laid-off employees may be cancelled by subsequent re-employment or reinstatement within thirty-nine (39) months.

Bumping Rights: The right on an employee under certain circumstances to displace an employee with less seniority in a class.

Candidate: A person who has competed in one or more portions of an examination/ Application screening.

Change of Location: The reassignment of an employee from one position to another position in the same class, but in a different location.

Class: The smallest aggregation of positions defined in the classification plan. It is a group of positions sufficiently similar in duties, authority, and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents, substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity. While defined as a group of positions, a class may sometimes consist of but one position where no others of the same kind exist in the service.

Class Description or Specifications: A formal statement of the duties and responsibilities of the positions in the class, illustrated by examples of typical tasks and authority, and of the qualification requirements of the positions in the class.

Classification: The act of placing a position in a class.

Class Title: A definite descriptive title or name applied to a class and to all position of the class to be taken with the meaning set forth in the description of the class as embodied in the specification, and to be as descriptive as possible of the duties and responsibilities involved in the class, but non-limiting.

Classified Service: All regular, non-academic positions and employees in the District's service.

Collective Bargaining Agreement: The collective bargaining agreement section of the document means the collective bargaining agreement in effect between the District and the California School Employees Association and its Chapter 76. All provisions and implementations of such agreement shall be in accordance with California law, the Public Employee Relations Board, and the National Labor Relations Act.

Glendale Community College District

7230

Administrative Regulation

Complaint: A dispute arising out of alleged violations of established Board rules or policies or administrative procedures, working conditions, or job relations, including the complaint of one employee against another employee. Does not include contractual grievances or disciplinary appeals.

Concurrent Assignment: The short-term assignment of two regular incumbents to the same position at the same time, for the purpose of giving a successor an opportunity to obtain on-the-job orientation from an incumbent who is leaving.

Continuous Examination/Application: A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted from time to time as the needs or the service require and there are sufficient applications on file for the class.

Demotion: A voluntary or involuntary change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary range on the salary schedule.

Differential: Salary allowance in addition to the basic rate or salary range based upon special additional skills, responsibilities or night work. Also the size of the interval between salary ranges or rates of related classes.

Discharge or Dismissal: Separation from service for cause.

District: The Glendale Community College District.

Duties Statement: A listing of the specific duties assigned to an individual position. Also known as position description.

Earned Salary Status: For a permanent employee who has resigned, been laid off to take a voluntary demotion, the current flat rate or highest step achieved in a class in which the employee had permanency and a regular assignment at the time of termination or reduction.

Election: The official act of the appointing authority in approving the employment of a person.

Eligible Groupings: Names or applications from which certification shall be made. Grouping shall be as follows:

Glendale Community College District

7230

Administrative Regulation

Re-employment: District employees who have been laid off or resigned pursuant to layoff.

Internal: District employees who have qualified for a specific vacant position.

External: Non-District applicants who have qualified for a specific vacant position.

Eligible: Adjective – Qualified to be appointed. Noun – A person who qualifies for an eligible grouping.

Both of the above are subject to minimum or desirable qualifications.

Emergency Appointment: An appointment for a period not to exceed fifteen (15) working days to prevent the stoppage of public business when persons in eligible groupings are not immediately available.

Employee: A person who is legally an incumbent of a position or who is on authorized leave of absence.

Entrance Qualifications: Mandatory and desirable qualifications prescribed for those who wish to compete for a specific class.

Examination: The process of testing and/or evaluating the fitness and qualification of applicants.

Exempt Position: A position not included in the classified service or not eligible for overtime.

Fields of Competition: Those categories of persons (either from within or outside the District) authorized to participate in an examination/application screening for a specific class.

Fiscal Year: July 1 through June 30.

Flexible Schedule: An employee work schedule in which the workday is performed in other than the standard eight (8) hour day (8:00 a.m. to 4:30 p.m.) and five (5) day work week (Monday through Friday).

Full-Time Position: A position for which the assigned time is equal to 80 hours in two weeks.

Functional Supervisor: A person who because of functions supervises work flow.

Glendale Community College District

7230

Administrative Regulation

Governing Board: The Board of Trustees of the Glendale Community College District.

Grievance: A dispute arising out of alleged violations of established contract language regarding wages, hours, working conditions, or job relations, brought on by the employee, the administration, a supervisor or the negotiations process against an employee or group of employees. This includes contractual grievances or disciplinary appeals.

Hourly Employee: In reference to District employment status, an individual who has been hired on an hourly basis, generally in a relief or substitute position, and who has not qualified for the position through the competitive process.

Immediate Family: Mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, grandchild of the employee or of the spouse of the employee, spouse, daughter, daughter-in-law, son-in-law, or any relative or any significant person living in the immediate household of the employee.

Immediate Supervisor: A person occupying a position in a higher classification (line) who assigns and reviews the work of an employee and who is immediately responsible for the employees' work and completes the performance evaluation.

Incumbent: An employee assigned to a position and currently serving in, or on leave from, that position.

Industrial Accident or Illness Leave: Approved absence due to injury or illness which arose out of and in the course of employment with the District.

Interim Employee: An employee/non-employee assigned to a permanent position pending testing who has otherwise met the minimum qualifications for such position.

Intermittent Assignment: An assignment made on a periodic basis.

Interview: A selection process for the purpose of evaluating education, experience, and personal qualifications of candidates. Also, the meeting between an eligible and a Department Supervisor in order to discuss appointment to a specific vacancy.

Layoff: Separation from a permanent position only because of lack of work or lack of funds.

Leave of Absence: An approved absence from duty with or without pay for a prescribed period of time.

Glendale Community College District

7230

Administrative Regulation

Limited-Term Employee: A term used in the Education Code to designate a person employed for periods not to exceed six (6) months, or employed during the authorized absence of a permanent employee, despite the number of days.

Military Leave: Authorized absence to engage in ordered military duty in the armed forces of the United States, the National Guard, or the Naval militia, pursuant to the Military/Veterans' Code.

Multiple Assignment: A limited-term classified assignment in addition to a regular part-time classified assignment.

Paid Status: The status an employee is in when receiving pay, such as vacation, sick leave, compensatory time, or any other paid leave.

Performance Evaluation: An evaluation of the work performed by an employee.

Permanent Employee: In reference to District employment status, an employee who has completed their initial probationary period in the classified service. In reference to employee status in a specific class, an employee who has completed a probationary period for that class.

Permanent Position: A position established for continuing an indefinite or unlimited period of time or for a fixed period in excess of six (6) months.

Personal Necessity Leave: Leave which may be taken for reasons of personal necessity as specified in the Collective Bargaining Agreement. Such leave is charged to the employee's illness leave and is limited to six (6) days a school year.

Personal Time Off: An absence from duty with or without pay approved by the responsible administrator for a period of less than thirty (30) days.

Position: A group of duties and responsibilities requiring the full or part-time employment of one person on a permanent or limited-term basis. A position can only be established by action of the Board of Trustees.

Position Description: A description of duties assigned to a desk. These duties will be related to the specific job performed, but cannot extend beyond the job classification for that position.

Probationary Period: The trial period of six (6) months immediately following an original or promotional appointment to a permanent position.

Glendale Community College District

7230

Administrative Regulation

Professional Expert: A person employed in a professional capacity for a specific limited-term project; such persons are excluded from the classified services.

Promotion: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

Reallocation: Movement of a position or an entire class from one salary schedule or hourly rate to another salary schedule or hourly rate on the basis of either internal or external alignment or a change in the salary setting basis for the class.

Reduction in Force: The reduction of a class or elimination of a class of workers to complete a layoff procedure which has been brought about by a lack of work or a lack of funds to proceed with the existing level of service.

Reduction in Hours: A voluntary decision to reduce the number of work hours allocated to a specific class position. In relation to a layoff for lack of work or lack of funds such reductions in hours may be involuntary to avoid a complete layoff.

Re-Employment: Re-assignment to duty of an employee who has been laid off or was a former employee.

Regular Appointment: An appointment to a permanent position of more than six (6) months duration made from an eligible grouping.

Regular Employee: A classified employee who has probationary or permanent status.

Reinstatement: A reappointment without job examination to a position in the employee's former class after separation or exhaustion of leave. Such action must take place within thirty-nine (39) months after the last day of paid service.

Resignation: A voluntary statement, preferably in writing, from an employee who wishes to terminate employment with the District.

Return to Former Class: Reappointment to one's former class within thirty-nine (39) months after separation.

Rights: That which is bestowed by law, rule, or contract and which must be granted.

Salary Schedule: A series of salary steps that comprise the rates of pay for a classification.

Glendale Community College District

7230

Administrative Regulation

Salary Step: A specific rate in salary range, one (1) of six (6) consecutive rates that comprise a monthly or hourly salary range.

Salary Rate: A specific amount of money paid for a specific period of service, i.e., dollars per month or hour.

Seniority: Service within the District and/or service within a classification.

Separation: Leaving employment, includes resignation, dismissal, layoff, retirement, etc.

Series: A number of classes closely related in occupational hierarchy and arranged in a list in order to indicate occupational levels in a group.

Step Advancement: Movement to a higher step on the salary schedule for a given class as a result of having served the required number of days in paid status.

Substitute Employee: An employee temporarily occupying a permanent position during the absence of the incumbent.

Suspension: An enforced absence of an employee with or without pay for disciplinary purposes or pending investigation of charges made against an employer.

Transfer: The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range.

Unclassified Service: All positions and employees not included in the classified or academic faculty service.

Waiver: The voluntary relinquishment by an eligible of the right to consideration for appointment.

Workweek: Forty (40) hours, usually served in five (5) consecutive days within a seven (7) day cycle, is the regular workweek for the majority of classified employees. (See Flexible Schedule)

Working Status: An employee performing duties for which he is receiving pay.

Adopted: 4/15/91

Glendale Community College District

7230

Administrative Regulation

Renumbered from Administrative Regulation 4200: 02/02/15