Cerritos Community College District Procedure

No. 7250

Human Resources

AP 7250  EDUCATIONAL ADMINISTRATORS

References:

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

Employment

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

Salary Advancement

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

Faculty Seniority and Faculty Service Areas

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

Sexual Harassment Prevention and Awareness Training

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

Reassignment to Faculty Position

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

Office of Primary Responsibility:  Vice President, Human Resources

Date Approved:  December 10, 2008

(Replaces former Cerritos CCD Policy 7115)