AP 7260  CLASSIFIED MANAGERS

References:

Education Code, Section 72411

Employment

Classified managers 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 classified manager’s immediate manager and subject to approval by the President/Superintendent.

Members of Classified Service

Classified managers are employed in the same manner as the other members of classified service. Employment will be consistent with the other provisions of Board Policy and Administrative Procedures regarding the employment of classified employees.

Sexual Harassment Prevention and Awareness Training

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

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

(Replaces former Cerritos CCD Policy 7116)