BP 7260 CLASSIFIED MANAGERS

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

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

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

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

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

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

Probationary Period and Permanent Status
The probationary employment period for all classified managers shall be 12 calendar months of actual service which shall be deemed to include days of absence for illness or injury to which the manager is entitled without loss of pay pursuant to the requirements and authority of Section 88191 of the Education Code. The probationary period shall commence on the first day of paid service.
Continued employment of probationary classified managers is subject to successful completion of the probationary period. During the probationary period, classified managers shall be subject to disciplinary action and/or noncontinuance of probationary employment and shall not have a right to a hearing.

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

**Terms and Conditions of Employment**

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

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

**Compensation**

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

**Benefits**

Classified managers will be entitled to health and welfare benefits made available by action of the Board of Trustees upon recommendation by the President/Superintendent. Classified managers will be entitled to vacation leave, sick leave, and other leaves as provided by law, Board Policies and Administrative Procedures.

Office of Primary Responsibility: Vice President, Human Resources

---

**Date Adopted:** December 10, 2008

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