CLASSIFIED EMPLOYEES

7300  DEFINITIONS
(Discretionary Education Code Section 88003)

7300.1 The term "classified employees" refers to employees in positions that are not academic positions except for: a) substitute and short-term employees employed and paid for less than 75% of a school year; b) part-time playground positions, apprentices, and professional experts employed on a temporary basis for a specific project, regardless of length of employment; and c) full-time students employed part-time, and part-time students employed part-time in any college work-study program, or in a work experience education program conducted by the District.

7300.2 "Short-term employees" means any employee who is employed to perform a service for the District, upon the completion of which, the service required or similar service will not be extended or needed on a continuing basis.

7300.3 "Seventy-five percent" of a school year means 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of the number of hours worked per day.

7300.4 "Restricted employees" means any employee who is employed in a position pursuant to Education Code Sections 88005-88008 and shall be a classified employee for all purposes except: (1) He/she shall not be accorded permanent status; and (2) He/she shall not acquire seniority credit for purposes of lay off due to lack of work or lack of funds as may be established by rule of the governing board.

7301  CLASSIFIED SERVICE
(Discretionary Education Code Sections 70902, 88003, and 88009)

7301.1 The District shall employ persons for positions that are not academic positions. The Board of Trustees shall classify and assign titles to such positions. Such employees and the positions they hold shall be known as the "classified service."

7301.2 All employees in the classified service, except restricted employees, shall be designated as either probationary or permanent.

7301.3 The President/Superintendent, through the Vice President of Business Services or designee, shall maintain current job descriptions for all classified employment classifications which specify duties, responsibilities, and employment standards.
The President/Superintendent or designee shall establish procedures for approval of revisions to such job classification descriptions.

7302 EMPLOYMENT OF CLASSIFIED PERSONNEL
(Discretionary Education Code Sections 70902 and 88009; Required Title 5 Code Section 53020 et seq.)

7302.1 The Board of Trustees shall determine the number and classification of classified positions for the District and shall employ personnel to fill these positions from a list of candidates nominated by the President/Superintendent. The assignment of these employees to specific duties shall be made by the immediate manager with the approval of the President/Superintendent.

7302.2 The President/Superintendent shall develop and implement procedures for the recruitment, selection, and employment of classified employees in accordance with the District’s Equal Employment Opportunity/Affirmative Action Policy.

7302.3 The Personnel Services Office shall implement and coordinate the development of applicant pools for selection and employment of qualified candidates for classifications within the classified service of the District. Such applicant pools shall be established by selection procedures developed by the President/Superintendent.

7302.4 Applicant pools for certain classifications, as determined by the Personnel Services Office, shall be valid for periods of time in accordance with procedures developed by the Vice President of Business Services or designee in order to meet District employment needs. Applicant pools for all other classifications shall be developed as needed for specific vacancies that occur.

7302.5 Vacancy announcements for classified employment shall be published and open for applications for a minimum of ten (10) working days.

7302.6 When a vacancy occurs in a classification and has been authorized for screening and employment, the responsible manager shall notify the Personnel Services Office to request filling the vacancy.

7302.7 Managers shall form selection committees for the purpose of reviewing applications and conducting interviews of qualified candidates for employment from applicant pools developed by the Personnel Services Office. The composition of selection committees shall be in accordance with the approved selection procedure for classified positions.
7302.8 Selection committees shall conduct interviews/evaluations of candidates and make recommendations of candidates for employment. Committees may recommend one or more candidates for employment in ranked or unranked order. Final selection of a successful candidate from the candidate(s) recommended by the selection committee shall be made by the responsible manager to the Personnel Services Office and include all supporting documentation from the selection procedure.

7302.9 Upon selection and recommendation for employment of a candidate, the Personnel Services Office will submit the recommendation for employment to the appropriate Vice President for approval. Upon approval by the appropriate Vice President, the recommendation will then be submitted to the President/Superintendent for approval and recommendation of employment to the Board Trustees. The Board of Trustees, in accordance with the Education Code, has the sole power of employing all personnel, and no person is employed until action has been taken by the Board of Trustees.

7302.10 No person can begin service with the District until employment has been approved by the Board of Trustees. In an emergency, after specific approval by the President/Superintendent, the person may begin service preceding approval by the Board, but his/her employment must be submitted for ratification at the next meeting of the Board of Trustees.

7303 PROBATIONARY PERIOD AND PERMANENT STATUS
(Required Education Code Section 88013)

7303.1 The probationary period of all members of the classified service (except as specified below) shall be six (6) months of actual service which shall be deemed to include days of absence for illness or injury to which the employee is entitled without loss of pay pursuant to Section 88191 of the Education Code. The probationary period shall commence on the first day of paid service.

7303.2 The probationary employment period for personnel employed in sworn police officer classifications and the classification of Campus Security Officer shall be 12 calendar months of actual service which shall be deemed to include days of absence for illness or injury to which the employee is entitled without loss of pay pursuant to Section 88191 of the Education Code. The probationary period shall commence on the first day of paid service.

7303.3 During the probationary period, employees in the classified service may be dismissed without cause and shall not have a right to a hearing.
7303.4 Upon successful completion of the required probationary period by any member of the classified service, such employee shall be designated as a permanent employee and shall be subject to disciplinary action only for cause as prescribed in Board Policy.

7303.5 Any permanent classified employee who is subsequently hired in or voluntarily accepts a transfer into a different or higher classification shall serve the required probationary period to obtain permanent status in the job classification. During the applicable probationary period, the employee may be dismissed without cause. In such a case, the employee shall not have a right to an appeal or hearing and shall be demoted to his or her former classification.

7312 EVALUATIONS
(Discretionary Education Code Section 70902)
(NOT APPLICABLE TO BARGAINING UNIT EMPLOYEES - REFER TO THE COLLECTIVE BARGAINING AGREEMENT.)
(NOT APPLICABLE TO MANAGEMENT EMPLOYEES.)

7312.1 Classified employees shall receive at least one (1) formal written performance rating on District-approved forms each year.

7312.2 Probationary classified employees shall receive at least two (2) formal written performance ratings on District-approved forms during the probationary period of employment. The performance ratings shall be conducted on or about the end of the third and fifth months of the probationary period.

7314 RE-EMPLOYMENT OF FORMER EMPLOYEES
(Discretionary Education Code Section 70902)

Permanent employees who have left the District with good standing and who are re-employed within 39 months from the last date of paid service may be re-employed in a position having the same or lower classification than held at the time of leaving. Upon re-employment in the same or lower classifications), the employee will be credited for previous service with the District and placed on the current salary schedule on the same column he/she was on when terminating employment from the District. If re-employed in a higher classification, the employee shall be placed on the lowest column of the new range that would result in at least a five percent (5%) salary increase (but not lower than column B) over the salary placement on the current salary schedule for previous classification held when terminating employment from the District.
7315 **SICK LEAVE**
(Discretionary Education Code Sections 88191 and 88202)
(Not Applicable to Bargaining Unit Employees - Refer to the Collective Bargaining Agreement.)

7315.1 Classified employees employed by the District 40 hours per week with full pay for a fiscal year shall be entitled to 96 hours leave of absence for illness or injury, exclusive of days they are not required to render service. Days and/or hours means the employee's regularly assigned workday, exclusive of overtime.

7315.2 Classified employees employed less than 40 hours per week and/or less than a full fiscal year are entitled to that proportion of 96 hours leaves of absence for illness or injury as the number of months and/or number of hours per week they are employed bear to a 40 hour per week 12 month assignment.

7315.3 Classified employees who are employed on an hourly basis shall be entitled to one (1) hour of sick leave for each 22 hours worked in a calendar month, or pro rata share thereof.

7315.4 Classified employees who do not use the entire amount of earned sick leave in any school year shall have added to their credit annually the amount of unused sick leave and the same shall be accumulated from year to year.

7315.5 Any classified employee who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the District for cause and who subsequently accepts employment with another community college district or county superintendent of schools within one (1) year of such termination of his/her former employment, shall have transferred with him/her to the second community college district or county superintendent of schools the total amount of earned leave of absence for illness or injury to which he/she is entitled under Education Code Section 88191. This transfer shall be in the same manner as is provided for academic employees. In any case where an employee was terminated as a result of action initiated by the District for cause, such a transfer may be made if agreed to by the governing board of the district or the county superintendent of schools newly employing the employee.

7316 **JURY DUTY**
(Discretionary Education Code Section 87036)
(Not Applicable to Bargaining Unit Employees - Refer to the Collective Bargaining Agreement.)
Any employee serving in a position not requiring certification qualifications shall be granted a leave of absence when regularly called for jury duty in the manner provided for by law. The employee shall be granted such leave with pay up to the amount of the difference between the employee's regular earnings and any amount received as juror's fees.

**7317**

**INDUSTRIAL ACCIDENT OR ILLNESS LEAVE**

(Discretionary Education Code Section 88192)

(Not applicable to Bargaining Unit Employees - Refer to the Collective Bargaining Agreement.)

7317.1 After six (6) months of employment in the District, all classified employees shall be entitled to 60 working days of industrial accident or illness leave arising out of and in the course of employment with the District in any one fiscal year for the same accident or illness, commencing on the first day of absence.

7317.2 Allowable leave shall not be accumulated from year to year, except that when an industrial accident or illness occurs at a time when the full 60 working days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same injury or illness.

7317.3 Any employee who is absent because of injury or illness which arose out of and in the course of his/her employment and for which he/she is receiving temporary disability benefits under the Workers' Compensation laws of the State of California, shall not be entitled to receive wages or salary from the District which, when added to the temporary disability benefits, will exceed a full day's wages or salary.

During such periods of temporary disability, sick leave, vacation or other available paid leave, used in conjunction with temporary disability benefits derived from Workers' Compensation, shall be reduced only in the amount necessary to provide a full day's wages or salary when added to the temporary disability benefits. Available leave benefits, less retirement or other authorized deductions, will be paid by the District.

7317.4 Any employee receiving benefits from industrial accident or illness leave shall, during periods of injury or illness, remain within the State of California, unless the Board of Trustees authorizes travel outside of the state.

7317.5 The industrial accident or illness leave of absence is to be used in lieu of regular accumulated sick leave benefits. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave, vacation or
other paid leave shall be used. If the employee continues to receive temporary
disability payments under the Workers' Compensation laws of this state at the
time of the exhaustion of leave under this policy, he/she shall be entitled to use,
on a prorated basis, his/her accumulated available sick leave, accumulated
compensatory time or other available leave, which when added to the Workers'
Compensation award provides for a full day's pay at the regular rate of pay.
During all paid leaves of absence whether industrial accident or illness leave, sick
leave, vacation, compensatory time or other available leave, the District shall
issue the employee appropriate salary warrants for payment of the employee's
regular salary and shall deduct normal retirement and other authorized
contributions.

7317.6 An employee shall be permitted to return to service after an industrial accident
or illness only upon the presentation of a release from a physician stating that
the employee is medically able to return to work and assume the essential duties
of his/her position with reasonable accommodations. The District, at its sole
discretion and at District expense, may require an employee returning from an
industrial injury or illness to be examined by a District designated physician. Any
time an employee on industrial accident or illness leave is able to return to work,
the employee may be reinstated in a position in the same class without loss of
status or benefits.

7317.7 An employee who has been medically released by a physician designated by the
District and fails to return to a position in the same class may be terminated.

7317.8 When all available leaves of absence have been exhausted and, if the employee
is not medically able to assume the essential duties of his/her position with
reasonable accommodations, he/she shall, if not placed in another position, be
terminated and placed on a reemployment list for a period of 39 months. During
the 39-month period, if the former employee obtains a medical release to
perform the essential duties of his/her former classification, he/she shall notify
the District in writing of his/her availability to return to service and include such
medical release. If the medical release is accepted by the District, the former
employee shall be employed in a vacant position in the classification of his/her
previous assignment over other available candidates and in accordance with
his/her seniority.

7317.9 An employee who has been placed on a reemployment list and has notified the
District of availability to return to service which includes an acceptable medical
release for return to duty, and subsequently fails to accept and/or report for an
appropriate assignment, shall have waived any further reemployment rights with
the District.
**7318**  
**VACATION**  
(Discretionary Education Code Section 88197)  
(NOT APPLICABLE TO BARGAINING UNIT EMPLOYEES - REFER TO THE COLLECTIVE BARGAINING AGREEMENT.)  
(NOT APPLICABLE TO MANAGEMENT EMPLOYEES.)

7318.1 Classified employees shall, except as hereinafter provided, earn vacation leave without loss of pay, exclusive of holidays listed, in the amount of eight (8) hours for each calendar month’s service. Employees who have been employed by the District for more than four (4) years shall earn eight (8) additional hours of vacation leave per year for each additional full year of service in the District to a maximum of 168 hours of vacation leave earned per year.

7318.2 Classified employees employed continuously from September 1 to July 1 shall be credited with that period as a full year of service for vacation leave earning purposes. In order to qualify for a year of service an employee shall be in paid status for at least 75% of the workdays for his/her regular annual assignment.

7318.3 Classified employees who are employed on a monthly salary for a fractional portion of each working day shall be entitled to vacation benefits in proportion to the time employed.

7318.4 Classified employees who are employed on an hourly basis shall earn one (1) hour of vacation time for each 22 hours worked in a calendar month, or pro rata share thereof.

7318.5 Earned vacation leave shall not accumulate beyond twice the annual vacation leave earned by an employee. Classified employees must request in advance to take vacation leave that is anticipated to accumulate beyond the allowed maximum leave. If the request is not approved by the District because of District needs, the employee will be paid for the excess earned vacation leave.

7318.6 Vacation leave must be taken in such a way that there shall be no interference with necessary duties attendant upon the opening or closing of school terms or other District needs and with prior approval of the immediate manager.

7318.7 Classified employees assigned to work less than 12 calendar months per year must take vacation leave during the period of assigned employment.

7318.8 Classified employees may be permitted to interrupt or terminate vacation leave in order to utilize only the following leaves of absence under District policies: Bereavement Leave, Jury Duty Leave, Sick Leave (as limited herein) and serious illness of a member of the employee’s immediate family qualifying for personal necessity leave. Vacation leave may be interrupted or terminated to utilize sick
leave only in the case of serious illness or injury. In the event the employee requests an interruption or termination of vacation leave, the employee shall notify his/her immediate manager and provide written information supporting the request for such interruption or termination of vacation leave. The days on other leaves of absence, as specified herein, shall be utilized in lieu of the vacation leave and shall not extend the vacation period beyond the last day of vacation previously approved by the immediate manager.

7318.9 Any accumulated vacation leave that has not been used by an employee at the time of separation from employment with the District shall be paid to the employee at his/her regular salary rate in effect at the time of termination of employment.

7319 **EXPIRATION OF EXTENDED ILLNESS LEAVE**  
(Discretionary Education Code Sections 88192 and 88195)  
When an employee absent due to illness/injury exhausts all available paid leave and is not granted any unpaid leave by the District, he/she shall be terminated from employment and placed on a 39-month Reemployment List for the job classification from which he/she was terminated. Such termination and placement on the 39-month Reemployment List shall be in accordance with the provisions of Education Code Section 88192 for absence due to industrial accident or illness, and Education Code Section 88195 for absence due to non-industrial accident or illness.

7320 **CONFIDENTIAL EMPLOYEES**  
(Discretionary Government Code Section 3540.1[c])  
Confidential employees of the Cerritos Community College District consists of all classified employees compensated on the confidential salary schedule. Positions on this schedule shall be designated by the District pursuant to the criteria of "confidential employee" as defined in Government Code 3540.1.

7322 **SALARY INCREASE POLICY - CONFIDENTIAL EMPLOYEES**  
(Discretionary Education Code Section 88160 et seq.)  
Any confidential employee subject to promotion or reclassification approved by the Board of Trustees will be placed on the appropriate higher range for the classification and thereafter placed on the appropriate column, not lower than column B unless currently on column A, so as to result in at least a five percent (5%) salary increase as compared to the prior range and column placement,
exclusive of longevity increments and shift differentials. The confidential employee shall be credited with the period of time on the prior column in determining the six-month or one-year period necessary for advancement to the next column.

7323  **VACATION - CONFIDENTIAL EMPLOYEES**  
(Discretionary Education Code Section 88197)  
Board Approved 07/09/03

7323.1 Confidential employees earn vacation leave at the rate of eight hours for each month of service. In addition, confidential employees who have rendered service in the District for four or more fiscal years shall earn eight additional hours of vacation leave per year for each additional fiscal year of service in the District to a maximum of 176 hours of vacation leave earned per year.

7323.2 Excluding established exceptions employees will be limited to how much vacation they can accrue beginning July 1, if their vacation balance on the previous June 30th exceeds the maximum accrual allowed by policy.

7323.3 **VACATION BUY BACK**  
Confidential employees will be allowed to sell back to the District up to a maximum of 40 hours of vacation time per fiscal year (July 1 - June 30). The request to sell vacation time back to the District must be approved by the employee’s manager, and final approval by the appropriate Vice President.

7323.4 All other policies governing the utilization and/or payment of vacation leave for classified employees shall also apply to confidential employees.

7324  **BONUS VACATION - CONFIDENTIAL EMPLOYEES**  
(Discretionary Education Code Section 88197)

7324.1 Confidential employees are eligible for bonus vacation hours based on accumulated sick leave hours as follows:

<table>
<thead>
<tr>
<th>Accumulated Sick Leave Hours</th>
<th>Bonus Vacation Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>192 - 383</td>
<td>8</td>
</tr>
<tr>
<td>384 - 575</td>
<td>16</td>
</tr>
<tr>
<td>576 - 767</td>
<td>24</td>
</tr>
<tr>
<td>768 - 959</td>
<td>32</td>
</tr>
<tr>
<td>960 or more</td>
<td>40</td>
</tr>
</tbody>
</table>
7324.2 Credit for bonus vacation hours for each school year will be credited as of July 1 based on the accumulated sick leave as of the previous June 30. Such bonus credit shall not be pro-rated in fractions of hours.

7325 **EXTENDED SICK LEAVE - CONFI DENTIAL EMPLOYEES**  
(Discretionary Education Code Section 88196)  
Confidential employees are eligible for extended sick leave benefits in the amount of 50% of regular compensation for a maximum of 100 workdays. The 100 workdays of 50% pay shall be available to employees after the exhaustion of all other paid sick leave, vacation, holidays, or other paid leaves. Only a single 100 workday period shall be allowed for any single and continuous absence for an illness or injury including one that extends into the next school year.

7326 **PERSONAL HOLIDAY BENEFIT - CONFI DENTIAL EMPLOYEES**  
(Discretionary Education Code Sections 88190 and 88198)  
(Board Approved 08/07/02)  
A total of sixteen (16) hours of personal holiday leave with pay may be taken each fiscal year by a confidential employee provided the employee gives the District a minimum of 24 hours advance notice. This personal holiday leave is to be used in increments of not less than eight hours.

7327 **LONGEVITY SALARY INCREMENTS - CONFI DENTIAL EMPLOYEES**  
(Discretionary Education Code Section 88160)  
(Board Approved 11/11/95 and 01/16/02)  
7327.1 At the beginning of an employee’s 9th, 14th, 20th, 25th, and 30th consecutive year with the District, a longevity increment of five percent (5%) will be added to the range classification if employee has a satisfactory performance report and has satisfactorily met goals and objectives as established by the confidential employee and supervisor.

7327.2 The confidential employee shall have been in fully-paid status for at least 75% of the working days in a year to be credited with the entire year of service. The longevity increment shall be effective on the first day of the month after completion of credited service as specified above.

7327.3 Upon re-employment after a break in service, prior service for longevity purposes shall be credited to the employee if the break in service was less than 39 months...
and due to: approved leaves of absence, reduction in force, or abolition of position. Credit for prior service shall not be granted toward longevity if the break in service was voluntary and not due to reasons stated above.

7328 **EVALUATIONS - CONFIDENTIAL EMPLOYEES**  
(Discretionary Education Code Section 70902)

7328.1 Confidential employees shall receive at least one (1) formal written performance rating on District-approved forms each year.

7328.2 Probationary confidential employees shall receive at least two (2) formal written performance ratings on District-approved forms during the probationary period of employment. The performance ratings shall be conducted on or about the end of the third and fifth months of the probationary period of employment.

7328.3 A confidential employee may be evaluated by his/her immediate manager at any other time if exemplary or less than unsatisfactory service is performed. The rating forms shall be completed by the confidential employee's immediate manager prior to an evaluation conference between the employee and the immediate manager. The formal rating form shall contain information regarding the employee's performance based upon evaluation criteria established by the District.

7329 **LAYOFF PROVISIONS - CONFIDENTIAL EMPLOYEES**  
(Discretionary Education Code Sections 88014, 88015, 88117, and 88127)

A confidential employee who is laid off from employment due to a lack-of-work or a lack-of-funds, which also includes any reduction in hours of employment or reduction of the work year, shall be eligible for the following:

a. Medical and dental benefits for ninety (90) days after the effective date of layoff.

b. Upon notification of layoff, confidential employees will be given a total of twelve (12) hours of released time from their assignments for employment interviews with other employers. A confidential employee must notify his/her supervisor at least one (1) day prior to an interview for the use of this released time.

c. Confidential employees laid off will be given first consideration for substitute employment in any class the District determines he/she meets the minimum qualifications for.
d. The District shall make good faith efforts to avoid layoffs by voluntary reassignments, voluntary transfers and voluntary retirements.

e. If two or more employees subject to layoff have equal seniority in a class, the determination as to whom will be laid off will be made on the basis of the earliest hire date in the class. If two or more employees have equal seniority, the determination will be made by lot.

f. The District will make every reasonable effort for confidential employees separated from service with the District due to layoff to receive payment of all earned salary and/or allowances on or about the employee's last day of paid service.

**7330** ABOLISHMENT/ESTABLISHMENT OF CLASSIFIED POSITIONS
(Discretionary Education Code Sections 70902 and 88009)

7330.1 The District shall abolish and/or establish classified positions in accordance with District needs as determined and approved by the Board of Trustees.

7330.2 The criteria for the abolishment of a position shall be either of the following: Abolishment due to a reduction in force because of a lack of work and/or a lack of funds whether or not a position is vacant, or abolishment due to a need for a sudden and significant change in the duties/responsibilities of a position which requires the establishment of a new position to meet such needs as determined by the District.

7330.3 The criteria for establishment of a new position shall be either of the following: Establishment of a position to meet new and/or additional workforce needs as determined by the District, or establishment of a position to meet the needs required for a new position to replace the abolishment of an existing position due to a sudden and significant change in duties/responsibilities.

7330.4 Abolishment of positions that are not vacant shall require that incumbent employees be provided appropriate notice of lay off including reassignment rights (if any) and/or reemployment rights in accordance with the provisions of the Education Code and District Policy.

7330.5 New positions established by the District shall be filled through District policies/procedures for recruitment/selection/employment, reassignment or reemployment rights of existing or former employees in accordance with seniority and/or reemployment provisions pursuant to the Education Code, or established lateral transfer procedures.
The President/Superintendent is authorized to develop and maintain the procedures necessary for the implementation of this policy.

**CLASSIFICATION REVIEW/ RANGE ADJUSTMENT FOR CLASSIFIED POSITIONS**  
(Discretionary Education Code Section 88010)  
(NOT APPLICABLE TO MANAGEMENT EMPLOYEES.)

Classified positions may be subject to reclassification due to a gradual accretion of different duties/responsibilities by an employee over a considerable period of time. The basis for reclassification shall not include a sudden and significant change in the duties of a position such as by reorganization or other immediate need to assign substantially new duties/responsibilities to a position.

Classified positions may be subject to salary range adjustment due to salary level disparity in relation to comparable level classifications within the District, surrounding community college districts, and/or other agencies as deemed appropriate.

The District shall provide a process for Classification Review/Range Adjustment for classified positions. Requests for Classification Review/Range Adjustment may be initiated by the employee, the immediate manager, or both.

The President/Superintendent is authorized to develop and maintain procedures necessary for the implementation of this policy.

**CLASSIFIED EMPLOYEE SENIORITY**  
(Discretionary Education Code Section 88127)

Classified employee seniority shall be determined based upon length of service in a particular class plus higher classes.

Length of service prior to July 1971 shall be determined by the years of service prior to that date.

Length of service on or after July 1, 1971 shall be determined by the total number of hours in paid status, exclusive of any periods of unpaid leaves of absence or overtime. Hours in paid status during the summer or recess periods shall be credited toward length of service if the employee works within his/her regular classification or in the event of a change in classification, the employee works within his/her new regular classification. Hours in paid status resulting
from substitute or temporary assignments during an employee's unassigned period shall not be credited toward seniority.

7332.4 "Hours of paid status" shall not include any service performed prior to entering into a probationary or permanent status in the classified service of the District.

7332.5 The Vice President of Business Services or designee shall establish procedures to develop, maintain, and publish classified employee seniority lists.