

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-300
		UNCLASSIFIED EMPLOYEES
ISSUE DATE: June 16, 2009	SERVICE: <input type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-300 Dated April 27, 2007	CHANGES: <u>Technical Correction:</u> • Links added to Additional Sources	

I. POLICY

It is the duty of each College and Division to establish internal procedures to ensure that unclassified service assignments meet Education Code and district requirements and timelines.

II. DEFINITIONS

- **Unclassified Employees** are part-time at-will employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076: Part-time Recreation (Playground) positions; full-time students employed part-time; part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college financed by state or federal funds; apprentice positions; professional experts.

III. REQUIREMENTS

- A. Table R-300, Unclassified Service Positions, below, identifies the categories of Unclassified Service positions, the LACCD area responsible for overseeing the hiring process, and the corresponding Human Resource Guide.

TABLE R-300 UNCLASSIFIED SERVICE POSITIONS			
POSITION CATEGORY	DEFINITION	RESPONSIBLE AREA	HR GUIDE
Community Representative	A person employed in an advisory or consulting capacity for not more than 90 working days in a fiscal year.	Personnel Commission	R-310 Professional Experts
Community Services Teacher	Persons employed to teach short-term, not-for-credit classes in the Community Services Program.	Hiring Location	R-340 Recreational Employees
Professional Expert	An expert in a recognized profession employed in that professional capacity for a specific limited term-capacity.	Personnel Commission	R-310 Professional Experts
Recreation Employee	A person employed as an assistant athletic coach in the intercollegiate athletic program or as an attendant at a recreational activity, sports event or community services program.	Hiring Location	R-400 Coaches R-340 Recreational Employees
Student Employee	Generally, a full-time students employed part-time or a part-time student employed part-time in any college work study program or in a work experience education program (Education Code § 88076(b)(3) and (4).	Hiring Location	R-320 Student Employees
Academic Development Grantee	An employee awarded a Development Grant to develop Academic Program.	Human Resources	R-350 Academic Development Grant
Elected Officer	A member of the Board of Trustees	Human Resources	R-330 Elected Official

- B. **Job Classifications and Salary Rates** for the Unclassified Service are determined by the Board of Trustees upon the recommendation of the Chancellor submitted by the Senior Associate Vice Chancellor, Human Resources. Recommendations for changes to existing Unclassified Service job classifications or salary rates and requests for new job classifications should be submitted to the Human Resources Council through one of the vice-president's councils or the Chancellor's Cabinet.
- C. **Recruitment and Selection** of employees in the Unclassified Service is the responsibility of the president of the college or administrator of the division in which the employee will serve.
- D. **Hours of Service and Assignment** for Unclassified employees is limited to .87 FTE or 34.75 hours per week in all Unclassified Service concurrent assignments. Academic and Classified employees may accept Unclassified Assignments within the parameters specified in [HR Guide HR P-130, Additional Assignment](#) and applicable collective bargaining contract provisions.
- E. **Medical and/or Tuberculosis Examination Certification** is not required for employment in the Unclassified Service.
- F. **Fingerprint Requirements** are required for all employees. See [HR Guide HR P-111, Fingerprints](#), for details.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

[88076 Establishment of Classified Service; Definitions; Positions Excluded](#)

LACCD BOARD RULES

Chapter X, Human Resources

[Article XI Unclassified Assignments](#)

[Article XIX Student Worker Classifications](#)

LACCD HUMAN RESOURCE GUIDE

[HR R-310 Selection and Assignment of Professional Experts and Community Representative](#)

[HR R-320 Student Employees](#)

[HR R-400 Athletic Directors and Coaches](#)

[HR R-100 Assign Employee](#)

[HR P-111 Fingerprints](#)

[HR P-121 Rehire Retiree](#)

[HR P-130 Additional Assignment](#)

PERSONNEL COMMISSION RULES

[516 Classification Plan](#)

[517 Positions Exempted from the Classified Service as "Professional Experts" and "Community Experts"](#)

[522 Class Titles and Descriptions](#)

[544 Classification Policy](#)