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:

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.

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 Vice Chancellor of 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 are limited to .87 FTE or 34.75 hours per week in Unclassified Service concurrent assignments, except for student employees. The student employee FTE limitation is .625 FTE or 25 hours a week. 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. *Unclassified employees working with minors* must furnish evidence of freedom from active tuberculosis. This examination is considered a condition of initial employment under California Education Code Section 87408.6.

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
87408 Evidence of Freedom from Communicable Disease

LACCD BOARD RULES

Chapter X, Human Resources
Article XI Unclassified Assignments
Article XIX Student Worker Classifications

<table>
<thead>
<tr>
<th>POSITION CATEGORY</th>
<th>DEFINITION</th>
<th>RESPONSIBLE AREA</th>
<th>HR GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services Teacher</td>
<td>Persons employed to teach short-term, not-for-credit classes in the Community Services Program.</td>
<td>Hiring Location</td>
<td>In Process</td>
</tr>
<tr>
<td>Professional Expert</td>
<td>An expert in a recognized profession employed in that professional capacity for a specific limited term-capacity.</td>
<td>Personnel Commission</td>
<td>R-310 Professional Experts</td>
</tr>
<tr>
<td>Walk-On Assistant Coach</td>
<td>A person employed as an assistant athletic coach in the intercollegiate athletic program.</td>
<td>Hiring Location</td>
<td>R-400 Coaches</td>
</tr>
<tr>
<td>Student Employee</td>
<td>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)).</td>
<td>Hiring Location</td>
<td>R-320 Student Employees</td>
</tr>
<tr>
<td>Trainer/Presenter</td>
<td>Teaches a short-term fee-based, not-for-credit class for workforce education, contract education, SFP, and other non-community services related programs</td>
<td>Personnel Commission</td>
<td>In Process</td>
</tr>
<tr>
<td>Academic Development Grantee</td>
<td>An employee is awarded this grant to develop a written project that directly benefits an instructional or student services program.</td>
<td>Human Resources</td>
<td>R-350 Academic Development Grant</td>
</tr>
<tr>
<td>Project Match</td>
<td>It is a multi-component paid internship program to prepare a diverse community college faculty that is sensitive to the needs of the students it serves. The eligible candidate will participate in a paid internship designed to develop the skills necessary for teaching community college students as a full time classroom instructor, counselor or librarian.</td>
<td>Education Programs and Institutional Effectiveness</td>
<td>R-360 Project Match</td>
</tr>
<tr>
<td>Elected Officer</td>
<td>A member of the Board of Trustees</td>
<td>Human Resources</td>
<td>In Process</td>
</tr>
</tbody>
</table>
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