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>
<thead>
<tr>
<th>POSITION CATEGORY</th>
<th>DEFINITION</th>
<th>RESPONSIBLE AREA</th>
<th>HR GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Representative</td>
<td>A person employed in an advisory or consulting capacity for not more than 90 working days in a fiscal year.</td>
<td>Personnel Commission</td>
<td>R-340 Miscellaneous Unclassified</td>
</tr>
<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>R-340 Miscellaneous Unclassified</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>Recreation Employee</td>
<td>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.</td>
<td>Hiring Location</td>
<td>R-330 Coaches R-340 Miscellaneous Unclassified</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>Instructional Development Grantee</td>
<td>An employee awarded an Instructional Development Grant to develop curriculum.</td>
<td>Human Resources</td>
<td>R-340 Miscellaneous Unclassified</td>
</tr>
<tr>
<td>Elected Officer</td>
<td>A member of the Board of Trustees</td>
<td>Human Resources</td>
<td>R-340 Miscellaneous Unclassified</td>
</tr>
</tbody>
</table>
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 Professional Experts
HR R-320 Student Employees
HR R-330 Coaches
HR R-340 Miscellaneous Unclassified
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