

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR R-300</b>
		<b>UNCLASSIFIED EMPLOYEES</b>
<b>ISSUE DATE:</b> October 30, 2019	<b>SERVICE:</b> <input type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> March 24, 2016	<b>CHANGES:</b> Deleted references to unclassified part-time recreation classifications	

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

<b>TABLE R-300 UNCLASSIFIED SERVICE POSITIONS</b>			
POSITION CATEGORY	DEFINITION	RESPONSIBLE AREA	HR GUIDE
Community Services Teacher	Persons employed to teach short-term, not-for-credit classes in the Community Services Program.	Hiring Location	In Process
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
Walk-On Assistant Coach	A person employed as an assistant athletic coach in the intercollegiate athletic program.	Hiring Location	R-400 Coaches
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
Trainer/Presenter	Teaches a short-term fee-based, not-for-credit class for workforce education, contract education, SFP, and other non-community services related programs	Personnel Commission	In Process
Academic Development Grantee	An employee is awarded this grant to develop a written project that directly benefits an instructional or student services program.	Human Resources	R-350 Academic Development Grant
Project Match	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.	Education Programs and Institutional Effectiveness	R-360 Project Match
Elected Officer	A member of the Board of Trustees	Human Resources	In Process

#### 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](#)

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**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](#)