

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR R-300</b>
		<b>UNCLASSIFIED EMPLOYEES</b>
<b>ISSUE DATE:</b> March 24, 2016	<b>SERVICE:</b> <input type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide R-300 Dated June 16, 2009	<b>CHANGES:</b> Updated IIIB to reflect Vice Chancellor, Identified Student Worker FTE limitations, Inserted freedom from active tuberculosis, Added categories for Trainer/Presenter and Child Development Assistants in Table R-300	

## 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.
- 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 is limited to .87 FTE or 34.75 hours per week in Unclassified Service concurrent assignments except for student employees. The student employee FTE limitations are specified in Table R-320B in HR Guide R-320 Student Employees. 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

TABLE R-300 UNCLASSIFIED SERVICE POSITIONS			
POSITION CATEGORY	DEFINITION	RESPONSIBLE AREA	HR GUIDE
Child Development Center Assistant	Provides assistance to instructors in indoor and outdoor activities of children in a child development center.	Personnel Commission	R-340 Recreational Employees
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-360 Community Service Teacher and Trainer Presenter
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
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	R-360 Community Service Teacher and Trainer Presenter
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

#### 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](#)

##### 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](#)