

## 1.0 Intent

- 1.1 This District Policy is intended to authorize the Los Rios Community College District Chancellor to establish procedures for recruitment, selection, and appointment of temporary employees.
  - 1.1.1 A temporary employee shall not be employed for more than one hundred seventy-five (175) days in any fiscal year.
- 1.2 Because of the limited duration of employment of these employees, the Los Rios Community College District Board of Trustees recognizes that the employment procedures should be less formalized and less cumbersome for the District than in the case of regular employees.
- 1.3 Temporary employees are not classified employees.
- 1.4 Student help, College WorkStudy, and substitute employees are not classified employees.
- 1.5 Temporary employees shall not establish permanence with the District and may be terminated at any time with or without cause. However, no employee shall be terminated for an unlawfully discriminatory purpose.
- 1.6 Before employing a temporary employee, the Board of Trustees shall specify the service to be performed and the ending date of the service.

## 2.0 Categories of Temporary Employees

- 2.1 Long-Term Temporary Employees
  - 2.1.1 Long-term temporary employees are temporary employees hired in an authorized and temporarily vacant regular classified position.
- 2.2 Short-Term Temporary Employees
  - 2.2.1 Short-term temporary employees are all other temporary, nonacademic employees.

## 3.0 Job Qualifications

- 3.1 An applicant must possess the minimum qualifications established for the position and be able to perform the essential functions of the position with or without reasonable accommodation.
- 3.2 An applicant or candidate shall be disqualified for any of the following reasons:
  - 3.2.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code, sections 87010 and 87011, respectively; or of any felony; or a determination that the individual is a

sexual psychopath as defined in Education Code, sections 87406 or 88023. (Ed. Code, §§ 87405, 88022) The Board of Trustees delegates the determination of exceptions to this rule under Education Code, section 87405 to the Chancellor. The Chancellor shall develop Administrative Regulations regarding this issue;

3.2.1.1 Exception: Applicants and employees that have applied for or obtained certificates of rehabilitation and pardon and, if the applicant's probation has been terminated and the information or accusation has been dismissed under Penal Code, section 1203.4 for sex offenses, controlled or illegal substances convictions may be retained or considered for employment. (Ed. Code, §§ 87010, 87011, 87405, 88022)

3.2.1.2 Exception: Applicants and employees with felony convictions, other than those applicants that are disqualified for service under Education Code, sections 87010, 87011, 87405, 87406, 88022, or 88023 shall be individually evaluated to determine if disqualification based on their felony conviction(s) is job-related and consistent with business necessity.

3.2.1.3 Exception: Applicants and employees that are disqualified for service under Education Code, section 87010, 87011, or 87405 may be retained or considered for employment if the Board of Trustees determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to section 1203.4 of the Penal Code. In order to determine whether an applicant has been rehabilitated for at least five years, the Board of Trustees shall evaluate the applicant to determine if the disqualification is job-related and consistent with business necessity.

3.2.2 Falsification or attempted deception on the application;

3.2.3 Previous dismissal from District service or nonrenewal of employment by the Board of Trustees;

#### 4.0 Police Records

4.1 Successful applicants shall be fingerprinted prior to employment with the District.

4.2 Temporary employees are subject to the same requirements regarding disqualification based on criminal history as regular classified employees.

## 5.0 Implementation

- 5.1 The Chancellor shall adopt Administrative Regulations for the recruitment, selection, and appointment of temporary employees covered by this District Policy.

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LRCCD

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