

**ADMINISTRATORS**

<b>AP No. 7250</b>
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- I. An administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Educational Code 87002 and Administrators shall be employed in accordance to Education Code Section 72411, or Education Code 72441.5.
- II. Each year, the Board in the exercise of its sole discretion, may conduct a review of the number and types of administrator positions required for the operation of the District. The Board reserves the right to reclassify positions by either increasing or decreasing the classification status and increasing or decreasing the number of administrator personnel as required for the operation of the District. An administrator shall be subject to reclassification or termination by the Board as a result of the annual review above mentioned and the decision of the Board shall be final.
- III. Educational Administrators
  - A. Educational administrators are those who are employed in an academic position designed by the Board as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.
  - B. An educational administrator who has not previously acquired tenure status as a faculty member in the District and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if all of the following criteria apply.
    - 1) The educational administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed and agreed upon jointly by the Superintendent/President or his/her designee and the Academic Senate and approved by the Board. The Board shall also provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination and the written record of the decision, including the view of the Academic Senate shall be available for review pursuant to Educational Code 87458. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that the educational administrator possesses the minimum qualifications for employment as a faculty member.
    - 2) The requirements of Education Code Section 87458 (c) and (d), or any successor statute, are met with respect to prior satisfactory service and the reason for termination of the

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administrative assignment. At the time the Board takes action to notify the educational administrator of the expiration or termination of his or her administrative assignment, the Board shall state whether the action is taken for cause within the meaning of Education Code Section 87458(d).

- 3) There is an available position for which the administrator possesses minimum qualifications.
- C. Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President, or as may be specifically established in a contract of employment.
- D. Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, contract, Board Policies, and Administrative Procedures.
- E. Every educational administrator shall be employed, by the Board by an appointment or contract of up to four years in duration. The Superintendent/President and the Vice Presidents shall be employed by a contract.
- F. The Board may, with the consent of the educational administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the educational administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the educational administrator, for a new term to commence on the effective date of the termination of the existing term of employment.
- G. For an educational administrator employed by an appointment or a contract, the term of which is longer than one year, the notice shall be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that the administrator may not be reemployed by appointment or contract in his or her administrative position of the following college year shall be given on or before March 15.

IV. Classified Administrators

- A. Classified administrators are administrators who are not employed as educational administrators.

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- 1) Classified administrators are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action. Classified administrators may have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.
- 2) Every classified administrator shall be employed by the Board by an appointment or contract.
- 3) Classified administrators employed by the District, shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Classified administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President, or as may be specifically established in a contract of employment.
- 4) Classified administrators, shall be entitled to vacation leave, sick leave, and other leaves as provided by law, contract, Board Policies, and Administrative Procedures.

V. Classified Administrators Probationary Period

- A. The probationary period of all classified administrators shall be the 12 months of actual service which shall be deemed to include days of absence for illness or injury to which the employee is entitled without loss of pay pursuant to the requirements and authority of Section 88013 of the Education Code.
- B. During the probationary period, any classified administrator who is subject to disciplinary action shall not have a right to a hearing with respect thereto reclassification, demotion or termination.
- C. Upon completion of the probationary period by any classified administrator, such person is hereby designated as a permanent employee who shall be subject to disciplinary action only for cause as prescribed in these rules and regulations and subject to reclassification.

## VI. In the absence of an express appointment or contract as provided in Education Code Section 72411, every administrator shall serve in his or her administrative assignment at the pleasure of the Board.

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VII. Sources/References:

EC 72411, 72411.5, 87002, 87457-87460, 88013.  
Government Code 3540.1(g) and (m)