



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7230

AP 7230 Classified Employees

Duties and Responsibilities

The District shall maintain a current position description for each classified service position. The position description shall be reviewed and approved by the Governing Board upon recommendation of the Superintendent/President.

Assignment of duties and responsibilities in the classified service shall be the direct responsibility of the immediate Supervisor of each employee. Duties and responsibilities are included in the current job description.

Posting of Vacancies

The Office of Human Resources shall notify employees of any vacant classified positions in campus email notifications. Employees shall be notified one week in advance of outside recruitment and shall be for the purpose of allowing employees additional time for position inquiry and for application material preparation.

Posting of vacancies may also be prescribed in the collective bargaining agreement, in which case the posting shall comply with the agreement's terms.

Abandonment of Position

An employee who fails to report for duty for three consecutive days without permission from the employee's supervisor or the Superintendent/President shall be deemed to be absent without leave from the first such day. An employee who fails to return from a leave of absence within three working days after the expiration of an authorized leave shall be deemed to be absent without leave. Unless the non-reporting of the absence is attributable to a critical emergency, or other sufficient cause, such absence without leave shall be deemed sufficient reason for automatic termination of employment.

Abolition of Position

The Governing Board reserves the right to abolish a position. The status of a person who held an abolished position shall be determined in accordance with Education Code and the contract with the bargaining unit.

See Board Policy 7230 – Classified Employees



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See also Board Policy 7120 – Recruitment and Hiring, Administrative Procedure 7120 – Recruitment and Hiring, the Classified Staff Selection Procedures, as well as the applicable collective bargaining agreement

References: Education Code Sections 88003, 88004, 88009, and 88013

President’s Cabinet Approved: October 10, 2018

Revised and Approved: September 27, 2022