

---

WEST HILLS COMMUNITY COLLEGECLASSIFIED PERSONNEL

---

ASSIGNMENT AND PROMOTION OF CLASSIFIED STAFF

The judicious placement of employees within the District is concomitant to the employment of qualified and competent personnel for the successful functioning of the District.

Responsibility for the assignment of classified employees shall be vested in the Vice Chancellor of Business Services.

No two employees from any one family may be employed in positions in which one is under the immediate supervision of the other. "From one family" includes parents, children, husband, wife, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step relatives in the same relationship, or any relative living in the immediate household of the employee.

The Chancellor shall provide for a system of voluntary transfers and promotions in which:

1. vacancies shall be publicized to all appropriate employees.
2. preferential consideration will be given to intradistrict transfers over new employees and within the Federal Guidelines which specify that only those candidates shall be recommended for employment who are best qualified to perform the duties of the position they may fill without regard to race, sex, religion, age handicap, ethnic background or other conditions unrelated to the position.

If a permanent employee applies for and receives reassignment to a different classification, he/she shall be considered probationary in the new classification. In the event said employee is unsuccessful during the probationary period in the classification, he/she shall be entitled to reinstatement to the original classification, if there is a position in such classification as a permanent employee.

---

WEST HILLS COMMUNITY COLLEGECLASSIFIED PERSONNEL

---

If no position is available, the employee entitled to reinstatement shall be given the same re-employment preference which is applied to persons who have been laid off.

Ed. Code 88002, 88003, 88010  
5 Cal. Adm. Code 30 et seq.  
Public Law 94142

Board approval date: \_\_\_\_\_