

## DEFINITION OF TERMS

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

**Applicant** – A person who has filed an application for employment with VCCCD.

**Appointing Authority** – The Board of Trustees of the Ventura County Community College District or designee.

**Appointment** – The result of approving the employment/assignment of a person by the appointing authority.

**Board** – The Board of Trustees of the District.

**Candidate** – A person who has been certified from an eligibility list.

**Certification** – The submission of a qualified candidate's name to the hiring supervisor responsible for selecting employees prior to approval by the appointing authority. (E.C. §88129)

**Classification** – Positions in the classified service having similar duties and responsibilities, same descriptive titles and salary range.

**Classified Services** – All positions in the District not excluded by the provisions of E.C. §88003 or §88076.

**Classification Specification** – A formal statement of the duties and responsibilities of the positions in the classification, illustrated by examples of typical duties and responsibilities, and of the qualification requirements of the positions in the classification.

**Commission** – The Personnel Commission, as provided for in E.C. §88036.

**Demotion** – A change in assignment of an employee from one classification to another that is allocated to a lower salary.

**District** – The Ventura County Community College District.

**Eligibility List** – A list of people who have participated in a competitive examination and are eligible for certification for a specific classification.

**Emergency Appointment** – An appointment for a period not to exceed fifteen (15) working days to prevent the stoppage of business when persons on an appropriate eligibility list are not available. (E.C. §88109)

**Employee** – A person legally holding a position in the Classified Service.

**Examination** – The process of testing and/or orally evaluating the fitness and qualifications of applicants.

**Job Family** – A series of classifications related logically and meaningfully from the standpoint of skills, knowledge, and degree of responsibility involved.

**Layoff** – Separation from permanent position because of lack of work or lack of funds.

**Limited Term Employee** – A person employed in a limited term position, the duration of which is not to exceed six (6) months, or to substitute for an absent employee, not to exceed the authorized absence of the permanent employee. (E.C. §88105)

**Limited Term Position** – A temporary position created by the Board of Trustees not to exceed six (6) months.

**Permanent Employee** – An employee who successfully completes the required probationary period.

**Permanent Status** – The status of an employee and position after the completion of the probationary period.

**Personnel Director** – Person selected by the Personnel Commission to carry out the duties and responsibilities specified in E.C. §88086.

**Probationary Employee** – An employee who has not completed the required probationary period.

**Probationary Period** – The required period of service immediately following the appointment of an employee to a classification and position from an eligibility list.

**Provisional Appointment** – A term used to describe the appointment of an employee to a position when no eligibility list exists. Limited to ninety (90) working days. (E.C. §88106)

**Provisional Employee** - A person appointed to a classification and position for which no eligibility list exists.

**Regular Employee** – An employee who has been legally appointed to a probationary or permanent status.

**Restricted Employee** – An employee appointed in compliance with the provision of E.C. §88005 and/or E.C. §88008 and not accorded permanency or not acquiring seniority credit except as provided in the sections cited.