

Procedure 5012-PR(2): Employee Classifications - General Responsibilities

Original Date: February 18, 2026

Status: Approved

GENERAL GUIDELINES FOR FULL-TIME EXEMPT STAFF

- Provide strategic and operational direction to specific departments and personnel within their areas of responsibility guided by the District's mission, vision, values, strategic plan, etc.
- Fulfill responsibilities in an ethical and professional manner while safeguarding public trust and the best interests of the District; model the behaviors expected of all employees.
- Understand and follow District policies and procedures; participate in developing new policies and procedures and/or revisions to existing policies and procedures.
- Work cooperatively with co-workers, students, and other District stakeholders.
- Participate in and contribute to District initiatives and activities (commencement activities, Spring semester convocation and planning activities, committee service, continuing education, in-service training, continuous improvement and/or accreditation activities, etc.).
- Provide information or other assistance to executive leadership as required or requested.
- Fulfill other assignments appropriate with training, experience, or interest as directed by the District CEO or appropriately designated personnel.

GENERAL GUIDELINES FOR FULL-TIME, PART-TIME, AND TEMPORARY NON-EXEMPT STAFF

- Apply personal knowledge, skills, and abilities to satisfactorily fulfill assigned responsibilities.
- Fulfill responsibilities in an ethical and professional manner while safeguarding public trust and the best interests of the District.
- Participate in and contribute to District initiatives and activities (Spring semester convocation and planning activities, committee service, continuing education, in-service training, continuous improvement and/or accreditation activities, etc.) as directed or requested.
- Work cooperatively with co-workers, supervisors, students, and other District stakeholders.
- Understand and follow District policies and procedures.
- Fulfill other assignments appropriate with training, experience, or interest as directed by the District CEO or appropriately designated personnel.