

**BOARD POLICY
San Mateo County Community College District**

Subject: 4.40 Continuation of Employment

Revision Date: 11/10

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1. Probationary employees, as defined in agreements with employee organizations, may be dismissed at the discretion of the Chancellor.
 2. Upon successful completion of the probationary period, an employee shall be given permanent status in the Classified Service.
 3. Permanent employees may be subject to disciplinary action for cause as prescribed in Section 4.45 or laid off for lack of work or lack of funds.
 4. Whenever a classified employee is laid off, the order of layoff within a class shall be determined by length of service as prescribed in the Education Code and by any appropriate bargaining unit agreement, as applicable. Affected employees shall be given at least 30 days' notice and informed of their displacement and reemployment rights by the Office of Human Resources.
 5. Persons laid off because of lack of work or lack of funds are eligible for priority consideration in reemployment as prescribed by law and pursuant to any applicable bargaining unit agreement.
 6. When, as a result of the expiration of a specially funded program (see Education Code Section 88017), classified positions must be eliminated, the employees to be laid off shall be given written notice on or before April 29 (for a layoff effective at the end of a school year) and informed of their displacement and reemployment rights by the Office of Human Resources. If a layoff is at any time other than the end of the college year, employees will receive 45 days' notice.
 7. If an event, which is neither foreseeable nor preventable by the Board, causes a layoff for lack of work or lack of funds, or in the event of an actual and existing financial inability to pay salaries, the 30-day layoff of employees notice shall not be required.