



## HIRING CHECKLIST: PROFESSIONAL EXPERT

If a prospective worker (i.e., exception to Education Code section 88003) is to be hired, subject to approval by the Board, copies of this checklist must immediately be provided to Human Resources to determine if the hire is consistent with the law. Education Code section 88003.

If the prospective worker is hired for one position and then subsequently moved to another (e.g., a substitute who fills different classified vacancies on different days), or if an employee is moved to subsequent position(s) immediately after the initial assignment ends, (e.g., a substitute who fills different classified vacancies on different days) a new checklist for each simultaneous and or subsequent assignment must be prepared and forwarded to Human Resources.

All workers must be employed within the classified service unless they fall within one of the following exemptions:

1. Student worker
2. Short-term worker
3. Substitute
4. Professional expert

### Definition of Professional Experts:

Professional Expert – “Professional Expert,” is an employee with specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the Board pursuant to Section 88001 and recognized in CBA Article 1. The service performed is also described in terms of a discrete and finite project. The term of employment is also finite in nature, meaning that the district need is temporary. The length of service for professional experts is not capped as it is for short-term employees.

Professional experts cannot be employed to perform duties that have previously been exclusively performed by bargaining unit workers. Further, professional experts cannot be employed if that results in the displacement or replacement of classified workers. “Displacement” includes layoff, demotion, reduction of hours, and all involuntary transfers. “Replacement” is the filling of a position a classified worker left vacant.

**Salary schedule placement for professional experts shall be on SS-80.**

Nature of the services performed: Professional experts can only be employed outside the classified service if hired on a temporary basis for a specific project, regardless of length of employment. (You may attach another sheet if necessary.)

- 1) Please identify the special project and its estimated duration: \_\_\_\_\_
- 2) Please identify the area of expertise of this applicant prospective worker: \_\_\_\_\_
- 3) Please describe the specific duties to be assigned to this prospective worker, if hired: \_\_\_\_\_