



TO: Chief Executive Officers
Chief Human Resources Officers
Chief Business Officers

FROM: Wrenna Finche, Vice Chancellor, Fiscal Health & Accounting
Office of Institutional Supports and Success

RE: 2022-23 Classified Community College Employee Summer Assistance Program (revised)

The 2022-23 Budget Act provides \$10 million in ongoing funds for the Classified Community College Employee Summer Assistance Program. This memo provides information on program eligibility, timeline, and requirements.

Background

The Classified Community College Employee Summer Assistance Program provides up to a dollar-for-dollar match on amounts withheld from a participating district's classified employees' monthly paychecks during the 2023-24 academic year. The classified employees' pay withheld, and the state match funds will be paid by participating districts to eligible employees in the summer months following the 2023-24 academic year. Availability of state match funds is determined each year in the Budget Act and districts may determine whether to participate on an annual basis.

This program was previously available only to employees of California K-12 Local Education Agencies and was recently expanded to include California Community Colleges classified employees per [Education Code 88280](#).

Program Eligibility

- A classified employees is eligible to participate in the program if employed by a community college district for at least one year at the time electing to participate in the program.
- A classified employee is eligible to participate in the program if employed by the community college district in the employee's regular assignment for 11 months or less within a 12-month period. A month means 20 days or 4 weeks of 5 days each, including holidays.

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- When determining total months employed, any hours worked by the classified employee outside of their regular assignment should be excluded.
- For the 2023–24 and 2024–25 academic years, when determining a classified employee’s total months employed by the community college district, the employing community college district shall exclude any hours worked by the classified employee as a result of an extension of the academic year directly related to the COVID-19 pandemic, if the hours are in addition to the employee’s regular assignment and would prevent the employee from being eligible to participate in the program.
- A classified employee is not eligible for the program if their regular annual pay received directly from the community college district is more than \$62,400 for an entire academic year at the time of enrollment.
 - When determining a classified employee’s regular annual pay, the employing community college shall exclude any pay received by the classified employee during the previous summer recess period.

Important Dates

Key Dates	Description
January 1, 2023	Participating districts notify classified employees that their districts have elected to participate in the program for the following academic year.
March 1, 2023	Classified employees should notify their district of the: <ul style="list-style-type: none">● election to participate in the program● amount to be withheld from their paycheck for the following academic year, and● whether the payment during the summer recess period should be paid in 1 or 2 payments
April 1, 2023	Participating districts must submit a Classified Community College Employee Summer Assistance Program Reporting Form to the Chancellor’s Office stating the district elects to participate in the program for the following academic year, the number of classified employees electing to participate in the program and total estimated amount to be withheld for the applicable academic year.
May 1, 2023	Chancellor’s Office notifies participating districts of the estimated state match funding that classified employees can expect to receive. If funding is insufficient to provide a dollar-for-dollar match, participating districts will be notified of the expected prorated amount.
June 1, 2023	Participating districts notifies participating classified employees of the amount of estimated state match funds that a participating classified employee can expect to receive in the subsequent academic year.

Key Dates	Description
On or before July 31, 2024	Participating districts shall request payment from the Chancellor's office following the academic year the program was operative.
August 31, 2024	The Chancellor's Office shall apportion funds to participating community college districts within 30 days of receiving a request for payment by the participating community college district.

Monthly Paycheck Withholdings

The community college district is required to deposit the amounts withheld from participating classified employee monthly paychecks in accordance with the choices made by each participating classified employee in a separate account. Classified employees may request from the community college district any pay withheld from their paycheck if: (1) The employee separates from employment or (2) due to economic or personal hardship. However, if an employee requests the funds returned, they shall not be entitled to receive any state match.

Reporting Requirements

Districts will report the number of classified employees and total estimated amount withheld from classified employees' paychecks using the Chancellor's Office Classified Community College Employee Summer Assistance Program Reporting Form. The Chancellor's Office will develop an enrollment form for districts use by December 15, 2022.

Contacts

If you have question regarding the Classified Community College Employee Summer Assistance Program, please contact the fiscal standards and accountability email at fiscalstandards@cccco.edu or Rafael Artiga at rartiga@cccco.edu.