

## **BP 7230 Classified Employees**

The Superintendent/President shall employ persons for positions that are not academic. The Governing Board shall classify and assign titles to such positions. Such employees and the positions they hold shall be known as the “classified service.”

All employees in the classified service shall be designated as either probationary or permanent.

The Superintendent/President shall develop procedures for the recruitment and selection of regular classified bargaining unit employees. The procedures shall also assure that the requirements of state law and regulations regarding the classified service are met.

Substitute and short-term employees, employed and paid for less than 75 percent of a college year, shall not be a part of the classified service. The term “short-term” as used in this chapter refers to any person who is employed to perform a service for the District, upon the completion of which the service required or similar service will not be extended or needed on a continuing basis. The description “75 percent of a college year” means 195 working days, including holidays, vacation, sick leave, and other paid leaves of absence, irrespective of the number of hours worked per day.

Before a short-term employee is employed, the Governing Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Governing Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service. Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District shall not be a part of the “classified service.”

The probationary period for classified employees shall be one year.

References: Education Code Sections 88003, 88004, 88009, and 88013

Policy

Category: Executive Expectations

Adopted: 4/26/12  
(Replaces former Board Policy 7.2.3)