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."

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 employee" 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 Superintendent/President shall develop procedures for the recruitment and selection of regular classified bargaining unit employees as established in BP and AP 7120 Recruitment and Selection. The procedures shall also assure that the requirements of state law and regulations regarding the classified service are met.

All employees in the classified service shall be designated as either probationary employees or permanent employees of the District. The probationary period for classified employees shall be six months of paid service, except for full-time Campus Police Officers whose probationary period shall be not less than one year of paid service. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification, which shall not exceed six months, shall be returned to the position from which the employee was promoted.

Additional information regarding classified employees may be obtained from the current collective bargaining agreement.

BP 7230 Classified Employees

Also see BPs 7150 Evaluation and Professional Growth and 7295 Letters of Recommendation for Employment

References: Education Code Sections 66284, 88003, 88004, 88009, and 88013; Title 5 Section 53601 et seq.

Policy Category: Executive Expectations

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