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**HUMAN RESOURCES**

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**BP 7260 CLASSIFIED ADMINISTRATORS AND SUPERVISORS**

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References:

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Education Code Sections 72411 and 87002 (b) and (c);

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Government Code Sections 3540.1(g) and (m)

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Classified administrators are administrators who are not employed as educational administrators and who, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the instructional or student services programs of the District.

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Classified supervisors are supervisors of classified employees not employed in academic positions.

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Classified administrators and supervisors, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other classified employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

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Refer to the appropriate employee handbook for additional details regarding classified administrators and supervisors.

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Office of Primary Responsibility: Human Resource Services