

HUMAN RESOURCES

BP 7230 CLASSIFIED EMPLOYEES

References:

Education Code Sections 88003, 88004, 88009, and 88013

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service. Procedures specific to classified employees are delineated in the applicable collective bargaining agreement or employee handbook.

The classified service does not include:

- Substitute employees
- Short-term employees who are employed and paid for less than 75 percent of the fiscal year
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment
- Interns, 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

The Governing Board shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority, Human Resources)

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be one year.

Also see AP 7235 titled Probationary Period: Classified Employees, BP/AP 7120 Recruitment and Hiring