

**Classified Employees**

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.

The classified service does not include:

- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- 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 Board shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.)

The rules for application, examination, recruitment and selection of classified employees are established pursuant to the authority of the personnel commission under Education Code Sections 88080 and 88081, other provisions governing the Merit System Act in the Education Code, and the district equal employment opportunity program. It is the responsibility of the personnel commission to approve rules and regulations as required in those Education Code sections.

Before a limited-term assignment is created, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond the time permitted by law.

Administrative regulations shall be established to assure that the requirements of state law and regulations regarding the classified service are met.

**Classified Employees** (continued)

Appointment of Employees

Appointment of all classified employees shall be made in accordance with the Education Code and the personnel commission rules and shall be approved by the governing board.

The probationary period for classified employees shall be six months or 130 days of paid service, whichever is longer, except for executive, administrative employees or police officers, for which the probationary period is one year.

See Administrative Regulation 7230

Reference: Education Code Sections 88004; 88009; 88076; 88105; 88120

Adopted by the Governing Board: June 28, 1978; June 4, 1996; April 4, 2006

Revised: June 1, 1982; May 5, 1987

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Reference: Education Code Section 88060 et seq.

Adopted by Chancellor's Cabinet: August 18, 2008