

Policy 4200: Classified Personnel

Status: ADOPTED

Original Adopted Date: 10/01/1996 | **Last Revised Date:** 12/01/2017 | **Last Reviewed Date:** 12/01/2017

The Governing Board recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Board shall fill each of its classified positions with qualified persons, consistent with position requirements.

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

Each classified employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the

number of hours worked per day. (Education Code 45103)

State

Ed. Code 45100-45139

Ed. Code 45160-45169

Ed. Code 45190-45210

Ed. Code 45220-45320

Ed. Code 49406

Ed. Code 51760-51769.5

Management Resources

Website

Website

Description

Employment of classified staff

Salaries for classified employees

Leaves of absence; classified

Merit system; classified employees

TB risk assessment

Work experience education

Description

CSBA District and County Office of Education Legal Services

California School Employees Association

Code

0200

3312

3515.3

3515.3

3542

4111

4112.4

4112.5

4112.5-E(1)

4141

4211

4212

4212.4

4212.5

4212.5-E(1)

4215

4217.3

4218

4218

4218.1

4231

4241

4311

4312.4

4312.5

4312.5-E(1)

Description

Goals For The School District

Contracts

District Police/Security Department

District Police/Security Department

School Bus Drivers

Recruitment And Selection

Health Examinations

Criminal Record Check

Criminal Record Check

Collective Bargaining Agreement

Recruitment And Selection

Appointment And Conditions Of Employment

Health Examinations

Criminal Record Check

Criminal Record Check

Evaluation/Supervision

Layoff/Rehire

Dismissal/Suspension/Disciplinary Action

Dismissal/Suspension/Disciplinary Action

Dismissal/Suspension/Disciplinary Action (Merit System)

Staff Development

Collective Bargaining Agreement

Recruitment And Selection

Health Examinations

Criminal Record Check

Criminal Record Check