

BP 7230 Classified Employees

Reference:

Education Code Sections 88003; 88004; 88009; 88013

7230.1 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 Board or their designee shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.) Duties and responsibilities of classified personnel will be specified in the employee's job description and will be the direct responsibility of the designated supervisor. General administrative supervision for each position in the classified service will be specified in the employee's job description.

7230.2 The probationary period for classified employees shall be one year. Time spent on leave of absence without pay will not apply toward completion of the probationary period. A probationary employee may be demoted, suspended, or dismissed **without** cause at any time during the probationary period and such action shall not entitle the employee to a hearing before the Board of Trustees.

7230.3 The purpose of evaluation is to improve job performance. Probationary and regular classified staff shall be evaluated pursuant to the current CSEA Agreement. Additional evaluations of probationary or permanent classified employees may occur as often as needed to adequately assess the employee's performance.

7230.4 An employee who serves the required probationary period in a satisfactory manner shall be classified as a permanent employee and shall be subject to dismissal only for cause. Permanent employees will be evaluated by the supervisor at least once every year prior to their anniversary date.

7230.5 The CEO shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

7230.6 The classified service does not include:

- Substitute and 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.
- 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.

7230.7 Before a short-term employee is employed, 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 75 percent of an academic year.

Approved 05/14/08