

## **BP 7230      Classified Employees**

Reference:            ***Education Code 88003; 88004; 88008; 88013***

Adoption Date:    August 21, 2001      Updated:            April 15, 2003

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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:

- Substitute and short-term employees who are employed and paid for less than ~~seventy-five percent of the fiscal year~~ 175 days (work for any portion of a day constitutes one day);
- 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, consistent with Government Code Sections 3540, et seq., fix and prescribe the duties of the members of the classified service (Board Policies 3100, 7110). The probationary period for classified employees shall be one year.

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~~ 175 days (work for any portion of a day constitutes one day).

The Chancellor shall establish procedures to assure that the requirements of state law and regulations regarding the classified services are met.