Policy 4200: Classified Personnel

Status: DRAFT

Original Adopted Date: 09/20/2005 | **Last Revised Date:** 10/18/2022

The Governing Board believes that classified employees provide essential services that support and enhance the district's educational program, including the academic achievement, personal growth, and well-being of district students. Additionally, the Board acknowledges that classified employees benefit from professional development in fulfilling the expectations for their position and expects classified employees to engage in ongoing professional development to improve their skills and pursue excellence.

The Superintendent or designee shall fill each of its classified positions with individuals who meet applicable requirements and district qualifications, consistent with position requirements.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each classified position.

The Superintendent or designee may provide professional development opportunities to classified staff for the purpose of continual improvement of knowledge and skills related to the employee's position.

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 responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, administrative regulations, and collective bargaining agreements, as appropriate.

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)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 45100-45139	Employment of classified staff
Ed. Code 45160-45169	Salaries for classified employees

State	Description
Ed. Code 45190-45210	Leaves of absence; classified
Ed. Code 45220-45320	Merit system; classified employees
Ed. Code 49406	TB risk assessment
Ed. Code 51760-51769.5	Work experience education

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	California School Employees Association

Cross References	Description
0200	Goals For The School District
3312	Contracts
3542	School Bus Drivers
4111	Recruitment And Selection
4112.4	Health Examinations
4112.5	Criminal Record Check
4140	Bargaining Units
4211	Recruitment And Selection
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4212.5	Criminal Record Check
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4231	Staff Development
4231	Staff Development
4240	Bargaining Units
4311	Recruitment And Selection
4312.4	Health Examinations
4312.5	Criminal Record Check
4340	Bargaining Units