

Classified Personnel

BP 4200

The primary role of classified personnel is to support and enhance the efforts of certificated personnel to achieve the purposes and goals of the schools adopted by the Governing Board.

(cf. 0200 - Goals for the School District)

All personnel policies and regulations pertaining to classified personnel must be written in harmony with that primary role.

Legal Reference:

EDUCATION CODE

45100 Application of provisions to classified employees

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

45105 Positions under various acts not requiring certification qualifications; classification

45105.1 Classified service

45106 Exempt positions subject to certain provisions

45107 Prohibited use of Federal Emergency Employment Act Funds

45108 Restricted positions

45113 Rules and regulations for classified service in districts not incorporating the merit system

EMPLOYMENT EXEMPT FROM THE CLASSIFIED SERVICE

Positions not requiring certification qualifications which are not a part of the classified service include but are not limited to the following:

1. Substitute assignments are assignments in which an employee is engaged to perform the duties of a position in the absence of an employee who is regularly assigned to that position.

Seventy-five percent of a school year means 195 working days, including holidays, sick leave, vacation and other paid leaves of absence, irrespective of the number of hours worked per day.

2. Short-term positions in which persons are employed to perform a specific service for the district, upon the completion of which the specific service required will not be extended on a continuing basis. Such a specific service shall have a beginning and ending date.
3. Part-time noon supervisors.
4. Professional experts employed on a temporary basis for a specific project, regardless of the length of employment.
5. Full-time students employed part time.
6. Part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district pursuant to Sections 51760-51770 of the Education Code and financed by state or federal funds.