

**BOARD POLICY 7230 CLASSIFIED EMPLOYEES**

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 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.

The Board shall fix and prescribe the duties for each classification of the classified service.

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.

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

The probationary period for classified employees is normally six months, but the district may extend the probationary period for an additional six months in accordance with the applicable collective bargaining agreement.

Reference:

Education Code Sections 88003, 88004, 88009, and 88013;  
Administrative Procedure 7230

Replaces:

Board Policy 3.32 Definition of Classified Personnel  
Board Policy 3.34 Employment of Temporary Classified Staff  
Board Policy 3.35 Out-of-Class (Acting) Assignments and Compensation