

Classified Employees

Reference: Education Code Sections 88003; 88004; 88009; 88013

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, including during a recruitment process for up to 60 days;
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment;
- Interns, 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 College District.

Pursuant to District Policy No. 7110, "Delegation of Authority," the Governing Board delegates authority to the Superintendent/President and Vice President for Human Resources to fix and prescribe the duties of the members of the classified service.

Before a short-term employee is employed, the Governing 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 Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for newly hired classified employees shall be one year. All original appointments of classified employees shall be for a probationary period of twelve (12) months from the date of employment. A probationary employee may be demoted, suspended, or dismissed at any time during the probationary period without cause and without right of appeal. An employee who serves the required probationary period in a satisfactory manner, and is continued in employment, shall be classified as a permanent employee and shall be subject to dismissal only for cause. An employee who is promoted shall serve a probationary period of nine (9) months in the higher salary classification position. A permanent employee who is serving a probationary period as a result of a promotion and who is found unsatisfactory in the higher salary classification position, shall be reinstated to permanent status in his/her former classification unless there is cause for dismissal as provided for in District Policy No. 7365, "Classified Discipline & Dismissal."