

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:

- A. Substitute and short-term workers (aka “temporary workers”) who are employed and paid for less than seventy-five percent (75%) of the academic year (meaning 195 working days, regardless of the number of hours worked per day).
- B. Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- C. Employment of either full-time or part-time students in any college work-study program or in a work-experience-education program conducted by the district.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110–Delegation of Authority.)

The board shall adopt a classification plan that will group positions into classes. Positions allocated to a class may be given the same identifying title and salary range. The duties and responsibilities of the various classifications shall be kept current. If it is determined through the classification review process that any position is no longer properly allocated to the class in which it has been placed, the superintendent/president shall recommend to the board proper reclassification of the position. All requests for new classifications or reclassifications, along with job descriptions, shall be approved by the board.

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

Before a temporary worker 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 seventy-five percent (75%) of an academic year.

The probationary period for classified employees shall be not less than one year.

Working conditions are outlined in an employee manual, which is the result of a meet-and-confer process with the superintendent/president and representatives of the classified senate.

See Administrative Procedures 7231-3–Seniority, 7232–Classification Review, 7235–Probationary Period-Classified Employees, and 7236–Substitute and Short-term Employees.