BP 7230   Classified Employees

Reference:
Education Code Sections 88003, 88004, 88009, 88013, and 88120

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% 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.

Probationary Period
The probationary period for classified employees shall be 6 months. Time spent on leave of absence without pay will not apply toward completion of the probationary period. A probationary employee may be demoted, suspended, or dismissed without cause at any time during the probationary period and such action shall not entitle the employee to a hearing before the Board of Trustees.

An employee who serves the required probationary period in a satisfactory period in a satisfactory manner shall be classified as a regular employee and shall be subject to discipline only for cause in accordance with District procedure.

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

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met. Employees who go in unpaid status or take a leave of absence, including family leaves, will have their probationary period paused during their leave. The probationary period will resume upon return and shall be equal to 6 months worked.

The District has the right to release employees during the probationary period. The District may elect to extend the probationary period of an employee that is not performing satisfactorily.