

Human Resources

BP 7230 CLASSIFIED EMPLOYEES

References:

Education Code Sections 88003, 88004, 88009, and 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 Board shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority)

All persons employed in positions not classified as academic shall be members of the classified service except those persons employed in positions specifically exempted by provisions of the Education Code.

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 of Trustees shall classify all members of the classified service and shall adopt position descriptions for each position so classified.

The selection, appointment, assignment, transfer and retention of classified personnel are the responsibilities of management, subject to the recommendation of the Chancellor and final approval of the Board of Trustees.

It shall be the established policy of the District to recruit and employ the best qualified applicants available for any vacant position. See BP/AP 7120 titled Recruitment and Selection. All classified personnel are employees of the District.

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

Further information on represented classified employees can be found in the respective collective bargaining agreement.

Date Adopted:

(This new policy replaces current CLPCCD Policies 4400, 4402, 4410, 4416, 4418, 4424, 4426, and 4429.)