

## Chapter 7 – Human Resources

### BP 7230 Classified Employees

#### References:

Education Code Sections 88003; 88004; 88009; 88013, and 88191

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; or
- 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.

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

Before a short-term employee is employed, the Board of Trustees, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board of Trustees may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The College President/CEO shall establish procedures to assure that the requirements of State law and regulations regarding the classified service are met.

In accordance with Education Code Section 88013, upon election of a classified employee, the person shall serve as a probationary employee for a period of six months of service following the date of his/her employment which shall be deemed to include days of absence of illness or injury to which the employee is entitled without loss of pay, pursuant to the requirements and authority of Education Code Section 88191.

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