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**Board Policy**  
Chapter 7 – Human Resources

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**BP 7230 CLASSIFIED EMPLOYEES**

**References:**

Education Code Sections 45311, 88003, 88004, 88009, 88013, 88031, and 88060 – 88139 (Merit System)

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.
- 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 fix and prescribe the duties of the members of the classified service. (See BP 7110 Delegation of Authority, Human Resources)

Before a short-term employee 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 it 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 classified employees shall be 6 months, or 130 days, whichever is longer.

Also see BP/AP 7120 Recruitment and Hiring, AP 7230 Classified Employees, AP 7231 Seniority, AP 7232 Classification Review, AP 7233 Claims for Work Out of Classification, AP 7234 Overtime, AP 7235 Probationary Period: Classified Employees, AP 7237 Layoffs, and the Personnel Commission Rules.

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**Adopted:** November 8, 2023

*(This is a new policy)*