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Last Approved 05/2024
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Chapter Lead Kristina Hannon:
Chapter 3(CC)&7
Policy Area Chapter 7 Human
Resources
References CCLC |
Legally
Required

BP 7230 Classified Employees

Employees represented by CSEA should refer to their respective bargaining unit agreement for information specific to their unit.

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 the following:

- 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 Board Policy 7110 titled Delegation of Authority.)

The Chancellor is responsible for establishing 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 six months or 130 days of paid service, whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification shall be employed in the position from which the employee was promoted.

The evaluation of classified employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

References:

Education Code Sections 88003; 88004; 88009; 88013; and 88120
Title 5 Section 53602

Attachments

- [BP 7230 Classified Employees - Comments](#)
- [BP 7230 Classified Employees - Legal Citation](#)
- [BP7230 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date	
Final Board Approval	Kelly Goodrich	05/2024	
Reviewed and Approved per AP 2410	Kelly Goodrich	05/2024	