

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7230 Classified Employees

References:

Education Code Sections 88003, 88004, 88009, and 88013;
Related collective bargaining agreement for relevant provisions

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 employees (any person employed to replace any classified employee who is temporarily absent from duty or to temporarily fill a vacancy).
- Short-term employees (any person employed and paid for less than 75 percent of the fiscal year).
- 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 shall fix and prescribe the duties of the members of the classified service.

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 shall not extend it beyond 75 percent of an academic year.

The Chancellor is authorized to employ classified employees, subject to subsequent ratification by the Board. The Chancellor shall establish procedures to assure that the requirements of state law are met.

This policy may be subject to the collective bargaining process.

Combined and renumbered from CCCD Policies 7112 (adopted November 16, 1983), 7848 (revised August 5, 1998) and 7849 (revised September 12, 1996)
Adopted November 5, 2014