

**EMPLOYMENT OF CLASSIFIED EMPLOYEES**

The Governing Board employs, pursuant to California Education Code, persons for positions that are not academic positions. The Governing Board shall classify all those positions and employees in those positions. Such positions and employees in such positions shall be deemed the Classified Service.

EMPLOYMENT STATUS	WEEKLY WORKLOAD	SALARY BASIS	BENEFITS
<p><b>Classified Service - Regular</b> An employee hired for a probationary appointment on a monthly basis, full - or part-time, with the understanding that upon successful completion of the probationary period, the classification will be changed to permanent and employment will continue until a resignation, retirement or termination occurs.</p> <p><b>Classified Service - Restricted Regular</b> Employees in specially or categorically funded positions which are restricted to employment of persons in low-income groups, from designated impoverished areas and other criteria which restrict the privilege of all citizens to compete for employment in such positions are, in addition to the "regular" class title, classified as "restricted."</p> <p><b>Classified Service - Specially or Categorically Funded</b> Employees in specially or categorically funded positions which are not "restricted regular," and which are not a part of the regular college program.</p>	<p>a. Full-time: 40 hours</p> <p>b. Part-time: less than 40 hours on a regular schedule</p>	<p>Monthly</p> <p>Monthly pro-rated based on FTE</p>	<p>Health Insurance Dental Insurance Salary Continuance Insurance (SCI) Life Insurance Vision Insurance Employee Assistance Plan</p> <p>Same as above pro-rated based on workload. SCI applicable only if 50% or more</p>
<p><b>Classified - Substitute</b> An employee replacing a monthly employee on leave of absence except vacation leave. A substitute shall not work more than 194 days in a year. Substitute assignments to fill a position during the recruitment period shall not exceed 90 work days.</p>	<p>As needed</p>	<p>Hourly</p>	<p>None</p>
<p><b>Classified - Short-term</b> An employee occupying an hourly position authorized by the Chancellor or College president or designee. A short-term employee shall not work more than 175 days in a year. A short-term position shall not exceed 175 work days in a year. A position which exceeds 175 days in a year for a specially funded project shall be established as a categorically funded classified service position.</p>	<p>As needed</p>	<p>Hourly</p>	<p>None</p>

The following employees and positions shall be deemed exempt from classified service:

- a. Substitute and short-term employees employed less than 75% of a college year. (Defined as 195 working days irrespective of the number of hours worked per day.)
- b. Part-time playground attendants.
- c. Apprentices.
- d. Professional experts employed on a temporary basis for a specific period regardless of the length of employment.
- e. Full time students employed part-time.
- f. Part-time students employed part-time in a work-study program or a work experience program conducted by the college district and financed by state or federal funds.

**Process for Employment of Monthly Classified Employees**

The appropriate payroll forms should be submitted for Governing Board action for monthly classified employees when:

- a. employing new personnel;
- b. changing a classification;
- c. changing a work year;
- d. changing the percentage of time worked within the new year;
- e. changing the work schedule so as to affect night differential pay;
- f. implementing a classification transfer; or
- g. transferring work sites.

Education Code 88003, 88004  
Public Employees, Local 1, Article 25

Historical Annotation:

Former HR3050.02 Historical Annotation:

Personnel 4002.02: Administrative Policy 2900.06, 1/82, 11/6/90  
Revised 2/5/02

Former HR3050.06 Historical Annotation:

Personnel 4002.00: Administrative Procedure 5100.01, 7/77  
Rev. 12/89, 11/6/90  
Revised 3/5/02

HR3010 Historical Annotation

Adopted 2/5/02, 1/13/15

Related Board Policies:  
Board Policy 2042

Related Procedure  
Human Resources Procedure 3050.03