

Human Resources

1 BP 7230 CLASSIFIED EMPLOYEES

2 References:

3 Education Code, Sections 88003, 88004, 88009, and 88013

4 Classified employees are those who are employed in positions that are not academic
5 positions. The employees and positions shall be known as the classified service.

6 The classified service does not include:

- 7 • Substitute and short-term employees who are employed and paid for less than
8 75 percent of the fiscal year.
- 9 • Part-time apprentices and professional experts employed on a temporary basis
10 for a specific project, regardless of length of employment.
- 11 • Full time students employed part time, and part-time students employed part
12 time in any college work-study program or in a work experience education
13 program conducted by the District.

14 The Board shall fix and prescribe the duties of the members of the classified service. (See
15 BP 7110 titled Delegation of Authority) The Board of Trustees shall determine the number
16 and classification of classified positions for the District and shall employ personnel to fill these
17 positions from a list of candidates nominated by the President/Superintendent. The assignment
18 of these employees to specific duties shall be made by the immediate manager with the approval
19 of the President/Superintendent.

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

24 The President/Superintendent shall establish procedures to assure that the requirements
25 of state law and regulations regarding the classified service are met.

26 The President/Superintendent, through the Vice President of Human Resources or
27 designee, shall maintain current job descriptions for all classified employment
28 classifications which specify duties, responsibilities, and employment standards.

29 The President/Superintendent or designee shall establish procedures for approval of
30 revisions to such job classification descriptions.

31 All employees in the classified service, except restricted employees, shall be designated
32 as either probationary or permanent.

33 The probationary period of all members of the classified service (except for personnel
34 employed in sworn police officer classifications and the classification of Campus Security
35 Officer) shall be six (6) months of service. The probationary period shall commence on
36 the first day of paid service.

37 The probationary employment period for personnel employed in sworn police officer
38 classifications and the classification of Campus Security Officer shall be 12 calendar
39 months of service. The probationary period shall commence on the first day of paid
40 service.

41 During the probationary period, employees in the classified service may be dismissed
42 without cause and shall not have a right to a hearing.

43
44 Upon successful completion of the required probationary period by any member of the
45 classified service, such employee shall be designated as a permanent employee and
46 shall be subject to disciplinary action only for cause as prescribed in Board Policy.

47 Any permanent classified employee who is subsequently hired in or voluntarily accepts a
48 transfer into a different or higher classification shall serve the required probationary period
49 to obtain permanent status in the job classification. During the applicable probationary
50 period, the employee may be dismissed without cause. In such a case, the employee
51 shall not have a right to an appeal or hearing and shall be demoted to his or her former
52 classification.

53 Also see AP 7230 titled Classified Employees

54 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: November 1994

Date Revised: June 3, 2020

Date Reviewed: February 10, 2020

(Replaces former Cerritos CCD Policies 7300.1, 7301.2, 7301.3, 7302.1, 7303)