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**Board Policy**  
Chapter 7 – Human Resources

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**BP 7230 CLASSIFIED EMPLOYEES**

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

The terms and conditions of employment for classified employees are set forth in the collective bargaining agreement between the District and CSEA, Chapter 36.

**Merit System/Personnel Commission**

Provisions related to the hiring process and employment status are set forth in the Personnel Commission Rules and Regulations. The Personnel Commission Rules and Regulations shall apply to all bargaining unit employees, except where the subject of any Personnel Commission Rule and Regulation is addressed in the collective bargaining unit. In such cases, the provisions of the collective bargaining agreement shall be applicable.

The Personnel Commission shall be composed of five members who meet the requirements defined by statute. Members of the Personnel Commission receive compensation in the amount of \$50 per meeting, not to exceed \$250 per month.

Also see BP/AR 7120 Recruitment and Selection as well as the applicable collective bargaining agreement.

References: Education Code Sections 88003, 88004, 88009, 88013, 88051, 88052, 88060, 88064-88068, 88070 and 88076

Adopted: July 9, 2001

Revised: August 7, 2018

*(Replaces SMC BP 3310 and BP 3320)*