

4200 Classified Personnel

The Governing Board recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Board shall fill each of its classified positions with qualified persons, consistent with position requirements.

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and in accordance to board policy and/or collective bargaining agreements.

1. Each classified employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with board policy and/or collective bargaining agreements.

Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days.

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

Rest Breaks and Meal Break

All employees working at least 4 hours per day may take one 15-minute rest break in each four-hour period, which shall be scheduled at the discretion of the supervisor. Employees are responsible for taking their scheduled rest breaks. Rest breaks may not be combined or carried over into another work day. Failure to take the assigned break shall not entitle the employee to additional compensation or to a change in the beginning or end of the workday without the advance approval of the supervisor.

All employees employed for more than 5 hours per day are entitled to a duty-free lunch period of at least 30 minutes. The length and timing of an employee's lunch period shall be scheduled by the supervisor to meet the needs of the site or department consistent with the duties of the position. Normally, the lunch period will be 30 minutes and is to be taken at approximately the same time each day. The duty-free lunch

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period is not compensated and may be rescheduled within the same workday with the advance approval of the supervisor. Lunch periods may not be shortened or carried over into another work day for the employee's convenience.

If the total workday of an employee is 6 hours or less, the lunch period may be waived by mutual consent of the employee and the District. The waiver must be in writing and will not result in any additional compensation to the employee. The employee has the right to revoke the agreement at any time during the school year and must indicate his/her intentions to revoke the agreement in writing to the personnel department.

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