

4213 Assignment and Classification of Employees

Classified employees shall be assigned by the Superintendent or designee. They shall be required to perform those duties prescribed by the Board of Trustees for the position the employee holds. Employees may be required to work outside of their job classifications. Compensation shall be adjusted upward to reflect the performance of duties outside of the employee's normal assignment.

The Board of Trustees shall classify all positions in the classified services and other positions not requiring certification qualifications. Each position shall have a designated title, a statement of duties required and the hourly salary ranges shall be established for each position. The positions must be classified through a process of analysis of the specific duties performed and written job descriptions will list the duties associated with each class of work.

A short-term/temporary employee is one who is employed pursuant to Education Code section 45103. Such employee may qualify for illness time as indicated in BP 4461, *Personal Illness/Injury Leave for Short-Term Temporary/Substitute Personnel*, for vacation, holiday pay, retirement pay or fringe benefits. Employees substituting in various job classifications shall also be considered short-term/temporary personnel.

Board Approved:

April 12, 2018

August 19, 2004

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