

**Classified Employees**

Reference: Education Code Sections 88003; 88004; 88009; 88013

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 includes:

- Probationary Employees: The probationary period for classified employees shall be one year. An overall satisfactory performance rating is necessary in order to continue employment.
- Permanent Employees: Classified employees shall be considered permanent upon successful completion of a one year probationary employment period.

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 shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.)

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

See Administrative Procedures 7230-0 through 7230-3

*(Formerly PVC Board Policy 4450)*

3/5/09 College Council Approval  
3/24/09 Board First Read  
4/28/09 Board Second Read and Approval