

Personnel - Classified

4416 Employment Status: Classified Employee Classification

All classified employees in the District are assigned to fill one or more job descriptions and classified in one of several categories of employment status. Conditions of employment status are affected by the length of successful service to the District and the type of work to be accomplished. The several categories are outlined as follows:

1. **Restricted Employee:** A restricted employee is one employed pursuant to Sections 88005 through 88008 of the Education Code.
2. **Probationary New Hire Employee:** All new classified personnel employed to fill a regularly established full-time position or part-time position (members of the "Classified Service") are employed on probationary status for three hundred sixty five (365) calendar days of service. Should any rating be less than satisfactory, the new classified personnel may be terminated.
 - a. **Resignation during Probationary Period** - Any person resigning during a probationary period shall begin a new period of probation upon subsequent reemployment.
 - b. **Promotions** - Permanent employees who accept a promotional appointment shall return immediately to a probationary status for a period of one hundred eighty (180) calendar days, beginning with the first day of service in the new position. The probationary period may be extended, as a result of a negative evaluation, for no more than a total of ninety (90) calendar days. Such extension may be made by action of the Chancellor whenever an additional period is considered necessary to assess the ability of an employee to perform duties satisfactorily. The classified employee shall be informed in writing of any extension of the probationary period prior to the close of the regular probationary period, and opportunity will be provided to be heard by the Chancellor or designee.
3. **Permanent Employee:** Each person who has served as a probationary employee and has been recommended for regular status shall be classified as a permanent employee or have his/her employment terminated.

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Permanent employees shall be dismissed during the employment period for cause only (see Policy 4430).

Substitute, temporary, and short-term employees, employed and paid for less than seventy-five percent (75%) of a school year, apprentices, professional specialist, program leaders, employed on a temporary basis for a specific project, full-time students employed part-time and part-time college students employed part-time in a college work-study program shall not be part of the classified service.