

### **CLASSIFIED PERSONNEL**

The Board of Education shall fill each of its classified positions with qualified persons, consistent with position requirements, and in accordance with Personnel Commission rules and regulations. The primary role of classified personnel is to provide services that support and enhance the district's educational program.

Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

#### Classification of Employees

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.

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position.

Before employing a short-term classified 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 75 percent of the school year, as defined.

Each position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year. A job description shall be established for each position.

#### Assignment

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, Personnel Commission rules and regulations, and collective bargaining agreements.

Adopted: August 22, 2007