

Support/Classified Staff

Note: Policies and regulations In the GD section (Support Staff) pertain to classified and noncertificated staff and cover all categories of noncertificated staff such as clerical personnel, food services personnel, maintenance and custodial personnel, bus drivers, and any administrative personnel not requiring certification.

Definitions

1. A full-time classified employee is one who works 30 or more hours in a four-day week.
2. A part-time classified employee is one who works less than 30 hours in a four-day week.
3. A limited part-time classified employee is one who works less than four hours per day in a regular position.
4. A short-term classified employee is one who is employed to perform a service for the district for not less than one month nor longer than 195 workings days including holidays, sick leave, vacation and other leave of absence, upon the completion of which the service will not be extended or needed on a continuing basis, or who performs seasonal or emergency work.
5. An hourly classified employee is one who is employed for less than one calendar month, a full-time day student employed part-time, a day-to-day substitute or a noon supervisor.
6. A substitute classified employee is one who takes the place of an absent employee for less than 30 calendar days. Effective the first day to following the first 30 days of a single assignment, a substitute employee shall be classified as a long-term substitute.

Current practice codified 1980

Adopted: 03/12/81

Revised: 06/19/14