

BOARD POLICY

Classified Service, Establishment ofA. Positions Included

All positions established by the Board of Education which are not exempt from the classified service by law shall be part of the classified service. All employees serving in classified positions shall be classified employees. The employees and positions shall be known as the classified service.

B. Exemption from the Classified Service

Positions required by law to have certification qualifications, part-time playground positions (noon duty supervisors), full-time students employed part time, part-time students employed part time in any college work-study program, apprentices, community representatives (as provided by law), staff assistants or field representatives employed to directly assist the Board or individual Board members, and professional experts employed on a temporary basis for a specific project by the Board or by the Commission when so designated by the Commission, shall be exempt from the classified service. For purposes of this regulation, a part-time position is one for which the assigned time is less than 35 hours per week.

C. Effect of Exemption

Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these regulations, except as provided by law or the Board of Education.

D. Professional Expert Assignments

The Board of Education may employ professional experts on a temporary basis. Assignments shall be made by the Office of Personnel Services. Such assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists.

In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession. Evidence of professional qualifications must be presented to the Commission at the time the written request for temporary appointment is made.

Authorization for service as a professional expert shall not exceed six months. Additional time which may be required shall be submitted to the Commission for approval.

E. Restricted Positions and Employees

When employment in positions that are properly a part of the classified service is restricted by criteria which preclude employment through the normal competitive process, the positions shall, in addition to the assigned title, be designated as “restricted.”

Persons employed in “restricted” positions shall be classified employees for all purposes except:

1. They may not attain permanent status.
2. They shall not be accorded seniority rights.
3. They may not be given provisional appointments concurrent with status in a restricted position.
4. They are not eligible to compete in promotional examinations in the regular classified service.

If, after completion of six months of satisfactory service, employees serving in “restricted” positions attain placement on the eligibility list, they shall be considered a part of the regular classified service, regardless of numerical standing on the eligibility list, even though they may continue to serve in “restricted” positions. They shall be accorded full rights, benefits, and burdens of a regular classified employee. Seniority rights shall be counted as of the date of initial appointment to the “restricted” position.

F. Positions With Bilingual Requirement

The Board of Education may designate positions within a class as bilingual and require that the holders of these positions speak, read, and write a specified language in addition to English.

Successful candidates possessing the bilingual ability will be given preference over other successful candidates in filling such positions.

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Ref: EC Sections 45104-45106, 45112, 45256-45259

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