

WESTMORLAND UNION ELEMENTARY SCHOOL DISTRICT

IV.

Board Policies Covering All Classified Employees

Board Policy No. 4200: THE CLASSIFIED SERVICE

- A. Probationary and permanent classified employees employed by the Board shall be considered the classified service, and shall be covered by Board Policies in the 4300 series.

- B. Substitute and short-term employees, employed and paid for less than seventy-five (75) percent of a school year, shall **not** be a part of the classified service, and shall not be covered by Board Policies in the 4300 series. A "substitute employee" means any individual employed to replace any classified employee who is temporarily absent from duty. In addition, if the District is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the Board may fill the vacancy through the employment for not more than sixty (60) calendar days, of one or more substitute employees. A "short-term employee" means any individual who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Pursuant to Education Code section 45103, "seventy-five (75) percent (%) of a school year" means 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day.

- C. Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall **not** be a part of the classified service.

- D. 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 a community college district pursuant to applicable law and which is financed by state or federal funds, shall **not** be a part of the classified service.

- E. All other individuals excluded from the classified service by law shall **not** be part of the classified service.

- F. Individuals hired as "restricted" pursuant to Education Code section 45108 shall be part of the classified service **except** for all purposes identified in Section 45108 or other law.

Legal Reference:

Education Code sections 45103, 45104, 45105, 45108

Date Policy Adopted By The Board: August 22, 1989

Date Policy Revised By The Board: May 16, 1995

Date Policy Revised By The Board: October 9, 2003