

# BOARD POLICY

Placentia-Yorba Linda Unified School District

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Personnel

4200 - BP

## CLASSIFIED PERSONNEL

The Governing Board desires to fill each of its classified positions with highly skilled and qualified persons, consistent with position requirements. The primary role of classified personnel is to provide services that support and enhance the district's educational program.

As provided in the Education Code, the classified service consists of all employees in positions not requiring certification except substitute or short-term employees who are employed for less than seventy-five percent (75%) of the school year. "Seventy-five 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. Full-time day students employed part time, 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.

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

Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations.

### LEGAL REFERENCE:

<u>Education Code:</u>	Section 45100 – 45139	Employment of classified staff
	Section 45160 – 45166	Salaries and differential compensation
	Section 45190 – 45210	Resignations and leaves of absence

Policy adopted: 5/12/80

Policy revised: 3/13/12

Policy revised: 2/13/18