

## BP 4200

**CLASSIFIED PERSONNEL**

The Governing Board shall fill each of its classified positions with 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.

(cf. 0200- Goals for the School District)  
(cf. 4211- Recruitment and Selection)

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.

(cf. 4215 - Evaluation/Supervision)

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. (Education Code 45103)

(cf. 4141/4241- Collective Bargaining Agreement)  
(cf. 4215- Evaluation/Supervision)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

(cf. 4211 - Recruitment and Selection)  
(cf. 4212 - Appointment and Conditions of Employment)

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. (Education Code 45103)

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.

## CLASSIFIED PERSONNEL (cont)

BP 4200 (b)

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Assignment

Classified employees shall be assigned by their immediate supervisors without 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 and collective bargaining agreements.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)  
(cf. 4141/4241 - Collective Bargaining Agreement)

## Legal Reference:

EDUCATION CODE

45100-45139 Employment of classified staff  
45160-45166 Salaries and differential compensation  
45190-45210 Resignation and leaves of absence  
45220-45320 Merit system  
49406 Examination for tuberculosis  
51760-51769.5 Work experience education

## Policy

adopted: November 4, 1997

## Policy

Revised: July 15, 2003

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California