

**CLASSIFIED PERSONNEL**

**A. Purpose and Scope**

To provide guidance and direction for principals and/or other administrative personnel regarding hiring classified positions with highly skilled and qualified persons, consistent with position requirements.

**B. General**

Individuals hired solely for the following purposes are exempt from the classified service:

1. all positions excluded per the CSEA Master Agreement.
2. substitute or short-term employees who are employed for less than 75 percent of the school year to replace any classified employee who is temporarily absent from duty.
3. apprentices and professional experts employed on a temporary basis for a specific project.
4. full-time day students employed part-time.
5. part-time students employed part-time in any program conducted by a community college district pursuant to Education Code 51760 et seq. and which is financed by State or Federal funds.

**C. Forms Used and Additional References**

None

**D. Procedure**

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. Employment for such purposes after conviction of a sex or controlled substance offense shall be subject to the provisions of Education Code 45123 and 45124. (Education Code 45106)

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Persons employed in restricted positions shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272-45273 related to promotional examinations and the filling of vacancies and shall not acquire permanent status or seniority credit. They shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and only upon the subsequent satisfactory completion of the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

**E. Reports Required**

None

**F. Record Retention**

Employee Personnel File

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Regulation Approved:  
TUSD: 9/23/97