

Support/Classified Staff

Definitions

1. A *full-time* classified employee is one who works 30 hours or more per week.
2. A *part-time* classified employee is one who works less than six hours per day on a regular basis, based on a 5-day per week calendar, or less than seven and a half hours per day on a regular basis, based on a 4-day per week calendar.
3. A *limited part-time* classified employee is one who works less than four hours per day in a regular position.
4. A *short-term* classified employee is one who is employed to perform a service for the district for not less than one month nor longer than 195 working days, including holidays, day leave, vacation, and other leaves of absence, upon the completion of which the service will not be extended or needed on a continuing basis, or who performs seasonal or emergency work.
5. An *hourly* classified employee is one who is employed for less than 30 hours per week, a full-time day student employed part time, a day-to-day substitute, or a noon supervisor.
6. A *substitute* classified employee is one who takes the place of an absent employee for less than 30 calendar days. Effective the first day following the first 30 days of a single assignment, a substitute employee shall be classified as a *long-term substitute*.

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