

CLASSIFIED STAFF

Note: Policies and regulations in this GD section pertain only to classified and non-licensed administrative/professional/technical staff and cover all categories of technical staff, clerical personnel, food services personnel, maintenance and custodial personnel, transportation personnel, paraprofessional/aide personnel, coordinator and specialist personnel, etc.

DEFINITIONS

1. A full-time classified employee is one who works 40 hours per week, depending on the position.
2. A part-time classified employee is one who works less than 40 hours per week, depending on the position.

EMPLOYMENT STATUS

1. A regular classified employee is one who has been notified of a particular assignment.
2. A substitute classified employee is one who is employed on a day-by-day basis in place of a regular employee.
3. A temporary classified employee is one who is hired for a specific period of time to fill a vacancy or assist in an additional workload situation.

Employment status is only considered for purposes of determining an employee's entitlement to benefits. All classified staff employees, regardless of employment status, are employees at-will and, as such, are employed for an indefinite term and may be terminated with or without cause.

Classified staff employees shall be notified by the human resources department when there is a change in their classification and/or salary.

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