



PERSONNEL – CLASSIFIED EMPLOYEES

BOARD POLICY – CLASSIFIED PERSONNEL

BP 4200

The County Board of Education adopted the Merit System as provided for in the California Education Code Article 6 commencing with Section 45240 of Chapter 5, Part 25, Title 2, due to the County of Santa Barbara having a merit system (civil service) in effect. At the time of adoption in 1975, certain duties and functions were transferred by the Santa Barbara County Board of Supervisors to the County Board of Education, pursuant to Education Code Section 1080 and as provided for in Education Code Section 1310.

The County Board of Education, the Personnel Commission, and the County Superintendent of Schools recognize that classified personnel provide essential services that support and enhance the SBCEO's educational program. The County Superintendent of Schools shall fill each of its classified positions with qualified persons, consistent with position requirements and personnel commission rules.

The County Superintendent of Schools shall classify all employees and positions within the jurisdiction of the commission, except for those employees and positions exempt from classified service, as the classified service. (Education Code 45256)

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

The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. (Education Code 45260)

The commission rules shall provide for the procedures to be followed by the County Superintendent of Schools as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article. (Education Code 45261)

With respect to those matters which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer. (Education Code 45261)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 45100-45139

Description

Employment of classified staff

Ed. Code 45160-45169
Ed. Code 45190-45210
Ed. Code 45220-45320
Ed. Code 49406
Ed. Code 51760-51769.5

Salaries for classified employees
Leaves of absence (classified)
Merit system, classified employees
Examination for tuberculosis
Work experience education

Management Resources
Website

Description
[California School Employees Association](#)

ADOPTED BY COUNTY BOARD:
REVISED:

September 1, 2022