RANCHO SANTA FE SCHOOL DISTRICT

III.

Board Policies Covering All Classified Employees

Board Policy No. 4200: THE CLASSIFIED SERVICE

A. Probationary and permanent classified employees employed by the Board shall be considered the classified service, and shall be covered by applicable Board Policies in the 4000 series.

B. Substitute and short-term employees, employed and paid for less than seventy-five (75) percent of a school year, shall not be a part of the classified service, and shall not be covered by Board Policies in the 4200 series. A "substitute employee" means any individual employed to replace any classified employee who is temporarily absent from duty. In addition, if the District is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the Board may fill the vacancy through the employment for not more than sixty (60) calendar days, of one or more substitute employees.

C. In accordance with Education Code section 45103(d)(2) a "short-term employee" means any employee who is employed to perform a service, upon the completion of which, will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled Board meeting, shall specify the service required to be performed by the employee, and shall certify the ending date of the service. This ending date may be shortened or extended, but shall not extend beyond seventy-five percent (75%) of a school year.

D. Pursuant to Education Code section 45103, "seventy-five (75) percent (%) of a school year" means 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day.

E. Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service where the employee is not otherwise employed in a classified position.

F. Full-time students employed part-time, and part-time students employed part-time in any college work-study program, or in a work experience education program conducted by a community college district pursuant to applicable law and which is financed by state or federal funds, shall not be a part of the classified service.

G. All other individuals excluded from the classified service by law shall not be part of the classified service.

H. Individuals hired as "restricted" pursuant to Education Code section 45108 shall be part of the classified service except for all purposes identified in Section 45108 or other law.

I. The Board hereby designates the following employees as classified management employees:

Chief Business Officer
Director of Maintenance and Operations
Director of Technology and Cybersecurity
Director of Finance

Legal Reference:
Education Code sections 45103, 45104, 45105, 45108
Government Code section 3540.1

Date Policy Adopted By The Board: September 6, 1990
Dates Policy Revised By The Board: January 13, 2005; May 17, 2007; May 6, 2010; June 22, 2017; June 22, 2018; October 14, 2022; October 15, 2026