

## **CLASSIFIED PERSONNEL**

The primary role of classified personnel is to provide services that support and enhance the Monterey County Office of Education's (MCOE) educational program. Classified positions shall be staffed with qualified persons, consistent with position requirements.

*(cf. 0200 - Goals)*  
*(cf. 4211 - Recruitment and Selection)*

Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

*(cf. 4215 - Evaluation/Supervision)*

### Classification of Employees

The County Superintendent shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. [Education Code 45103]

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

Each position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year. A job description shall be established for each position.

*(cf. 4211 - Recruitment and Selection)*  
*(cf. 4212 - Appointment and Conditions of Employment)*

### Short-Term Employees

Before employing a short-term classified employee, the service required to be performed by the employee and the ending date of the service shall be specified. The County Superintendent may shorten or extend the ending date, but the date shall not be extended beyond 75 percent of the school year, as defined. [Education Code 45103]

Human Resources will notify the division and department manager when the employee has thirty (30) days remaining before reaching 75 percent of the school year.

Assignment

Classified employees shall be assigned by their immediate supervisors with the approval of the County Superintendent or designee. They shall be required to perform those duties prescribed for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*Legal Reference:*

EDUCATION CODE

45100-45139 *Employment of classified staff*  
45160-45169 *Salaries and differential compensation*  
45190-45210 *Resignation and leaves of absence*  
45220-45320 *Merit system*  
49406 *Examination for tuberculosis*  
51760-51769.5 *Work experience education*