

**CHAPTER 4: Classified Personnel**  
**BOARD POLICY NO. 4.05 (BP 7230)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 4.05 The Classified Service  
**Revision Date:** 11/10  
**Policy References:** Education Code Sections 88003, 88004, 88009, 88013

---

1. The San Mateo County Community College District shall employ persons for non-faculty positions. The Board shall classify and assign titles to all such positions. Such employees and the positions they hold shall be known as the Classified Service.
2. All employees in the Classified Service shall be designated as probationary employees or as permanent employees. Probationary employees are newly hired or newly promoted (to a higher paying position) employees in classified position for the first six months of employment.
3. Substitute and short-term employees, employed and paid for less than 75% of a college year, shall not be a part of the Classified Service.
  - a. The term "short-term" as used in this Chapter refers to any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.
  - b. A substitute employee is a person employed to replace someone who is temporarily absent or, under certain circumstances, to replace someone who has resigned while the selection process for that position is underway.
  - c. The description "75% of a college year" means 195 actual paid working days, irrespective of the number of hours worked per day.
4. Student assistants employed part time, 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.
5. The assignment of duties and responsibilities for specific positions within established job classifications shall be the direct responsibility of the designated supervisor, subject to review by the appropriate administrator and the Office of Human Resources, and in conformance with the respective collective bargaining agreements, as appropriate.