

Human Resources

BP 7260 CLASSIFIED SUPERVISORS AND MANAGERS

References:

Education Code Section 72411; 88013
Government Code Sections 3540.1(g) and (m)

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

All other classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

The probationary period for classified supervisors and managers shall be nine (9) months and may be extended for a period of up to three (3) months, not to exceed a total of twelve (12) calendar months. An employee who is promoted shall serve a probationary period of six (6) working months in the higher classification. If the employee fails to complete the probationary period for the promotional classification, they shall be employed in the position from which he or she was promoted, unless there is cause for dismissal. Anyone hired prior to the adoption of this policy, will be exempt from the probationary criteria stated herein.

Date Adopted: November 18, 2008