



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Board Policy: #4200**

**Section: 4000**

**Personnel**

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### **CLASSIFIED PERSONNEL**

The Governing Board recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Board shall fill each of its classified positions with qualified persons, consistent with position requirements.

*(cf. 0200 - Goals for the School District)*

*(cf. 4211 - Recruitment and Selection)*

Each classified employee 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)*

#### **Substitute and Short-Term Employees**

The district may employ a limited term employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more provisional employees for no more than 90 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a limited term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a limited term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service.

#### *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*

#### *Management Resources:*

##### WEB SITES

*California School Employees Association: <http://www.csea.com>*