

**CLASSIFIED PERSONNEL**

The Governing Board desires to fill each of its classified positions with highly skilled and qualified persons, consistent with position requirements. The primary role of classified personnel is to provide services that support and enhance the District's educational program.

*(cf. 0200 - Goals for the School District)*  
*(cf. 4211 - Recruitment and Selection)*

The classified service shall consist of all employees in positions not requiring certification unless the position is specifically exempted from the classified service. Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

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

*(cf. 4141/4241 - Collective Bargaining Agreement)*  
*(cf. 4215 - Evaluation / Supervision)*

Policies, rules and regulations related to classified personnel shall be available to all concerned and shall be administered in a fair and equitable fashion.

*Legal Reference:*

- EDUCATION CODE
- 45100-45139 Employment of classified staff*
- 45160-45166 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*

Policy  
Adopted: September 11, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California