
Administrative Procedure
Chapter 7 – Human Resources

AP 7230 CLASSIFIED EMPLOYEES

References:

Education Code Sections 88003, 88004, 88009, 88013, 88060 – 88139 (Merit System)

The District employs persons in positions that are not academic positions. The Personnel Commission shall classify these employees into positions. The employees and positions shall be known as the classified service.

The Personnel Commission shall address and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the college.

Employees within the classified service are subject to District Board Policies and Procedures and Personnel Commission rules, and are guided by the relevant employee handbook for their position and the reasonable directives given from their supervisor or the District in compliance with those rules and documents.

Also see BP/AP 7120 Recruitment and Hiring, BP 7230 Classified Employees, AP 7231 Seniority, AP 7232 Classification Review, AP 7233 Claims for Work Out of Classification, AP 7234 Overtime, AP 7235 Probationary Period: Classified Employees, AP 7237 Layoffs, the Personnel Commission's Laws/Rules, and the collective bargaining agreements for applicable employees.

Approved: July 9, 2025

(This is a new procedure)