

Personnel

Classified Personnel

The Superintendent recognizes that classified personnel provide essential services that support and enhance the educational programs of the El Dorado County Office of Education (EDCOE). The Superintendent shall fill each of its classified positions with qualified persons, consistent with position requirements.

The Superintendent shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

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.

Substitute and Short-Term Employees

EDCOE may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If EDCOE is in the process of hiring a permanent employee to fill a classified position, the Superintendent may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

EDCOE may employ a short-term employee to perform a service for EDCOE when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Superintendent shall specify the service required to be performed by the employee and the ending date of the service. The Superintendent may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours

worked per day. (Education Code 45103)

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

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