

Salinas Union High School District

CLASSIFIED PERSONNEL

The words and terms defined herein shall have the following meanings in any policy, rules, or regulation concerning classified employees.

1. **MANAGER.** An administrative official exercising authority over classified personnel who has a job title such as Supervisor, Principal, Director, School Business Manager, Assistant Superintendent, or Superintendent
2. **APPOINTING AUTHORITY.** The person or group of persons having the power to make appointments or to remove persons from positions in the School District service
3. **BOARD.** When used alone means the Governing Board of the School District
4. **CAUSE.** Specified reason for suspension, demotion, dismissal or other disciplinary action
5. **CLASS.** A group of positions with duties and responsibilities sufficiently similar so that each position in the group:
 - a. Can be given the same job title
 - b. Has essentially the same requirements for education and experience
 - c. Can be filled by giving the same test of fitness to applicants
 - d. Can equitably receive the same compensation
6. **CLASSIFICATION PLAN.** The arrangement of positions in classes, together with the titles and specifications describing each class.
7. **CLASSIFIED SERVICE EMPLOYEES.** All persons employed in positions not requiring certification qualifications shall be known as the classified service except substitute and short-term employees employed and paid for less than 75 per cent of a school year, part-time playground positions, full-time day students employed part-time, apprentices, and professional experts employed on a temporary basis for a specific project. These latter employees are classified employees, but are not members of the classified service
8. **COMPENSATION.** Remuneration paid for services rendered.
9. **CONFIDENTIAL EMPLOYEES.** Those employees who, in the regular course of their duties, have access to or possess information relating to their employer's employer-employee relations.
10. **CONTINUOUS EMPLOYMENT.** Employment uninterrupted from the effective date of appointment except by authorized paid absence or of unpaid absence of less than 20 working days.

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11. **CRITICAL EMERGENCY.** A civil disaster or other such major occurrence that requires the use of school employees to the detriment of the financial ability of the District to meet the requirements of Government Code Section 53021
12. **DEMOTION.** A change in status of an employee from a position in one class to a position in a lower class or reduction in step level within a class
13. **DEPARTMENT.** An administrative unit of the School District
14. **DISMISSAL.** The involuntary separation of an employee from employment with the District by order of the Board
15. **EMPLOYEE ORGANIZATION.** Any organization which includes employees of the District and which has as one of its primary purposes representing such employees in their relations with the District
16. **EMPLOYMENT LIST.** The list of those qualified for employment in a class
17. **EVALUATION.** The process or result of measuring an employee's performance and abilities against recognized standards
18. **FULL-TIME EMPLOYEE.** Person employed for the normal work week of 40 hours and for 12 months of the fiscal year
19. **HOLIDAY.** Days off with pay as granted by the Governing Board to commemorate certain events
20. **IMMEDIATE SUPERVISOR.** A person occupying a position who assigns, checks and/or supervises the work of a given employee
21. **IN LIEU TIME.** Time off the job without loss of pay due to prior accumulation of extra hours of work
22. **INCOMPETENT.** Failure to perform adequately the standards of duties required for a given position
23. **INSUBORDINATION.** Willful failure of an employee to comply with a reasonable directive from his supervisor, District regulations or state law, or any act which indicates his unwillingness to accept the authority of a supervisor or the Board

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24. **JOB DESCRIPTION.** The outline of the tasks required in a given job including the responsibilities and duties as well as the normal supervision given and received. The outline is of the job requirements, not of the employee doing the job
25. **JOB QUALIFICATIONS.** The education, experience, knowledge, skills, abilities, licenses and personality characteristics required of employees in a given job
26. **JOB CLASSIFICATION.** The process of grouping individual job specifications under one title and definition on the basis of similar job specifications
27. **JOB SPECIFICATIONS.** A general term covering both the job description and qualifications of a specific job
28. **JOB TITLE.** The name applied to a job specification
29. **LAYOFF.** Termination of service without fault on the part of the employee because of lack of work, lack of funds, or in the interests of economy or departmental reorganization
30. **LEAVE OF ABSENCE.** Permission to be absent from duty with or without pay for a specified period and for a specified purpose, with the right to return at the expiration of the period, or before if approved by the Board as being in the best interest of the District
31. **OVERTIME.** Time worked in excess of 8 hours per day, or 40 hours per week
32. **PART-TIME EMPLOYEE.** Person employed for less than the normal work week of 40 hours and/or less than 12 months per fiscal year
33. **PERMANENT EMPLOYEE.** An employee who is a member of the classified service of the District and who has served the prescribed period of probation
34. **POSITION.** Group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time or part-time employment of one person
35. **PROBATIONARY EMPLOYEE.** Person employed in a regular full-time or part-time position who has not completed the required probationary period
36. **PROBATIONARY PERIOD.** The probationary period shall be a period of six months except that the probationary period for classified service positions designated as manager shall be one year
37. **PROMOTION.** Advancement from a position in one class to a position in a higher class

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38. PUBLIC SCHOOL EMPLOYEE. Any person employed by the District
39. QUALIFIED. An applicant or appointee who meets the employment standards for a class
40. RE-ASSIGNMENT. A change in assignment of an employee within the same job classification
41. RE-CLASSIFICATION. A change in classification of a position or of an employee
42. REGULAR EMPLOYEE. Person employed in a full-time or part-time position in the classified service, which position is on a continuing basis and which has been authorized by action of the Board
43. RESIGNATION. The voluntary action of an employee which separates him/her from his/her employment with the District
44. SCHOOL YEAR. The period between July 1 and June 30. 75% of the school year is considered to be 195 working days, including holidays, sick leave, vacation and other paid leaves of absences, irrespective of hours worked per day
45. SENIORITY. Hours of paid service in the School District, excluding overtime
46. SEPARATION. Any termination of employment
47. SHORT-TERM EMPLOYEE. Person employed to perform a service for the District for less than 195 days upon the completion of which the service required or similar services will not be extended or needed on a continuous basis
48. STATUS. The condition of an employee's present appointment, such as regular, part-time, short-term, substitute, other
49. SUBSTITUTE. One who is employed in place of an employee already filling an assigned position
50. SUSPENSION. An involuntary absence with or without pay imposed by the appointing authority for disciplinary purposes or during investigation of charges of unfitness
51. TRANSFER. A change between positions within the same or comparable class
52. VACANT POSITION. Any position which has been authorized by the Board and is unfilled.

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Policy #4200/4300

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53. VACATION. Earned days off with pay according to schedule adopted by the Governing Board
54. WORKDAY. The number of hours of work normally assigned per day for a particular position, not to exceed 8 hours per day
55. WORK WEEK. The number of days of work assigned per week for a particular position; normally 8 hours per day, 5 days per week

Legal Reference: 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: 11/24/81

Administrative correction: 2/3/92

Reviewed/Legal References Updated: 1/24/03