

# BP 7260 Classified Administrators

## Reference:

Education Code Section 72411

Government Code Section 3540.1 subdivisions (g) and (m);

Title 5 Section 53602

Classified administrators are administrators who are not employed as educational administrators.

Classified administrators are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified administrators are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

The probationary period for classified administrators shall be 6 months. Time spent on leave of absence will not apply toward completion of the probationary period. A probationary employee may be demoted, suspended, or dismissed without cause at any time during the probationary period and such action shall not entitle the employee to a hearing before the Board of Trustees.

An employee who serves the required probationary period in a satisfactory manner shall be classified as a regular employee and shall be subject to discipline only for cause.

The evaluation of classified administrators and managers must include consideration of the employee's demonstrated, or progress toward, proficiency in

diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

### **Letters of Reference**

Employees of the District are prohibited from providing an official letter of recommendation for other employees. Requests for an official letter of recommendation are to be routed to the Human Resources department.

The District will not provide an official letter of recommendation if the employee is a respondent in a sexual harassment complaint and any of the following occurred: (1) the District's final administrative determination determined the employee committed sexual harassment, (2) before a final administrative decision is made, and while an investigation is pending, the employee resigns from their current position, and (3) the employee enters into a settlement with the District based on allegations arising from the sexual harassment complaint.