



CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **11-03-75**

SUBJECT: **Employment Status and Status Change  
of Classified Employees**

REVISED: **8-02-2002**

**A. PURPOSE AND SCOPE**

- 1. To outline administrative procedures governing change in employment status of classified employees, including supervisory and management employees. For employment status as it relates to salary placement, see current classified employees' salary schedules.
- 2. **Related Procedure:**  
Dismissal, suspension, and demotion  
of classified personnel..... 7570

**B. LEGAL AND POLICY BASIS**

- 1. **Reference:** Board Policy I-5000; Education Code Section 45105; Employment Regulations for the Classified Service of the San Diego Unified School District; Collective Negotiations Contracts.

**C. GENERAL**

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
- 2. **Status** refers to the nature of a person's classified employment with the district as defined below:
  - a. **Temporary:** Includes substitute and short-term employees, employed and paid for less than 75 percent of a school year
  - b. **Probationary:** Regular classified employees other than those in restricted or permanent status; this status is retained until requirements for permanency are fulfilled as outlined in C.2.c.
  - c. **Permanent:** Employees whose current service is satisfactory and who have met one of the following requirements:
    - (1) Served in a *regular position* in probationary status for 12 calendar months from date of initial assignment; or

- (2) If promoted from a lower to higher classification before completing twelve months of service, permanent status in lower classification is granted after 12 calendar months from date of assignment in lower classification, provided (a) current service is satisfactory, and (b) employee served satisfactorily in paid status for at least 75 percent of the work days in assignment from which promotion was made. Permanency in higher classification is achieved upon completion of satisfactory service of one calendar year from date of assignment in higher classification.
3. **Determination of Fitness During Probationary Period.** During probationary period of each employee, employee is evaluated to ascertain his/her ability to meet standards of performance, conduct, and integrity required for permanent status. Performance evaluations and/or examinations may be used in determining these qualifications.
4. **Return to Lower Classification by Promoted Employee.** Employee may request a return to his/her former classification. Also, a permanent employee who vacated a position to accept a promotion and who is found to be unsatisfactory in the new position during probationary period shall be reinstated in permanent status in the former position or in a position equal in classification to the former position unless there is cause for dismissal or suspension.

#### **D. IMPLEMENTATION**

1. **Human Resource Services Division** designates status of each classified employee at time of employment; notifies the Payroll Unit prior to expiration of probationary period, whenever permanency in original assignment or any subsequent assignment is denied due to failure to meet district standards.
2. **Principal/department head** prepares performance evaluation report as scheduled by the Human Resource Services Division to certify whether employee's services meet district standards prior to completion of probationary period in original or any subsequent assignment.
3. **Payroll Unit, Employee Services Department**
  - a. Designates status of each classified employee at time of any change in position classification.
  - b. Prepares computer input to implement exceptions to attainment of permanency; sends copies of personnel action form designating status changes to employee and employee's school or department.

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NO: **7405**

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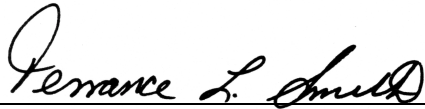
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**E. FORMS AND AUXILIARY REFERENCES**

1. Personnel Action Form, prepared by the Payroll Unit, Employee Services Department, Human Resource Services Division
2. Performance Evaluation Report--Classified Employee form, available from the Human Resource Services Division

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education