

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 1

**Date:** 7/29/91

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**Reference:** EC 44065-66, 69, 45101,  
104-5, 45256-59, 45263,  
45287-89; PC 30.200,  
50.300

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.301 THE CLASSIFIED SERVICE**

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**SECTION 4.301.1 Employee Categories**

**Purpose/Scope**

To delineate the employee categories and statuses which are included in the classified service and to define exclusions therefrom.

**Regulations**

1. Positions included in the classified service shall include all persons whose contributions consist solely of the rendition of services not requiring certification qualifications.
  - a. All positions created by the Board under any federal, state, or other categorical funding not specifically exempted shall be a part of the classified service.
2. The following shall be exempt from the classified service:
  - a. Positions which by law require certification qualifications.
  - b. Noon duty aides (part-time playground positions).
  - c. Full-time high school students employed part time.
  - d. Part-time college students employed less than 7 hours a day in a college work-study program.
  - e. Apprentices positions as defined by law.
  - f. Professional experts as provided by law and Personnel Commission Rule.
  - g. Architectural and engineering firms employed on a temporary basis for a specific project.
  - h. Community representatives in advisory or consulting capacities for 90 working days or less provided that: 1) the duties performed are not those normally assigned to a class of positions in the Classified Service; 2) the authorized duties are approved by the Personnel Commission in advance of employment; and 3) a regular classified employee shall not receive a concurrent appointment to such a position.
3. Temporary (Limited Term) Employees/Positions
  - a. Persons employed in temporary (limited term) positions are exempt from the classified service. These are persons employed to:
    - (1) Perform a service of a temporary nature, the duration of which shall not exceed six months (short term).

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(2) Take the place of an absent employee not to exceed the period of absence of said employee (substitute).

b. Temporary (limited term) employees shall not earn seniority credit or be granted benefits regularly given to employees in the classified service **except as follows**:

(1) Classified employees assigned to limited term assignments shall be eligible for sick leave and paid holidays during their assignment period.

4. Provisional Appointments/Employees

a. Provisional Appointments may be made to a regular position vacancy in accordance with Personnel Commission Rules when:

(1) No eligibility list exists for the classification.

(2) An eligibility list exists but an insufficient number of eligibles are interested and available.

b. Persons serving in **provisional** status shall accrue no seniority except that regular classified employees in provisional assignments shall continue to earn seniority in their regular classification.

(1) Provisional employees shall be eligible for the same employee benefits as regular members of the classified service.

5. Emergency Appointments

a. When it is necessary, in time of emergency, to fill a position in the classified service to prevent the stoppage of public business, the Board of Education may make emergency appointments without reference to eligibility lists for a period not to exceed 15 working days.

b. Persons employed under such emergency conditions shall be considered as temporary (limited term) employees.