

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

Reference: EC 45109, 45256-59,
45122-26; PC 30.300.1,
30.200, 60.200.1

4.3 CLASSIFIED PERSONNEL

SECTION 4.301 THE CLASSIFIED SERVICE

The classified service shall consist of all employees and positions not requiring certification except those which are or may be exempted by law.

Upon recommendation of the Superintendent, the Board of Education shall employ each classified employee of the school district. Such employment shall be without regard to race, color, creed, national origin, age, or handicaps.

The Board of Education shall fix and prescribe the duties to be performed by all persons in the classified service. An official job description shall be prepared for each job classification. Persons selected for employment shall fulfill the requirements of law and the rules and regulations and appointment standards set forth in administrative procedure. The Superintendent is authorized to assign each classified employee in accordance with the best interest of the District. Transfer and reassignment of employees not involving a change in classification may be made by the Superintendent at any time.