

PERSONNEL COMMISSION RULES & REGULATIONS

30.100 PCRR

**CHAPTER 30
POSITION CLASSIFICATION PLAN****30.100 The Classified Service****30.100.1 Positions Included**

- A. All positions established by the governing board which are not exempt from the classified service by law shall be a part of the classified service. All employees serving in the classified positions shall be classified employees. The employees and positions shall be known as the classified service.
- B. No person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exemptions established in the law shall be employed outside the classified service. (*Education Code*, Section 45104, 45105, 45256, 45263)

30.100.2 Exemption from the Classified Service

Positions required by law to have certification qualifications, part-time playground positions, full-time day students employed part-time, apprentices, community representatives, CETA employees on special projects limited to not more than one year duration, and professional experts employed on a temporary basis for a specific project by the governing board or the commission when so designated by the commission, shall be exempt from the classified service. (*Education Code*, Sections 45105.1, 45256, 45257, 45258)

30.100.3 "Part-Time" Defined

A part-time position for the purpose indicated in the exemption rule, is one for which the assigned time, when computed on a monthly basis is less than 87% percent of the normally assigned time of the majority of employees in the classified service. (*Education Code*, Section 45257)

30.100.4 Effect of Exemption

Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these rules, except as provided by law or the Board of Trustees.

30.100.5 Professional Expert Assignments

- A. When a professional expert assignment is to be made, the administration shall submit to the Director of Classified Personnel a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists.
- B. When the person is known who is to be appointed as a professional expert, his/her name and data relative to his/her qualifications shall be submitted to the Director of Classified Personnel. In order to be exempted from the Classified service as a professional expert, an individual must be recognized as such by reputable

members of his/her own profession. Evidence of professional qualifications must be presented to the commission at the time the written request for temporary appointment is made. The duration of authorization for a person to serve as a professional expert shall be determined by the Commission, based upon the request of the Board of Trustees. However, authorization for service as a professional expert shall not exceed a maximum of twenty-four months. (*Education Code*, Sections 45256 & 45258)

OXNARD SCHOOL DISTRICT

Personnel Commission Rules and Regulations

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30.100.1 Revised: December 5, 1991
30.100.2 Revised: December 5, 1977; December 5, 1991
30.100.3 Revised: March 11, 1999
30.100.5 Revised: August 7, 1984

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