

Classified Personnel

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent will recommend the appointment of all regular full-time and part-time and regular hourly employees to the Governing Board. Selection will be based upon competence and will be in accordance with all pertinent Board policies and administrative regulations, laws of the State of California, and regulations of the California Fair Employment Practices Commission.

Temporary, substitute, short-term and student help may be appointed by the Superintendent or designee. The position and the pay rate shall be reported at a regular meeting of the Board.

Appointment Standards

Applicants for appointment to the classified staff shall fulfill the requirements and meet the standards defined in the job description approved by the Board. In addition, they shall:

1. Submit to fingerprinting within the first ten working days of employment pursuant to Education Code 45125. Any fee for this shall be paid by the district.
(cf. 4212.5 - Security/Credit Check)
2. Submit to a physical examination or proof thereof as required by law and Board policy.
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
3. File a loyalty oath pursuant to Government Code 3100 et seq.

No person shall be initially assigned as an instructional aide without having demonstrated proficiency in basic reading, writing and mathematics skills as required by Education Code 45344.5.

(cf. 4222 - Teacher Aides/Paraprofessionals)

Legal Reference: See next page

APPOINTMENT AND CONDITIONS OF EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

44066 Limitation on certification requirements

45103 Classified service in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45122 Physical examinations

45125 Use of personal identification cards to ascertain conviction of crime

45169 Employee salary dates

45344.5 Demonstrated proficiency in basic reading, writing and mathematics skills

49406 Examination for tuberculosis

GOVERNMENT CODE

3100 et seq. Oaths or affirmation of allegiance for disaster service workers and public employees

12940 et seq. Unlawful employment practices