

Classified Personnel

Appointment & 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)

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 & 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