

**APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

**A. Purpose and Scope**

To provide guidance and direction for Principals and/or other administrative personnel regarding recommending Classified employees for employment.

**B. General**

The Governing Board shall approve the appointment of all full-time, part-time, hourly and temporary classified employees. Substitute, short-term and student employees may be appointed by the Superintendent or designee. The position and the pay rate shall be reported to the Board at a regular meeting.

**C. Forms Used and Additional References**

1. Application file
2. Board Agenda

**D. Procedure**

Appointment Standards

Individuals appointed to the classified staff shall fulfill the following requirements:

1. submit to fingerprinting prior to employment with the District. A fee for this will be paid by the applicant.
2. submit to a physical examination or proof thereof as required by law and Board policy.
3. file the oath or affirmation of allegiance required by Government Code 3100-3109.

No person shall be initially assigned as an instructional aide without having demonstrated proficiency in reading, writing and mathematics skills. (Education Code 45344.5) These proficiency requirements shall equal or exceed those required by the District for high school seniors.

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Subsequent to a favorable review and recommendation, the Superintendent and/or designee will recommend the appointment of all regular full-time, part-time, temporary and regular hourly employees to the Governing Board. Selection will be based upon competence and will be in accordance with all pertinent rules and regulations of the Governing Board, laws of the State of California including the rules and regulations adopted by the California Fair Employment Practices Commission.

Notification of Appointment

Notification of appointment shall be made on an authorized form, copies of which shall be sent to the employee, the payroll department, and to the supervisor involved. One copy shall be placed in the personnel file of the new employee.

**E. Reports Required**

None

**F. Record Retention**

Personnel File

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Legal Reference: (please see next page)

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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 District not  
incorporating the merit system
- 45122           Physical examinations
- 45125           Use of personal identification cards to ascertain conviction of crime
- 45344.5        Demonstrated proficiency in basic reading, writing, and mathematics  
skills
- 49406           Examination for tuberculosis

LABOR CODE

- 1420            Unlawfull employment practices

GOVERNMENT CODE

- 3100-3109

Regulation Approved

TUSD: 9/23/97