



# Oxnard Union High School District

Students First: Every Day, Every School, Every Classroom

**SECTION 4000  
PERSONNEL**

**ADMINISTRATIVE REGULATION  
AR 4312**

## **APPOINTMENT AND CONDITIONS OF EMPLOYMENT (MANAGEMENT EMPLOYEES)**

The Superintendent will recommend and the Governing Board shall approve the appointment of all full-time, part-time hourly, and limited-term management employees.

Certificated and Classified Management Positions utilizing this hiring process will include all positions at the Supervisor level or higher. Certificated and Classified Management vacancies will be filled by the following hiring procedures:

### **A. Announcements**

Internal and external notices for recruitment, notices of administrative and management vacancies will be circulated to District staff and the District's website, and other websites connected with the recruitment of Certificated or Classified management positions.

All employees will be given the opportunity to express an interest in being considered for any Certificated or Classified management vacancy which may occur.

### **B. Procedures**

1. A hiring committee shall be assembled.
2. The Hiring Committee shall review candidates' applications and interview selected candidates and recommend candidates to the Superintendent or designee.
4. The Superintendent or designee will interview and select a candidate for the position under consideration and recommend him/her to the Board of Trustees.
5. Certain positions may require additional hiring procedures as defined by regulatory agencies and/or law.

The new employee with the position and pay rate shall be reported to the Board at a regular public meeting.

### **C. Individuals appointed to the management staff shall:**

1. Not have been convicted of a violent or serious felony or an enumerated sex or controlled substance offense
2. Meet/possess and submit proof of all documentation(s) required
3. Submit to fingerprinting as required by law
4. Complete all necessary employment documentation(s)
5. Submit to a tuberculosis examination

Management staff shall also fulfill any other requirements as specified by law or Board policy.

When first employed and upon each subsequent employment, management employees other than short-term or limited-term will receive a written offer of employment. Management employees may be required to work beyond the regular work day or work week without additional compensation. Salary data shall specify pay period (monthly or hourly) and applicable rates of compensation for stipend or differential pay.