Personnel-Series 4000

4000 THE MERIT SYSTEM

4500 MISCELLANEOUS PROVISIONS

4520 EMPLOYEE REQUIREMENTS

4520.1 Hiring Procedures

A. Authorization to employ all classified employees shall be on prescribed forms signed by a duly authorized representative of the County Superintendent of Schools and the Director, Human Resources. This includes but is not limited to probationary, permanent, provisional, limited-term, substitute, reemployment and reinstatement appointments.

B. Forms authorizing employment shall not be executed until preemployment processing is completed.

C. Payment to any person for work performed prior to the execution of the proper documents shall be the personal responsibility of the employee authorizing such work; such payment shall not be made from the County Education Office funds.

Reference:
Education Code Sections 45260-45261 and 45317)

Approved: January 12, 1976
Revised: May 26, 1994
October 26, 2017