

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