

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting as required by law (Education Code 45125). A fee for this will be paid by the applicant.
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, not be required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109
9. Submit to drug and alcohol testing as required by Board policy
10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates

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of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor or the Human Resources Department. (Education Code 45169)

Legal Reference:

EDUCATION CODE

35161	Board delegation of any powers or duties
44010	Sex offense; definitions
44011	Controlled substance offense
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	Notification of charges; classified employees
45122	Physical examinations
45122.1	Classified employees; conviction of a violent or serious felony
45123	Employment after conviction of controlled substance offense
45125	Use of personal identification cards to ascertain conviction of crime
45169	Employee salary data; classified employees
45344.5	Demonstrated proficiency in basic reading, writing, and mathematics skills
49406	TB risk assessment
54108	Restricted positions

GOVERNMENT CODE

12940-12950	Unlawful employment practices
3100-3109	Oath or affirmation of allegiance

PENAL CODE

1192.7	Plea bargaining limitation
1203.4	Dismissal of conviction
290	Registration of sex offenders
290.95	Disclosure of persons required to register as sex offenders
667.5	Prior prison terms; enhancement of prison terms

W & I CODE

6300-6332	Sexual psychopaths
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