

Classified Personnel

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

AR 4212

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 and criminal background clearance as required by law (Education Code 45125)
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 have been 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, tuberculosis testing/risk assessment, 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

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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, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 - Recruitment and Selection or otherwise related to credentialing, assignment, and misconduct reporting

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 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. (Education Code 45169)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
<i>Ed. Code 35161</i>	<u>Board delegation of any powers or duties</u>
<i>Ed. Code 44010</i>	<u>Sex offense; definitions</u>
<i>Ed. Code 44011</i>	<u>Controlled substance offense</u>
<i>Ed. Code 44051</i>	<i>Report of egregious misconduct</i>
<i>Ed. Code 44066</i>	<u>Limitations on certification requirements</u>
<i>Ed. Code 45103</i>	<u>Classified service in districts not incorporating the merit system</u>
<i>Ed. Code 45104</i>	<u>Positions not requiring certification qualifications</u>
<i>Ed. Code 45105</i>	<u>Positions under various acts not requiring certification qualifications</u>
<i>Ed. Code 45113</i>	<u>Notification of charges; classified employees</u>
<i>Ed. Code 45122</i>	<u>Physical examinations</u>
<i>Ed. Code 45122.1</i>	<u>Classified employees; conviction of a violent or serious felony</u>
<i>Ed. Code 45123</i>	<u>Employment after conviction of controlled substance offense</u>

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<i>Ed. Code 45125</i>	<u>Use of personal identification cards to ascertain conviction of crime</u>
<i>Ed. Code 45169</i>	<u>Employee salary data; classified employees</u>
<i>Ed. Code 49406</i>	<u>TB risk assessment</u>
<i>Gov. Code 1021.5</i>	<i>Disqualification for employment</i>
<i>Gov. Code 12940-12950</i>	<u>Unlawful employment practices</u>
<i>Gov. Code 3100-3109</i>	<u>Oath or affirmation of allegiance</u>
<i>Pen. Code 1192.7</i>	<u>Plea bargaining limitation</u>
<i>Pen. Code 1203.4</i>	<u>Dismissal of conviction</u>
<i>Pen. Code 288.3</i>	<i>Contacting a minor</i>
<i>Pen. Code 288.4</i>	<i>Meeting a minor</i>
<i>Pen. Code 290</i>	<u>Registration of sex offenders</u>
<i>Pen. Code 290.95</i>	<u>Disclosure by persons required to register as sex offenders</u>
<i>Pen. Code 647.6</i>	<i>Miscellaneous offenses</i>
<i>Pen. Code 667.5</i>	<u>Prior prison terms; enhancement of prison terms</u>
<i>W&I Code 6300-6332</i>	<i>Sexual psychopaths</i>
Management Resources	Description
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>

Cross References

Policy	Description
1240	<u>Volunteer Assistance</u>
1240	<u>Volunteer Assistance</u>
3515.3	<u>District Police/ Security Department</u>
3515.3	<u>District Police/ Security Department</u>
3515.5	<u>Sex Offender Notification</u>
3515.5	<u>Sex Offender Notification</u>
3551	<u>Food Service Operations/ Cafeteria Fund</u>
3551	<u>Food Service Operations/ Cafeteria Fund</u>
4020	<u>Drug And Alcohol-Free Workplace</u>
4111	<u>Recruitment And Selection</u>
4112	<u>Appointment And Conditions Of Employment</u>
4112.3	<u>Oath Or Affirmation</u>
4112.3-E(1)	<u>Oath Or Affirmation</u>
4112.4	<u>Health Examinations</u>
4112.41	<u>Employee Drug Testing</u>
4112.41	<u>Employee Drug Testing</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E(1)	<u>Criminal Record Check</u>
4112.6	<u>Personnel Files</u>
4112.8	<u>Employment Of Relatives</u>
4112.9	<u>Employee Notifications</u>

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4112.9-E(1)	<u>Employee Notifications</u>
4151	<u>Employee Compensation</u>
4200	<u>Classified Personnel</u>
4200	<u>Classified Personnel</u>
4211	<u>Recruitment And Selection</u>
4212.3	<u>Oath Or Affirmation</u>
4212.3-E(1)	<u>Oath Or Affirmation</u>
4212.4	<u>Health Examinations</u>
4212.41	<u>Employee Drug Testing</u>
4212.41	<u>Employee Drug Testing</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</u>
4212.6	<u>Personnel Files</u>
4212.8	<u>Employment Of Relatives</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
4218	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4218	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4222	<u>Teacher Aides/ Paraprofessionals</u>
4222	<u>Teacher Aides/ Paraprofessionals</u>
4251	<u>Employee Compensation</u>
4311	<u>Recruitment And Selection</u>
4312.3	<u>Oath Or Affirmation</u>
4312.3-E(1)	<u>Oath Or Affirmation</u>
4312.4	<u>Health Examinations</u>
4312.41	<u>Employee Drug Testing</u>
4312.41	<u>Employee Drug Testing</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E(1)	<u>Criminal Record Check</u>
4312.6	<u>Personnel Files</u>
4312.8	<u>Employment Of Relatives</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4351	<u>Employee Compensation</u>

Regulation

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California