



Classified Personnel

Appointment and Conditions of Employment

The Governing Board shall approve the appointment of all full-time, part-time and hourly classified employees. Temporary, substitute, short-term and student employees may be appointed by the Superintendent or designee. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall fulfill the following requirements:

1. Submit to fingerprinting prior to the date of employment (Education Code 45125).
(*cf. 4212.5 – Security/Credit Check*)
2. Submit to a physical examination or proof thereof as required by law and Board policy.
(*cf. 42112.4/4212.4/4312.4 – Health Examinations*)
3. File the oath of affirmation of allegiance required by Government Code 3100-3109.
(*cf. 4112.3 – Oath of Affirmation*)

No person shall be initially assigned as an instructional aide without having demonstrated proficiency in reading, writing and mathematics skills (Education Code 45344.5).

These proficiency requirements shall equal or exceed those required by the District for high school seniors (Education Code 45344.5).

(*cf. 4222 – Teacher Aides/Paraprofessionals*)

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 workweek. Salary data shall specify pay period (monthly, semi-monthly 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 451669).

(*cf. 4112.9 – Employee Notifications*)

Legal References on next page



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Legal References:

EDUCATION CODE

35161 Powers and duties

44066 Limitation on certification requirements

45103 Classified services in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

*45105 Positions under various acts not requiring certification qualifications;
classification*

*45113 Rules and regulations for classified service in districts not incorporating the merit
system*

45122 Physical examinations

45125 Use of personal identification cards to ascertain conviction of crime

45169 Employee salary data

45344.5 Demonstrated proficiency in basic skills

49406 Examination for tuberculosis

GOVERNMENT CODE

*3100-3109 Oaths or affirmations of allegiance for disaster service workers and public
employees*

12940-12950 Unlawful employment practices

Replaces BP 4212 (8/90)