

## **4212 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. The Superintendent or designee is authorized to issue notices of intention to employ to classified personnel. All such positions shall be listed on the personnel report and placed on the agenda for the next regular board meeting for board action for authorization and/or ratification. The Board of Trustees may approve all or any part of the personnel report and notification will be given to employees.

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

1. Submit to fingerprinting 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 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. Fulfill any other requirements as specified by law, 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 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)

**Board Approved:**

August 19, 2004

Effective Date: August 19, 2004