

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
2. Not have been convicted of a violent or serious felony
3. Not have been convicted of any sex offense as defined in Education Code 44010
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332
5. Not have been convicted of a crime that, because the victim was a minor under the age of 16, would require the individual to register as a sex offender pursuant to Penal Code 290, if the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or if the individual will have supervision or disciplinary power over minor children
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011
7. Submit to a physical examination or provide proof thereof as required by law and Board policy
8. File the oath or affirmation of allegiance required by Government Code 3100-3109
9. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy, Personnel Commission rules and regulations, 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.

Adopted: August 22, 2007