

Regulation 4212: Appointment And Conditions Of Employment **Status: ADOPTED**

Original Adopted Date: 10/01/1997 | **Last Revised Date:** 03/01/2002 | **Last Reviewed Date:** 03/01/2002

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:

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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. 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
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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)

State	Description
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44066	Limitations on certification requirements
Ed. Code 45103	Classified service in districts not incorporating the merit system
Ed. Code 45104	Positions not requiring certification qualifications
Ed. Code 45105	Positions under various acts not requiring certification qualifications
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45122	Physical examinations
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45125	Use of personal identification cards to ascertain conviction of crime
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 49406	TB risk assessment
Ed. Code 54108	Restricted positions
Gov. Code 12940-12950	Unlawful employment practices
Gov. Code 3100-3109	Oath or affirmation of allegiance
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 1203.4	Dismissal of conviction
Pen. Code 290	Registration of sex offenders
Pen. Code 290.95	Disclosure by persons required to register as sex offenders
Pen. Code 667.5	Prior prison terms; enhancement of prison terms
W&I Code 6300-6332	Sexual psychopaths
Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Code	Description
1240	Volunteer Assistance
1240	Volunteer Assistance
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
4020	Drug And Alcohol-Free Workplace
4111	Recruitment And Selection
4112.3	Oath Or Affirmation
4112.3-E(1)	Oath Or Affirmation
4112.4	Health Examinations
4112.41	Employee Drug Testing
4112.41	Employee Drug Testing

4112.5	<u>Criminal Record Check</u>
4112.5-E(1)	<u>Criminal Record Check</u>
4112.8	<u>Employment Of Relatives</u>
4112.9	<u>Employee Notifications</u>
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>
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4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</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>
4312.8	<u>Employment Of Relatives</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4351	<u>Employee Compensation</u>