

Classified Personnel

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

AR 4212

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.

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

Submit to fingerprinting within 10 working days of the date of employment. A fee for this may be paid by the applicant and reimbursed to applicants who are hired. Substitute or temporary personnel employed for less than a school year may be exempted from this requirement. (Education Code 45125)

(cf. 4212.5 – Security/ Credit Check)

Submit to a physical examination or proof thereof as required by law and Board policy

(cf. 4112.4/4212.4/4312.4 – Health Examinations)

File the oath or affirmation of allegiance required by Government Code 3100-3109.

(cf. 4112.3 – Oath or 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, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates).

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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)

(cf. 4112.9 – Employee Notifications)

Legal Reference:

EDUCATION CODE

35161 – Powers and duties

44066 – Limitations on certification requirements

45103 – Classified service 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

Regulation

Approved: September 26, 1995

Revised: November 14, 2014

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California