

**AR4212 Appointment And Conditions Of Employment
Personnel**

**Status: ADOPTED
September 6, 2011**

Upon recommendation of the Assistant Superintendent, the Modoc County Superintendent of Schools shall approve the appointment of all classified employees.

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. 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
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, County Superintendent policy or administrative regulation
10. Submit to pre-employment drug test

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.

Legal Reference:
EDUCATION CODE
35161 Powers and duties
44010 Sex offense - definitions

44011 Controlled substance offense - definitions
44066 Limitation 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
45108 Restricted positions
45113 Rules and regulations for classified service in districts not incorporating the merit system
45122 Physical examinations
45122.1 Classified employees, conviction of a violent or serious felony
45123 Employment after conviction of sex offense or controlled substance offense
45125 Use of personal identification cards to ascertain conviction of crime
45169 Employee salary data
49406 Examination for tuberculosis
60850-60856 High school exit exam
GOVERNMENT CODE
3100-3109 Oaths or affirmations
12940-12950 Unlawful employment practices
PENAL CODE
290 Registration of sex offenders
290.95 Disclosure by person required to register as sex offenders
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
1203.4 Discharged petitioner, change of plea
WELFARE AND INSTITUTIONS CODE
6300-6332 Sexual psychopaths