

**CERTIFICATED PERSONNEL**Notice of Employment

Office of Education employees in positions requiring certification may be issued a notice of employment for the next school year after March 15.

All notices shall contain the employee's name, position and classification (i.e., substitute, probationary, temporary), employment starting and ending dates, and rate of salary.

No person shall be employed in a certificated position who fails to affirm that he or she does not have a conflicting valid contract with another school district/office of education.

The Superintendent may request a probationary or permanent employee to give notice of his or her intent to remain or not remain in the service of the Office of Education in the ensuing school year. The request shall be in writing and include a copy of Education Code Section 44842. Not later than May 30, the request shall be personally served upon the employee or mailed to him or her by certified mail, return receipt requested, to his or her last known place of address. If, without good cause, the employee fails to notify the Superintendent prior to July 1 of his or her intention to remain or not to remain, the employee may be deemed to have declined employment and his or her services as an employee may be terminated on June 30 of that year.

*Legal Reference:*

## EDUCATION CODE

- 44832 Teachers; notice of intent to return
- 44840 Elections to positions requiring certification qualifications
- 44842 Failure to provide notice or to report to work
- 44843 Notice of employment (to county superintendent)
- 44916 Time of classification; statement of employment status

Policy

Adopted: October 21, 1987

Revised: October 2, 1991

January 14, 2009

**Humboldt County Office of Education**

Eureka, California