

CLASSIFIED PERSONNELAppointment & Conditions of Employment

The Superintendent or his/her designee will provide for the appointment of all employees. Selection will be based upon competence and will be in accordance with all pertinent rules and regulations of the Board, laws of the State of California Fair Employment Practices Commission, and rules of the Personnel Commission.

Appointment Standards

Applicants for appointment to the classified staff shall fulfill the requirements and meet the standards defined in the approved job description. In addition, they shall:

1. Submit to fingerprinting within the first ten (10) working days of employment pursuant to Education Code 45125. Any fee for this shall be paid by the Office of Education.
2. Submit to a physical examination or proof thereof as required by law and Board policy.
3. File a loyalty oath pursuant to Government Code 3100 et seq.

No person shall be initially assigned as an instructional aide or vocational technician without having demonstrated proficiency in basic reading, writing and mathematics skills as required by Education Code 45344.5.

Legal reference

EDUCATION CODE

45240 Power to employ, pay, and control services of noncertificated persons

44066 Restrictions on certification requirements

45100 Applications of provisions

45104 Positions not requiring certification

45106 Exempt positions

45113 Rules and regulations of personnel commission

45125 Fingerprint cards

45169 Employee salary data

45344.5 Instructional aide proficiency

49406 Examination for tuberculosis

GOVERNMENT CODE

12940 et seq. Fair employment and housing act

Policy

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**HUMBOLDT COUNTY OFFICE OF EDUCATION
Eureka, California**