

SECTION: CLASSIFIED  
EMPLOYEES

TITLE: EMPLOYMENT OF  
CLASSIFIED  
EMPLOYEES

ADOPTED: **April 18, 2001**

REVISED:

# CALIFORNIA AREA SCHOOL DISTRICT

504 EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.
2. Authority	<p>The Board shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full-time and part-time employment.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation.</p> <p>All applications for employment shall be referred to the Superintendent.</p> <p>An employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p> <p>The utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>
SC 111	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluate the results of that screening process.

<p>3. Delegation of Responsibility</p> <p>Pol. 104</p> <p>P.L. 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>School Code 111, 406</p> <p>Federal Regulations P.L. 88-352 P.L. 92-318</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>Board Policy No. 104</p>	<p>The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Candidates shall be recruited and recommended in accordance with Board policy, and state and federal law.</li> <li>2. S/He shall seek candidates of good moral character who possess the following attributes:             <ol style="list-style-type: none"> <li>a. Appreciation of children.</li> <li>b. Good physical health.</li> <li>c. Emotional and mental maturity.</li> </ol> </li> <li>3. The administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered.</li> <li>4. The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</li> <li>5. The Superintendent shall annually report to the Board the number and category of classified employees in the district.</li> <li>6. No person shall be employed who is related to any member of the Board as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</li> </ol>
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