

Series 4000 – PERSONNEL

Policy 4112

Appointment and Conditions of Employment

The County Superintendent or designee, shall approve the appointment of all personnel.

Certificated – Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and SCOE policy (Education Code [E.C.] sections 44250-44279, 44330)
2. Demonstrate proficiency in basic skills as required by law and SCOE policy (E.C. §44252.5, 44830)
3. Submit to fingerprinting as required by law (E.C. §44830.1)
4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (E.C. §44830.1,)
5. Not have been convicted of any sex offense as defined in Education Code §44010 (E.C. §44836)
6. Not have been 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)
7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (E.C. §44837)
8. Not have been convicted of any controlled substance offense as defined in Education Code §44011 (E.C. §44836)
9. Submit to a physical examination, tuberculosis testing, and/or provide a medical certificate as required by law and SCOE policy (E.C. §44839, 49406)
10. Submit to a drug and alcohol testing as required by SCOE policy.
11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (E.C. §44838)
12. File the oath or affirmation of allegiance required by Government Code 3100-3109
13. Fulfill any other requirements as specified by law, collective bargaining agreement, or SCOE policy

Classified – Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting as required by law (E.C. §45125)
2. Not have been convicted of a violent or serious felony (E.C. §45122.1, Penal Code 667.5, 1192.7, 4852.01)
3. Not have been convicted of any sex offense as defined in Education Code §44010 (E.C. §451232)

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4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (E.C. §45124)
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 (E.C. §45123)
7. Submit to a physical examination or provide proof thereof as required by law and SCOE policy (E.C. §45122, 49406)
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, or SCOE policy

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. (E.C. §45169)

Legal Reference:

EDUCATION CODE

- 44008 Effect of termination of probation
- 44009 Conviction of specified crimes
- 44010 Sex offense - definitions
- 44011 Controlled substance offense
- 44066 Limitation on certification requirements
- 44250-44277 Credentials and assignments of teachers
- 44330 Effect of registration of certification document
- 44830.1 Certificated employees; conviction of a violent or serious felony
- 44836 Employment of certificated persons convicted of controlled substance offenses
- 44837 Employment of sexual sociopath
- 44838 Statement of military service
- 44839 Medical certificate; periodic medical examination
- 44839.5 Requirements for employment for retiree
- 49406 Examination for tuberculosis

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Policy 4112 (Continued)

Legal Reference: (Continued)

GOVERNMENT CODE

3100-3109 Oaths or affirmations of allegiance 12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders
290.95 Disclosure by persons required to register as sex offenders
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths