



Oxnard Union High School District

SECTION 4000
PERSONNEL

ADMINISTRATIVE REGULATION
AR 4212

APPOINTMENT AND CONDITIONS OF EMPLOYMENT (CLASSIFIED EMPLOYEES)

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

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.
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. Submit to drug and alcohol testing as required by Board policy.
10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation.

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

APPOINTMENT AND CONDITIONS OF EMPLOYMENT-AR 4212 (CONTINUED)

Page 2

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