

**EL DORADO UNION HIGH SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

**PERSONNEL**

**APPOINTMENT AND  
CONDITIONS OF EMPLOYMENT  
AR 4212**

**Classified**

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:

*Note: Education Code 45122.1 which prohibits the district from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and 1192.7, unless the individual has obtained a certificate of rehabilitation and pardon. If the district receives notification from the Department of Justice that a temporary, substitute, or probationary employee has been convicted of a violent or serious felony, the district must immediately terminate that employee, without regard for any other termination procedure specified in law or in the district's collective bargaining agreement. See AR 4212.5 - Criminal Record*

1. Submit to fingerprinting as required by law. (*Education Code 45125*)
2. Not have been convicted of a violent or serious felony. (*Education Code 45122.1*)  
  
(*cf. 4212.5 - Criminal Record Check*)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (*Education Code 45123*)  
  
(*cf. 4218 - Dismissal/Suspension/Disciplinary Action*)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332. (*Education Code 45124*)
5. Shall not be employed or act as a volunteer with any person, group, or organization if required to register under Section 290 because of a conviction for a crime where the victim was a minor under 16 years of age or would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children. (*Penal Code 290.95*)  
  
(*cf. 3515.5 - Sex Offender Notification*)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011. (*Education Code 45123*)
7. Submit to a physical examination or proof thereof as required by law and Board policy.

**APPOINTMENT AND CONDITIONS  
OF EMPLOYMENT (continued)**

**AR 4212**

*(Education Code 45122, 49406)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

8. File the oath or affirmation of allegiance required by Government Code 3100-3109.

*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

9. Submit to drug and alcohol testing as required by Board policy.

*(cf. 4112.41 / 4212.41 / 4312.41 - Employee Drug Testing)*

10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy, or administrative regulation.

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

**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.

*(Education Code 45169)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 4151 / 4251 / 4351 - Employee Compensation)*

**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; classification*

*45108 Restricted positions*

*45113 Rules and regulations for classified service in districts not incorporating the merit system*

*45122 Physical examinations*

*45122.1 Classified employees, conviction of a violent or serious felony*

**APPOINTMENT AND CONDITIONS  
OF EMPLOYMENT (continued)**

**AR 4212**

*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*

*49046 Examination for tuberculosis*

*60850-60856 High school exit exam*

**GOVERNMENT CODE**

*3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees*

*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*