

EMPLOYMENT AND TERMINATION OF EMPLOYMENT--CLASSIFIED

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1974 Revised January, 1976 Revised May, 1980 Revised August, 1984 Revised April, 1988 Revised October, 1988 Revised February, 1989 Revised July, 1994 Revised January, 1995 Revised January, 2001 Revised March, 2003 Revised June, 2006 Revised August, 2008 Revised April, 2009	Creation Dismissal Promotion Salary Termination Training

The authority to employ and to terminate employment of classified employees is delegated by the Board of Trustees to the Superintendent with the following exceptions: any decision to employ, terminate, or re-classify employees in an administrative position, including any administrative coordinator, department head, supervisor, business manager, director or any of their assistants, is subject to approval by the Board of Trustees.

The Board shall approve the creation of all exempt, non-certificated (classified) staff positions in sufficient number to accomplish the District's goals and objectives. Before any new exempt, classified position is established, the Superintendent will present for the Board's approval a job description for the position that specifies the desired qualifications and responsibilities.

Employees will be selected on a merit basis with the most qualified candidate chosen for each position.

Prospective employees must file applications for employment at the Education Center with the Director of Human Resources. The Human Resource Department will process personnel applications.

ORIENTATION

All new classified employees shall be given a basic orientation of their assignment which may include, but not be limited to the following:

1. Details regarding location of assignment and working hours.
2. A personal introduction to the employee's supervisor.

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3. Short term on-the-job orientation with the person whom they will be replacing when possible and when it serves the best interest of the employee and the District.
4. A copy of the applicable job description and specifications, if available, for the position.

EMPLOYMENT STATUS

All original appointments or promotions shall be subject to investigations, ratings, background checks/fingerprinting, and examinations to determine whether the appointee is qualified for the position.

REHIRES STATUS

Rehires shall be treated as new employees and benefit accrual shall commence on the effective date of re-employment.

STATUS UPON RETURN FROM LEAVE OF ABSENCE

Rehires returning from an authorized leave of absence shall have reinstated all longevity and sick leave credits established at the time of departure on the leave of absence.

DEMOTION, SUSPENSION, DISMISSAL

Continued employment of classified employees is at the discretion of the Superintendent. All classified employees not under contract are employed at will. When an employee has used all sick leave days, unused vacation days will be deducted for employee absence due to illness, then unused personal leave days will be deducted prior to leave without pay (see Policy 7530). Where District payment of insurance premiums ceases the employee will be permitted conversion privileges to individual policies being offered by the District's insurance carriers or to obtain insurance as determined by Federal COBRA regulations. Demotion, suspension or dismissal procedures will be processed by the Human Resources Department.

PROMOTION

In so far as is practical and consistent with the best interests of the District, consideration shall be given to qualified employees in filling a vacancy in a higher job classification. The Human Resources Department will manage the application procedure.

VOLUNTARY TERMINATION

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An employee intending to resign is requested to give a minimum of two weeks notice and is not eligible to take vacation or personal leave the last week of employment.

INVOLUNTARY TERMINATION

Employees who are involuntarily separated from employment with the District shall have their file noted as follows:

1. The file of any employee who is dismissed for failing to meet the minimum standards expected of the employer during the first one hundred eighty days of employment shall be noted as "terminated during initial one hundred eighty days of employment".
2. The file of any employee who is dismissed after the initial one hundred eighty days of employment shall contain the reason/s for such dismissal.
3. The file of any employee who is dismissed as a result of the financial condition of the District shall be noted as "Financial Termination" as the cause or reason for dismissal.

CHANGES IN EMPLOYMENT STATUS

All principals and/or department heads must notify the Human Resources Department of changes in employment status for all employees. Examples include: termination, resignations, promotions, etc.