

**North Orange County Regional Occupational Program
APPOINTMENT AND CONDITIONS OF EMPLOYMENT
ROP AR 4212**

Administrative Regulation

Classified Personnel

The Superintendent will recommend and the Governing Board shall approve the appointment of all full-time, part-time, and hourly classified employees. Temporary, substitute, limited-term and student employees may be appointed by the Superintendent or designee. The new employee with the position and pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall:

1. Not have been convicted of a violent or serious felony
2. Submit to fingerprinting as required by law
3. File the oath or affirmation of allegiance required by Government Code
4. Submit to a tuberculosis examination

Classified staff shall also fulfill any other requirements as specified by law or Board policy.

When first employed and upon each subsequent employment, classified employees other than short-term, limited-term or student workers will receive an offer of employment with the class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly or hourly) and applicable rates of compensation for stipend or differential pay. Employees shall keep one copy of this information and shall sign and date the other copy and return it to the Human Resources Department. Employees will receive a copy of each change in status that includes all of the above information and other employment changes.

Additional Requirements for Instructional Aides, Assistants and Technicians

No person shall be initially assigned as an instructional aide, assistant or technician without having demonstrated proficiency in basic reading, writing and mathematics skills.

These proficiency requirements shall equal or exceed those required for high school seniors pursuant to Education Code 51215.

If the ROP hires an instructional aide who has passed this requirement in another district, the employee may be considered to have met this requirement.