

## BOARD POLICY

Classified Service, Employment Procedures for

No person shall be initially employed in the classified service until that person can show conclusive evidence that he/she is free from active tuberculosis.

The Board may determine that the provisions of this section shall not apply to any employee who files an affidavit stating that he/she adheres to the faith or teachings of any well-recognized sect, denomination, or organization; and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion; and, that to the best of his/her knowledge and belief, he/she is free from active tuberculosis.

Prior to initial employment, fingerprint identification cards shall be completed on each employee and forwarded to the Bureau of Criminal Identification Investigation, state Department of Justice, for processing. The employee shall not begin work until the Department of Justice completes its check of the state criminal history file.

New employees may be required to submit to such medical examinations as are required by the Board or its designated representative.

No employee may be initially employed until such time as the conditions of this section have been complied with.

Each regular classified employee upon initial employment shall be entitled to receive a copy of his/her class specification and shall, within five working days, be advised of information directly relating to the employment status. Such information shall include:

- A. Notification of salary data, including pay period and amount, daily, hourly, and overtime rate of compensation, as applicable
- B. Assignment of work location
- C. Duty hours and prescribed work week
- D. Terms and conditions of the probation period, including performance evaluation procedures

It shall be management's prerogative to make reasonable changes in the employee's work hours and days, but not without first notifying the employee and the personnel director in writing.

No person shall be employed in a position which is in a direct line of supervision under a supervisor/administrator who is a member of the employee's immediate family.

(Page 2 of 2)

Ref: EC Sections 49406, 45122, 45125, 45126, 45169, 45275

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