

North Orange County Regional Occupational Program

Administrative Regulation

ROP AR 4312

Management Personnel

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent will recommend and the Governing Board shall approve the appointment of all full-time, part-time hourly, and limited-term management employees. Substitute management 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 public meeting.

Individuals appointed to the management staff shall:

1. Not have been convicted of a violent or serious felony or an enumerated sex or controlled substance offense
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

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

When first employed and upon each subsequent employment, management employees other than short-term or limited-term will receive a written offer of employment with the class specification, salary data, assignment or work location, and regular duty hours and work week. Management employees may be required to work beyond the regular workday or workweek without additional compensation. 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.

Revised: September 20, 2006

Approved: April 24, 2001