

**CLOVIS UNIFIED
SCHOOL DISTRICT**

PERSONNEL

Classified

ASSIGNMENT AND PROMOTION – CLASSIFIED EMPLOYEES

PURPOSE: To grant authority for and specify conditions of assignment, and to require advertisement of promotional opportunities relating to classified employees.

A. Notices of Employment

Any person employed in a classified position will receive a notice of employment from the Human Resources Department at the time of employment.

B. Authorization to Start Work

Under no circumstances is a person empowered to begin work in any classified position until authorized to do so by the Superintendent, nor until a notice of employment has been authorized and until all necessary data such as application, loyalty oath, tax withholding form, tuberculosis report, fingerprinting report, etc., have been filed in the Human Resources Department.

C. Working Out of Classification

1. In the event an employee is assigned more than five working days within a 15 calendar day period in a higher classification, the salary shall be adjusted to the nearest step of the higher classification, which would result in at least a 5% salary increase. This increase shall be for the entire period the employee is required to work out of classification.
2. Custodians assigned to summer maintenance helper positions shall not be decreased in pay. The position of Maintenance Helper is established at 5% above the custodian range.

D. Promotion

When recruiting for a promotional vacancy, the Human Resources Department shall make the vacancy known to all personnel in the District. Experience within and outside the District, training, certification, proven and potential ability shall be considered in making promotions.

Adopted: 10/21/2020

EDUCATION CODE

45110 Inconsistent duties for classified employees

Doc# 42826-5 (08/2020, None)