

EMPLOYMENT OF REGULAR CERTIFICATED PERSONNEL - ADMINISTRATIVE REGULATIONS

I. Responsibilities for Contracts

- A. The Chief Personnel Officer shall coordinate the recommendations of other staff members who have evaluated the candidate's professional papers and participated in the personal interview. He/she shall verify the recommendations of former employers and shall recommend to the Superintendent the candidate's employment by the Board of Trustees.
- B. Once the candidate has been appointed by the Board, the Chief Personnel Officer shall draw up for signature by the Superintendent the appropriate Offer of Employment or notice of continued employment.

II. Types of Contracts

- A. All probationary certificated personnel shall be issued a written contract at the beginning of their first year of service. This contract shall be called a probationary contract.
- B. Certificated personnel other than the principal and central administrative and supervisory staff shall be issued a probationary contract in each of their first three years of service.
- C. Commencing with the second year of service, principals and central administrative and supervisory personnel may be issued a Notice of Re-employment in lieu of a probationary contract.
- D. Commencing with their fourth consecutive year of service, certificated personnel who have received permanent status shall be given a continuing contract. Such a contract shall continue in effect subject to the laws of the State of California and to the rules and regulations of the Board of Trustees for as long as the employee continues to hold permanent status, or until the employee resigns, elects to retire, or is dismissed for reasonable and just cause.
- E. All other certificated personnel not covered under paragraph II-C or II-D above and who are commencing their fourth consecutive year of service shall receive a Notice of Re-employment.

III. Acceptance of Contract

Upon offer of employment, the applicant should respond to a contract in a reasonable period of time. Normally, ten days from the date of receiving the offer should be sufficient time unless there are extenuating circumstances involved. In such cases the District should be informed.

If neither the signed contract or an explanatory note is received by the personnel office within 45 consecutive calendar days after notice of election has been mailed or given to the employee, it shall be deemed that the employee declined the employment. (EC 44841)

Legal Reference: EC 44841

APPROVED: 10-73, 6-28-88
AMENDED: 3-22-83

DISTRICT SUPERINTENDENT
PLEASANTON JOINT SCHOOL DISTRICT
PLEASANTON, CALIFORNIA