

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4112.1

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

**REVISED: 05/04/00
01/05/09**

SUBJECT: Contracts

Procedure for Contract Issuance

The Human Resources Department shall verify with the Business Office to ascertain budget limitations, and confirm credential qualifications with the Credentials Department.

The contract and all necessary payroll and personnel forms shall be delivered to the elected candidate after signature of the contract by the Superintendent or designee.

Within twenty (20) days after delivery of the contract, the candidate must return the signed contract and all required forms to the Human Resources Department, and must have the proper credentials on file.

The County Superintendent shall provide a contract or notice of employment to all probationary and permanent certificated personnel. Such notice shall include the employee's employment status and salary. If the employee, without good cause, fails to return the notice of employment within forty-five (45) days of receipt, the employee shall be considered by the County Superintendent of Schools as having declined employment and the employee's services may be terminated. (E. C. 44841, 44842)

All certificated personnel are personally responsible for renewing their credentials and for keeping them valid. No warrant shall be drawn in favor of any person requiring certification unless he/she is properly credentialed and registered with the County Office of Education. (E.C. 45034)

Each credential actively used by the teacher must be registered with the Ventura County Office of Education. The teacher is responsible for assuring all appropriate credentials are registered.

The Ventura County Office of Education will not, except as provided for below, initially employ any certificated person on a permanent, temporary or substitute basis unless that person has demonstrated basic skills proficiency as required under Education Code 44252. Exemptions from this requirement shall be governed by provisions of Education Code Section 44830.

The basic skills proficiency test shall not be required of certificated persons who have been employed by another school district in a position requiring certification within 39 months prior to employment in the Ventura County Office of Education.

Persons holding a designated subject, special subjects or vocational designated subject credential shall not be required to take the state basic skills proficiency test as a condition of employment unless the specific credential requires the possession of a baccalaureate degree. Such persons shall be required to take a district proficiency test based on criteria established by the Board or County Superintendent for these credentials. (E. C. 44252 and 44830)

All certificated employees shall comply with the legal requirements to subscribe to an oath or affirmation to support the institutions and policies of the United States and the State of California. The oath or affirmation shall be filed with the Commission on Teacher Credentialing.

Candidates who have not been employed in California in a position requiring certification prior to the job being offered must obtain a medical examination within thirty (30) days following an offer of employment. The candidate will be given a statement of job functions for the use of the examining physician. The physician will use the statement to ascertain whether the candidate is physically able to perform the job functions.

The candidate will be issued an "Intent to Hire" statement, which will be replaced with a standard contract when the medical examination is satisfactorily completed and the doctor's certification filed with the Human Resources Department.

The Human Resources and Payroll Departments shall complete the necessary follow-up work required to place the employee on the payroll.

Each probationary certificated employee who is assigned to a school shall be given assurance of recognition for his or her status as a new teacher and his or her potential needs for training, assistance and evaluation. Notwithstanding this recognition, it is the policy of the County Superintendent of Schools that each probationary teacher possess and demonstrate satisfactory skills and performance as a classroom teacher from the initial date of assignment. The recognition of the needs and status of probationary teachers is intended to improve satisfactory performance to a superior level and is not intended to make allowances for new employees whose performance is below the office's standards. For employees whose probationary service begins on or after July 1, 1983, the procedures in Education Code Section 44948.3 shall be utilized whenever appropriate with respect to employees who receive unsatisfactory evaluations.

Contractual Conditions of Employment

Contracts of employment are to be prepared by the Director of Human Resources, as recommended by the Associate Superintendent, Administrative Services, on appropriate VCOE forms.

Placement on the salary schedule will be based upon official records and transcripts in the personal file of the proposed employee.

Under no circumstances shall any contract or other offer of employment be made by any certificated employee other than the County Superintendent of Schools or designee.

Contractual terms for the number of days of service and the period of service covered by the contract shall be based upon each job specification.

The County Superintendent of Schools reserves the right to make salary schedule adjustments or increases as deemed necessary, either for the entire schedule, or for individual cases, at any time.

Prior to May 30th of each year, the County Superintendent shall give or mail notices to certificated employees requesting that they notify the Human Resources Department of their intent to remain in the service of the Ventura County Office of Education for the next school year. If the employee fails to notify the Ventura County Office of Education, the County Superintendent shall consider the employee to have declined reemployment. The employee's services may then be terminated on June 30th.