

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4212.1

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Contracts

The Business Office shall ascertain budget limitations.

Contracts of employment will be prepared by the Director of Human Resources.

Placement on the salary schedule will be based on official policies.

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

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

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

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.