

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 6

Date: 12/1/92

Page: 1 of 1

Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

SECTION 4.100 EMPLOYMENT REQUIREMENTS

Upon recommendation of the District Superintendent, or designee, certificated and classified personnel are employed by action of the Board of Education. Applicants selected for employment shall fulfill the requirements of law and the rules, regulations, and appointment standards set forth below:

Loyalty Oath: Each employee of the District shall have on file in the District Personnel Office a signed loyalty oath as prescribed by the statutes of the State of California. Aliens employed by the District shall be exempted from this ruling.

Physical Examination: Offers of employment are contingent upon satisfactory completion of a pre-placement medical examination which includes drug and alcohol screening. Such examination shall be for the purpose of identifying medical limitations of employment candidates which may be incompatible with job activities. All examinations shall be conducted by District designated medical practitioners and the cost shall be borne by the District. The Board of Education may withdraw offers of employment to individuals whose medical limitations are incompatible with job activities.

Additional physical and psychiatric examinations may be required at any time during the term of employment at the discretion of the Superintendent. In such cases, the District shall designate the physician and shall pay the cost of the examination.

Tuberculin Test: All employees new to the District shall furnish a chest x-ray certificate or a negative intradermal tuberculin test taken within the previous twelve (12) months of the offer of employment, certified by a licensed physician as to freedom from active tuberculosis prior to the date of employment. Freedom from tuberculosis shall be verified every four (4) years thereafter.

A person who transfers from another school district shall be deemed to have met the requirements of the above paragraph if he/she can produce a certificate which indicates that an exam has been taken during the past four (4) years, and he/she was found to be free from active tuberculosis.

Employee Assignments: Employees shall be assigned within the District at the discretion of the District Superintendent after consultation with personnel involved.

Credentials: Certificated personnel shall not perform services for the District until appropriate credentials have been verified with the Personnel Office.

Identification: Every new classified employee shall submit to a criminal records check in accordance with prescribed procedures or shall forfeit eligibility for employment.

Uniforms: Articles of clothing and/or uniforms mandated by the District shall be paid for by the District.

Address and Telephone Number: All employees shall take action necessary to assure that the Personnel Department has on record his/her current address and telephone number.

This policy does not exempt employees from any state or county examinations or requirements which may apply to specific job classifications.