

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

December 1, 2010

667 GENERAL EMPLOYMENT REQUIREMENTS

Education Code 45125

(a) (1) Except as provided in Section 45125.01, the governing board of any school district shall require each person to be employed in a position not requiring certification qualifications, except a secondary school pupil employed in a temporary or part-time position by the governing board of the school district having jurisdiction over the school attended by the pupil to have two fingerprint cards bearing the legible rolled and flat impressions of the person's fingerprints together with a personal description of the applicant prepared by a local public law enforcement agency having jurisdiction in the area of the school district, which agency shall transmit the cards, together with the fee required by subdivision (f), to the Department of Justice; except that any district, or districts with a common board, may process the fingerprint cards if the district so elects... (g) This section applies to substitute and temporary employees regardless of length of employment.

Education Code 45293

No questions relating to political or religious opinions or affiliations, or relating to any basis listed in subdivision (a) of Section 12940 of the Government Code, as those bases are defined in Sections 12926 and 12926.1 of the Government Code, as those bases are defined in Sections 12926 and 12926.1 of the Government Code, shall be asked of any applicant, or any candidate whose name has been certified for appointment, nor shall any discrimination be exercised therefore, except as otherwise provided in Section 12940 of the Government Code.

- A. All new employees shall be required to take and subscribe to and properly file the oath or affirmation required by Section 3, Article XX of the Constitution of the State of California within nine months before they enter upon the duties of their employment. In the case of limited-term employment, such oath shall be effective for all employment that commences within one calendar year from the date of such subscription.
- B. The District's employment processing requires that all applicants file one complete set of fingerprints of both hands for clearance with the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) before initial regular appointment or before any limited-term service. This practice complies with Assembly Bill 346, which requires that a non-certificated employee who assumes a new job which entails working alone with students in a school-sponsored activity after July 9, 2010 obtain an Activity Supervisor Clearance Certificate or clearance of dual fingerprints with the DOJ and FBI.

CHANGE:

To remove the waiver of the requirement of fingerprints for applicants of regular appointments that are limited to 60 days or less. A complete set of fingerprints to be transmitted to the Department of Justice and the Federal Bureau of Investigations is required for all applications regardless of the length of assignment.

Remove: August 31, 1987. Add: December 1, 2010.

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