

## **Important information regarding employment with SLOCOE. Please read!**

**Criminal History Clearance:** Fingerprint criminal history clearance is required through the California State Department of Justice, per AB 1610 and AB 1612, prior to the candidate's date of employment.

**Right to work in U.S.:** Federal law requires that all new employees shall show the Human Resources officer appropriate documents which certify that they are legally eligible to work in the United States.

### **Recruitment Information:**

**Classified Vacancies:** Applicants who meet the minimum requirements of the position will continue to the next step of the recruitment process which is paper screening. Those applicants with the experience and skills that best match the needs of the position (12 max.) will be invited to a panel interview and written examination (if applicable). If a written examination is required, the interview score and test scores will be averaged to obtain the final score. A written examination score below 70% will disqualify the applicant from placement on an eligibility list. If no examination is required, the interview will be weighted 100% of the final score. A minimum score of 70 is required for an applicant to be placed on an eligibility list. Seniority credit points (for promotional candidates) will be applied to final scores to determine ranks. The top three ranks resulting from the eligibility list will be certified to the hiring interview.

**Certificated Vacancies:** Applications are screened by the Human Resources Department. Candidates meeting minimum qualifications will be considered for an interview and those selected for interview will be notified via phone. More than one round of interviews may occur.

**Pre-employment Physical:** Certain positions require a pre-placement medical assessment (paid for by SLOCOE) at a clinic selected by the County Office of Education. All positions require a current TB clearance (paid for by SLOCOE). Any offer of employment will be contingent upon certification by our physician that applicant is able to perform the essential functions of the job, with or without reasonable accommodation.

**Salary:** Please see job posting for salary range and/or visit our website at [www.slococoe.org](http://www.slococoe.org), Human Resources tab, then select applicable salary schedule.

**Probation:** All classified non-management new hires are placed on a six month or 130 duty day probationary period. All classified management new hires are placed on a 1 year probationary period. Probationary requirements for certificated vacancies will be discussed during offer of employment.

**CSEA Fair Share Act (for classified vacancies):** Per California Assembly Bill 1960, a CSEA Fair Share Agency fee will be deducted from classified employees' monthly salary, not to exceed \$36.75 per month (or \$367.50 annually). The fee for part-time employees shall be prorated, based on 1.5% of the employee's monthly salary.

**Equal Opportunity Employer:** We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**PLEASE NOTE:** SLOCOE pays into the California Public Retirement Employee System (CalPERS) or State Teachers Retirement System (CalSTRS) for all qualifying employees. These employees will not be contributing to Social Security. Employees not qualifying for enrollment in one of these public pension systems will be enrolled in SISC Defined Benefits. Classified, non-management employees contribute to the State Disability Insurance program.

## **GRIZZLY CHALLENGE CHARTER SCHOOL - Employment Information**

**Pre-employment Requirements:** All positions require a current TB clearance (paid for by Grizzly). Certain positions require a pre-placement medical assessment (paid for by Grizzly) at a clinic selected by the County Office of Education. Any offer of employment will be contingent upon certification by our physician that applicant is able to perform the essential functions of the job, with or without reasonable accommodation.

**Salary:** Please see job posting for salary range and/or visit our website at [www.slococoe.org](http://www.slococoe.org), choose Employee Resources, Grizzly Challenge Charter School employee forms, then select applicable salary schedule.

**PLEASE NOTE:** Grizzly pays into the State Teachers Retirement System (CalSTRS) for all qualifying employees. Certificated employees will not be contributing to Social Security but the classified employees are required to participate in Social Security and PERS. Employees not qualifying for enrollment in one of these public pension systems will be enrolled in SISC Defined Benefits.