

except those who:

- (a) Work less than eight hours per day; or
- (b) Work less than 12 months per year; or
- (c) Receive an hourly rate of pay.

³ % R D U G ´ P H D

leaning and operation of heating plants and other necessary work by way of care and labor to keep the physical plants of the school board in maintenance and operation. [Amended by 1969 c.262 §1]

242.330 Civil service board

(1) In all school districts having a population of 300,000 or more persons according to the last

242.340 Qualifications of commissioners To be eligible for appointment to the board, a commissioner shall:

- (1) Be an elector of the school district.
- (2) Be a resident of the school district for at least five years immediately preceding appointment.
- (3) Be known to be devoted to the principles of civil service.

242.360 Removal and vacancies

- (1) The school board may remove any commissioner for just cause at any time.
- (2) In the event of removal or of a vacancy caused by death or resignation, the vacancy shall be

filled by the school board within 10 days from the time of the vacancy. Such appointments shall be for the unexpired term of the commissioner whose place is vacated.

242.370 Secretary; duties; salaryThe civil service board shall appoint a secretary, who shall keep a record of its proceedings, preserve all reports made to it, supervise and keep a record of all examinations held under its direction and perform such other duties as it may prescribe. The secretary shall hold office during the pleasure of the board, and shall receive a salary of not less than \$50 per month, to be paid by the school district.

242.380 Offices and clerical helpThe school board shall provide the civil service board with suitable and convenient rooms and accommodations and cause the same to be furnished, heated, lighted and supplied with all office supplies and equipment necessary to carry on the business of the board. The school board also shall provide the civil service board with such other clerical assistance as may be necessary.

242.390 RulesThe civil service board may make appropriate rules and regulations to carry out WKH SURYLVLQRQV RI WKH & XVWRGLDQV ¶ & LYLO 6HUYLFFH /D in which examinations are to be held and appointments and removals made. The board may, from time to time, change its rules. Any rules or regulations shall be printed for distribution by WKH ERDUG DQG GD\ ¶ QRWLFH RI VDPH PXVW EH JLYHQ in the district not less than 10 days before the rules or regulations go into effect.

242.400 Annual report; roster of employeesThe board shall, on or before January 1 of each year, make a report to the school board of the district, showing its rules in force and the practical effect thereof, and any suggestions it may have for a more effective accomplishment of the Service Law and make such other reports and recommendations as it deems advisable. FLYLO VHUYLFFH 7KH ERDUG VKDOO DOVR SURYLGH D URVW

242.410 Records preserved; open to publicThe board shall keep on file all examination papers and markings thereof for a period of at least five years and all other papers and documents and communications received by it. All records shall be public and, as such, accessible at convenient times.

242.420 Investigations; oaths; subpoenas; examination of books, papers and recordsThe ERDUG PD\ PDNH DQ\ DSSURSULDWH LQYHVWLJDWLRQ WR F Service Law. In connection therewith, any member of the board may administer oaths, issue subpoenas to witnesses and compel their attendance at examinations, and examine books, papers and records and compel their production by witnesses in the same manner as if the subpoenas had been issued from a court of record in this state.

242.510 Classified service The civil service board shall classify, with relation to the character of work and the compensation attached thereto, all positions in the service of the school board within the district including those under the supervision of a custodian those described in ORS 242.320 (1)(a), (b) or (c). The positions so classified shall constitute the classified civil service of the school district. [Amended by 1979 c.738 §2]

242.520 Merit system to be observed.

(1) No appointment or promotion to any position shall be made except as provided in the & X V W R G L D Q V ¶ & L Y L O 6 H U Y L F H / D Z \$ O O D S S R L Q W P H Q W V W I classified civil service shall be made according to fitness, to be ascertained by open competitive examinations. All promotions in the classified civil service shall be made according to merit in service, fidelity in service and seniority in service.

(2) No person shall be appointed or employed by a school board under any title not appropriate to the duties to be performed.

(3) The appointing authority shall immediately notify the board of any appointment or discharge. [Amended by 1969 c.262 §3]

242.530 Competitive examinations; examiners The board shall, from time to time, hold public competitive examinations to ascertain the fitness of applicants for beginning employment positions of the classified civil service. The board shall control those examinations and may designate any person to act as examiner without compensation. [Amended by 1969 c.262 §4]

242.540 Character of examinations Examinations shall be practical in character and relate only to those matters which test the relative fitness of the persons examined to discharge the duties for the respective positions for which they are applicants. The examinations shall be a test for physical qualifications, health and manual or professional skill. Nothing relating to an D S S O L F D Q W ¶ V S R O L W L F D O R U U H O L J L R X V R S L Q L R Q R U D I I L

242.550 Fitness for appointment; board approval The civil service board may require an applicant for a custodial position to furnish evidence satisfactory to the board of good character, mental and physical health, and such other evidence as it may deem necessary to establish the D S S O L F D Q W ¶ V I L information concerning a criminal conviction for a crime involving the possession, use, sale or distribution of a controlled substance, sexual misconduct

A dismissal may be made without any hearing but any employee so removed may, within 10 days thereafter, file with the board a written demand for investigation. If the demand alleges, or it otherwise appears to the board that the discharge or removal was for political or religious reasons, or for reasons of age as described in ORS chapter 659A, or was because of personal favoritism or was not in good faith nor for the purpose of improving the public service, an investigation shall be held by the board or by persons appointed by them and under their direction. [Amended by 1959 c.689 §11; 1977 c.770 §10; 2001 c.621 §75]

242.630 Investigation; findings; appeal

(1) The investigation pursuant to ORS 242.620 shall be conducted to determine whether the dismissal was or was not for political or religious reasons, or because of reasons of age as described in ORS chapter 659A, or was not made in good faith for the purpose of improving public service.

(2) If the board finds that the employee is entitled to reinstatement, it shall report its findings in writing to the school board, whereupon the employee shall be reinstated.

(3) If the board finds that the employee was properly discharged, the employee shall have a right of appeal. Appeals shall be perfected by service of notice of appeal upon the secretaries of the civil service board and school board, together with a copy of the decision of the service board certified to be a correct copy by the secretary thereof, whereupon the same shall be filed with the clerk of the

0DNH DQ DSSRLQWPHQW WR DQ\ SRVLWLRQ 5RQW UDUD\ W
or neglect to comply therewith.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on