

Eugene School District 4J

Code: **GDIA**
Adopted: 7/2/73
Revised: 8/15/77, 12/11/02
Orig. Code(s): 4130

Notice of Employment

An applicant will be notified and assigned by the director of personnel. A *Notice of Assignment and Salary* will be filed in the office of the director of personnel before employment begins. All terms of employment will be included, and it shall serve as an agreement between the district and employee.

Employment for all regular classified employees will be probationary for the first six months.

Employees may receive a change of assignment or classification only as notified in writing by the director of personnel.

The Board shall give, in writing, by certified letter, individual notices by May 30 to all employees for whom a teaching license is not required.

The notices shall address reasonable assurance of continued employment as covered in the Oregon Revised Statutes and Oregon Administrative Rules.

END OF POLICY

Legal Reference(s):

[ORS 332.554](#)

[OAR 581-022-1720 \(5\)](#)